From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

Ref: (a) OPNAVINST 5560.10B (NOTAL)
(b) MCO 5110.1C
(c) MCO 5100.19E W/CH 1-3
(d) MCO P5300.12
(e) South Carolina Criminal Law and Motor Vehicle Handbook
(f) Assimilative Crimes Act (Title 18 U.S.C. 13) (NOTAL)
(g) Manual of Courts Martial
(h) Interim Department of Defense Antiterrorism/Force Protection Construction Standards
(i) Tri-Command Military Housing Resident Guide
(j) CG MCIEAST ltr dtd 021723Z NOV 05 Motorcycle Safety Policy

Encl: (1) Locator Sheet

1. Purpose. To promulgate the motor vehicle and traffic regulations, and the traffic hearing procedures for MCAS Beaufort. Penalties for violation of the standards and rules of conduct set forth by this Manual include the full range of statutory and regulatory sanctions for military personnel and civilians. This Manual is a regulatory general order and all provisions herein apply to all DoD personnel without further implementation. A violation of these provisions, and the laws and regulations promulgated by these provisions, is punishable in accordance with the Uniform Code of Military Justice (UCMJ) for military personnel, and is the basis for appropriate disciplinary action and criminal prosecution of civilians aboard MCAS Beaufort.

2. Cancellation. AirStaO P5110.1E

3. Information. Reference (a) establishes standard and simplified procedures and forms for registering and marking privately or commercially owned motor vehicles of military and civilian personnel, or of individual and corporate members of

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the public for such vehicles to be operated on board installations of the Department of the Navy. References (b) and (c) establish policy, responsibility, and procedures for the Marine Corps Traffic Safety Program. Reference (d) sets forth the Marine Corps Policy on Substance Abuse as it pertains to operating motor vehicles. The rules of the road contained herein, and their violations and penalties, are based on references (e) and (f) and apply to all personnel operating a vehicle aboard MCAS Beaufort. Reference (g) is the Manual for Courts Martial. Reference (h) establishes construction standards required to ensure that force protection is considered in military construction and major renovation projects. Reference (i) promulgates policy, procedures, and community standards for Tri-Command Housing residents. Reference (j) is the MCIEAST Commanding General’s motorcycle safety policy letter.

4. Scope. All military personnel, family members, and civilians operating motor vehicles within the limits of MCAS Beaufort, Pine Grove and Laurel Bay housing areas, will comply with the contents of this Manual. As used in these regulations "MCAS," "Air Station," "Station," "Installation" or "Reservation" is the general term used to describe all real estate over which the Commanding Officer (CO) MCAS Beaufort exercises exclusive jurisdiction. The Provost Marshal will enforce the regulations contained herein and forward reports of violations as appropriate.

5. Command. This Manual contains major changes and should be reviewed in its entirety.

6. Certification. Reviewed and approved this date.

R. W. LANHAM

DISTRIBUTION: A plus PMO (10)
AIR STATION ORDER P5110.1F CH 1

From: Commanding Officer
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

1. Purpose. To direct a change in the basic order.


   a. Insert into paragraph 2107: "e. Valid sponsor contact information for verification."

   b. Add subparagraph 2 to paragraph 2107: "Organizations or individuals wishing to sponsor an individual onto the installation must notify the Provost Marshal’s Office Desk Sergeant (228-6710). If a visitor arrives unannounced, the gate sentry will attempt to contact the sponsor. If the visitor does not have a sponsor or the sponsor can not be contacted, the visitor will be turned away. Acceptable methods to facilitate individual access are as follows:

      (a) Meet visitor at gate, park visitor’s vehicle at MCAS Visitor Center and escort onto the installation in a DOD registered vehicle.

      (b) Meet visitor at gate and escort to MCAS Visitor Center to assist in obtaining a visitor pass (not more than 5 days).

      (c) Contact the Provost Marshal’s Office Desk Sergeant (228-6710) and notify them of the inbound visitors. Leave the visitors name, vehicle description, estimated time of arrival, final destination and sponsor contact information. The Desk Sergeant will prepare the pass and have it delivered to the appropriate gate prior to the arrival of the visitor."

   c. Insert into paragraph 2107: "3. Organizations or individuals wishing to sponsor groups onto the installation must notify the Provost Marshal’s Office 48 hours prior to the event. If a group arrives unannounced, the gate sentry will attempt to contact the sponsor or verify the validity of the special event. If the group has no sponsor or the event cannot be verified, the
group will be turned away. For command authorized special events where large numbers of invited guests are anticipated the unit or organization should provide PMO with pre-made visitor passes; preferably, with a unit representative to assist the sentry. Refer to annex M and N for clarification. Acceptable methods to facilitate group or special event access are as follows:

(a) Provide the Provost Marshal’s Office with a published LOI detailing the event, the list of invited guests, and duration of the event (Refer to annex M and N).

(b) Contact the Provost Marshal’s Office Operations Chief (228-7321) a minimum of 48 hours prior to the event and provide a detailed list of attendees, vehicle descriptions, estimated time of arrival and final destination (Refer to annex M and N).

d. Delete from Appendix D, page D-1, paragraph 2, section a, subparagraph 5: "No portion of the bars may extend more than 15 inches above the depressed seat per South Carolina Law 56-5 3650 (b)."

e. Delete from Appendix D, page D-6, line number 3: "No handlebars 15 inches above the seat."

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the current order.

R. W. LANHAM

Distribution: A
AIR STATION ORDER P5110.1F CH 2

From: Commanding Officer
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

1. Purpose. To direct a change in the basic order.

   a. Delete from paragraph 3120, subparagraph 12.a,(3) on page 3-16 the words: "A mesh/fabric vest that is bright yellow, international orange, or lime green with reflective strips front and back shall be worn as the outermost garment. The garment must not be covered or concealed, such as by a backpack; when a backpack is worn, it must be worn under the vest, or have a reflective running belt or a second reflective vest wrapped around it. The vest and protective jackets designed for motorcycle safety which may include impact resistant shoulder and elbow pads are authorized for wear by Marines in uniform, and must be removed as soon as the Marine get off the motorcycle. Protective riding gear should contain minimal organizational insignia, reference to manufacturer, motorcycle brands, graphics or wording. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply" and replace with "A brightly colored outer upper garment during the day and a reflective upper garment at night, such as a reflective protective motorcycle jacket (recommended to be worn at all times), or a commercially available mesh/fabric vest that is bright yellow, international orange, or lime green with two 1 1/2" to 2" wide vertical or horizontal reflective strips front and back. The vest and jacket are authorized for wear by Marines and Sailors in uniform, but must be removed as soon as the Marine or Sailor gets off the motorcycle. The reflective garments must not be concealed, such as by a backpack."

3. Filling Instructions. This change transmittal will be filled immediately following the signature page of the current order.

J. R. SNIDER

Distribution: A
From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

1. Purpose. To direct a change in the basic order.

2. Action

   a. Insert new sentences into paragraph 2203, subparagraph 2, on page 2-15: "The MCAS Commanding Officer will serve as a sponsor for any event designated and approved as open to the public. All 'Command Sponsored' visitors will still be subject to vehicle pass requirements unless the Commanding Officer declares an 'open gate' policy defined in paragraph 2208 of this Order."

   b. Delete from paragraph 2208, subparagraph 1, on page 2-17: "Request of access for special events held in MCCS facilities, such as weddings, reunions, dinners, and sporting events must be submitted via MCCS five days prior to the event. The request will be forwarded to the Provost Marshal's Office 48 hours prior to the event to ensure proper security and traffic planning. Requests for special events not using MCCS facilities will be submitted to the Provost Marshal's Office for approval" and replace with "Request of access for all special events sponsored by MCCS, such as weddings, reunions, dinners, and sporting events must be submitted via the Commanding Officer MCAS Beaufort or an approving official designated by the Commanding Officer five days prior to the event. The request will be forwarded to the Provost Marshal's Office 48 hours prior to the event to ensure proper security and traffic planning. Unit level events allowing civilian guests require sponsorship notification in writing to PMO from an official representative of the unit 48 hours prior to the event."

   c. Insert new paragraph into paragraph 2208, subparagraph 4, on page 2-18: "Visitors may bring their vehicles onto the Installation for MCAS Beaufort hosted 'public' events, but are only allowed access for the duration of the event and must depart with their vehicles upon the event's completion."

   d. Insert new paragraph into paragraph 3120, subparagraph 11a, on page 3-15: "(4) All sport bike type riders must complete the Military Sport Bike Riders Course (MSRC) within 60 days of completing the initial Beginner Rider's Course (BRC)."

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the current order.

J. R. SNIDER

DISTRIBUTION: A
AIR STATION ORDER PS110.1F Ch 4

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

1. Purpose. To direct a change in the basic order.

2. Action

   a. Delete paragraph 2106, subparagraph 2a: “Motorcycle operators who have not successfully completed a Motorcycle Safety Foundation (MSF) or Specialty Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors (excerpt from reference (c), encl (2), will not receive a temporary pass until the day of class they are scheduled to participate in.”

   b. Insert new paragraph into paragraph 2106, subparagraph 2a: “Motorcycle operators who have not successfully completed a Motorcycle Safety Foundation (MSF) or Specialty Institute of America (SVIA) approved course can receive a one time 30-day temporary pass, which will allow the driving of the motorcycle by the registered owner, until the required training (MSF or SVIA) can be obtained.”

   c. Delete paragraph 2106, subparagraph 2b in its entirety.

   d. Delete paragraph 3120, subparagraph 12a, (3) in its entirety.

   e. Delete in its entirety paragraph 4, located on page D7 in Appendix “D”.

   f. Delete in its entirety paragraph 3a, (3), located on page E2 in Appendix “E”.

J. R. SNIDER

DISTRIBUTION: A
From: Commanding Officer
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

Encl: (1) Executive Order, Federal leadership on reducing text messaging while driving

1. Purpose. To direct a change to the signed Order.

2. Action
   a. Insert into paragraph 2100, on page 2-3: "6. Retired services members, their dependents and dependent widows who reside in or outside the local MCAS Beaufort area are authorized to register and attain decals for all their personally owned vehicles (POV) provided the vehicle is registered in their name. POV's are to be used for personal or recreational purposes only and are not to be used to gain access for contractual purposes."

   b. Insert as paragraph 3114, on page 3-11: "Active duty service members, federal employees, federal contractors, or civilians operating personally owned vehicles (POV) or government owned, leased, or rented vehicles (GOV) are prohibited from using cell phones, hand held electronic devices, or government provided equipment aboard MCAS Beaufort or while conducting official government business off the installation. Prohibited actions include talking without a "hands free" device, texting, emailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or communication."

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the current Order.

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AIR STATION ORDER P5110.1F Ch 6

From: Commanding Officer
To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

1. Situation. To transmit pen changes to the Air Station Order.

2. Execution
   a. Add reference (k), "MCIEAST-MCB CAMLREJO 5560.2."
   b. Insert as para 3117.5, on page 3-12 the following: "Headphones are prohibited while walking/jogging on roadways and sidewalks adjacent to roadways. Headphone use is authorized on tracks and trails only."

3. Filing Instructions. File this change immediately following the signature page of the basic Order.

   [Signature]

   P. D. BUCK

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Subj: MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

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MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

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CHAPTER 1

RESPONSIBILITIES, DEFINITIONS AND POLICIES

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RESPONSIBILITIES, DEFINITIONS, AND POLICIES

SECTION 1: RESPONSIBILITIES AND DEFINITIONS

1100. RESPONSIBILITIES

1. General. The regulations set forth herein govern the registration and operation of all vehicular traffic on MCAS Beaufort and the Federal Government owned and/or controlled lands under the jurisdiction of the CO, MCAS Beaufort, to include government housing areas in Pine Grove and Laurel Bay.

2. Enforcement. The Station Provost Marshal is delegated the authority to enforce these regulations. It is the duty and responsibility of all officers and noncommissioned officers to set personal examples by their safe driving habits and to report all violations of driving procedures which are observed. Family members and civilians have the right to report unsafe driving habits to the Military Police. Violations should be reported to the Military Police and should include the state and number of the vehicle license plate and a description of the vehicle as well as the time and location of the offense. Military Policemen are the agents through whom the CO exercises police power in the control of vehicles operated upon the Station. Military Policemen are authorized to stop any vehicle or person at any location under lawful orders or upon reasonable belief that a criminal or traffic offense has been, or is about to be, committed. No person shall willfully fail or refuse to comply with any lawful order or direction of a military policeman invested by regulations with law enforcement authority.

1101. DEFINITIONS

1. Abuse. The use of alcohol, drugs, or other substance to the extent that it has an adverse effect on the user's health, personal or professional behavior, family, community, or the naval service.

2. Air Station. All areas under the command and control of the CO, MCAS Beaufort, to include government housing areas in Pine Grove and Laurel Bay.
3. **Exclusive Jurisdiction.** Sole jurisdiction for a given area including executive, legislative, and judicial authority. MCAS Beaufort, to include government housing areas in Pine Grove and Laurel Bay are exclusive jurisdiction.

4. **Alcoholic Beverages.** Any beverage which contains alcohol.

5. **Blood Alcohol Concentration (BAC) Standards.** As a uniform basis for administrative revocation of driving privileges and/or taking enforcement action, the amount of alcohol in a driver's blood, as indicated by chemical analysis.

6. **Chemical Breath Test Device.** An instrument using photoelectric or other physical or chemical means to quantitatively determine blood alcohol concentration.

7. **Conviction.** A final adjudication that may include one or more of the following:
   
   a. Plea of *nolo contendere* accepted by a court.
   
   b. Plea of guilty or finding of guilty (or tantamount to a finding of guilty) on any charge of violating State, Federal, or Foreign Criminal Law, or the UCMJ.

8. **Driver.** Any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. For example, sitting in a parked car behind the steering wheel, keeping it in restraint or in a position to control its movement. The word "driver" is interchangeable with the word "operator."

9. **Driver's License.** A license to operate a motor vehicle issued or recognized under the laws of South Carolina.

10. **Driving Privilege.** The privilege extended by an installation commander to a person permitting the operation of a motor vehicle within the limits of the installation.

11. **Driving While Impaired (DWI)/Refusal.** Any driver who is administered a chemical or blood alcohol test which reveals a BAC of .08 or above, or who refuses a chemical or blood alcohol test.

12. **Drug Use Incident.** Irresponsible drug use or wrongful use of a substance occurs when the preponderance of the evidence
establishes that the Service Member used, abused, possessed, manufactured, or trafficked a controlled substance, substance, chemical, and/or a prescribed or over-the-counter drug or pharmaceutical compound.

13. Emergency Vehicle. Fire, military police, ambulance, and such other vehicles as may be designated by the CO.

14. Hitchhiking. Soliciting by words or gestures, transportation from passing motor vehicles not commercially engaged in the carrying of passengers for hire, except while at an authorized share a ride station.

15. Illegal/Illlicit Drugs. Drugs prohibited by law or lawful drugs when obtained or used without proper authority, to include the abuse of otherwise legal drugs.

16. Juvenile. Any person who has not reached their 18th birthday and is not a member of the U.S. Armed Forces.

17. Minor Vehicle Accident. An occurrence involving the operation or movement of a vehicle in which there is no personal injury and which results in damage to any property totaling less than $500.

18. Moped. Any two-wheel or three-wheel device having operative capability by:

   a. An automatic transmission, if equipped with a transmission.

   b. A motor that produces less than two gross brake horsepower, and:

      (1) Propels the device at a maximum speed of no more than 30 miles per hour on level ground.

      (2) Has a maximum engine size of 50 cubic centimeters.

19. Motorcycle. Any motor vehicle that has a seat or saddle for use of the rider and is designed to travel with not more than three wheels in contact with the ground. Tractors and mopeds are excluded.

20. Motor Vehicle. Any vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets,
roads, and highways. Vehicles operated only on a rail or rails are excluded.

21. Moving Violation. A violation of any traffic law, ordinance, or regulation while operating a vehicle. Moving violations typically involve one or both of the following:

   a. Unsafe Act. An act or omission in traffic that is hazardous.

      b. Unsafe Condition. Causing or permitting an illegal and possibly hazardous condition of:

         (1) Highways, roads, or streets used by traffic.

         (2) Vehicles used in traffic.

         (3) A pedestrian or driver in traffic.

22. Non-moving Violation. A violation of any traffic law, ordinance, or regulation affecting vehicle or users' safety upon the street or highway but not promulgated primarily with the object of making their use safe.

23. Person. Every person, firm, co-partnership, association, company, corporation, or other legal entity.

24. Point System. An administrative aid to evaluate driver performance by assessing weighted point values for moving traffic violations. Appendix J shows assessments under the point system as per reference (b), chapter 6.

25. Possession. The exercise of actual physical custody and control over a controlled substance. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises control.

26. Privately Owned Vehicles (POV). POV are those vehicles which belong to individuals, firms, associations, companies, corporations, co-partnership, or any other legal entity. Vehicles belonging to U.S. Government agencies are not privately owned.

27. Reciprocity. Reciprocal action between state and military authority to suspend or revoke an individual's government operator's permit, or state driver's license, based upon action initiated by either jurisdiction. For example, if an individual
is arrested for DWI off Station, that individual's on-Station driving privileges will be revoked for at least 1 year.

28. Reckless Driving. Operation of a vehicle with culpable disregard of foreseeable consequences to others; operation of a vehicle in a heedless manner actually or immediately dangerous to the occupants or to the rights and safety of others. Speed alone may not be used to determine this violation.

29. Revocation of Driver's License. The termination by formal action of state authority of a person's license or privilege to operate a motor vehicle on a public highway; said termination shall not be subject to renewal or restoration except that application may be presented and acted on by the state after the expiration of the applicable period of time prescribed by state law. Such action disqualifies the individual from operating a privately owned motor vehicle on a military installation since they are no longer "licensed" to drive.

30. Revocation of Driving Privileges. Action taken by an installation commander to terminate the privilege to operate a motor vehicle on a military installation. This action is normally levied by the Traffic Court Hearing Judge and may be for a period of up to 24 months.

31. School Bus. Any motor vehicle used for the organized transportation of school children bearing markings indicating the purpose for which used.

32. State. One of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam or a Province of Canada.

33. Suspension of Driver's License. Termination by state authority of a person's license or privilege to operate a motor vehicle on the public highways. The license may not be renewed until after the expiration of the suspension period. A suspended state driver's license disqualifies the individual from operating a privately owned motor vehicle on a military installation since the individual is no longer licensed to drive.

34. Suspension of Driving Privileges. The temporary withdrawal by an installation commander of a person's privilege to operate a motor vehicle on a military installation for up to 12 months. Privileges normally are restored on the day after the date the
suspension ends, provided the individual files proper paperwork with the traffic court clerk at PMO.

35. **Termination of Registration.** Action taken by a competent authority to remove an installation decal or pass.

36. **Trafficking.** The wrongful distribution (includes sale or transfer) of a controlled substance, wrongful possession or introduction into a military unit, base, station, ship, or aircraft of a controlled substance with the intent to distribute.

37. **Vehicle.** Every device in, upon, or by which any person or property may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon fixed rails or tracks; provided, that for the purposes of this definition, bicycles shall be deemed vehicles and every operator of a bicycle upon a highway shall be subject to the provisions of these regulations applicable to the driver of a vehicle.

38. **Vehicle Accident.** An occurrence involving the operation or movement of a vehicle which results in death or injury or damage to any property.
MOTOR VEHICLE TRAFFIC AND ENTRY REGULATIONS

CHAPTER 1
RESPONSIBILITIES, DEFINITIONS, AND POLICIES

SECTION 2: POLICIES

1200. GENERAL

1. Local Law Enforced. Operation of government and privately owned motor vehicles on this Station is regulated by the Traffic Code of the State of South Carolina, except as modified or stated herein. Traffic enforcement is the responsibility of military police.

2. Operating Vehicles. The privilege to drive on this Station is contingent upon operating any vehicle in a safe, lawful, and prudent manner.

1201. TRAFFIC CITATIONS

1. Types. Armed Forces Traffic Tickets (DD Form 1408), are used for referral to MCAS Beaufort Station Traffic Court and U.S. District Court Violation Notices (DD Form 1805)are used for referral to a U.S. Magistrate.

2. Moving Violations. Only military police are authorized to issue traffic citations for moving violations committed aboard this Station. Any person, military or civilian, observing an offense can report it to military police. The time, date, exact location of the violation, vehicle license number, make, model, and color are required. The person reporting the violation will be required to make a sworn, written statement and is required to appear in court.

3. Parking Violations. Unauthorized parking in a seeded, restricted, or handicap area may be reported to military police by phone. The call must include the time, date, location, and type of violation; station decal number or type of pass; vehicle color, body type, make, year, state license number, and name of owner or operator, if known.

4. Warning Tickets. Warning tickets may be issued for minor violations. If an individual receives more than one warning ticket in a 30-day period or more than two in a 6-month period,
the Provost Marshal may direct that the most recent one be reissued as a DD Form 1408 requiring a traffic court appearance.

1202. DRIVING WHILE IMPAIRED (DWI)

1. Presumptive Limit. The State of South Carolina and this Station consider a .08 percent blood alcohol level as presumptive evidence (no other evidence is required) of impairment of driving skills. No quantitative limits are set on other drugs.

