



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN RD.  
SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 5560.5H  
N21M  
9 Dec 08

NAVBASE SAN DIEGO INSTRUCTION 5560.5H

Subj: MANUAL OF REGULATIONS FOR ENTERING, DEPARTING AND  
MOVEMENT ONBOARD NAVAL BASE SAN DIEGO (NBSD)

Ref: (a) U.S. Navy Regulations, 1990  
(b) OPNAVINST 5560.10B  
(c) U.S.C., Title 18  
(d) OPNAVINST 5100.12H  
(e) SECNAVINST 5822.1B  
(f) NAVBASESANDIEGOINST 5530.2  
(g) California Motor Vehicle Code  
(h) OPNAVINST 5530.14D  
(i) Naval Civilian Personnel Management Instructions  
(j) OPNAVINST 11200.5D  
(k) NAVBASESANDIEGOINST 5560.6A  
(l) COMNAVREGSWINST 5100.12

1. Purpose. To promulgate uniform traffic regulations and personnel control measures to be observed within all areas under the cognizance of the Commanding Officer (CO), NBSD.

2. Cancellation. NAVSTASANDIEGOINST 5560.5G. This is a complete revision and should be read in its entirety.

3. Scope. Per references (a) through (l), this instruction sets forth specific policy and procedures for all personnel ingress, egress and movement while onboard NBSD, including traffic safety and the procedures for registration, operation and parking of all types of motor vehicles and bicycles. The information contained herein is published for the information and guidance of all personnel.

4. Action. Strict compliance with the provisions of this instruction by all personnel within the jurisdictional areas of the CO, NBSD is directed.

R. L. WILLIAMSON

Distribution:  
[www.cnic.navy.mil/sandiego/index.htm](http://www.cnic.navy.mil/sandiego/index.htm)

TABLE OF CONTENTS

<u>SECTION 1 - GENERAL</u>	<u>PAGE</u>
1001. Definition of Terminology	1-1
1002. Restricted Areas	1-2
1003. Use of Decals and Passes	1-3
1004. Denial of Access to Base	1-3
1005. Administrative/Punitive Actions	1-3
1006. Maximum Driving on Duty Time	1-3
1007. Foreign Military	1-3
1008. Pass and Decal Office	1-3
1009. Hours of Operation for Recreation Areas	1-4
 <u>SECTION 2 - GATES AND HOURS OF OPERATION</u>	
2001. Gates and Posts (Hours of Operation)	2-1
 <u>SECTION 3 - RECOGNIZED IDENTIFICATION MEDIA</u>	
3001. Recognized Identification Media	3-1
3002. Armed Forces Identification Card	3-1
3003. Uniformed Services Identification and Privileges Card	3-1
3004. Civilian Personnel Identification	3-2
3005. Fraudulent Possession and/or use of an Official Pass/Decal	3-3
3006. Altered, Defaced or Mutilated Identification	3-3
3007. Renewal of Mutilated Passes/Badges	3-3
3008. Return of Passes/Badges	3-4
3009. Lost or Stolen Identification Media	3-4
 <u>SECTION 4 - PERSONNEL ENTRANCE, EXIT AND PASS PROCEDURES</u>	
4001. Refusal of Access to Naval Base	4-1
4002. Unauthorized Personnel	4-1
4003. Trespassing	4-2
4004. Possession of Dangerous and Deadly Weapons	4-2
4005. Challenges and Requirement to Show Identification	4-4
4006. Military Personnel and Family Members	4-4
4007. Civilian Employees of Naval Base	4-5
4008. Use of Armed Forces and Dependent Identification Cards in Commercial Pursuits	4-5
4009. Personal Guests of Military and Civilian Personnel	4-5

4010.	Requirements for Entry of Guests for Special Events	4-6
4011.	Job Applicants	4-7
4012.	Contractor Personnel	4-7
4013.	Defense Firm Representatives	4-9
4014.	Commercial Cargo/Parcel Carriers - Drivers and Helpers	4-9
4015.	Law Enforcement Officers	4-9
4016.	Federal and State Government Officials	4-10
4017.	Merchant Ship Crew Members	4-10
4