2. Procedures. Military police suspecting that a vehicle operator is under the influence of alcohol or another drug from observing the person's driving or other behavior, from odor, from presence of alcoholic beverages in the vehicle other than in the unopened manufacturer's original container in the passenger area or carried by the operator, from vehicle accidents that have occurred, from reports of other persons or from any other reasonable means will perform the following:

   a. Detention. After stopping a vehicle or deciding that an operator may have been driving under the influence (DUI) of alcohol or another drug, military police will detain the operator. The driver may be searched, or moved to a better location before further investigation. The driver will not be allowed to drive again until it has been determined that there no longer exists any influence of alcohol or other drugs, or that there is insufficient evidence to warrant further action.

   b. Field Sobriety Testing. The driver's vehicle will be secured by military police or by the driver. Military police will administer a standardized field sobriety test as directed by the Provost Marshal. If there is insufficient evidence of impairment when taken with other evidence of the influence of alcohol (as determined by military police), the driver will be released.

   c. Apprehension. If evidence of impairment of driving ability is sufficient, military personnel will be placed under military apprehension and civilian personnel will be informed that they are being detained. The driver may be searched and may be restrained with handcuffs or other measures as necessary to prevent escape or injury.

   d. Testing. The driver will be offered the opportunity to submit to a chemical blood, urine or breath test to determine
the level of blood alcohol and/or presence of drugs. The driver will be informed of the South Carolina and this Station's Implied Consent Law and the consequences of refusal to submit to a test, which includes revocation of their privilege to operate a motor vehicle aboard the Station for 1 year. The driver will indicate in writing (if able) their choice, or refusal, to submit to a test.

e. Refusal. Military police will warn the driver that refusal to complete such a chemical test will result in revocation of the privilege to operate a motor vehicle on Station for one year. If the suspect continues to refuse to complete the test, the expiration tabs will be removed from the driver's DoD decal or their visitor's/temporary pass will be confiscated. Additionally, the driver will receive a letter documenting the revocation of Station driving privileges.

f. Suspension. Once a positive test for BAC or presence of other drugs has been completed and the driver has been charged with a DWI, the month and year number tabs will be removed from the driver's DoD decal or their visitor's or temporary pass will be confiscated. Additionally, the driver will receive a temporary letter of suspension documenting the revocation of their Station driving privileges.

3. Driving While Impaired/Refusal, Off-Station. Any person stationed aboard the Air Station who is administered a chemical or blood alcohol test which reveals a BAC of .08 or above, or who refuses a chemical or blood alcohol test while off-station, will report to the Provost Marshal's Office for processing immediately upon returning to the Station. Upon being processed by the Provost Marshal's Office, that person's Station driving privileges will be temporarily suspended until that person appears before the MCAS Beaufort Traffic Court.

1203. ILLEGAL/ILLICIT DRUGS

1. A "drug-related incident", "drug use", or "wrongful use" of a substance occurs when the preponderance of the evidence establishes that the individual used, abused, possessed, manufactured, or trafficked a controlled substance, substance (e.g., fungi), chemicals (e.g., chemicals wrongfully used as inhalants), a prescribed drug, over-the-counter drug, or pharmaceutical compound. All incidents of confirmed illegal drug use require a mandatory revocation of driving privileges. Unit Commanders shall notify the MCAS CO thru the Provost
Marshal of individuals who have been confirmed of illegal drug use as defined above. The individual will report to the PMO Traffic Court Clerk with a copy of the message from the drug lab and will be scheduled for the next traffic court date. Additionally, the individual will receive a temporary letter of suspension of station driving privileges. The Traffic Court Judge shall issue the revocation.

2. Those individuals, who have voluntarily sought assistance and have no prior drug related incidents that are diagnosed as drug dependent and complete treatment may request driving privileges without restriction or limitation.

1204. TRAFFIC IN AIRFIELD OPERATIONS AREA

1. Pedestrians/Bicycles. Pedestrians and bicyclists are prohibited on any runways, runway crossing, taxiways, or aircraft parking aprons.

2. Vehicles. Vehicles other than government vehicles conducting operational tasks are prohibited on runways and taxiways. The aircraft parking areas are restricted to line-maintenance vehicles and vehicles required for flight operations. Vehicles which require access to the runway or taxiway, must obtain clearance from Airfield Operations and be escorted by a vehicle that has 2-way radio communication with the Air Traffic Control Tower on a frequency that is recorded by Air Traffic Control. All vehicles except yellow emergency vehicles, which need to proceed onto the runways or taxiways, will display a checkered red and white flag provided by Airfield Operations. All vehicles will avoid running over runway or taxiway lights. Taxiing or towed aircraft will always be granted the right of way. Strict attention and adherence to traffic control devices is required. All persons operating a vehicle on aircraft movement areas will possess a valid airfield driver’s license issued by Air Traffic Control unless they are being escorted by a vehicle driven by a person who possesses a valid airfield driver’s license issued by Air Traffic Control.

3. Emergency Vehicles. When Merritt Field (KNBC) is open, Emergency vehicles will cross the runway only when authorized by the Air Traffic Control Tower. When Merritt Field is closed, emergency vehicles will only cross runways during bona fide emergencies, and only as needed. At no time when Merritt Field (KNBC) is open, will vehicles proceed onto aircraft movement.
areas or disregard traffic control devices without clearance from the Air Traffic Control Tower.

4. Speed Limit. As per reference (k), paragraph 3.25, the speed limit in the airfield operations area is as follows (except for vehicles responding to bona fide emergencies):

   a. 5 miles per hour for all:

      (1) Vehicles towing aircraft.

      (2) Vehicles operating on aircraft parking ramps.

      (3) Vehicles operating in the vicinity of aircraft.

      (4) Vehicles operating at night.

   b. 20 miles per hour under all other circumstances.

1205. BICYCLE REGISTRATION/SECURITY

1. Registration. All bicycles shall be registered with PMO.

2. Security. Due to the mobility and value of bicycles the reporting of lost, missing, found, or unsecured bicycles is essential to prompt recovery. Lost or missing bicycles should be reported promptly to military police. Reports should fully describe the bicycle, including model and serial number. Reports for found bicycles should fully describe the bicycle, including model and serial number. Found bicycles should be reported to the military police. To deter theft, all bicycles must be secured with a bicycle lock while not in use.
CHAPTER 2

VEHICLE REGISTRATION AND ENTRY REGULATIONS

SECTION 1: VEHICLE REGISTRATION AND VEHICLE PASSES

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CHAPTER 2

VEHICLE REGISTRATION AND ENTRY REGULATIONS

SECTION 1: VEHICLE REGISTRATION AND VEHICLE PASSES

2100. POLICY

1. Motor vehicles which are owned by a person who resides, performs duty, is employed on, or frequently uses the facilities of the Air Station, will be registered in accordance with this Manual.

2. Vehicles designed exclusively for construction and materials handling, such as bulldozers, which are solely for off road use, are not required to be registered.

3. Temporary passes may be issued to authorized persons, military or civilian, who may have temporary requirements for access to the Air Station or who are awaiting completion of requirements for permanent registration aboard the Station. The Visitor Center will issue temporary vehicle passes.

4. Valid DoD decals issued by other military installations will be honored for access to the installation; however, the driver may be checked by Military Police to verify correct identification.

5. All permanent military personnel and civilian DoD employees will register their vehicle at the Visitor Center within 30 days of reporting aboard MCAS Beaufort.

2101. PROCEDURES

1. Application for registration will be made in person, with the vehicle to be registered, at the Visitor Center (Bldg 859).

2. Installation registration may be renewed in those instances where the service member (sponsor) is transferred to an overseas area and the spouse or other dependent family members continue to reside in the geographic area contiguous to the installation.

2102. REGISTRATION DECALS
1. **Applicability.** Standard DoD decals are intended only for general station access control. They do not serve as personal identification or for other purposes such as parking or admittance to security or limited access areas.

2. **Significance of Colors.** Installation tabs will be affixed below the DoD decal with the following color designations:

   a. Blue background with white letters will be issued to active duty, reserve and retired commissioned and warrant officers, and their spouses or widows.

   b. Red background with white letters will be issued to active duty, reserve and retired enlisted personnel and their spouses or widows.

   c. Green background with black letters and number tabs will be issued to Civil Service retirees.

   d. Green background with white letters will be issued to civilian government employees.

   e. Black background with white letters will be issued to contractors and their employees.

   f. White background with black letters will be issued to MCAS Beaufort CO authorized VIPs.

3. **Modified Passes.** Modified paper passes will be issued to contractors, commercial service employees, and personnel with Business Permits who have been authorized a vehicle pass. All DoD civilian retirees must have a letter from Marine Corps Community Services (MCCS) indicating they have current membership with the club system.

4. **Multiple Registration.** Military members and Civilian government employees of the Air Station may register an unlimited number of privately owned vehicles. The civilian employee must be operating, or in, the vehicle when it is brought aboard the Air Station. Civilian government employees may not allow their dependents to operate their vehicles aboard the Air Station without the sponsor (civilian government employee) present. If the civilian government employee fails to follow these policies, their privilege of possessing multiple registrations may be revoked.
5. **Agents.** Should a military member require corrective registration action while deployed or TAD, the spouse, a parent, an adult dependent, or squadron commander is authorized to act for the principal in correcting registration matters.

6. **Placement of Decals**

   a. **Automobiles and Pickup Trucks.** MCAS permanent decals will normally be placed on the lower driver's side corner of the windshield, except when the windshield wiper operates in the intended area or if the decal cannot be placed in the corner because of the vehicle's height, the decal shall be placed in a manner clearly visible to a sentry.

   b. **Motorcycles.** MCAS permanent and temporary decals will normally be placed on the left fork. The decal may be slit to allow application to irregularly shaped areas. The decal may be placed on the top of the front fender if the fork does not have sufficient area. It is recommended that a permanently mounted metal plate be affixed to the front of the motorcycle and the decal be placed on it.

   c. **Special Status Sticker.** The Provost Marshal will provide special designation for "spouse only" or other special cases when considered appropriate. This sticker will be placed adjacent to the permanent decal.

7. **Effective Period.** Registration decals will be issued to active duty military personnel for four years or the duration of their current enlistment, whichever is earliest. Registration decals issued to retirees and civilian government personnel employed on the Air Station will be effective for a period of four years. Registration for all other persons will be for one year or less, as required.

8. **Relinquishment of Decals.** All registration decals remain the property of DoD. They must be removed and relinquished to the Provost Marshal's Office upon the expiration date or earlier termination of authorization. Authorization automatically expires upon discharge or release from active duty from the military service; upon sale or transfer of title; or upon any other disposal of the vehicle. Any decal or pass which has been altered, modified, defaced, or damaged, will be relinquished to the Visitor Center immediately. A new decal will not be issued to a service member who has disposed of a previously registered vehicle, unless they provide proof of destruction of the old decal, or sign a statement verifying its destruction.
9. **Expiration Decals.** With each registration, an expiration tab will be issued indicating the month and year of expiration of authorization. The month tab will be affixed on the left side of the main decal; the year tab is similarly affixed on the right side.

2103. **REGISTRATION REQUIREMENTS.** Applicants for registration of privately owned vehicles must report to the Visitor Center, where a vehicle registration form will be completed on each vehicle to be registered. Registration will require:

1. A valid active duty, reserve, retired, family member, or civilian identification card, or a letter from MCCS stating that a DOD civilian retiree is an active member of the Club System (see paragraph 2102.3).

2. Evidence of vehicle ownership and certificate of state registration, as required by the state in which the vehicle is registered. An applicant may register a vehicle (except a motorcycle) not owned by the applicant, provided the vehicle owner completes a MCAS Beaufort Vehicle Use Permit (Appendix A).

   Note: The owner must be a family member and member must show proof of insurance for the vehicle.

3. A valid state driver’s license from South Carolina, or the individual's home state or U.S. territory.

4. Certification of the continuing possession of motor vehicle liability insurance in an amount not lower than the current South Carolina minimum. The registrant must be the named insured or a principal operator. Proof of insurance must be shown at time of registration.

5. Evidence of satisfactory completion of a Military Drive Safe Course for all military drivers under 26 years old.

6. **Motorcycles.** Persons desiring to register a motorcycle are also required to possess a valid motorcycle driver’s license as required by South Carolina or the individual’s state of license. The individual must also produce evidence of satisfactory completion of the Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed
instructors, as per the requirement found in ref (c), encl (2), paragraph 2.

a. If an individual possesses a valid MSF or SVIA certification from another DoD installation or state it will be honored.

7. Vehicles with rear ends elevated more than 6 inches from the manufacturer’s height will be denied registration. Vehicles with lowered suspensions, which allow any part of the vehicle to contact the road surface when a tire is flat, will be denied registration.

8. All motor vehicle operators must produce, upon demand of Military Police or other competent authority, valid vehicle registration and proof of financial responsibility (insurance). Insurance cards are not acceptable unless they indicate the name of the insurer, the vehicle insured, and the effective dates of the insurance.

2104. TERMINATION OF REGISTRATION AND DE-REGISTRATION

1. The Provost Marshal or his representative will terminate the registration of a privately owned motor vehicle when:

   a. The owner fails to maintain all registration requirements in a valid status.

   b. The owner uses, or knowingly permits the use of, the motor vehicle as a conveyance in the commission of a crime or in connection with illegal activities, i.e., hit and run.

   c. The owner knowingly permits the operation of the motor vehicle by an unauthorized driver. An unauthorized driver is any driver whose operation is in violation of regulations, including but not limited to, a driver who is revoked, suspended, unlicensed, or impaired due to alcohol or drugs.

   d. The owner is apprehended for any drug related charge, regardless of the location; e.g. barracks, family quarters, or off-base.

   e. The owner is apprehended for DUI of alcohol/drugs.

2. Termination of registration will take place as follows:
a. All Air Station decals and passes will be confiscated at the time of apprehension pending a hearing before the Station Traffic Court Judge.

b. The subject's name will be added to the revoked driving privileges list if a person refuses to submit to or complete a chemical test, has a BAC of .08% or more, is apprehended for any drug related charge at any location, or the person is under the age of 21 and has consumed any amount of alcohol (BAC does not have to be .08% or greater).

c. A Temporary Suspension of Driving Privileges letter (Appendix B) will be issued by the apprehending military policeman. This letter will be signed by the subject and witnessed by a third party.

d. As an exception to (a) above, when the apprehended individual is married the decal will not be removed but the individual will be told to report to the Visitors Center on the next working day to have the proper coded tab applied to the vehicle. (Appendix B, K and L)

3. Personnel must return all DoD decals to the Visitors Center. Failure to provide the scraped off decal, or proof/statement of destruction of the decal will result in denial of registration of any additional vehicles. Failure to comply with registration requirements will result in appropriate disciplinary/administrative action.

4. Personnel will de-register their vehicles by reporting to the Visitors Center when:

a. The driving privileges of the registrant are suspended or revoked, on or off-station. If the Traffic Hearing Judge has authorized a special status sticker, the registrant will report to have that sticker issued.

b. The owner sells, transfers, or otherwise disposes of the vehicle.

c. The service member is released from active duty, except when a member is in official transition and rates base/station privileges or the member is transferred to a drilling reserve unit in the area.

d. The service member is transferred from the Air Station and no family members will be remaining in the geographic area.
The Provost Marshal will remove the registration from his records and forward it to the Provost Marshal at the gaining installation.

e. The service of the civilian government employee is terminated.

2105. CHANGES TO VEHICLE REGISTRATION. All changes concerning registered vehicles will be reported to the Provost Marshal via the Visitors Center within 72 hours. These changes include, but are not limited to, changes of insuring company, color, state tag number, organization, or sale of the vehicle.

2106. TEMPORARY VEHICLE PASSES. The Visitors Center will issue temporary vehicle passes under the following circumstances:

1. Only one 30-day temporary pass will be issued to fulfill permanent registration requirements.

2. Motorcycles
   a. Motorcycle operators who have not satisfactorily completed a “Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors” (excerpt from ref (c), encl (2)) will not receive a temporary pass until the day of the class they are scheduled to participate in.
   b. Personnel who are scheduled for the next scheduled Motorcycle Safety Course will be issued a 5-day temporary pass for that class only.
   c. Motorcycle operators that have successfully completed a “Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors” (excerpt from ref (c), encl (2)) and have a valid motorcycle learner’s permit will be issued no more than 3, 60 day “restricted to daylight operation only” temporary passes while waiting to receive a motorcycle endorsement on their driver’s license. The total number of days is not to exceed 180 days.

3. The Visitor Center supervisor will resolve unusual cases including, but not limited to, the following:
2108. MOTOR VEHICLE TRAFFIC AND ENTRY REGULATION

a. Newly assigned personnel who need to change vehicle insurance to meet South Carolina liability standards prior to permanent registration.

b. Newly purchased vehicles with temporary state registration tags.

4. Personnel on Temporary Additional Duty to the station.

5. Personnel that need Driver’s Improvement Course or Permission to Use Permits prior to permanent registration.

2107. VISITOR PASSES. Visitors are all personnel who do not require frequent access to this installation and do not qualify for a permanent vehicle registration decal. Visitor passes may be issued for periods of up to 5 days to persons requesting one-time or short-term entry to the Air Station. Visitors who will be a house guest or are family members of a military member may be issued a visitor’s pass for the duration of their visit. All visitors staying in family housing longer than 13 days must have an approval letter from the Housing Office prior to the issue of the visitor’s pass. The pass will contain the sponsor’s name and telephone number. In addition, prior to the visitor receiving the pass, the sponsor will be contacted by telephone to confirm the identity of the visitor. Visitor passes are not renewable.

1. The visitor must have in their possession the following:

   a. Valid driver’s license.

   b. Valid state vehicle registration.

   c. Insurance card with expiration date.

   d. Permission to Use Permit, if required.

2108. PARKING ONLY PASSES. Active duty military personnel assigned to MCAS Beaufort with inoperative vehicles may request a 30-day "parking only" pass from the Provost Marshal (Visitor Center) for the purpose of making repairs at the Hobby Shop. The vehicle must have up-to-date insurance. During this period the vehicle will not be moved without the permission of the Provost Marshal. Extensions will normally not be granted. Upon expiration of the permit, if the vehicle fails to meet
registration requirements it must be removed from the installation.

2109. VEHICLE IDENTIFICATION. All vehicles belonging to "Civilian Taxi Operators" and "Civilian Salesmen" will prominently display, at all times while on board the Air Station, either commercially painted or permanently fixed signs on both sides of the vehicle, with the firm's name and/or type of business for which it is engaged aboard this Air Station. Commercial vehicle operators and passengers must be representing their companies on bona fide deliveries, installation service requests, or conducting authorized business with appropriated and/or non-appropriated fund activities.
2200. GENERAL

1. The only authorized entrances and exits to the Air Station are the normally traveled routes at which a gate sentry is posted.

2. The CO, MCAS Beaufort, has the authority to deny access to the Air Station to any person or conveyance when he considers it to be in the best interest of the government to do so.

3. The driver of each vehicle admitted to, or driven on, this installation has the responsibility to ensure that no persons or items prohibited by current Air Station Order, federal statutes, local law, or ordinance are transported on, within, or off the installation in their vehicle.

4. Implied Consent. Persons accepting MCAS Beaufort 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 U.S. military property while suspected to be under the influence of intoxicants. The person has a right to refuse to be tested. The test results, or the fact of the person's refusal, will be admissible in evidence at trial on the offense charged. Refusal to take any requested test or tests will result in an immediate revocation of the person's driving privileges for at least 12 months. Upon being processed by the Provost Marshals Office the person's Station driving privileges will be temporarily suspended until that person appears before the MCAS Beaufort Station Traffic Court.

2201. IDENTIFICATION. In order to ensure the security of this installation, the CO, MCAS Beaufort, may demand that each person who desires to enter this installation produce such identification as may be deemed necessary. Identification may also be required at any place on the installation, once entered. In addition, each driver of each vehicle desiring to enter this
Air Station may be required to consent to a search of the vehicle at any time while aboard the Air Station given probable cause for a search.

1. **Armed Forces Identification Cards.** Standard Armed Forces Identification Cards will be used to identify active duty, reserve and retired military personnel and their family members. Identification card photographs and lamination service are available at the RAPIDS Office, Building 807.

2. **Civilian Identification Cards**
   
   a. **Civilian Government Employees.** Civilian government employees will have identification cards in their possession at all times while aboard the Air Station and show them upon request. There are several types of civilian identification cards. Common Access Cards (CAC) are issued to civil service employees and DoD Contractors by the RAPIDS Office.

   b. **Non-appropriated Funds Activities Employees.** The RAPIDS Office will issue identification cards to those employees that do not receive a DoD CAC once the following documents are provided:

      (1) Proof of employment, letter from the agency requesting issuance of an identification card.

      (2) Picture ID issued by a state or government agency.

      (3) Criminal background checks for the last 3 years (if the individual has not lived in the local area for the last 3 years, they must have a check from their previous residence).

      (4) Proof of U.S. citizenship or immigration status, birth certificate, or Immigration and Naturalization Service cards.

   c. **Contractor and Commercial Services Employees.** The RAPIDS Office will issue identification card to these employees once the following documents are provided. The identification cards will be issued for the term of the contract or 24 months for commercial services employees.

      (1) Contracting letter or sponsorship letter from an agency or employer aboard the Air Station.

      (2) Proof of employment from the employer.
(3) Picture ID issued by state or government agency.

(4) Criminal background check for the last 3 years (if the individual has not lived in the local area for the last 3 years, they must have a records check from their previous residence) or proof of a valid/current DoD security clearance.

(5) Proof of U.S. citizenship or immigration status, birth certificate, or Immigration and Naturalization Service cards.

d. Business Owners with Business Permits. The Visitor Center will issue identification cards to these employees once the following documents are provided. The identification card will be issued for the period indicated on the business permit.

(1) Copy of business permit from the CO, MCAS Beaufort.

(2) Proof of employment from employer.

(3) Picture ID issued by state or government agency.

(4) Criminal background check for the last 3 years (if the individual has not lived in the local area for the last 3 years, they must have a records check from previous residence) or proof of a valid/current DoD security clearance.

(5) Proof of U.S. citizenship or immigration status, birth certificate, or Immigration and Naturalization Service cards.

e. Civil Service Identification Cards. Identification cards will be processed by the Civil Service Human Resource Office (HRO). Upon presentation of a completed Civil Service Pass and a Photo Request Card to the RAPIDS Office, the employee will be photographed and the identification pass will be laminated and returned to the HRO. Renewal or reissue of Civil Service identification badges will be the responsibility of the HRO.

f. Business Passes. Business passes will be issued to approved tradesmen by the Provost Marshal's Office.

2202. MILITARY PERSONNEL AND FAMILY MEMBERS ACCESS
1. Properly identified active duty, reserve or retired military personnel may normally enter the Air Station at any time.

2. Vehicles bearing valid DoD decals with blue or red installation tabs shall normally be admitted without restriction.

3. Vehicles bearing decals other than the DoD or MCAS will be stopped and the operator required to provide proper identification prior to entering the Air Station.

4. Inactive reserve personnel will normally be treated as a visitor unless part of an organized group or under orders to active duty. Identification card with official orders will be sufficient for entry for a specific reason (e.g., hospital, Marine Corps Exchange (MCX), etc.).

5. Military family members will normally be admitted to the Air Station in the same manner as their sponsor.

6. Gate Search. Each driver entering the Air Station is deemed to have given consent to a search of the driver's vehicle as a condition precedent to authorization to enter the Air Station. A driver of a vehicle who refuses to willfully consent to a search of a vehicle upon entering or leaving the Air Station will be subject to administrative action according to applicable DoD regulations and federal regulations. Any person who refuses to consent to a search of any vehicle under their control upon entering or leaving the Air Station may be deprived of the privilege of gaining entrance to the Air Station in the future. In cases where a Station decal has been issued, refusal to consent to a search of a vehicle under their control upon entering or leaving the Air Station will be grounds for revocation of Station driving privileges.

2203. ADMISSION OF CIVILIANS

1. All civilians shall be subject to military control while aboard this installation and can be prosecuted in Federal court for offenses committed while on the Air Station which is Federal property.

2. Visitors must have a sponsor to come aboard the Air Station and will be provided a visitor pass at the Visitor Center.
3. Civilian visitors, while aboard the Air Station, will be required to observe proper standards of personal conduct at all times. Improper conduct will result in the visitor's removal from the installation.

4. Military personnel and their family members are responsible for guests they introduce onto the installation and will assure that their guests are escorted and visit only unrestricted areas and buildings and conduct themselves in an orderly and lawful manner.

5. All housing residents who wish to sponsor a guest will contact the Military Police Desk Sergeant to verify each guest’s status at 228-6710.

6. After normal working hours and on weekends, Sergeants and below, living in the barracks, will be contacted by the civilian guest and they will be required to come to the main gate to sponsor and escort the guest while aboard the Air Station.

2204. CIVILIAN GOVERNMENT EMPLOYEE ACCESS

1. Properly identified civilian government employees will be admitted to the installation daily.

2. The offenses below are grounds for denial of access and employment aboard the Air Station.
   a. Commission of any offense involving a weapon or drug related activity occurring on or off the installation.
   b. Commission of a felony occurring on or off the installation.
   c. Aggravated assaults, thefts, burglaries or serious domestic violence and child abuse/neglect occurring on or off the installation.
   d. Any offense/misconduct that threatens the peace and/or security of this installation occurring on or off the installation.

3. All appeals for debarment/access denial must be submitted in writing to the CO, MCAS Beaufort.
2205. CIVILIAN AGENTS, MERCHANTS, AND SALES PERSONS

1. Civilians who have been authorized by the CO, MCAS Beaufort, to conduct personal business aboard the Air Station are granted vehicle access per the business permit. The vehicle access is only valid during normal working hours unless prior arrangements are made with the individual to be visited.

2. Civilians conducting business with individual U.S. Armed Forces personnel and their families must obtain a visitor pass each time they desire to enter the Air Station. The Visitor's Center will verify that the visitor has an appointment by contacting the host.

2206. CIVILIAN LAW ENFORCEMENT OFFICERS. Properly identified law enforcement officers shall be granted entry to the Air Station and directed to the Provost Marshal's Office, the Joint Law Center, or to their destination, i.e. college class, or residence, whichever is appropriate for their business. A visitor's pass is not required.

2207. FEDERAL OFFICIALS. Federal officials in clearly marked U.S. Government vehicles with personal identification, will be granted entry onto the Air Station. A visitor's pass is not required.

2208. SPECIAL EVENTS. The CO, MCAS Beaufort, may declare an "open gate" for special events. In these cases, civilian personnel will be admitted to the Air Station without the use of a visitor or special event pass.

1. Requests of access for special events held in MCCS facilities, such as weddings, reunions, dinners, and sporting events must be submitted via MCCS five days prior to the event. The request will be forwarded to the Provost Marshal's Office 48 hours prior to the event to ensure proper security and traffic planning. Requests for special events not using MCCS facilities will be submitted to the Provost Marshal's Office for approval.

2. Special events with more than 50 attendees will be issued special event passes by the gate sentries. Special events with less than 50 attendees will be issued special event passes from the Visitor Center.
3. All special events requests must be completed by an authorized sponsor, with a by name list of all expected attendees, (Appendixes M and N). The sponsor is responsible for the conduct of all their guests. Special events that have more than 50 attendees are considered a "large event" and prior coordination with the Provost Marshal's Office Operations Chief is required.

2209. NEWS MEDIA REPRESENTATIVES. Accredited news media representatives have frequent occasions to visit this Air Station in order to photograph and report news for feature events. Media representatives will be detained at the main gate where contact will be made with the Public Affairs Officer (PAO) who will assign an escort to the media personnel. Media personnel will not be allowed access to the Air Station without an escort from PAO.

2210. RETRIEVAL OF EMPLOYEE IDENTIFICATION AND STATION REGISTRATION. Registering and deregistering of all commercial company vehicles and POV used for commercial purposes (business and contractors) will be the responsibility of the owner or next senior supervisor for the company. This person will also be responsible for providing a list of authorized drivers for the company to the Visitor Center. Upon termination of employment, all civilian employees, to include domestic, construction company employees, and persons employed by government activities (other than family members of active duty) must report to the RAPIDS Office to surrender their employee identification card. The employer/owner will ensure their vehicle pass or decal is surrendered to the Visitor Center. The Human Resources Officer, civilian supervisor, foreman, or employer shall ensure that this is accomplished prior to the employee leaving the installation.

2211. RETIRED CIVIL SERVICE EMPLOYEES. In cases where a civil service employee is retiring, the Human Resources Officer will ascertain whether the retiree is a member of the club system and if they are to retain membership after retirement. If the employee so desires to continue this participation, it will be annotated on the employee clearance sheet. This will entitle that retiree to an Air Station modified decal to allow club access. When a renewed decal is required, the retiree shall provide proof of retirement and current membership, which may be obtained from the Human Resources and MCCS Officers. This proof of retirement as well as a valid driver's license, vehicle
registration, and proof of insurance shall be provided before a base decal may be renewed.

2212. TAXICABS

1. Cab company owners not authorized to conduct business on MCAS Beaufort must submit an Application for Business Permit to the CO, MCAS Beaufort.

2. In the event taxicab ownership is changed, business permits and vehicle passes are not transferable. All identification cards and vehicle passes must be returned to the Visitor Center.

3. There are no designated areas located aboard the Air Station that are approved as cab stands or waiting stations for cabs without fares.

4. Additionally, any taxicab entering is subject to all the rules and regulations governing this Air Station including, but not limited to, the routine entry point inspections of the drivers of the taxicabs.

5. All occupants shall be properly identified prior to allowing access to the installation.

2213. PRIVATE CLUBS AND ORGANIZATIONS. Access for meetings and functions must be submitted in writing via MCCS to the Provost Marshal's Office. Clubs and organizations having competitions with large groups or teams must complete a Special Events Request per paragraph 2208.

2214. VIP/GUESTS OF THE COMMANDING OFFICER. The CO, MCAS Beaufort, may authorize issuance of a MCAS Beaufort identification card to members of the community, as they deem appropriate. VIP/Guests of the CO MCAS Beaufort will comply with all vehicle registration requirements (valid ID, valid state registration, valid vehicle insurance) when issued the ID card. Access will be granted upon presentation of the card. The CO, MCAS Beaufort may from time to time authorize the issuing of a DoD decal with white tab and black lettering for a period of 1 year. The recipients of this special issuance must also comply with all vehicle registration requirements. Requests for renewal of this decal must be made in writing to the CO, MCAS Beaufort.
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**SECTION 2: ACCIDENT INVESTIGATION AND REPORTING**

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**SECTION 3: TOWING AND IMPOUNDMENT OF VEHICLES**

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3100. GENERAL

1. Operators of motor vehicles will obey traffic control signs and devices unless directed otherwise by military police or other designated traffic control personnel.

2. Driving a vehicle carelessly and heedlessly in willful or wanton disregard for the rights or safety of others, or at a speed or in a manner so as to endanger any person or property, is prohibited.

3. Vehicle operators shall drive only on designated roads and parking areas and shall not drive, stop, stand, or park vehicles, whether attended or unattended, on sidewalks, lawns, or seeded areas except when authorized by proper authority or necessitated by an emergency.

4. All drivers, traveling in either direction, will bring their vehicles to a complete stop when approaching a school bus that is loading or unloading passengers. Vehicles will remain stopped until the bus is again in motion.

5. All drivers will immediately drive to the side of the road and come to a complete stop when signaled by military police using flashing blue/red lights, siren, or hand signals.

6. Right of Way

   a. All drivers shall yield the right-of-way to emergency vehicles (ambulance, military police, crash crew, fire, or EOD vehicles) exhibiting a flashing red or blue light or sounding a siren. When an emergency vehicle approaches, drivers will immediately drive to a position as near as possible and parallel to the right edge or curb, clear of intersections, and will stop and remain stopped until the emergency vehicle passes, unless otherwise directed by military police.

   b. When two vehicles approach or enter an intersection or junction at approximately the same time, the driver of the
vehicle on the left will yield the right-of-way to the vehicle on the right, unless the vehicle on the right is required to stop or yield the right-of-way by a sign.

c. The driver of a vehicle entering a through road from a driveway or parking lot exit shall yield the right-of-way to all approaching vehicles.

d. Pedestrians have the right-of-way at all times on walkways and in crosswalks, except when emergency vehicles are approaching.

7. All rules and regulations contained in references (e) and (f) are applicable to vehicle operators aboard the Air Station except in case of conflict with this Manual, in which case this Manual will take precedence to the extent authorized by federal law and regulation.

3101. DRIVER'S LICENSE. No person will be permitted to drive a privately owned vehicle on the Air Station unless they possess a valid state driver's license.

3102. RESTRAINT SYSTEM

1. All military personnel driving or riding in any vehicle, on or off the Air Station, and all personnel driving or riding in any vehicle on the Air Station, are required to wear seat belts at all times while the vehicle is in motion. The number of passengers in any vehicle may not exceed the number of properly installed safety belts. Transporting any person in the bed of a pickup truck, which is not equipped with safety belts, is prohibited. Motorcycles are exempt from these requirements. Violators may be denied access to the Station.

2. The following criteria apply to child safety seats:

   a. Rear-facing child safety seat:

      (1) Required for all children from birth to one year old.

      (2) Required for all persons weighing less than 20 pounds.
b. Front-facing child safety seat: Required for all children who are one to five years old AND weigh between 20 and 40 pounds.

c. Belt-positioning booster seat: Required for all children who are one to five years old AND weigh between 40 and 80 pounds AND who can NOT sit with their back against the vehicle seat back and bend their legs over the seat edge without slouching.

d. Children under 6 may not sit in the front passenger seat. This restriction does not apply if the vehicle has no rear passenger seats or if all other passenger seats are occupied by children less than 6 years old.

3103. LOADING

1. Privately owned vehicles shall not be operated with more than three persons in the front seat, or so loaded as to exceed the normal carrying capacity as designated by the manufacturer, or to obstruct the driver's view, or to interfere with the operation of the vehicle.

2. A red light during the hours of darkness, and a red flag no less than 12 inches square during the hours of daylight shall be displayed at the extreme end of any load extending four feet or more beyond the rear of the body of any motor vehicle.

3. No person shall ride in the cargo areas of a motor vehicle, except when the vehicle has been modified with restraints for such purposes.

3104. SPEED LIMIT

1. Regardless of any speed limits imposed by either this Manual or by road signs, drivers shall not operate a vehicle at a greater speed than is reasonably prudent based upon the conditions present. In any case, the posted speed limit will not be exceeded. Extra caution will be exercised when approaching, crossing, or traveling on intersections, curves, or any narrow or winding road, and when special hazards exist with respect to pedestrians, traffic, weather, or road conditions.

2. Drivers shall exercise due caution when approaching and passing pedestrians and troop formations. The speed limit when
approaching or passing a column of troops in formation, or other pedestrians on the roadway, is 10 miles per hour.

3. Except as otherwise posted, the maximum speed aboard the Station is 25 mph. The maximum speed in any parking area is 10 mph. The maximum authorized speed in family housing is 20 miles per hour except where otherwise posted.

4. Except when necessary or prudent based upon prevailing conditions, the minimum speed limit will be 10 miles below the maximum speed limit, so as to not impede the normal and reasonable flow of traffic, with the exception of certain government vehicles which have only limited speed capabilities.

5. It is unlawful for any person to engage in, or to aid or abet by whatever means, any motor vehicle speed contest, or exhibition of speed.

3105. FOLLOWING

1. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of such vehicle and existing traffic and road conditions.

2. During good weather conditions the "two second" rule will be used to determine a reasonable and prudent following distance. The procedure to determine this distance is to count seconds starting when the lead vehicle passes a fixed point and ending when the trail vehicle passes the same point. If the point is passed in less than two seconds, the vehicle is following too close. During inclement weather, the time will be increased to three seconds.

3106. VEHICLES IN A CONVOY

1. Crossing road intersections between vehicles in a moving convoy is prohibited.

2. Vehicles moving in a convoy will not be passed by vehicles not in convoy within the limits of the Air Station.

3. Convoys, or groups of vehicles in a joint movement, will comply with all traffic rules unless otherwise directed by accompanying military police.
3107. **BACKING**

1. Backing of a military vehicle, other than sedans or light trucks, without the posting of a person to act as a guide is prohibited.

2. Backing across sidewalks or onto traveled portions of roads will be executed only after drivers have made a complete stop and assured themselves that the movement can be completed without endangering pedestrians or interfering with oncoming vehicular traffic.

3108. **DIMMING LIGHTS**

1. During the hours of darkness, lights will be dimmed when approaching another vehicle from the front or rear, or when stopped where headlights shine on any portion of the roadway or street.

2. During the hours of darkness, if possible, only parking lights will be used when approaching the gate sentries.

3109. **PARKING AND UNATTENDED VEHICLES**

1. Vehicles shall be parked in designated parking areas when available or where designated by appropriate authority.

2. Vehicles parked in a parking lot will be parked in a parking space marked by white lines.

3. Vehicles parked on roads or streets will be parked on the right side in the direction of the flow of traffic unless angular parking is authorized by appropriate signs or markings. Vehicles will not be parked on the shoulder of any road unless the location is marked as an authorized parking area.

4. Vehicles shall be parked so as to permit free access to, and unobstructed exit of other parked vehicles; no vehicle will be parked in a double-parked position.

5. Parking or stopping a vehicle in any of the below listed places, except when experiencing mechanical difficulties and
unavoidable, or in compliance with a traffic order or device, is prohibited:

a. Within 15 feet of any fire hydrant or fire hose outlet.

b. On any lawn, grass, or seeded area.

c. Within 15 feet of any stop sign or 20 feet of any intersection.

d. Within 50 feet of any building, except in designated parking spaces.

e. In front of any driveway or loading zone.

f. On any roadway so as to obstruct traffic, traffic control signs, or refuse collection.

g. Within 100 feet of any vehicle accident or emergency.

h. In any reserved parking space. Military sponsors are responsible for their dependents and guests.

i. Along a red/yellow curb which designates a no parking zone.

j. On a sidewalk or crosswalk.

k. Within 20 feet of a driveway entrance to any emergency facility.

l. In service driveways or fire lanes.

m. Within 30 feet of any flight line fence.

n. On any area where prohibited by a traffic control sign, to include housing areas.

o. Along sidewalks in Pine Grove and Laurel Bay.

p. In isolated areas of the Air Station during hours of darkness except when required by official duty or emergency. Isolated areas are defined as off-the-road areas that are not immediately adjacent to living or normal working areas. Parking of vehicles adjacent to unoccupied buildings and in unauthorized areas is prohibited.
6. Privately owned vehicles will not be parked within any motor pool where government owned vehicles are parked, stored or repaired.

7. All drivers who experience a vehicle breakdown on a roadway or adjacent to any building must notify the Military Police Desk Sergeant (228-6710) of the type of difficulty, type of car (year, make, etc.) and estimated time of recovery. Any vehicle which becomes inoperative shall be moved clear of the roadway. If a disabled vehicle cannot be moved clear of the roadway, parking lights or emergency flashers will be left on during darkness and other means available, such as flares or reflectors, will be used to warn other traffic. In all cases, disabled vehicles shall be reported immediately to the military police, who may have the vehicle removed from the roadway at the owner's expense if required for safety.

8. Before leaving any vehicle, the driver will stop the engine, lock the ignition, remove the ignition key from the vehicle, and if parking on a perceptible grade, set the parking brake and turn the front wheels to the curb or side of the road.

9. No vehicle will be left occupied solely by a person who cannot readily exit in the event of an emergency. Children under the age of 10 will not be left unattended in vehicles. A child is unattended unless in the custody of a person at least 12 years old. No pet of any kind shall be left unattended in any vehicle for any period of time, no matter how slight.

3110. EMERGING FROM ALLEYWAYS. The driver of a vehicle emerging from an alley or driveway shall stop such vehicle immediately before reaching a sidewalk or the area extending across the alley or driveway, and yield the right of way to any pedestrian or other traffic before entering the roadway.

3111. SIDEWALK OPERATIONS. The operation of any motor vehicle on the sidewalk is prohibited.

3112. ATTACHMENT TO VEHICLES. The vehicle operator will not allow riders of bicycles, coasters, skateboards, roller blades, scooters, or any vehicle to attach themselves to the vehicle while it is moving.
3113. HEADPHONES. The wearing of headphones, earphones, or other devices, attached or otherwise, is not authorized. Operators of heavy equipment may wear ear protection while driving aboard the Air Station. Motorcycle operators whose helmets have built in speakers shall not attach the power cord for such speakers.

3114. CELLPHONES. Drivers may wear an earpiece to use a hands free cell phone. The use of cell phones while operating a motor vehicle aboard the Air Station is prohibited unless used in a "hands free" method.

3115. LITTERING

1. The discarding of bottles, cans, trash, cigarettes, or any litter whatsoever on the Air Station streets or roads is prohibited. The vehicle operator is responsible for any litter discarded from the vehicle.

2. Persons moving a wrecked or damaged vehicle from the roadway shall be responsible for the removal of any plastic, glass, injurious materials or any other debris dropped from that vehicle.

3116. RACING. No person shall drive any vehicle on the Air Station in a race, speed contest, or competition.

3117. PEDESTRIANS AND JOGGERS

1. Military Police will enforce portions of the traffic code of the State of South Carolina and this Manual that apply to pedestrians and formations.

2. Pedestrians, joggers, and troop formations should remain off the roadway and utilize sidewalks and trails where possible.

3. In addition, all pedestrians will:

   a. Cross roads at intersections or crosswalks whenever possible.

   b. Walk/jog on the left side of the road facing oncoming traffic in the absence of sidewalks.
c. Comply with orders or directions of Military Police or traffic control persons.

d. Not enter any crosswalk or roadway when vehicle traffic is so close that it constitutes an immediate hazard to pedestrians or vehicles.

e. Not stand on the roadway to solicit a ride in any vehicle.

4. All joggers and runners, whether in formation or not, shall wear a reflective vest or belt during hours of darkness or reduced visibility.

3118. Troop Formations

1. Pedestrians and troop formations should remain off the roadway where possible.

2. Personnel in charge of troop formations will ensure that they:

   a. Travel as close as possible to the right edge of the roadway except when turning left and ensure persons accompanying the formation, such as unit leaders, are not in the traffic lane.

   b. Do not halt the formation at an intersection where it will block traffic or otherwise cause a hazard.

   c. Post road guards at crossroads and intersections. Road guards must wear reflective vests/belts at all times and carry working lighting equipment (flashlights) during the hours of darkness or reduced visibility. All members of formations at a double time must wear a reflective vest or belt during hours of darkness or reduced visibility.

   d. Comply with directions from military police or other traffic control persons.

   e. Maintain as close a formation as possible. If necessary, form stragglers into another formation to minimize traffic delays while crossing roadways.
f. Cross roadways using the most expedient means to clear the roadway such as flanking movement if in columns.

g. Use only authorized government vehicles for escorting/trailing formations.

3. Troop formations will not run in the housing areas.

3119. ERRATIC OPERATION. Any person observed operating a motor vehicle in an unusual, abnormal, or illegal manner shall be stopped by military police to determine the cause of the behavior and/or to take appropriate enforcement action.

3120. MOTORCYCLE SPECIFIC REGULATIONS

1. In addition to obeying general traffic regulations as delineated in this Manual, motorcycle operators will also observe the following special rules set forth in this section.

   a. Appendix C details the mandatory motorcycle safety operator’s course.

   b. Appendix D contains the Motorcycle Inspection Criteria and Checklist.

   c. Appendix E contains the mandatory Motorcycle Operator Statement of Understanding.

2. A motorcycle may be operated aboard the Air Station only by its registered owner or the registered owner’s family member, if they meet the criteria set forth in paragraph 2103.6 of this Manual.

3. Motorcycles should be parked in spaces specifically marked for them whenever possible.

4. All motorcycles shall be inspected at the time of their initial registration and at each re-registration thereafter per reference (b). Motorcycle state safety inspection policies will be enforced in accordance with the registering state requirements.

5. Motorcycle operation will be confined to improved road surfaces and designated parking areas. Trail riding, hill
climbing, racing, and related activities are expressly prohibited.

6. The following unsafe practices are forbidden:
   a. Sidesaddle riding by passengers.
   b. Riding between lanes of moving traffic.
   c. Riding between a lane of traffic and parked cars.
   d. Passing another vehicle in the same lane.
   e. Use of the same traffic lane with more than one motorcycle abreast.
   f. Carrying more than one passenger unless the vehicle is designed to do so (i.e. motorcycle with a side car and some trikes).
   g. Passing other motor vehicles on the right where prohibited.
   h. Exhibitions of speed, breaking traction, or lifting the front or rear wheel off the ground while operating the motorcycle.
   i. Sitting passengers in front of the operator of the motorcycle.

7. Motorcycles will not be parked inside any MCAS building, with the exception of the Hobby Shop Garage.

8. No person riding upon a motorcycle shall attach himself to the motorcycle or to any other vehicle on the roadway while in operation.

9. There are no authorized areas for the operation of minibikes, dirt bikes, ATVs or other off-road, non-licensed, non-insured vehicles aboard the Air Station.

11. Operator Training. Operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active duty Marines operating motorcycles whether on or off base.

a. The safety course must include the following:

(1) The Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors.

(2) Hands-on training.

(3) A performance-based and knowledge-based evaluation.

b. Operators of military motorcycles will complete the formal Military Motorcycle (MILMO) off road operator’s course.

c. The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Service organizations.

d. Motorcycle training required by this Order shall be provided at no cost to military and DoD personnel (including annual leave).

e. Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

f. Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Service Record Book (SRB) and Officer Qualification Record (OQR) need to be annotated also. Including the number on the course completion card and name and number of the instructor may be useful. For reservists a page 11 entry will be made in the OQR/SRB.

12. Personal Protective Equipment (PPE)
a. The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle on DoD installations, and for all military personnel operating or riding on a motorcycle off installations, on and off road, in uniform or civilian clothes:

1. A properly fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT).

2. Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

3. A mesh/fabric vest that is bright yellow, international orange, or lime green with reflective strips front and back shall be worn as the outer most garment. The garment must not be covered or concealed, such as by a backpack; when a backpack is worn, it must be worn under the vest, or have a reflective running belt or a second reflective vest wrapped around it. The vest and protective jackets designed for motorcycle safety which may include impact resistant shoulder and elbow pads are authorized for wear by Marines in uniform, and must be removed as soon as the Marine gets off the motorcycle. Protective riding gear should contain minimal organizational insignia, reference to manufacturer, motorcycle brands, graphics or wording. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply.

4. Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged.

5. Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens.

b. The PPE for motorcycle operators during off-road operations should also include knee and shin guards or off-road Marine Corps boots and padded full-fingered gloves.

13. Equipment

a. Government-owned (non-tactical) and privately owned motorcycles shall not be operated on a Marine Corps installation without a rearview mirror mounted on each side of the handlebars
or fairing. The mirrors shall afford a clear view of at least 200 feet to the rear.

b. Each motorcycle passenger shall be provided with a regulation seat and footrests.

14. Failure to wear PPE or comply with licensing or operator training requirements may be considered in making line-of-duty determinations.

15. When operated on any DoD installation, on and off road, all Government or privately owned motorcycles must have headlights turned on (if so equipped).

16. These, and all Marine Corps policies regarding motorcycle safety, apply to active duty personnel in possession of a motorcycle endorsement on their state driver’s license or a motorcycle learner’s permit and/or those who own or operate a government or privately owned motorcycle on or off base, as well as to all civilian personnel operating a motorcycle on base.

17. The following documents will be carried by all personnel when riding on base, and by all active duty personnel when operating a motorcycle, on or off base:

   a. MSF or SVIA course completion certificate.

   b. Current driver’s license with valid motorcycle endorsement.

   c. Vehicle registration

   d. Proof of insurance.

18. The checklist found in appendix (D) will be completed by active duty personnel before each annual leave and long weekend liberty period where the motorcycle will be the primary means of transportation.

3121. TOWING AND PUSHING VEHICLES

1. No more than one vehicle will be towed by another vehicle.

2. Tow bars shall be used when towing vehicles. Towlines or chains shall not be used.
3. No vehicle shall be towed or drawn at a speed in excess of 25 mph or the posted speed limit whichever is lower.

4. No vehicle shall be pushed by another vehicle.

3122. OPERATION OF EMERGENCY VEHICLES

1. Drivers of emergency vehicles will:
   a. Avoid the unnecessary use of sirens or signal lights.
   b. Obey established speed regulations, except that Military Police and other emergency vehicles may exceed the established speed regulations, per their established policy, if the situation warrants; i.e., in pursuit of law violators, when answering an emergency alarm, or as directed by the watch commander.
   c. Obey all traffic laws, except in an emergency they may:
      (1) Park or stand in any location.
      (2) Proceed through stop signs but only after slowing down as may be necessary for safe operation.
   d. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

2. Police, Fire, and Ambulances are authorized emergency vehicles. Volunteer Fire Department vehicles are not considered authorized emergency vehicles and shall not use sirens and lights aboard this installation.

3123. HONORS AND SALUTES

1. At morning and evening colors and during the playing of the National Anthem, all vehicles, except those on authorized emergencies, shall be brought to a stop and shall remain stopped until "Carry On" is sounded.
2. All persons of the Naval service who recognize officers senior to them as drivers/passengers in privately owned and government vehicles shall render the appropriate salute.

3124. ALCOHOLIC BEVERAGES

1. No alcoholic beverage in an opened or unsealed container shall be in any vehicle.

2. No person who is under the influence of alcohol or any physically debilitating drugs shall operate a motor vehicle within the confines of the Air Station.

3125. EQUIPMENT

1. General. All equipment on every vehicle, required by law, regulation, or for safety, must be in good working condition. Vehicles not meeting the appropriate South Carolina State requirements shall not be permitted on the Air Station. In cases where questions arise on operating equipment not covered by state regulations or this Manual, the Provost Marshal will determine if the vehicle in question will be allowed to operate on board the Air Station.

2. Operation Equipment. No person shall operate any vehicle having four or more wheels upon any road unless such vehicle is equipped as follows:

   a. Horn, including wiring, horn button, and mounting, in good working condition, audible under normal conditions from a distance of not less than 200 feet and not interfering with the operation of any other mechanism.

   b. Steering and suspension assembly in good working order so that if the vehicle is raised from the ground, the wheels will have no more than one-quarter inch movement in or out or at the bottom, and there shall be no dangerous or undue looseness in the steering mechanism.

      (1) If the wheels are on the ground and the front wheels are in a straight line, free play must not exceed three inches in steering wheels up to 18 inches in diameter.

      (2) Front or rear springs must not be broken or sagging.
(3) The front wheels or front assembly must not be twisted or bent and there must not be any loose or missing bolts, nuts, or rivets.

(4) If the vehicle is equipped with a power steering system, it shall be free from leaks, and the belt must not be worn or loose.

(5) Shock absorbers shall be firmly attached and in serviceable condition.

(6) All front and rear attaching parts shall be intact and in serviceable condition.

(7) Vehicles are required to have bumpers equal to factory bumpers in width, length, and strength.

c. Exhaust system, including manifolds, gaskets, heat riser valves, exhaust pipes, mufflers, tail pipes, connecting pipes, resonators, clamps, brackets, and hangers must be in serviceable condition and be held together, intact in mounts, and must not allow the passage of exhaust gases, fumes, annoying smoke, and smoke screens from other than the inlet and outlet ends of the system or create loud, gutted noises. The exhaust system of any vehicle must be constructed so as not to permit exhaust gases to enter the passenger compartment. Vehicles are required to have exhaust systems that meet the manufacturer’s original or optional equipment requirements in relation to noise control and length of tail pipes. Side pipes are acceptable provided that they are connected to a muffler and are not excessively or unusually noisy.

d. Brakes adequate to control the movement of and to stop such vehicle.

(1) The service (foot) brake shall be capable of stopping the vehicle within a distance of 25 feet (driver reaction time excluded) when traveling at a speed of 20 miles per hour.

(2) The stopping point of the brake pedal shall show a reserve of not less than one-third of the total possible travel distance when the brakes are fully applied. Power brakes must meet the manufacturer’s specifications.

(3) Braking force must be distributed evenly to the wheels.
(4) Hydraulic and vacuum airlines and cylinders must be free from leaks and seepage.

(5) Brake mechanism must not be cracked, chafed, or worn.

(6) The brake pedal must remain firm under foot pressure without gradual sinking to the toe board.

e. Auxiliary brake, including ratchet or holding device, must be in good working order, having a lever reserve upon full application of at least one-fourth of the total designed travel distance. The cable must not be frayed or "frozen," and there must be no missing or defective cotter pins, springs, rods, couplings, or other essential parts.

f. Speedometer must be in good working order.

g. Visible wires carrying electrical loads must not be bare.

h. Windshield wiper for clearing snow, rain, moisture, or other matter from the windshield shall be in good working order.

i. Lights

(1) Headlights must be so constructed, arranged, and adjusted that, on a level road and under normal atmospheric conditions, they will produce a driving light sufficient to render a person clearly discernible 200 feet ahead.

(a) Lenses must not be cracked or broken.

(b) A high/low beam dimmer switch and indicator must be in good working order.

(c) Headlights must not project a dazzling or glaring light while on low beam.

(d) Each headlight shall be capable of producing at least 3.75 apparent beam candlepower on the high or driving beam, and must be adjusted properly.

(e) Use of white or clear lights on rear of vehicles is prohibited except for backup lights when vehicle is in reverse gear.
(2) Additional lights/fog lights, if present, are not to exceed two mounted on the front of the vehicle and must aim in such a manner that no part of the high intensity portion of the beam strikes the level of the surface on which the vehicle stands at a distance of more than 50 feet from the vehicle.

(3) Parking lights must be capable of presenting two or more white or amber lights at the front of the vehicle and two or more red lights at the rear of the vehicle. All must be visible from a distance of not less than 500 feet.

(4) Directional signals, all motor vehicles manufactured after 1 July 1953, must be equipped with electrical or mechanical turn signals. All right-handed drive motor vehicles or vehicles so constructed that the hand signal is not visible, both to the front and rear, shall be equipped with electrical or mechanical signals.

   (a) Flashing directional signals must be visible from the front and rear.

   (b) Directional signals must be securely mounted on vehicles. Wiring and connections must be in good condition.

   (c) The control switch and lever must be accessible to the driver.

   (d) Lenses must not be cracked, broken, missing, or discolored.

   (e) Front directional signals must project white or amber lights. Rear signals must project red or amber light only.

(5) Tail lights must be securely mounted to the vehicle and shall be clearly visible to vehicles from the rear, but shall not be discolored, or of a color other than red. All taillights must be in good working order.

(6) Brake lights mounted on the rear must be capable of being activated by the application of the service (foot) brake to project a light to the rear visible from a distance of not less than 100 feet in normal sunlight.
(7) License tag light mounted on the rear so as to illuminate the license tag with a white light at night visible for at least 50 feet.

(8) Clearance lights are required on any bus or truck with an overall width of 80 inches or more and any trailer or semi-trailer having a gross weight in excess of 3,000 pounds. The vehicle must be equipped with the two front clearance lights, one at each side; two rear clearance lights, one at each side; and two side marker lights for both sides, one at or near the front and one at or near the rear.

(a) Pole trailers in excess of 3,000 pounds weight must have a side marker light and clearance light on each side which may be used in combination to project light to the front, side and rear.

(b) Lenses on front clearance lights or side clearance lights near the front must not be cracked, broken, missing, discolored or of a color other than red.

j. Tires and Wheels

(1) Tires. No person shall operate a motor vehicle upon any road on this installation unless each tire in contact with the ground has at least 1/16 inch tread on its entire running surface. Racing slicks are prohibited. Casing, beads, tread, and fabrics shall be free of breaks, bulges, cracks, or exposed fabric that exhibit a weakened, unsafe tire condition. Vehicles will not have tires that extend over one inch at any point on the tire outside the fender well.

(2) Wheels. Wheels must be mounted with all lug bolts or nuts intact and rims must not be bent away from the tire bead to any degree that the bolt or nut shoulder is not touching the mounting hole seat.

k. Safety Glass. No person shall operate a motor vehicle upon any road unless safety glass is installed. The term "safety glass" as used in this Manual shall be construed as meaning glass so treated or combined with other materials as to reduce, in comparison with ordinary sheet glass or plate glass, the likelihood of injury to persons by glass when the glass is cracked or broken.

l. Windshield. All motor vehicles with four or more wheels shall be equipped with a permanent windshield, and the glass
shall not be obstructed by any sign, poster, or other non-transparent material other than a certification or other paper required to be displayed by law or regulation, and the windshield glass shall be free from breaks, cracks, fogging, scratches, or discoloration which would impair the driver's vision or in any other way create a hazard.

m. Windows. The front seat windows and vent windows shall not be obstructed by any sign, poster, or other non-transparent material, other than a certification or other paper required to be displayed by law or regulation, and shall be free from breaks, cracks, fogging, scratches, or discoloration which would impair the driver's vision or in any other way create a hazard.

   (1) All vans, station wagons, and similar type vehicles that do not have side or rear windows or that have the side and/or rear windows covered must be equipped with appropriate right and left side mirrors so located as to reflect to the driver a view of the road for a distance of at least 200 feet to the rear of such vehicle.

   (2) Window Tinting Restrictions

       (a) The windshield of the motor vehicle may be tinted only along the top of the windshield and the tinting may not extend past the AS-1 line. If the AS-1 line is not present, no materials are to be installed or affixed to the windshield.

       (b) The total light transmission of all tinted windows must be a minimum of twenty-seven percent (27%). A vehicle that, by use of a light meter, measures a total light transmission of more than twenty-seven percent (27%) is conclusively presumed to meet this restriction.

       (c) Tinted film or another material used to tint the window must be non-reflective and must be a color other than red, yellow or amber.

       (d) The above listed restrictions do not apply to the following: A window of an excursion passenger vehicle, a for-hire passenger vehicle, a common carrier of passengers, a motor home, an ambulance, a property hauling vehicle, a limousine, or a law enforcement vehicle.

n. Mirrors. No person shall drive a motor vehicle upon any road if the motor vehicle is so constructed or loaded to prevent the driver from obtaining a view of the road to the rear by
looking backward from the driver's position unless such vehicle is equipped with a mirror so located as to reflect to the driver a view of the road for a distance of at least 200 feet to the rear of such vehicle. All vehicles manufactured after 1965 shall be equipped with at least one outside mirror mounted on the driver's side of the vehicle.

o. License Plates. No personnel shall operate a motor vehicle upon any road on this Air Station unless state or territorial vehicle license plates are mounted and securely fastened to the vehicle. The plates shall be legible, visible, and present an entirely unobstructed view. License plate covers or holders, which obstruct visibility of plate number or expiration date, are prohibited. License plates shall be illuminated with a white light at night.

p. Body. No person shall operate a motor vehicle upon any road unless the body, fenders, doors, hood, trunk, lid, or other body attachments are intact and in such condition as not to present a safety hazard to the driver, passengers, pedestrians or other motorists. The doors, hood, and trunk lid safety catches and locking devices must be in safe operating condition to ensure against accidental opening when the vehicle is in motion. Any motor vehicle that was originally equipped with bumpers as standard equipment, must continue to be fitted with bumpers equal to the original equipment.

q. Modified Suspension System. The manufacturer's specified height of any passenger motor vehicle shall not be elevated or lowered, either in front or back, more than six inches by modification, alteration or change of the physical structure of said vehicle. For the purpose of this paragraph, the term "passenger motor vehicle" shall include a four-wheeled motor vehicle designed principally for carrying passengers, which is constructed either on a truck chassis or with special features for occasional off-road operation.

(1) Raising the rear of some vehicles more than six inches exposes the fuel tank and affords it no protection. Any vehicle whose gas tank is visible without raising the rear will not be permitted to be raised at all. If a vehicle with its gas tank exposed and unprotected is struck from the rear, an explosion may occur.

(2) The driver's vision of the roadway through the rearview mirror is normally inadequate if a vehicle is modified by raising the rear suspension more than six inches.
(3) The weight transfer of a vehicle raised more than six inches in the rear is increased on the front wheels and can be very dangerous in a panic stop when the brakes are applied.

(4) The center of gravity of a vehicle raised more than six inches, both front and rear, is affected to the point that the vehicle does not corner and hold the road as was intended by the manufacturer.

(5) Lowering the suspension could cause the frame to contact the roadway in the event of a speed bump or flat tire and create an unsafe condition.

r. Prohibited Equipment. No person shall operate a motor vehicle upon any road:

(1) Using a cutout or straight through muffler on the vehicle.

(2) Using any spotlight on the rear of the vehicle unless such vehicle is so equipped for a public service.

3126. USE OF ANOTHER'S VEHICLE

1. Privately owned motor vehicles bearing an Air Station decal or temporary pass shall not be loaned to another person unless the registered owner has motor vehicle liability insurance to cover the borrower or the borrower has liability insurance to cover himself while operating any privately owned vehicle. It will be the lender's responsibility to ensure that the borrower's driving privileges are not suspended or revoked.

2. Before any motor vehicle bearing an Air Station decal or temporary pass may be loaned by a recorded owner for use by the borrower, the owner shall insure the borrower has in borrower's possession a written vehicle loan authorization and a valid operators license.

3. Written permission to operate or be in possession of a privately owned vehicle is not required if the registered owner is in the vehicle or the operator is a family member of the registered owner.

4. No person other than a recorded owner shall drive a motor vehicle bearing an Air Station decal or temporary pass unless
that person is qualified in their own right to enter or be aboard the installation at the time of use of the vehicle or the recorded owner of the vehicle is present.

3127. GOVERNMENT VEHICLES

1. No person shall operate a government vehicle with a gross vehicle weight (GVW) of 10,000 lbs. or above unless he is a student driver or has in his possession a valid U.S. Government Motor Vehicle Operator's Identification Card with a capacity equal to, or greater than, that authorization on his permit. For operation of automotive equipment under 10,000 lbs. GVW, military personnel are required to possess either a valid state drivers license or a SF-46, U.S. Government Motor Vehicle Operator's Card. The exception to the above will be drivers of tactical vehicles and emergency type vehicles such as ambulances, military police and crash crew, who will be required to possess a U.S. Government Motor Vehicle Operator's Identification Card.

2. All government vehicles operated by unlicensed personnel, either for training or for use in the Government Motor Vehicle Operator's Licensing Test, shall be equipped with signs on the front and rear of the vehicle with lettering at least five inches high reading "STUDENT DRIVER."

3. A restraint system (seat belts) will be worn by all operators and passengers of U.S. Government vehicles so equipped, on or off the installation all times while the vehicle is in motion. The number of passengers in any U.S. Government vehicle may not exceed the number of properly installed safety belts. Motorcycles are exempt from this requirement.

4. The speed of all tactical wheeled vehicles, including motor transport items, in convoy or single run is limited to the posted speed limit or 45 miles per hour, whichever is slower. This restriction applies on and off-base.

5. The highest-ranking occupant of a government motor vehicle is responsible for ensuring that the operation of the vehicle conforms to the provisions of these, and all applicable, regulations.
3128. BICYCLE/MOPED TRAFFIC RULES. The term "bicycle" throughout this Manual includes mopeds. The following provisions apply to all persons riding bicycles.

1. Enforcement. Except where specifically provided by law or in this Manual, all traffic regulations apply to operators of bicycles. Bicycle riders will obey all applicable traffic regulations, signals, signs, and devices governing the operation of motor vehicles, except when dismounted at which time pedestrian regulations apply. Military police may issue minor offense reports (MOR) or DD Form 1408 to owners and operators of bicycles who do not comply with these laws and regulations. Family members that continue to disobey traffic regulations while riding mopeds or bicycles shall be detained and have the item confiscated by PMO and the sponsor will be required to pick the family member and the item up. Family member operators can be issued traffic citations for violations of this Manual and will be required to appear before the Air Station’s Traffic Court Judge.

2. Sponsor/Parental Responsibility. Sponsors/parents will ensure that family members and guests are properly instructed in the safe operation of bicycles and that they understand and obey the laws and regulations. The minimum age for a moped operator is 16.

3. Operator Responsibility. Operators of bicycles will observe the following:

a. Use bike lanes when available.

b. When emerging from an alley, driveway, or building, yield right-of-way to all approaching vehicles and pedestrians.

c. Keep at least one hand on the handle bars at all times.

d. Ride as near to the right side of the roadway as practical.

e. Bicycles shall be ridden in single file only.

f. Bicycles will not be parked on a street or in a service driveway; they will be secured with a chain and lock or other locking device.
g. Bicycles will neither be towed by another vehicle, nor tow another vehicle, except trailers manufactured for that purpose.

h. Bicycles are permitted only on streets, roads, and parking areas not on athletic fields, tracks, lawns, seeded areas, and sidewalks. Bicycles will be ridden with the traffic and kept to the right edge of the roadway to avoid interference with faster moving vehicles. Mopeds will not be driven on sidewalks at any time. In the interest of safety, children operating tricycles, bicycles, or other foot powered devices with a height of less than 16 inches may ride on sidewalks.

i. The maximum speed limit for bicycles is 30 mph unless a lower speed limit is posted for the area being ridden through.

j. Bicycles may not be ridden while under the influence of alcohol or other drugs. Violators may be subject to the same penalties as for driving a motor vehicle under the influence of alcohol or drugs.

k. Bicycle operators will not wear radio headsets, earphones, or other devices which obstruct their hearing.

4. Required Equipment. Bicycles/mopeds must be equipped with:

   a. A crystal (white) reflector facing forward and unobstructed when viewed from the front.

   b. An amber reflector on each side of the bicycle facing outward.

   c. Amber reflectors on both front and rear surfaces of all pedals.

   d. A red reflector facing rearward and unobstructed when viewed from the rear.

   e. Bicycles/mopeds will not carry any other passengers except when the vehicle is equipped with an additional firmly fixed seat for that purpose.

   f. Bicycles will be equipped with brakes that will enable the operator to make the braked wheel skid on dry, level, clean pavement.
g. Moped headlights will be on at all times when in operation. Mopeds will have a rearview mirror attached to each side of the handlebars. Every person operating or riding on a moped aboard the Air Station or off-station will wear a DOT approved helmet and suitable eye protection. Suitable eye protection is defined as goggles with neck or head strap, or full-face shield attached to the helmet. A windshield, fairing, spectacles, or sunglasses are not considered suitable eye protection.

h. DOT approved bicycle helmets will be worn by all personnel who ride bicycles on the installation's streets, roadways, sidewalks and posted bicycle/running trails.

5. **Required Equipment for Night Riding.** All bicycles/mopeds used at night must be equipped with:

   a. A functioning headlight beam of 30 feet and a taillight or red reflector. Bicyclists will wear a reflective upper garment or vest.

   b. A reflective upper garment must be worn at night, with the reflective material permanently attached (sewn or ironed on) to that garment or a commercially available mesh/fabric vest that is bright yellow, international orange or lime green with at least two 1 1/2" to 2" wide vertical or horizontal retro-reflective strips going from front and back.

   c. Mopeds must be equipped with a headlight beam of 500 feet and a red taillight.

3129. **SCOOTER/ROLLER BLADE/ROLLER SKATE/STREET LUGE AND SKATE BOARD REGULATIONS**

1. **Enforcement.** Except where specifically provided by law or in this Manual, all traffic regulations apply to operators of non-motorized vehicles or foot-powered devices. Operators of non-motorized vehicles or foot-powered devices will obey all applicable traffic regulations, signals, signs, and devices governing the operation of motor vehicles, except when dismounted at which time pedestrian regulations apply. Military police may issue minor offense reports or DD Form 1408 to owners and operators of non-motorized or foot powered devices who do not comply with these laws and regulations. Family members that continue to disobey traffic regulations while operating non-motorized vehicles or foot-powered devices shall be detained and
have the item confiscated by PMO and the sponsor will be required to pick the family member and the item up. Family member operators can be issued traffic citations for violations of this order and will be required to appear before the Air Station’s Traffic Court Judge.

2. Sponsor/Parental Responsibility. Sponsors/parents will ensure that family members and guests are properly instructed in the safe operation of non-motorized vehicles or foot powered devices, and that they understand and obey the laws and regulations.

3. Operator Responsibility. Operators will observe the following:

   a. Use bike lanes when available.

   b. When emerging from an alley, driveway, or building, yield to all approaching vehicles and pedestrians.

   c. Scooter operators must keep at least one hand on the handle bars at all times.

   d. Ride as far to the right of the roadway as practical.

   e. Do not ride abreast of another non-motorized or foot powered device except when passing.

   f. Non-motorized vehicles or foot powered devices will neither be towed by another vehicle, nor tow another non-motorized vehicle.

   g. Non-motorized vehicles or foot-powered devices are permitted only on streets, roads, and parking areas; not on athletic fields, tracks, lawns, or seeded areas. In the interest of safety, children operating non-motorized vehicles or other foot-powered devices with a height of less than 16 inches will ride on the sidewalks under the supervision of their sponsor. The use of skateboards, scooters, roller blades, and roller skates shall be limited to the housing and barracks areas and the fitness trail. At no time shall these items be permitted in industrial areas or highly populated commercial or recreational areas not designed for their use, such as the theater, bowling alley, exchange/commissary area or tennis and basketball courts.
h. No one will ride non-motorized vehicles or foot powered devices while under the influence of alcohol or other drugs. Violators may be subject to the same penalties as for driving a motor vehicle under the influence of alcohol or drugs.

i. Non-motorized vehicle or foot powered device operators will not wear radio headsets, earphones, or other listening devices that obstruct their hearing.

4. Required Equipment. Non-motorized vehicle or foot powered device operators must also be equipped with:

a. Helmets. All non-motorized vehicle or foot powered device operators will wear properly fastened helmets while riding aboard the Air Station. Elbow, wrist, and kneepads are strongly recommended.

b. Non-motorized vehicle or foot powered device operators shall wear brightly colored or reflective clothing to increase visibility during darkness.

3130. RADAR DETECTION DEVICES. The use and/or visual display of radar detection devices designed to indicate the presence of electronic speed measuring instruments, or transmit erroneous speeds, is prohibited.

3131. NOISE ORIGINATING FROM WITHIN VEHICLES

1. The driver will ensure that noise (whether from a car stereo or other source) does not exceed the following limits:

   a. Shall not be heard above engine noise from any point outside the vehicle when all windows are closed.

   b. Shall not be heard above engine noise from a distance of greater than 10 meters (30 feet) from the vehicle when one or more windows are open.

   c. Shall not be such as to interfere with the vehicle operator's ability to hear emergency vehicles approaching using sirens.

   d. No obscene language will be heard outside the vehicle with window open or closed.
3200. REPORTING ACCIDENTS. All traffic accidents involving government vehicles occurring on or off of the installation will be reported immediately to the Provost Marshal or their representative.

3201. ON-STATION ACCIDENTS

1. Military police will perform detailed on-the-scene and follow-up investigations for all motor vehicle accidents involving a fatality, personal injury, or property damage. Military Police will investigate all accidents that involve a government vehicle and any vehicle accident where the potential for litigation against the U.S. Government or other significant federal interest exists. Investigation results will be recorded utilizing the military police reporting system CLOEC. The original copy will be retained within the Provost Marshal's Office.

2. Observation for impairment will be made of all drivers involved in traffic accidents investigated by the military police.

3. The Provost Marshal or his authorized representative, upon notification of a refusal to submit to or complete a chemical test, will terminate the registration for all vehicles registered to the subject driver and place that person's name on the revocation list.

3202. OFF-STATION ACCIDENTS. The Provost Marshal or his authorized representative will, through liaison with civil law enforcement agencies, perform detailed on-the-scene and follow-up investigations, and obtain copies of respective agencies' reports for all motor vehicle accidents involving government vehicles or accidents resulting in death or disabling injury to Air Station military personnel occurring within 50 miles of the air station. All accidents that involve a government vehicle or any vehicle accident where the potential for litigation against
the U.S. government or other significant federal interest exists will be investigated. All accidents outside the designated area will be investigated by the nearest military activity, upon request of the unit to which the involved personnel or material are attached.

3203. JAG MANUAL INVESTIGATIONS. Commanding Officers exercising special courts-martial convening authority will conduct investigations into motor vehicle accidents occurring both on and off the Air Station, when required by the JAG Manual. Relevant information obtained by the Provost Marshal will be made available to the appointed investigating officer/body.
CHAPTER 3

TRAFFIC SUPERVISION

SECTION 3: TOWING AND IMPOUNDMENT OF VEHICLES

3300. STANDARDS FOR IMPOUNDMENT. POV will be impounded if they clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. Impoundment will only occur if reasonable alternatives do not exist.

1. Attempts will be made to locate the owner of the POV and have the vehicle removed.

2. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found.

3. Another responsible person may be allowed to drive or tow the POV with permission from the owner/operator, or person empowered to control the vehicle. In this case the owner, operator, or person empowered to control the vehicle will be informed that Military Police personnel are not responsible for safeguarding the POV.

4. The owner of any vehicle left unattended and/or illegally parked for 24 hours shall be directed to remove the vehicle if the owner can be identified/located. If the owner cannot be found or fails to remove the vehicle as directed, the vehicle will be impounded by the Provost Marshal's Office and towed off-station by a commercial wrecker to a commercial storage lot. All charges and expenses for towing and storage will be borne by the owner of that vehicle.

5. Those unattended/illegally parked vehicles that may be impounded and towed immediately at the owner's expense fall into one or more of the following categories. Vehicles that:

   a. Present a traffic hazard to the motoring public.

   b. Block the normal flow of traffic.

   c. Are being stripped or vandalized.
d. Have been illegally brought aboard the Air Station by a suspended or revoked driver. If present, a spouse or other legal owner may remove the vehicle if otherwise competent to drive.

e. Have been involved in the commission of a crime. Such vehicles may be impounded as evidence.

f. Have inadequate insurance coverage.

g. Have illegal registration or plates.

h. Interfere with operational commitments.

3301. PROCEDURES FOR IMPOUNDMENT

1. An abandoned vehicle notice will be conspicuously placed on vehicles considered unattended. The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. After this period has passed a contract wrecker service will be contacted to remove the vehicle.

2. An inventory listing personal property will be completed to protect the owner, law enforcement personnel, the contractor, and the Command. Personal property found will be placed in a secure area for safekeeping.

3. A notice of vehicle impoundment will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and request information concerning the owner’s intentions pertaining to the disposition of the vehicle.

4. If the vehicle is to be held for evidentiary purposes, it will remain in the custody of the Military Police until law enforcement action is complete.

5. A recovered stolen POV will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

3302. SEARCH INCIDENT TO IMPOUNDMENT BASED ON CRIMINAL ACTIVITY
1. If a property search of a vehicle related to an investigation of criminal activity is to be conducted and the owner or operator is not present, a search authority should be obtained unless the item to be seized is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, proper search authority should be obtained.

2. If the owner or operator is present and a danger exists to the Military Police or the public, or if there is a risk of loss or destruction of evidence, an investigative type search of the vehicle may be conducted without search authority.

DISPOSITION OF VEHICLES AFTER IMPOUNDMENT

1. If the POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle will then be returned to the owner without delay unless directed otherwise by competent authority.

2. If the vehicle is unclaimed after 180 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing the appropriate release form, the vehicle will either be released to the lien holder or processed as abandoned property.

COMMERCIAL WRECKER SERVICE

1. All commercial wrecker services operating aboard the Air Station will comply with state and county regulations pertaining to the towing and storage of motor vehicles and property.

2. All wrecker services must be available on a 24-hour basis.

3. Wrecker owners and operators are prohibited from soliciting business at traffic accident scenes.

4. When called, the wrecker service must immediately inform the Military Police Desk Sergeant whether a wrecker is available to make the tow. There will be no substitutions of wrecker services. If one wrecker service is not available, the wrecker service cannot accept the call and have another service make the tow.
5. The maximum response time for the summoned wrecker service is thirty minutes. If due to climatic conditions, i.e., snow, ice, or storms, the wrecker service is unable to meet the thirty minutes response time, then an additional fifteen minutes will normally be allowed. If climatic conditions are favorable and the response time has expired, then the next wrecker service on the wrecker rotation list will be contacted for the tow.

6. Wrecker services responding to a call will not use emergency flashers or amber lights unless specifically directed by the on-scene Military Police.

7. No wrecker service is authorized to exceed the posted speed limit aboard the Air Station.

8. All wrecker services will be equipped as follows:
   a. Prescribed emergency lights
   b. Dual rear tires
   c. Hand and power winches
   d. Flares
   e. Broom
   f. Shovel
   g. Fire extinguisher
   h. Pry bar
   i. Dollies
   j. Vehicle unlocking device(s)

9. Wreckers must be capable of extracting vehicles from ditches, mud, or creeks.

10. Once the first hook is connected, that wrecker owner/operator assumes responsibility for any additional damage or loss to the motor vehicle or property until such time as the owner receives the motor vehicle or property.

11. When damage is unlikely to result to the towed vehicle by towing it without using a vehicle dolly, the wrecker
owner/operator will attempt to mechanically place the
transmission in the neutral position and/or disconnect the
driveshaft as appropriate for the vehicle being towed.

12. The wrecker owner/operator will ensure all debris is
removed from the roadway prior to leaving the traffic accident
scene.

13. Wrecker services will not release towed vehicles unless
authorized by the registered owner, Military Police, or the
title to the vehicle/property is obtained from the State.

14. The wrecker services must notify the Military Police
Traffic Section at 228-7007 when it obtains title to a vehicle
or desires to otherwise dispose of it. This does not include
returns to registered owners.

15. The wrecker services will maintain accurate records of all
vehicles/property removed from the Air Station. These records
will include but not be limited to the following:

a. Date, time, and location of tow.

b. Name of Military Police authorizing the tow.

c. Name of wrecker service driver.

d. Date state notified of tow.

e. Date title applied for.

f. Final disposition of vehicle.

16. All wrecker service owner/operators will apply to the
Provost Marshal for designation as an authorized wrecker service
for the Air Station in writing per Appendix F.

17. To safeguard against the unauthorized removal of vehicles
from the Air Station all towing companies attempting to access
the Air Station will fill out the MCAS Vehicle Removal
Authorization Form (Appendix G). Furthermore, any towing
company which states that it is coming aboard the Air Station to
repossess a vehicle, will be instructed to report to the Joint
Law Center, so that the Joint Law Center can ensure the towing
company has the proper paperwork for the removal. Towing
companies attempting to gain access after hours will be
instructed by the gate sentries to report to the Joint Law Center on the next business day.

18. Authorized wrecker services are authorized to charge a fee for their services not to exceed $150.00.

3305. GOVERNMENT WRECKER SERVICE

1. Government wreckers shall be utilized to tow impounded vehicles that fall into one or more of the following categories:
   a. The owner cannot be identified.
   b. The vehicle is to be impounded, for example, as evidence.
   c. The owner is on TAD, deployed, UA, or otherwise temporarily away from the Air Station.
   d. The owner has been transferred to another duty station.

2. Motor vehicles/property not claimed by the owner within 180 days will be disposed of in accordance with the current edition of DoD Manual 4160.21M, Part 56, Chapter 6.

3306. COMMERCIAL WRECKER SERVICE LIAISON RESPONSIBILITY

1. The Traffic Chief will maintain Liaison with the commercial wrecker services desiring to operate aboard the Air Station.

2. Maintain an Authorized Wrecker Services List and rotation log.

3. Maintain on file and review annually an Acceptance Agreement Statement between the wrecker service and the Air Station.

4. Maintain a record of all vehicles/property that are impounded.
## CHAPTER 4

### MISCELLANEOUS

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4000. **REMOVAL OF PROPERTY.** The removal from this Air Station of any property owned by the United States Government, except upon permission from proper authority, is prohibited.

4001. **PROPERTY PASSES**

1. The only authorized pass for military and civilian personnel desiring to carry private or public property from the Air Station is Equipment Custody Record 4440 (ECR 4440).

2. Private property will require a pass only when it might be confused with Government property.

3. Public or government property (except enlisted uniform clothing properly marked with the individual's name) will require a property pass at all times.

4. Property passes will be obtained, prepared, signed, and collected per existing local directives.

4002. **HORSES**

1. Horses are permitted on board Laurel Bay in the designated stable area and on authorized riding trails.

2. Horses will not be ridden or walked on streets and walkways.

3. Transportation of horses to and from the stable shall be by suitable trailer.

4003. **LOITERING.** During the hours of darkness, no individual or group shall be permitted to loiter or stand idly about on the street, sidewalks, parking lots, playground areas, or other public places of the Air Station, to include housing areas.

4004. **PHOTOGRAPHY**
1. Unofficial photography of Command designated "RESTRICTED AREAS" is prohibited.

2. Unit Commanders are responsible for controlling unofficial photography in their areas. Unofficial photography may be approved within controlled areas of the flight line. The appropriate Area Commander must grant approval for the conduct of such photography.

4005. INFLAMMATORY VEHICLE DECALS. It is prohibited to display any sign, poster, decals, bumper sticker, emblem, or insignia on any motor vehicle operated on this Air Station which is determined to be obscene, profane, defaming to the flag of the United States or to any person or persons, organization, association, institution, fraternity, club or group, or which display presents a clear danger to the loyalty, discipline, morale of military personnel, or presents a potential for disruptive conduct and interference with the mission of this Command. The unauthorized display of such a sign, poster, decal, bumper sticker, emblem or insignia on any motor vehicle may be grounds for suspension or revocation of Air Station driving privileges, or denial of admission to this installation. The Staff Judge Advocate will review any suspected violations of the above on a case-by-case basis.
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5000. STATION TRAFFIC COURT

1. Authority. The Air Station Traffic Court is an administrative system established by the CO, MCAS Beaufort, to promote traffic control and safety aboard the Air Station. Actions by the Station Traffic Court include, but are not limited to, assignment of points, suspension or revocation of driving privileges, and assignment to Remedial Driver Training. Attendance at the Station Traffic Court is optional, in that failure to appear when scheduled constitutes an automatic guilty plea with appropriate points, suspension, or revocation assessed per Appendix J.

2. Offenses Handled. Station Traffic Court will handle offenses involving violations of military orders and instructions pertaining to traffic and parking violations, littering, as well as all violations committed by government vehicle operators aboard this Station.

3. Point Assessments. The Provost Marshal will record the appropriate number of points on an individual's driving record when notified of a traffic violation adjudicated by Station, state, or federal court, or when state authority disposes of the violation committed within its jurisdiction by point assessment. When more than one violation is committed on a single occasion, the points assessed will be for the offense having the greatest point value.

4. Suspension/Revocation of Driving Privileges. Upon reasonable cause, the Station Traffic Court is authorized to suspend or revoke driving privileges. The Provost Marshal will notify an individual of suspension/revocation in writing and will also notify the individual's commanding officer per appendixes B, I, K, and L. Commanders are responsible for ensuring compliance. Before the permanent suspension/revocation of driving privileges, the individual will be afforded an opportunity to show cause why the Station Traffic Court should not take this action. Failure to request a hearing, or to appear on the date assigned, will automatically result in suspension/revocation of driving privileges.
a. For the duration of any state suspension/revocation of a driver’s license.

b. For up to 6 months for receiving 6 citations for illegal parking, including warning citations, in a 6 month period.

c. For accumulating 12 or more points within 12 consecutive months, or 18 points within 24 months.

d. For operating a vehicle while privileges or license has been suspended by military or civilian authority.

e. When convicted by court martial or when non-judicial punishment is imposed for driving under the influence of alcohol.

f. Upon forfeiting bail or being convicted for driving under the influence of alcohol or drugs, manslaughter involving a vehicle, negligent homicide involving a vehicle, or the commission of any felony crime involving a vehicle.

g. For 1 year upon refusal to be tested for alcohol or other drugs, per the implied consent law.

h. When notified of a positive result of a urinalysis test, or for having drugs or drug paraphernalia in a vehicle.

i. Suspension/revocations of state driving privileges that occur off Station, related to an alcohol-related offense are to be immediately handled by the Station Traffic Court Judge following the incident. The suspect will report to PMO for processing and their Station driving privileges will be temporarily suspended. The suspect will be instructed to contact the PMO Traffic Court Clerk at 228-6324 for the issuance of a traffic court date. Furthermore, it is the individual’s responsibility to contact the traffic court clerk to provide information regarding adjudication by a civilian court from the off station case. If the state revoking/suspending the suspect's privileges grants limited driving privileges, then the suspect will show proof of this, along with a letter of recommendation from their unit commanding officer for limited driving privileges, to the traffic court judge for consideration.

5. Decal Removal
a. Military police will remove DoD decals from all vehicles that a suspended/revoked driver has registered. The individual's command will ensure all decals are surrendered and the vehicles are relocated off Station within 24 hours of the suspension.

b. When a person's Station driving privileges are suspended, but another member of the household is authorized driving privileges, the Visitor Center will affix an international orange "SM" or "SF" decal beside the DoD decal on each registered vehicle. For example, if a male member of the household is suspended, an "SM" will be affixed. If a person of the same sex as the suspended or revoked person drives the car on Station, military police may stop the driver to verify that the operator is not under suspension or revocation.

6. Reinstatement of Driving Privileges. Driving privileges which have been revoked or suspended are automatically reinstated upon expiration of revocation or suspension, provided all imposed preconditions have been met. Persons whose driver's license is suspended or revoked will not be granted driving privileges until they have been re-licensed by the authority originally invoking the suspension or revocation. A DoD decal may be applied for on the last day of the period of suspension/revocation.

7. Appeal. Any person whose Station driving privileges have been suspended or revoked by the Station Traffic Court may appeal, in writing, to the CO, MCAS Beaufort, via their chain of command, within 10 working days from the date of notice. An appeal must be based on fact and will be judged on its merits. The appeal must state clearly why the action warrants review by the CO. Unit commanders will process appeals as expeditiously as possible and verify serious family hardship or other facts, and include a recommendation. Suspensions remain in effect while the appeal is being processed.

5001. REMEDIAL DRIVER TRAINING SCHOOL

1. General. Remedial Driver Training School is established per MCO 5110.1 and is operated by the Station Joint Safety Office. The school provides 6 hours of instruction conducted during working hours. Failure to complete the course when required will result in suspension of driving privileges until the course is satisfactorily completed.
2. Mandatory Attendance. The Station Traffic Court and the Provost Marshal may direct military personnel to attend when appropriate. Unless this training has been successfully completed within the preceding three months, all military personnel must attend the earliest available class when they:

   a. Accumulate six traffic points in one year.

   b. Are at fault in an accident while operating a government vehicle.

3. Assignment of Civilians. Civilian personnel, contractor employees, and family members cannot be directed to attend Remedial Driver Training for the same offenses which military personnel can be assigned. However, they can be offered a choice of attending the school, completing an 8-hour National Safety Council's Defensive Driving Course conducted off-Station, or having their station driving privileges suspended. Civilian employees will not be paid for the time spent attending either school.

4. Procedures

   a. The Station Joint Safety Officer will publish schedules and will provide the facilities and instructors to support the Remedial Driver Training School. The Station Joint Safety Officer will submit a report of attendees to the Provost Marshal, with a copy to the Station Inspector, within one working day after each class.

   b. Personnel assigned to attend the Remedial Driver Training will be notified by PMO of date and time to attend the school. Failure to report for the scheduled class without appropriate approval or failure to complete the course will result in suspension of driving privileges, and possibly disciplinary action under the UCMJ.

   c. Unit commanders may order military personnel to attend the Remedial Driver Training when such training is deemed appropriate.

5002. GOVERNMENT OPERATOR'S LICENSE SUSPENSION/REVOCATION

1. The Provost Marshal will notify commanding officers when the Station Traffic Court suspends a military member's driving privileges. MCO 11240.66 states that, when warranted,
commanding officers have authority to suspend an OF-346 and prescribe required administrative actions. DoD 1010.7 requires that military personnel be prohibited from obtaining/using an OF-346 for 6 months for each DWI incident. Commanders may grant exceptions when it is determined that such suspension would seriously affect military mission requirements. However, the Provost Marshal will be notified in writing within three working days of such action. If the suspension is based upon a suspension of a state driver's license by civil authorities, then per MCO 5110.1, operation of a government vehicle will be restricted to on Station.

2. The Provost Marshal will notify the Human Resource office when the Station Traffic Court suspends the driving privileges of a civilian employee. If the employee possesses a valid OF-346 when notified, then appropriate action will be taken under Federal Personnel Manual, Chapter 930 or other applicable laws and regulations concerning civilian personnel.

5003. DRIVER RECORDS

1. Maintenance. The Provost Marshal will maintain a record of all traffic violations by drivers of vehicles registered aboard the Station. Notice of traffic violations by persons whose vehicle is registered at another installation will be forwarded to the other command for adjudication.

2. Forwarding Upon Transfer. Individual driving records reflecting incidents related to the operation and registration of motor vehicles will be forwarded to the next duty station when the service member is transferred.

3. State Notification. DoD 1010.7 requires state driver's license agencies will be notified of DoD personnel whose installation driving privileges have been revoked for one year or more following adjudication of an intoxicated driving offense or upon refusal to submit to a lawful BAC test.

5004. CHEMICAL TESTING POLICIES AND PROCEDURES

1. General. Breath tests are performed by qualified personnel within the Military Police Department, MCAS Beaufort, using a quantitative chemical breath test device approved by designated authorities of the state. Persons accepting MCAS Beaufort driving privileges shall be deemed to have given their consent
to evidential tests for alcohol or other drug content of their
blood, breath, and/or urine if lawfully stopped, apprehended, or
cited for any offense allegedly committed while driving or in
physical control of a motor vehicle on U.S. military property
while suspected to be under the influence of intoxicants. The
person has a right to refuse to be tested. The test results, or
the fact of the person's refusal, will be admissible as evidence
at trial on the offense charged. The driver will indicate in
writing their choice, or refusal, to submit to a test. Refusal
to take any requested test or tests will result in an immediate
revocation of the person's driving privileges for 12 months.

2. Chemical breath test procedure. The following procedures
will apply to the quantitative chemical breath testing devices:

   a. Observe the person to be tested for at least 20 minutes
      prior to the collection of the breath specimen, during which
      period the person must not have ingested alcoholic beverages or
      other fluids, regurgitated, eaten or smoked.

   b. Verify proper operation of the chemical breath test
device through its internal circuitry test.

   c. Comply with operational procedures set forth in the
      current instruction manual of the manufacturer for the
      instrument in use.

3. Chemical testing of personnel involved in fatal accidents

   a. Naval Hospital Beaufort personnel will immediately
      notify the Provost Marshal or his representative of the death of
      any MCAS Beaufort personnel as a result of an accident involving
      a motor vehicle and the circumstances surrounding the accident.

   b. In the case of drivers killed in motor vehicle accidents
      and death of pedestrians subject to military jurisdiction, or
      other pedestrians 16 years of age or older when consent of
      sponsor is obtained, Naval Hospital Beaufort will be requested
      to examine presence and percentage concentration of alcohol, and
      drugs, if feasible, in the blood or other fluids in the victim.
      This information shall be submitted with the report.

   c. To the extent provided by law, and medical conditions
      permitting, a blood or breath sample will be obtained from any
      surviving operator whose motor vehicle is involved in a fatal
      accident.
4. Considerations

a. In the event that a quantitative chemical breath test of a subject indicates a BAC of .30 or above, a second test should be administered after a waiting period of 20 minutes. If the second test indicates a continuing rise, the subject will be immediately referred to the appropriate Hospital facility.

b. If a quantitative chemical breath test of a subject indicates a BAC of less than .05 percent and there is evidence of strong physical impairment, the individual should be referred for medical evaluation and treatment, as appropriate.
MOTox VEHICLE TRAFFIC AND ENTRY REGULATION

APPENDIX A

VEHICLE USE PERMIT

1. I, _____
   Rank       Last,       First       MI.       SSN,       Unit
   GIVE
   Rank       Last,       First       MI.       SSN,       Unit

PERMISSION TO OPERATE MY VEHICLE:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>MAKE</th>
<th>MODEL</th>
</tr>
</thead>
</table>

(VIN#)     (LIC#)     (STATE)

ABOARD MCAS BEAUFORT.

2. I POSSESS MOTOR VEHICLE LIABILITY INSURANCE FOR THE ABOVE STATED VEHICLE TO MEET OR EXCEED THE MINIMUM REQUIREMENTS FOR THE STATE OF SOUTH CAROLINA WITH THE AMOUNT OF $15,000/$30,000/$5,000 with

   (Company)     (Policy #)

3. I WILL MAINTAIN THIS MOTOR VEHICLE INSURANCE WHILE THE ABOVE STATED VEHICLE IS REGISTERED ABOARD MCAS BEAUFORT.

4. I ALSO AFFIRM THAT THE ABOVE MENTIONED PERSON AND MYSELF DO NOT HAVE ANY SUSPENDED OR REVOKED DRIVING PRIVILEGES IN ANY STATE, ABOARD MCAS BEAUFORT, OR ANY OTHER FEDERAL INSTALLATION.

5. THE ABOVE-MENTIONED PERSON IS DESIGNATED AND WILL REMAIN DESIGNATED AS THE PRINCIPAL OPERATOR OF THE LISTED VEHICLE UNTIL

   (YYYY MM DD)

   (SIGNATURE)     (RELATIONSHIP TO DRIVER)

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20_____

   (NOTARY PUBLIC)     MY COMMISSION EXPIRES ON YYYYY MM DD
From: Provost Marshal, Marine Corps Air Station, Beaufort
To: ____________________________

Subj: TEMPORARY SUSPENSION AND ACKNOWLEDGMENT OF SUSPENSION OF STATION DRIVING PRIVILEGES

1. Your driving privileges aboard MCAS, Beaufort, South Carolina, have been temporarily suspended for the reason(s) indicated:

- [ ] You were apprehended for driving while intoxicated/driving under the influence (BAC ___%) and your driving privileges are temporarily suspended pending an appearance before the Station Traffic Court Hearing Judge. ______ Initials

- [ ] You refused to submit to a breathalyzer test and your driving privileges are temporarily suspended pending your appearance before the Station Traffic Court Hearing Judge or Federal Magistrate. ______ Initials

- [ ] You are suspected of a drug violation while operating a motor vehicle and you refused to voluntarily submit to a urinalysis. ______ Initials

- [ ] You were apprehended while driving on State Revocation or Suspension in the State of ________________. ______ Initials

- [ ] Other: _____________________________. ______ Initials

2. This suspension is temporary pending your appearance before the MCAS Traffic Court Hearing Judge.
3. You are directed to report to the Traffic Court Clerk, bldg 584, within 3 working days to schedule a traffic court date to appear before the MCAS Traffic Court Hearing Judge.

4. This temporary suspension is effective immediately upon receipt of this notification.

5. You are advised that your temporary suspension may become a permanent suspension or revocation, for a specific period of time, if such penalty is assessed by the MCAS Traffic Court Hearing Judge at a full hearing.

6. You have the right to request, in writing, within 5 working days of this notification, a preliminary hearing before the MCAS Traffic Court Hearing Judge, to determine if the temporary suspension should be vacated pending resolution of the matter by the Traffic Court Hearing Judge at a full hearing. Failure to request a preliminary hearing will result in the continuation of this temporary suspension until there has been a judicial, non-judicial, or administrative resolution.

7. Federal civilian employees have the right to have a personal representative present at the preliminary hearing where authorized by regulations.

8. ACKNOWLEDGMENT OF SUSPENSION OF DRIVING PRIVILEGES:

   I hereby acknowledge that my Station Driving Privileges have been temporarily suspended as a direct result of the violation(s) indicated on the reverse side of this form. I understand that, if married, I must report to the Visitor Center within 24 hours to have a restricted decal affixed to my vehicle. I also understand that only my legally licensed dependents may operate my vehicle(s). If single, I understand that I am to cause my vehicle(s) to be removed from government property immediately. Further, should I fail to comply with these orders, I understand this will result in my vehicle(s) being impounded at my expense. I understand that I am not to operate any motor vehicle on any portion of government property which includes, but is not limited to:

   a. Marine Corps Air Station Beaufort

   b. Any housing area of Marine Corps Air Station Beaufort

   c. Marine Corps Recruit Depot Parris Island
d. Any housing area of Marine Corps Recruit Depot Parris Island

e. Any other property controlled/commanded by the Commanding General, Marine Corps Installations, EAST.

PATROLMAN: ________________ VIOLATOR: ________________

WITNESS: ________________ DATE: _______ TIME: _______

NOTE: The unit representative must sign as a witness at the time of release.

PROVOST MARSHALL
MOTOR VEHICLE TRAFFIC AND ENTRY REGULATION

APPENDIX C

MOTORCYCLE OPERATION EDUCATION COURSE

1. Operator Training. Operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active duty Marines operating motorcycles whether on or off base.

   a. The safety course must include the following:

      (1) The Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors.

      (2) Hands-on training.

      (3) A performance-based and knowledge-based evaluation.

   b. Operators of military motorcycles will complete the formal Military Motorcycle (MILMO) off road operator’s course.

   c. The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Service organizations.

   d. Motorcycle training required by this Order shall be provided at no cost to military and DoD personnel (including annual leave).

   e. Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

   f. Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Service Record Book (SRB) and Officer Qualification Record (OQR) need to be annotated also. Including the number on the course completion card and name and number of the instructor may be useful. For reservists a page 11 entry will be made in the OQR/SRB.
NOTE: The above paragraph, paragraph 1 of appendix c to ASO 5110.1, is quoted from ref (c), encl (2).

2. MCAS Beaufort currently offers the following two courses from the Motorcycle Safety Foundation. Both courses meet or exceed the Marine Corps Order requirements quoted above, including hands-on training, a knowledge-based evaluation (written test) and a performance-based skills evaluation (riding test):

a. Basic Rider’s Course: The MSF Basic Rider’s Course is designed to be a safe, effective, and enjoyable training event for participants who have little or no riding experience. The primary goal of this course is to provide an introduction to the fundamentals of safe, responsible motorcycling, including the knowledge and skills that lead to licensing and motorcycle operation on the streets and highways.

b. Experienced Rider’s Course: The MSF Experienced Rider’s Course is designed to provide a safe, effective, and enjoyable training event for participants. It is intended to facilitate the development of riders. Participants should have successfully completed the MSF Basic Rider’s Course or equivalent, or have sufficient riding skills and experience to operate a motorcycle with basic proficiency.

3. Scheduled courses should have between 6 and 12 participants. Class size should not exceed 15.

4. The Joint Safety Office will have overall responsibility for administration and coordination of the motorcycle safety course.

5. If an individual possesses a valid MSF or SVIA certification from another DoD installation or state it will be honored.

6. Remedial Motorcycle Instruction

a. Personnel identified as problem drivers will be required to attend a remedial motorcycle driver-training course. The course curriculum will be the MSF Basic Rider’s Course and Rider Street Skills courses. This will reinforce the rider’s performance and compliance with traffic laws.

b. The Joint Safety Office will conduct a remedial motorcycle-training course on an as required basis, no more than once a quarter.
MOTOR VEHICLE TRAFFIC AND ENTRY REGULATION

APPENDIX D

MOTORCYCLE INSPECTION CRITERIA AND CHECKLIST

1. Prior to the inspection by the Motorcycle Safety Inspector and/or Joint Safety Office Representative, a period of instruction will be given to owners on prevention maintenance with emphasis on critical motorcycle systems and subsystems.

2. The following motorcycle equipment shall be inspected. Motorcycles not meeting the criteria set forth herein shall not be permitted to continue operating aboard the Air Station.

   a. **Steering and Wheel Alignment**

      (1) Motorcycles will be equipped with stock front forks or extensions not exceeding six inches. The frame and front fork will not be bent or damaged.

      (2) Wheels will not be out of line.

      (3) Components will not be broken, missing, or show excessive wear.

      (4) Steering head bearing will not be loose, broken, or defective.

      (5) Handlebars will not be loose, bent, broken, or damaged. No portion of the bars may extend more than 15 inches above the depressed seat per South Carolina law 56-5-3650(b).

   b. **Suspension.** The motorcycle will not have:

      (1) Broken, excessively worn, missing, defective, disconnected, or malfunctioning shock absorbers.

      (2) Broken or excessively sagging springs, or other defective suspension components.

   c. **Tires, Wheels and Rims**

      (1) Tires must have 1/16 inch or more tread on all running surfaces and must be properly inflated.

      (2) Tires without cornering tread are prohibited.
(3) Casings, beads, tread and fabrics shall be free of breaks, bulges, cracks, or exposed fabric or cracks that indicate a weakened, unsafe tire condition.

(4) There will be no loose, missing or defective air valves, bolts, nuts or lugs.

(5) There will be no bent, loose, cracked or damaged wheels; defective rims or wheel flanges; or missing, broken, bent, loose or damaged spokes.

(6) Wheels will not have missing rivets, studs, or nuts, or broken or out of adjustment bearings.

d. Exhaust System

(1) Motorcycles will be equipped with an exhaust system that is complete with mufflers. Factory mufflers will not be altered in any way. Drag pipes are not allowed.

(2) Exhaust systems which discharge forward of the rear tire or above the level of the rear tire are prohibited with the exception of those exhaust systems which are routed above the level of the rear tire by the manufacturer.

(3) The exhaust system and its elements, including exhaust guards, will be securely fastened.

e. Fuel System

(1) The fuel tank and piping will be securely installed and the entire fuel system will be free from leaks.

(2) If the fuel tank is of a vented design it must function properly.

(3) The throttle will be aligned and not binding and the linkage (including cables) will not be worn, bent, broken, corroded or missing.

(4) On models with quick-release throttles, the throttle will return to the "off" or "idle" position when released.

f. Brakes
(1) The brake system will not have worn, missing, or
defective pins, cables, rods or couplings; misaligned anchor
pins; frozen, rusted or inoperative connections; missing spring
clips; improper wheel bearing adjustment; or defective grease
retainers.

(2) Mechanical parts will not be misaligned, badly worn,
broken or missing.

(3) Operating levers and the pedal shaft will be
properly positioned and aligned. A dual braking system is
required.

(4) From an initial speed of 20 MPH, the operator must
demonstrate that the motorcycle can be stopped within 30 feet by
braking.

g. Lamps and Reflective Devices. Lamps will be mounted
securely to prevent excessive vibration and will not have
defective wiring, be improperly grounded, or have a defective
switch. The power source must maintain lamps at required
brightness for all conditions of operations.

(1) Head Lamps. The motorcycle shall be equipped with
at least one and not more than two headlamps to produce a
driving light sufficient to render clearly discernible a person
200 feet ahead. The dimmer switch on double filament headlamps
will be operable.

(2) Rear Lamps. Lamps are red in color and visible at
night under normal atmospheric conditions from a distance of 500
feet to the rear of the motorcycle.

(3) Stop Lamps. Shall display a red or amber light
visible from a distance of not less than 100 feet to the rear in
normal sunlight and shall be actuated upon application of the
brake. The stop lamp may be combined with other rear lamps. If
combined with the turn signal lamp, the stop lamp does not
operate when the turn signal lamp is functioning.

(4) License Plate Light. Lamps will be white in color
with enough illumination so that the license plate can be read
from a distance of 50 feet to the rear of the motorcycle. The
light will be activated by the same switch that activates the
headlamp.
(5) **Turn Signal System.** It will consist of amber or white front lamps and red or amber rear lamps that are visible from the front and rear at a distance of 200 feet.

(6) **Hazard Warning Lamps.** If so equipped, this system will have an approved type switch and flash front and rear turn signals simultaneously.

(7) **Reflectors.** It will be clean and free of cracks.

   h. **Wiring and Switches.** Switches and operating units will be in good condition and function properly. Wiring will be properly installed and insulated. The connections will be secure and without corrosion.

   i. **Horn.** It will be securely fastened and audible under normal traffic conditions for at least 200 feet.

   j. **Windshield.** If installed, it will be firmly mounted so that the operator's vision is not obstructed and will be free of cracks, discoloration, and scratches.

k. **Body Items**

   (1) There will be no defective or dislocated parts projecting from the motorcycle.

   (2) The engine mounting frame or brackets will not be cracked or broken.

   (3) Fenders and mudguards will not be broken, missing, or of inadequate design or modification.

   (4) Foot rests will be securely mounted and properly located.

   (5) Seats will be properly and securely attached. The seat and its springs will not be broken or otherwise defective and will be so configured as to require the operator to operate the motorcycle in a normal upright position.

   (6) The clutch will be properly aligned and not binding; cable or linkage will not be worn, twisted, corroded, broken or missing.
(7) The drive chain or belt will be undamaged, properly adjusted and lubricated, and equipped with a properly installed chain or belt guard.

(8) The lubrication system will be in proper working order.

(9) The center or side stand will be in proper working order.

(10) The rear view mirrors will be free of cracks and discoloration and shall be mounted to provide the operator with clear, undistorted view of at least 200 feet to the rear of the motorcycle.

1. **Passenger Equipment.** Motorcycles equipped with seating for a passenger will also be equipped with footrests specifically designated and located for the passenger's use.

m. **Other.** Any other component or assembly not mentioned herein, which is in an obviously unsafe condition or which constitutes a hazard to the safe and proper operation of the motorcycle, will be deemed sufficient justification to deny inspection certification until such condition or hazard has been corrected.
**MOTORCYCLE INSPECTION CHECKLIST**

To be conducted prior to any long weekend or annual leave in which the motorcycle will be the primary mode of transportation for that leave or liberty period.

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Supervisor’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Front forks straight and aligned with no loose steering head bearings</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No loose, altered, broken, or damaged handle bars</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>No handle bars 15 inches above the seat</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Functioning rear shock absorbers, if so equipped</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Minimum 1/16 inch tread on tires, no cord or cracks showing, and properly inflated</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>No loose, missing, or defective wheel rim components</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A complete exhaust system (NO DRAG PIPES)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Fuel tank free of leaks and if of vented design, functioning properly.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Spring loaded throttle can turn freely and return to its original off or idle position</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Brakes in good working order with clean fluid visible in inspection windows</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Brake pads not worn beyond serviceable limits</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>No bent brake or clutch levers</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>All fluids are at proper levels i.e.: engine oil, brake fluid, clutch, coolant, and gearbox oil</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Securely mounted head and tail lights</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Headlight low beam and high beam work properly</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Taillight has working taillight and red brake lights</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>License plate light is on the license plate and functioning properly</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>There are four turn signal lights (2 front and 2 rear) and in proper working condition</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>All electrical connections and switches are secure and in proper working condition</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Horn works properly</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Windshields if installed are secured</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>No defective or dislocated parts projecting form the motorcycle</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>No missing fenders or mud guards</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Seats properly attached</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Clutch and brake cable linkages secured, not binding and cable not fraying</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Properly working side or center stand</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Properly adjusted drive chain or belt and sprockets are secured</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Two rear view mirrors properly secured, free of cracks, and non distorted</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Securely mounted front pegs. If equipped to carry a passenger, securely mounted rear foot pegs</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Visible and securely mounted license plate</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>No visible fluid leaks</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Valid Drivers license with motorcycle endorsement or valid learner’s permit</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Valid Motorcycle Insurance card.</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Motorcycle Safety Foundation or Specialty Vehicle Institute of America card</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Proper PPE to include DOT, ANSI, or SNELL approved helmet. NO NOVELTY HELMETS</td>
<td></td>
</tr>
</tbody>
</table>

Date ___________________ Unit _______________________

Supervisor’s Signature ________________________________

Operator’s Signature _________________________________

D-6
MOTORCYCLE SPECIFIC REGULATIONS

PERSONAL PROTECTION EQUIPMENT REQUIRED FOR ALL PERSONNEL RIDING A MOTORCYCLE ON AND OFF BASE

1. Helmet with face protection (or helmet and eye protection) must meet DOT, SNELL, or ANSI requirements or impact or shatter resistant goggles.

2. Full finger gloves or mittens.

3. Long pants and long sleeves shirt or jacket.

4. An international orange, bright yellow, or lime green mesh/fabric vest having reflective strips front and rear must be worn as the outer most upper garment.

5. Shoes covering ankles such as leather boots and have a hard sole.

ITEMS REQUIRED TO RECEIVE A PASS

1. Valid motorcycle learners permit. (Issued day of MSF/SUIA class for 5 days.)

2. Vehicle registration.

3. Proof of insurance.

4. Bill of Sale (proof of ownership)

5. Point of Contact is at 228-7808.

ITEMS REQUIRED TO RECEIVE A DECAL

1. Motorcycle license

2. Motorcycle Safety Foundation (MSF) Motorcycle Operator’s Course or Specialty Vehicle Institute of America (SVIA) Motorcycle Operator’s Course

3. DoD Decal

4. Vehicle registration

5. Proof of Insurance.
From: Commanding Officer
To: Rank Last Name First MI SSN

Subj: MOTORCYCLE OPERATOR STATEMENT OF UNDERSTANDING

Ref: (a) MCO 5100.19E
(b) MCO 5110.1C
(c) ASO P5110.1F
(d) CG MCI EAST 021723Z NOV 05 MOTORCYCLE SAFETY POLICY


2. Operator Training. Operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs must successfully complete a rider or operator course prior to operation on any DoD installation. The training must also be completed by all active duty Marines operating motorcycles whether on or off base.

   a. The safety course must include the following:

      (1) The Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF or SVIA certified or licensed instructors.

      (2) Hands-on training.
(3) A performance-based and knowledge-based evaluation.

b. Operators of military motorcycles will complete the formal Military Motorcycle (MILMO) off road operator’s course.

c. The licensing and training requirements of this Order apply to all government owned or controlled motorcycles, including those controlled by Marine Corps Community Service organizations.

d. Motorcycle training required by this Order shall be provided at no cost to military and DoD personnel (including annual leave).

e. Curriculum for operator or rider safety courses required in the above paragraph will not be modified, or equivalent curriculum used, without prior approval of CMC (SD).

f. Record of Course Completion. A statement attesting to the date and location of course completion is a mandatory element for unit diary reporting and will be entered for each individual who successfully completes the course. Service Record Book (SRB) and Officer Qualification Record (OQR) need to be annotated also. Including the number on the course completion card and name and number of the instructor may be useful. For reservists a page 11 entry will be made in the OQR/SRB.

3. Personal Protective Equipment (PPE)

a. The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle on DoD installations, and for all military personnel operating or riding on a motorcycle off installations; on and off road, in uniform or civilian clothes:

(1) A properly fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation (SNELL), the American National Standards Institute (ANSI), or the Department of Transportation (DOT).

(2) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(3) A mesh/fabric vest that is bright yellow, international orange, or lime green with reflective strips front
and back shall be worn as the outer most garment. The garment must not be covered or concealed, such as by a backpack; when a backpack is worn, it must be worn under the vest, or have a reflective running belt or a second reflective vest wrapped around it. The vest and protective jackets designed for motorcycle safety which may include impact resistant shoulder and elbow pads are authorized for wear by Marines in uniform, and must be removed as soon as the Marine gets off the motorcycle. Protective riding gear should contain minimal organizational insignia, reference to manufacturer, motorcycle brands, graphics or wording. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply.

(4) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged.

(5) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens.

b. The PPE for motorcycle operators during off-road operations should also include knee and shin guards or off-road Marine Corps boots and padded full-fingered gloves.

4. Equipment

a. Government-owned (non-tactical) and privately owned motorcycles shall not be operated on a Marine Corps installation without a rearview mirror mounted on each side of the handlebars or fairing. The mirrors shall afford a clear view of at least 200 feet to the rear.

b. Each motorcycle passenger shall be provided with a regulation seat and footrests.

5. Failure to wear PPE or comply with licensing or operator training requirements may be considered in making line-of-duty determinations.

6. When operated on any DoD installation, on and off road, all Government or privately owned motorcycles must have headlights turned on (if so equipped).
7. These, and all Marine Corps policies regarding motorcycle safety, apply to active duty personnel in possession of a motorcycle endorsement on their state driver’s license or a motorcycle learner’s permit and/or those who own or operate a government or privately owned motorcycle on or off base, as well as to all civilian personnel operating a motorcycle on base.

8. The following documents will be carried by all personnel when riding on base, and by all active duty personnel when operating a motorcycle, on or off base:
   a. MSF or SVIA course completion certificate.
   b. Current driver’s license with valid motorcycle endorsement.
   c. Vehicle registration
   d. Proof of insurance.

9. The checklist found in appendix (D) will be completed by active duty personnel before each annual leave and long weekend liberty period where the motorcycle will be the primary means of transportation.

10. I have read, understand and will comply with Marine Corps policy regarding motorcycle safety and the specific provisions contained in references (a) thru (d). I understand that failure to comply with this policy can result in administrative action and loss of privileges. For active duty personnel violations of the Marine Corps motorcycle safety policy are also subject to disciplinary action under the UCMJ.

11. The original of this signed statement will be maintained by the Unit Safety Officer.

________________________________________  ___________________________  ___________
Rank/Printed Name                      Signature                     Date

Signature of Commanding Officer
REQUEST LETTER FOR COMMERCIAL WRECKER SERVICE

From: (Wrecker Service Name/Address)
To: Commanding Officer, Marine Corps Air Station Beaufort SC
Attn: Provost Marshal, Marine Corps Air Station Beaufort SC
SUBJ: REQUEST FOR OPERATIONAL INSTRUCTIONS FOR COMMERCIAL WRECKER SERVICE

1. It is requested that my company/service be authorized to provide subject service to the Marine Corps Air Station and outlying areas under operational control of the Commanding Officer, Marine Corps Air Station, Beaufort.

2. I/we have read and understand the contents of the towing agreement and agree to operate within these guidelines/instructions.

3. It is further understood that this authorization will expire annually and must be renewed if I/we desire to continue the services.

4. In those rare instances where the Provost Marshal determines that an error has been made in towing a vehicle, it is agreed that no fee will be charged and that the tow agency will be placed on call for the next tow requirement by the station.

(Wrecker Service Representative’s Signature)
From: (Wrecker Service Name/Address/Telephone Number)
To: Commanding Officer, Marine Corps Air Station Beaufort
Attn: Provost Marshal, Marine Corps Air Station Beaufort SC
SUBJ: AUTHORIZATION TO TOW; CASE OF (VEHICLE OWNER)
Ref: (a) ASO P5110.1F

1. The above individual has authorized my company to tow his/her vehicle(s).

  (MAKE)  (MODEL)  YEAR)  COLOR)  (LICENSE #)  (STATE)

2. I understand that towing this vehicle without the registered owner's consent is a violation of the reference.

3. I understand that failure to comply with the references by me or the company I represent may lead to debarment from Marine Corps Installation MCAS Beaufort, SC, and its associated housing areas.

  (Printed Name)

  (Signature)
and back shall be worn as the outer most garment. The garment must not be covered or concealed, such as by a backpack; when a backpack is worn, it must be worn under the vest, or have a reflective running belt or a second reflective vest wrapped around it. The vest and protective jackets designed for motorcycle safety which may include impact resistant shoulder and elbow pads are authorized for wear by Marines in uniform, and must be removed as soon as the Marine gets off the motorcycle. Protective riding gear should contain minimal organizational insignia, reference to manufacturer, motorcycle brands, graphics or wording. All other Marine Corps regulations concerning inappropriate or inflammatory stickers, decals, and clothing apply.

(4) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged.

(5) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens.

b. The PPE for motorcycle operators during off-road operations should also include knee and shin guards or off-road Marine Corps boots and padded full-fingered gloves.

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6. When operated on any DoD installation, on and off road, all Government or privately owned motorcycles must have headlights turned on (if so equipped).
7. These, and all Marine Corps policies regarding motorcycle safety, apply to active duty personnel in possession of a motorcycle endorsement on their state driver’s license or a motorcycle learner’s permit and/or those who own or operate a government or privately owned motorcycle on or off base, as well as to all civilian personnel operating a motorcycle on base.

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11. The original of this signed statement will be maintained by the Unit Safety Officer.

__________________________     ______________    __________
Rank/Printed Name           Signature          Date

____________________________
Signature of Commanding Officer
REQUEST LETTER FOR COMMERCIAL WRECKER SERVICE

Business Letterhead

From: ________________________________

(Wrecker Service Name/Address)

To: Commanding Officer, Marine Corps Air Station Beaufort SC

Attn: Provost Marshal, Marine Corps Air Station Beaufort SC

SUBJ: REQUEST FOR OPERATIONAL INSTRUCTIONS FOR COMMERCIAL WRECKER SERVICE

1. It is requested that my company/service be authorized to provide subject service to the Marine Corps Air Station and outlying areas under operational control of the Commanding Officer, Marine Corps Air Station, Beaufort.

2. I/we have read and understand the contents of the towing agreement and agree to operate within these guidelines/instructions.

3. It is further understood that this authorization will expire annually and must be renewed if I/we desire to continue the services.

4. In those rare instances where the Provost Marshal determines that an error has been made in towing a vehicle, it is agreed that no fee will be charged and that the tow agency will be placed on call for the next tow requirement by the station.

(Wrecker Service Representative’s Signature)
VEHICLE REMOVAL AUTHORIZATION FORM

From: (Wrecker Service Name/Address/Telephone Number)
To: Commanding Officer, Marine Corps Air Station Beaufort
Attn: Provost Marshal, Marine Corps Air Station Beaufort SC

SUBJ: AUTHORIZATION TO TOW; CASE OF (VEHICLE OWNER)

Ref: (a) ASO P5110.1F

1. The above individual has authorized my company to tow his/her vehicle(s).

(MAKE) (MODEL) YEAR) COLOR) (LICENSE #) (STATE)

2. I understand that towing this vehicle without the registered owner's consent is a violation of the reference.

3. I understand that failure to comply with the references by me or the company I represent may lead to debarment from Marine Corps Installation MCAS Beaufort, SC, and its associated housing areas.

(Printed Name)

(Signature)
# Appendix H

## 1805 Traffic / Non-Traffic Offenses and Collateral

<table>
<thead>
<tr>
<th>COLL</th>
<th>OFFENSE</th>
<th>S.C. CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60</td>
<td>Alcohol: underage consumption</td>
<td>61-6-4710</td>
</tr>
<tr>
<td>$80</td>
<td>Alcohol: providing to underage</td>
<td>61-6-4070</td>
</tr>
<tr>
<td>$180</td>
<td>Assault: by striking, beating or wounding</td>
<td>18:0113(d)</td>
</tr>
<tr>
<td>$120</td>
<td>Assault: simple</td>
<td>18:0113(e)</td>
</tr>
<tr>
<td>$60</td>
<td>Backing: improper</td>
<td>6-05-3810</td>
</tr>
<tr>
<td>$60</td>
<td>Beginner’s permit</td>
<td>56-01-50</td>
</tr>
<tr>
<td>$150</td>
<td>Boating: negligent operation of a boat</td>
<td>50-21-0110</td>
</tr>
<tr>
<td>$150</td>
<td>Bumper sticker: obscene</td>
<td>56-05-3885</td>
</tr>
<tr>
<td>$120</td>
<td>Checks: drawing fraudulent less than $200 (1st offense)</td>
<td>34-11-0060</td>
</tr>
<tr>
<td>MCA</td>
<td>Child neglect</td>
<td>20-7-50</td>
</tr>
<tr>
<td>$15</td>
<td>Child Restraint Violation</td>
<td>56-05-6410</td>
</tr>
<tr>
<td>$60</td>
<td>Crossing median</td>
<td>56-05-1920</td>
</tr>
<tr>
<td>$120</td>
<td>Drivers License: using some else’s</td>
<td>56-01-0510</td>
</tr>
<tr>
<td>$90</td>
<td>Drivers License: expired</td>
<td>56-01-0020</td>
</tr>
<tr>
<td>$30</td>
<td>Drivers License: not in possession (1st offense)</td>
<td>56-01-0190</td>
</tr>
<tr>
<td>$1500</td>
<td>Drivers License: altering, provide false info</td>
<td>56-01-0515</td>
</tr>
<tr>
<td>$120</td>
<td>Drivers License: driving without (1st offense)</td>
<td>56-01-0440</td>
</tr>
<tr>
<td>$120</td>
<td>Drivers License: lending (1st offense)</td>
<td>56-01-0510</td>
</tr>
<tr>
<td>$60</td>
<td>Drivers License: using an altered license</td>
<td>56-01-0515</td>
</tr>
<tr>
<td>$180</td>
<td>Dealer Plate: improper use of</td>
<td>56-03-2320</td>
</tr>
<tr>
<td>$60</td>
<td>Driving left of centerline</td>
<td>56-05-1810</td>
</tr>
<tr>
<td>$60</td>
<td>Driving on wrong side</td>
<td>56-05-1810</td>
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<tr>
<td>MCA</td>
<td>DUI (1st offense)</td>
<td>56-05-2933</td>
</tr>
<tr>
<td>$240</td>
<td>DUS (1st offense)</td>
<td>56-01-0460</td>
</tr>
<tr>
<td>MCA</td>
<td>DUS - relating to DUI (1st offense)</td>
<td>56-01-0460</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Brakes, improper</td>
<td>56-05-4850</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Brake light</td>
<td>56-05-4730</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Faulty horn</td>
<td>56-05-4950</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Headlights, driving without</td>
<td>56-05-4450</td>
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<tr>
<td>$60</td>
<td>Equipment: Headlights, improper dimming</td>
<td>56-05-4780</td>
</tr>
<tr>
<td>$15</td>
<td>Equipment: Headlights required in bad weather</td>
<td>56-05-4450</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Improper front lights (2 required)</td>
<td>56-05-4490</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Mirrors, improper</td>
<td>56-05-4990</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Muffler or excessive fumes</td>
<td>56-05-5020</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Parking lights</td>
<td>56-05-4640</td>
</tr>
<tr>
<td>COLL</td>
<td>OFFENSE</td>
<td>S.C. CODE</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Rear light</td>
<td>56-05-4510</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Tail light</td>
<td>56-05-4540</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Tires improper</td>
<td>56-05-5040</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Turn signal, failure to use</td>
<td>56-05-4730</td>
</tr>
<tr>
<td>$60</td>
<td>Equipment: Windshield cleaning device, improper</td>
<td>56-05-5000</td>
</tr>
<tr>
<td>$15</td>
<td>Equipment: Windshield, broken, unsafe</td>
<td>56-05-4410</td>
</tr>
<tr>
<td>$30</td>
<td>Failure to change address</td>
<td>56-01-0230</td>
</tr>
<tr>
<td>$60</td>
<td>Failure to obey traffic control device</td>
<td>56-05-950</td>
</tr>
<tr>
<td>$60</td>
<td>Failure to obey officer directing traffic</td>
<td>56-05-0740</td>
</tr>
<tr>
<td>$300</td>
<td>Failure to pay for gasoline</td>
<td>16-13-185</td>
</tr>
<tr>
<td>$120</td>
<td>False insurance certificate</td>
<td>56-10-026</td>
</tr>
<tr>
<td>$60</td>
<td>Fire hose, running over</td>
<td>56-05-3850</td>
</tr>
<tr>
<td>$120</td>
<td>Firearm, Archery or Tackle: negligent use (no injury)</td>
<td>50-01-0085</td>
</tr>
<tr>
<td>MCA</td>
<td>Firearm, Archery or Tackle: negligent use (injury)</td>
<td>50-01-0085</td>
</tr>
<tr>
<td>MCA</td>
<td>Firearm, Archery or Tackle: negligent use (property damage)</td>
<td>50-01-0085</td>
</tr>
<tr>
<td>$120</td>
<td>Fishing: Exceeding limits</td>
<td>50-13-0210</td>
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<tr>
<td>$200</td>
<td>Fishing: Sale of game fish</td>
<td>50-13-1610</td>
</tr>
<tr>
<td>$60</td>
<td>Following too closely</td>
<td>56-05-1930</td>
</tr>
<tr>
<td>$120</td>
<td>Handicap Parking</td>
<td>56-03-1970</td>
</tr>
<tr>
<td>$150</td>
<td>ID Card: unlawful possession</td>
<td>18:0701</td>
</tr>
<tr>
<td>$60</td>
<td>Lane usage: improper</td>
<td>56-05-1900</td>
</tr>
<tr>
<td>$120</td>
<td>Leaving scene of accident: fixtures only</td>
<td>56-05-1250</td>
</tr>
<tr>
<td>$120</td>
<td>Leaving scene of accident: property damage</td>
<td>56-05-1220</td>
</tr>
<tr>
<td>$120</td>
<td>Leaving scene of accident: unattended vehicle</td>
<td>56-05-1240</td>
</tr>
<tr>
<td>$60</td>
<td>License plate - improper</td>
<td>56-03-1360</td>
</tr>
<tr>
<td>$60</td>
<td>License plate: missing</td>
<td>56-03-1240</td>
</tr>
<tr>
<td>$60</td>
<td>License plate: no/expired</td>
<td>56-03-0110</td>
</tr>
<tr>
<td>$60</td>
<td>License plate: improper display</td>
<td>56-03-1240</td>
</tr>
<tr>
<td>$120</td>
<td>Littering: &lt;15 lbs</td>
<td>16-11-0700</td>
</tr>
<tr>
<td>$60</td>
<td>Load spillage: failure to clean spillage</td>
<td>56-05-4100</td>
</tr>
<tr>
<td>MCA</td>
<td>Malicious injury to animal, personal property: less than $1000.00 (1st offense)</td>
<td>16-11-0510</td>
</tr>
<tr>
<td>MCA</td>
<td>Malicious injury to animal, personal property: $1000.00 - $5000.00 (1st offense)</td>
<td>16-11-0510</td>
</tr>
<tr>
<td>MCA</td>
<td>Malicious injury to animal, personal property: &gt; $5000.00 (1st offense)</td>
<td>16-11-0510</td>
</tr>
<tr>
<td>$60</td>
<td>Median crossing</td>
<td>56-05-1920</td>
</tr>
<tr>
<td>$60</td>
<td>Motorcycle: no helmet (under age 21)</td>
<td>56-05-3660</td>
</tr>
<tr>
<td>$15</td>
<td>Motorcycle: headlight not on</td>
<td>56-05-4460</td>
</tr>
</tbody>
</table>
# Motor Vehicle Traffic and Entry Regulation

## 1805 Traffic and Non-Traffic Offenses and Collateral

<table>
<thead>
<tr>
<th>COLL</th>
<th>OFFENSE</th>
<th>S.C. CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60</td>
<td>Motorcycle: improper light - no headlamp</td>
<td>56-05-4800</td>
</tr>
<tr>
<td>$60</td>
<td>Motorcycle: improper light - stop lights</td>
<td>56-05-4560</td>
</tr>
<tr>
<td>$60</td>
<td>Motorcycle: improper riding - operator</td>
<td>56-05-3630</td>
</tr>
<tr>
<td>$60</td>
<td>Motorcycle: improper riding - passenger</td>
<td>56-05-3630</td>
</tr>
<tr>
<td>$60</td>
<td>Motorcycle: no face shield or goggles</td>
<td>56-05-3670</td>
</tr>
<tr>
<td>$60</td>
<td>One way street - wrong way</td>
<td>56-05-1910</td>
</tr>
<tr>
<td>$60</td>
<td>Open container law</td>
<td>61-06-4020</td>
</tr>
<tr>
<td>$60</td>
<td>Ownership - failure to transfer</td>
<td>56-03-1270</td>
</tr>
<tr>
<td>$60</td>
<td>Parking in a no parking zone</td>
<td>56-05-2530</td>
</tr>
<tr>
<td>$60</td>
<td>Passing: in no passing zone</td>
<td>56-05-1890</td>
</tr>
<tr>
<td>$60</td>
<td>Passing: on the left</td>
<td>56-05-1860</td>
</tr>
<tr>
<td>$60</td>
<td>Passing: on the right</td>
<td>56-05-1850</td>
</tr>
<tr>
<td>$60</td>
<td>Passing: opposite directions</td>
<td>56-05-1830</td>
</tr>
<tr>
<td>$60</td>
<td>Passing: same direction</td>
<td>56-05-1840</td>
</tr>
<tr>
<td>MCA</td>
<td>Police: failure to stop for blue light</td>
<td>56-05-0750</td>
</tr>
<tr>
<td>$60</td>
<td>Public disorderly conduct</td>
<td>16-17-0530</td>
</tr>
<tr>
<td>MCA</td>
<td>Racing: allowing a vehicle to race</td>
<td>56-05-1600</td>
</tr>
<tr>
<td>MCA</td>
<td>Racing: on a public street</td>
<td>56-05-1590</td>
</tr>
<tr>
<td>$120</td>
<td>Reckless driving</td>
<td>56-05-2920</td>
</tr>
<tr>
<td>$120</td>
<td>Registration: selling a vehicle with suspended registration or plate to a family member</td>
<td>56-10-0250</td>
</tr>
<tr>
<td>$60</td>
<td>Registration - not in possession</td>
<td>56-03-1250</td>
</tr>
<tr>
<td>MCA</td>
<td>Right of way: fail to yield - emergency equipment</td>
<td>56-05-2360</td>
</tr>
<tr>
<td>$60</td>
<td>Right of way: fail to yield - no signs</td>
<td>56-05-2310</td>
</tr>
<tr>
<td>$60</td>
<td>Right of way: fail to yield - stop sign at intersection</td>
<td>56-05-2330</td>
</tr>
<tr>
<td>$60</td>
<td>Right of way: fail to yield - when making left turn</td>
<td>56-05-2320</td>
</tr>
<tr>
<td>$60</td>
<td>Right of way: fail to yield - yielding improperly</td>
<td>56-05-2330</td>
</tr>
<tr>
<td>$60</td>
<td>Right of way: fail to yield - to pedestrians</td>
<td>56-05-3130</td>
</tr>
<tr>
<td>$120</td>
<td>Right of way: fail to yield - school bus, failure to stop for</td>
<td>56-05-2770</td>
</tr>
<tr>
<td>$6</td>
<td>Seat belt</td>
<td>56-05-6520</td>
</tr>
<tr>
<td>$300</td>
<td>Shoplifting - &lt;$1000.00 in value</td>
<td>16-13-0110</td>
</tr>
<tr>
<td>$MCA</td>
<td>Shoplifting - &gt;$1000.00 but &lt;$5000.00</td>
<td>16-13-0110</td>
</tr>
<tr>
<td>$60</td>
<td>Signal: failure or improper</td>
<td>56-05-2150</td>
</tr>
<tr>
<td>$60</td>
<td>Slow - obstructing traffic</td>
<td>56-05-1560</td>
</tr>
<tr>
<td>$15</td>
<td>Speeding: 1 to 10 mph over</td>
<td>56-05-1520</td>
</tr>
<tr>
<td>$30</td>
<td>Speeding: 11 to 15 mph over</td>
<td>56-05-1520</td>
</tr>
<tr>
<td>$45</td>
<td>Speeding: 16 to 24 mph over</td>
<td>56-05-1520</td>
</tr>
<tr>
<td>$120</td>
<td>Speeding: 25 mph or more over</td>
<td>56-05-1520</td>
</tr>
<tr>
<td>COLL</td>
<td>OFFENSE</td>
<td>S.C. CODE</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>$60</td>
<td>Speeding: too fast for conditions</td>
<td>56-05-1520</td>
</tr>
<tr>
<td>$60</td>
<td>Starting a vehicle</td>
<td>56-5-2110</td>
</tr>
<tr>
<td>$60</td>
<td>Stop sign: failure to obey</td>
<td>56-05-2740</td>
</tr>
<tr>
<td>$60</td>
<td>Straddling lane lines</td>
<td>56-05-1900</td>
</tr>
<tr>
<td>$60</td>
<td>Traffic control device: failure to obey</td>
<td>56-05-0950</td>
</tr>
<tr>
<td>$60</td>
<td>Traffic: obstructing - stopped in roadway</td>
<td>56-05-2510</td>
</tr>
<tr>
<td>$150</td>
<td>Trespassing</td>
<td>18 USC 1382</td>
</tr>
<tr>
<td>$60</td>
<td>Turning: improper for curve or grade</td>
<td>56-05-2140</td>
</tr>
<tr>
<td>$60</td>
<td>Turning: improper left to right</td>
<td>56-05-2120</td>
</tr>
<tr>
<td>$60</td>
<td>Unattended motor vehicle</td>
<td>56-05-2570</td>
</tr>
<tr>
<td>$150</td>
<td>Uniform: unlawful wearing of</td>
<td>18 USC 0702</td>
</tr>
<tr>
<td>$60</td>
<td>Unlicensed person: allowing to drive</td>
<td>56-01-0480</td>
</tr>
<tr>
<td>$120</td>
<td>Uninsured</td>
<td>56-10-225</td>
</tr>
<tr>
<td>$60</td>
<td>Unsafe movement</td>
<td>56-05-2110</td>
</tr>
<tr>
<td>$60</td>
<td>Vehicle: unsafe</td>
<td>56-05-5310</td>
</tr>
</tbody>
</table>
From: Commanding Officer
To: ____________________________________________

Attn: Traffic Court Clerk

Subj: TRAFFIC COURT HEARING NOTIFICATION

Ref: (a) MCO 5110.1C
     (b) ASO P5110.1F

1. You were cited on _______ for the following violation(s):

__________________________________________________________

2. Reference (a) states that if found guilty of the above violation(s) you could receive a maximum of _____ points against your driving privileges and/or a ____ day/month discretionary mandatory suspension/revocation of your driving privileges aboard all military installations, as determined by the Traffic Court Hearing Officer.

3. You must select one of the following options and initial by your choice.

☐ a. Plead guilty and receive the maximum penalty allowed as listed above.

☐ b. Attend a full hearing before the Traffic Court Hearing Judge on ________ at ________ located in building 601.

4. Continuances must be requested 48 hours prior to the assigned court date by either your SNCOIC or OIC if military, by contacting the traffic court clerk at 228-6324. Second
continuances for military personnel will only be granted when requested by the Command Sergeant Major, Executive Officer, or Commanding Officer.

5. I understand that failure to appear on the above date at the time indicated without just cause, will constitute a Failure to Appear (FTA) which will result in a mandatory six (6) month suspension/revocation of my base driving privileges in addition to the maximum penalties allowed without further action.

6. You are encouraged to bring an Officer, SNCO or NCO as a character witness and any information relevant to your case (i.e. DMV documents).

Signature of Traffic Court Clerk

Signature of Individual
Upon a finding of guilt, the points indicated will, without exception, be assessed. When two or more violations are committed on a single occasion, the points assessed will be for the offense having the greater value. This table also indicates Mandatory Court Appearances (MCA), Remedial Driving Course (RDC), and mandatory sentences of revocation/suspension for certain offenses dictated by the District Traffic Court (DTC).

<table>
<thead>
<tr>
<th>CODE</th>
<th>VIOLATION(S)</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Operating vehicle while under suspension or revocation of driving privileges.</td>
<td>MCA, Revoked, 2 yrs</td>
</tr>
<tr>
<td>002</td>
<td>Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>003</td>
<td>Fleeing the scene of an accident (hit and run) involving death or personal injury without rendering aid or reasonable assistance.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>004</td>
<td>Conviction by the DTC or civil court for driving under influence (DUI .08% or more).</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>005</td>
<td>Driving a motor vehicle while a habitual user or under the influence of any narcotic, drug, or other substance.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>006</td>
<td>Conviction by court-martial or civilian court, or non-judicial punishment for any drug related offense, including offenses involving drug paraphernalia, whether or not a motor vehicle was involved in the offense.</td>
<td>Revoked, 1 yr</td>
</tr>
<tr>
<td>007</td>
<td>Felony involving use of a vehicle, to include assault with vehicle.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>008</td>
<td>Perjury or false statement under oath to responsible officials or under law relating to the ownership or operation of motor vehicles.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>009</td>
<td>Unauthorized use of a motor vehicle belonging to another not amounting to a felony.</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>010</td>
<td>Driving under influence; refusal to submit to chemical tests (implied consent).</td>
<td>MCA, Revoked, 1 yr</td>
</tr>
<tr>
<td>CODE</td>
<td>VIOLATION(S)</td>
<td>CONSEQUENCE</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>011</td>
<td>Reckless driving (willful and wanton disregard for the safety of persons or property), speed contests (drag racing).</td>
<td>MCA, 6 pts</td>
</tr>
<tr>
<td>012</td>
<td>Fleeing the scene of an accident (hit and run) involving damage to property of another, without making identity known.</td>
<td>MCA, 6 pts</td>
</tr>
<tr>
<td>013</td>
<td>Conviction at the DTC or civil court for driving with unlawful alcohol concentration (DUC .08% and higher); or underage alcohol use while driving.</td>
<td>MCA, Revoked, 1 yr,</td>
</tr>
<tr>
<td>014</td>
<td>Incompetent to drive a motor vehicle (mental or physical impairment).</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>015</td>
<td>Owner, knowingly and willfully, permitting another to operate his/her motor vehicle when physically impaired (DUI/DWI/DUC).</td>
<td>MCA, 6 pts</td>
</tr>
<tr>
<td>016</td>
<td>Committed an offense off Station, which would be grounds for suspension/revocation on Station.</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>017</td>
<td>Permitted an unlawful or fraudulent use of an official driver’s license.</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>018</td>
<td>Fleeing or attempting to elude Military Police.</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>019</td>
<td>Careless Driving (To include speeding 20 MPH above posted speed limit).</td>
<td>MCA, 6 pts</td>
</tr>
<tr>
<td>020</td>
<td>Speeding 15-19 MPH above posted speed limit.</td>
<td>5 pts</td>
</tr>
<tr>
<td>021</td>
<td>Speeding 10-14 MPH above posted speed limit.</td>
<td>4 pts</td>
</tr>
<tr>
<td>022</td>
<td>Speeding 1-9 MPH above posted speed limit.</td>
<td>3 pts</td>
</tr>
<tr>
<td>023</td>
<td>Contributing to the cause of an accident resulting in property damage or bodily injury.</td>
<td>4 pts</td>
</tr>
<tr>
<td>024</td>
<td>Speed restrictions, to include driving too fast for conditions, spinning wheels or excessive acceleration.</td>
<td>4 pts</td>
</tr>
<tr>
<td>025</td>
<td>Passing a stopped school bus in the act of discharging or getting ready to discharge or admit passengers.</td>
<td>4 pts</td>
</tr>
<tr>
<td>026</td>
<td>Improper passing or improper lane usage (to include crossing solid yellow lines and passing troops in formation without express permission).</td>
<td>4 pts</td>
</tr>
<tr>
<td>027</td>
<td>Failure to obey traffic signs, signals, devices, or instructions of traffic control man or road guard</td>
<td>4 pts</td>
</tr>
<tr>
<td>028</td>
<td>Passing or failure to yield the right of way to emergency vehicle giving audible or</td>
<td>4 pts</td>
</tr>
<tr>
<td>CODE</td>
<td>VIOLATION(S)</td>
<td>CONSEQUENCE</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>029</td>
<td>Open alcoholic beverage in vehicle.</td>
<td>4 pts</td>
</tr>
<tr>
<td>030</td>
<td>Following too closely.</td>
<td>4 pts</td>
</tr>
<tr>
<td>031</td>
<td>Failure to yield right of way (to include traffic protocols).</td>
<td>4 pts</td>
</tr>
<tr>
<td>032</td>
<td>Cellular phone use by driver without hands free device.</td>
<td>4 pts 1st Offense 30-day suspension</td>
</tr>
<tr>
<td></td>
<td>1st Offense</td>
<td>4 pts 2nd Offense</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>6-month suspension</td>
</tr>
<tr>
<td></td>
<td>3rd Offense</td>
<td></td>
</tr>
<tr>
<td>033</td>
<td>Allowing an unlicensed person to drive.</td>
<td>4 pts</td>
</tr>
<tr>
<td>034</td>
<td>Operation below the minimum limits or at such slow speed as to impede</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>the normal and reasonable movement of traffic, unless required for emergency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>safe operation.</td>
<td></td>
</tr>
<tr>
<td>035</td>
<td>Driving while unlicensed</td>
<td>MCA, Revoke, 1 yr</td>
</tr>
<tr>
<td>036</td>
<td>Driving on seeded area.</td>
<td>3 pts</td>
</tr>
<tr>
<td>037</td>
<td>Carrying more passengers than the vehicle was designed to carry, to include</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>passengers in an uncovered open bed pickup truck.</td>
<td></td>
</tr>
<tr>
<td>038</td>
<td>Failure to see that an intended move could be made safely (starting or</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>stopping).</td>
<td></td>
</tr>
<tr>
<td>039</td>
<td>Improper turning.</td>
<td>3 pts</td>
</tr>
<tr>
<td>040</td>
<td>Illegal entry; failure to use designated installation entry control points.</td>
<td>4 pts</td>
</tr>
<tr>
<td>041</td>
<td>Failure to maintain proper control of motor vehicle.</td>
<td>3 pts</td>
</tr>
<tr>
<td>042</td>
<td>Prohibited equipment/alteration.</td>
<td>Warning 4 pts</td>
</tr>
<tr>
<td></td>
<td>1st Offense (if corrected w/in 72 hours)</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any subsequent offense</td>
<td></td>
</tr>
<tr>
<td>043</td>
<td>Failure to signal or give improper signals.</td>
<td>3 pts</td>
</tr>
<tr>
<td>044</td>
<td>Inattention to driving, to include drinking from a container, excessively</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>loud vehicle sound system, viewing of video system, or use of headphones</td>
<td></td>
</tr>
<tr>
<td></td>
<td>not to include cell phone hands-free devices.</td>
<td></td>
</tr>
<tr>
<td>045</td>
<td>Driving without a valid license in possession (if license is shown to traffic</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>court clerk w/in 72 hours, charge will be dismissed)</td>
<td></td>
</tr>
<tr>
<td>CODE</td>
<td>VIOLATION(S)</td>
<td>CONSEQUENCE</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>046A</td>
<td>Habitual violation of traffic laws or regulations (accumulation of 12 points within 12 consecutive months).</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>046B</td>
<td>Habitual violation of traffic laws or regulations (accumulation of 18 points within 24 consecutive months).</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>047</td>
<td>Fraudulent application for, use of, or alteration of, a State license plate, DoD decal or Station passes.</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>048</td>
<td>Failure to appear as cited or maximum indicated punishment for each cited offense.</td>
<td>MCA, Revoked, 6 mos</td>
</tr>
<tr>
<td>049</td>
<td>Failure to report the involvement in an accident.</td>
<td>30-day suspension</td>
</tr>
<tr>
<td>050</td>
<td>Third party (TVR) or Command directed traffic violation offense.</td>
<td>As adjudged by DTC</td>
</tr>
<tr>
<td>051</td>
<td>No insurance (to include expired insurance).</td>
<td>30-day suspension</td>
</tr>
<tr>
<td>052</td>
<td>Throwing litter from a vehicle.</td>
<td>Revoked, 6 mos</td>
</tr>
<tr>
<td>053</td>
<td>Expired State registration or no State registration.</td>
<td>MCA, 15-day suspension</td>
</tr>
<tr>
<td>054</td>
<td>Illegal Parking; to include multiple offenses.</td>
<td>As adjudged by the DTC</td>
</tr>
<tr>
<td>055</td>
<td>Violation of any provision of these regulations not listed in this table.</td>
<td>As adjudged by the DTC</td>
</tr>
<tr>
<td>056</td>
<td>Driver involved in accident is responsible (used only as additive to points assessed for specific offense).</td>
<td>1 pt</td>
</tr>
<tr>
<td>057</td>
<td>Failure to use seat belts (operator and/or passenger).</td>
<td>30 days suspension and or 4 points</td>
</tr>
<tr>
<td>058</td>
<td>Senior ranking occupant in government vehicle failing to ensure seat belts in use by all occupants.</td>
<td>2 pts</td>
</tr>
<tr>
<td>059</td>
<td>Failure to restrain children in approved restraining devices.</td>
<td>1 week suspension + RDC</td>
</tr>
<tr>
<td></td>
<td>1st Offense</td>
<td>1 month suspension</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>6 month suspension</td>
</tr>
<tr>
<td></td>
<td>3rd Offense</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>Use/Display of radar detection or jamming</td>
<td>3 pts</td>
</tr>
<tr>
<td>CODE</td>
<td>VIOLATION(S)</td>
<td>CONSEQUENCE</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>061</td>
<td>Failure to de-register upon transfer of vehicles</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td><strong>SPECIFIC MOTORCYCLE VIOLATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>M01</td>
<td>“Showing off” or grandstanding in any manner.</td>
<td>MCA, 6-month suspension</td>
</tr>
<tr>
<td>M02</td>
<td>Improper passing of other vehicles in same lane on either side or weaving in and out of traffic.</td>
<td>4 pts</td>
</tr>
<tr>
<td>M03</td>
<td>Riding between lanes of moving traffic or riding between the traffic lane and parked vehicles.</td>
<td>4 pts</td>
</tr>
<tr>
<td>M04</td>
<td>Riding two or more abreast in same lane.</td>
<td>3 pts</td>
</tr>
<tr>
<td>M05</td>
<td>Allowing passengers to ride sidesaddle or allowing passenger without protective equipment.</td>
<td>4 pts</td>
</tr>
<tr>
<td>M06</td>
<td>Knowingly violate any motorcycle/moped equipment regulation of this Order.</td>
<td>3 pts</td>
</tr>
<tr>
<td>M07</td>
<td>Carrying items so as to interfere with safe control of motorcycle/moped.</td>
<td>3 pts</td>
</tr>
<tr>
<td>M08</td>
<td>Failing to wear appropriate personal protective equipment/operating without valid Motorcycle Safety Foundation certificate.</td>
<td>4 pts</td>
</tr>
</tbody>
</table>
From: Commanding Officer, Marine Corps Air Station, Beaufort
To: Traffic Court Hearing Judge

Attn: Traffic Court Hearing Judge

Subj: DRIVING PRIVILEGES SUSPENSION/REVOCATION AWARENESS LETTER

Ref: (a) MCO 5110.1
(b) ASO P5110.1F

1. Per the references, your driving privileges aboard Marine Corps Air Station Beaufort, MCRD Parris Island and Naval Hospital Beaufort, South Carolina, and all other federal reservations, to include their surrounding housing areas and all outlying fields, have been suspended/revoked.

Signature of Traffic Court Hearing Judge
by direction

ACKNOWLEDGEMENT OF DRIVING PRIVILEGES SUSPENSION/REVOCATION

From: Traffic Court Hearing Judge, Marine Corps Air Station, Beaufort
To: Traffic Court Hearing Judge, Marine Corps Air Station, Beaufort

1. I am aware that:

   a. I am forbidden to operate a motor vehicle, nor will I allow anyone other than my properly licensed spouse or dependent children to operate my motor vehicle aboard this or any other military installation, to include their housing areas and outlying fields.

K-1
b. Attempts by me to obtain a base registration in the form of a Visitor Pass, a Temporary Pass or a decal for any vehicle during my suspension/revocation period will result in an additional revocation.

2. I understand that I may appeal this suspension/revocation by submitting an Administrative Action Form to the Commanding Officer Marine Corps Air Station Beaufort, South Carolina, via the appropriate chain of command within fifteen working days. Non-military persons may utilize a standard business letter.

3. I understand that if I am serving a Mandatory suspension/revocation that once I have completed the first half of my suspension/revocation, I may use the above-mentioned process to request restricted privileges for the remainder of my suspension/revocation.

4. I understand that prior to operating a vehicle aboard any military installation, I must follow the below listed procedures in order to be fully reinstated, once my suspension/revocation period is completed.

   a. Revocation: Request reinstatement by following the stated procedure in subparagraph (b).

   b. Suspension: No further action, driving privileges automatically reinstated.

5. I understand that I have to report to the Visitor Center, within 24 hours to have my decals(s) appropriately modified/removed.

6. I understand that my licensing state will be notified of my revocation, and that they may take action concerning my driving record and/or driving privileges off station.

   ____________________________
   Signature of Defendant
From: Traffic Court Hearing Judge  
To: Commanding Officer/Supervisor/Dept. Head/Sponsor  

Subj: TRAFFIC VIOLATION NOTIFICATION; CASE OF _______________________________ (NAME, SSN, AND UNIT/ADDRESS)  

Ref: (a) MCO 5110.1C  
     (b) AirStaO P5110.1F  

Violation(s): ____________________________________________  

1. The subject person appeared before the Air Station Traffic Court Hearing Judge and the following action has been taken:  

☐ Driving privileges have been suspended from _________ to _________  
☐ Driving privileges have been revoked from _________ to _________  
☐ Driving privileges have been placed on probation from _________ to _________  
☐ Driving privileges have been assessed _______ points.  
☐ Ordered to attend Remedial Driver Training. Failure to Report to the Traffic Court Clerk with proof of completion within 90 days from the date stated above will result in an indefinite suspension of your base driving privileges.  
☐ Warning  
☐ Dismissed  

2. Recommendations:  

☐ Referred to the Commanding Officer (Unit).  
☐ Referred to Supervisor/Department Head.
Recommend that Government Operator's Permit (OF 346) be suspended for ___ days / months.

3. Subject has been directed to report to the Visitors Center, within twenty-four (24) hours to have his/her vehicle(s) decal modified as indicated below:

☐ Suspended Male / Female decal.
☐ Indefinite Revocation (until cleared by Traffic Court Clerk).
☐ Remove decal and remove the vehicle from MCAS, Beaufort.

(Signature of Traffic Hearing Officer)

(Violator's signature and date)

REINSTATMENT AND APPEAL PROCEDURES

REINSTATMENT: Persons having their driving privileges suspended or revoked will report to the Visitor Center for automatic reinstatement of their privileges on the day following the last day of the suspension.

APPEALS: Any person desiring to appeal an administrative penalty awarded by the Traffic Hearing Judge or the Provost Marshal, as specified above, may do so. All appeals will be submitted in writing, supported by statements of witnesses or other documents, as appropriate, to the CO, MCAS Beaufort through the chain of command, within ten (10) working days of the hearing. Penalties assessed will commence on the date of the action by the Traffic Court Hearing Judge.

GENERAL INFORMATION: Personnel are requested to carry a copy of this letter in the vehicle at all times and present it to proper authority upon request. Personnel assigned remedial drivers training must attend in the uniform of the day. Attendance is mandatory. Report to the Visitor Center at the end of the suspension/revocation period with proof of reinstatement when appropriate for action.

Copy to:
Individual
Traffic Court Clerk (File)
APPENDIX M

INSTRUCTIONS AND REQUEST FOR SPECIAL EVENTS AUTHORIZATION

1. A by-name list must be submitted to the PMO Operations Chief two days prior to the event. A point of contact/sponsor for the event will be named and they will provide a contact number.

2. For large events, a Letter of Instruction (LOI) will be written by the sponsor to reflect the individual security measures to be taken by the visitors (i.e. no coolers, no sealed packages). This LOI will be submitted to the Provost Marshal Office in 48 hours to allow for coordination with all external agencies.

3. Special Event passes will be issued at the main gate. Upon verification of a valid driver’s license, registration, and proof of insurance, a pass will be issued to the driver for that day’s special event. Passengers will be required to show a valid DoD or state issued picture ID. Children are exempt.

4. The vehicle will be inspected and then allowed to proceed to the event.

5. Persons arriving at additional gate other than the main gate will be turned away and directed to the main gate.

6. Persons arriving at the main gate who are not on the guest list will be delayed while the Special Event point of contact/sponsor is called to verify admittance. If the sponsor cannot be contacted at the number provided, the guest will be turned away.

7. When guests depart the installation, the special event pass will be destroyed by the guest.

I REQUEST AUTHORIZATION TO HAVE A SPECIAL EVENT ON: _____ (Date),
AT _____________________________________________________ (Location).

I HAVE READ AND WILL COMPLY WITH THE ABOVE CONTENT.

NAME: _______________________. CONTACT NUMBER: __________.

SIGNATURE: ________________________

M-1
APPENDIX N
REQUEST FOR SPECIAL EVENT PASS

UNIVERS STATES MARINE CORPS
Marine Corps Air Station
Beaufort, South Carolina 29904

IN REPLY REFER TO:
5560
PMO
(Date)

From: Commanding Officer, Marine Corps Air Station, Beaufort

To: Commanding Officer, Marine Corps Air Station, Beaufort

Attn: Provost Marshal's Office

Subj: REQUEST FOR SPECIAL EVENT PASS

Encl: (1) List of Guests with No Military Affiliation.

1. It is requested that special event passes be issued on:
   beginning at ending at .
   Date Time Date Time

   The special event is
   and will be held at .

2. If the special event has more than fifty visitors, the special event pass will be issued by the gate sentry. If the event has less than fifty visitors, the pass will be issued at the Visitor Center, at the main gate.

3. Enclosed is a list of guests with no military affiliation.

4. The sponsor of this event is: __________________________.

   Name and Phone Number

   (REQUESTOR'S SIGNATURE)

Approved / Disapproved

   (PMO Representative)
NOTICE TO DRIVERS OF EXPLOSIVE-LADEN VEHICLES

1. Local ordinances prohibit the parking of explosive-laden vehicles within the county limits. Violations of these ordinances can result in fines, jail sentences, or both.

2. This installation provides an authorized safe haven area for sensitive cargo and explosive-laden vehicles until you depart from this area. The Military Police will direct and provide an escort for you, if required, to the safe haven area.

3. It is suggested you utilize this safe haven facility unless you plan to leave the MCAS Beaufort vicinity.

4. Drivers of vehicles afforded safe haven may stay with their vehicle in the safe haven compound.

5. Drivers electing to leave their cargo may do so after security and safety requirements are determined and provided for your cargo. This action will in no way relieve you of your liability, nor does this activity assume responsibility for the shipment or the carrier’s equipment.

6. This safe haven is temporary in nature and your vehicle or trailer should be removed as soon as possible.

7. You may pick up your trailer at any time, provided you have certified documents (shipping papers, bill of loading, etc.) indicating proof of the assigned trailer.

8. POINTS OF CONTACT:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>DSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost Marshal’s Office</td>
<td>(843) 228-6166</td>
<td>335-6161</td>
</tr>
<tr>
<td>Station Ordinance</td>
<td>(843) 228-6064</td>
<td>335-6064</td>
</tr>
<tr>
<td>Safe Haven</td>
<td>(843) 228-6372</td>
<td>335-6372</td>
</tr>
<tr>
<td>Emergency (Local)</td>
<td>911</td>
<td></td>
</tr>
</tbody>
</table>

Press "#6082" on the telephone in the safe haven to speed dial the Defense Transportation Tracking System.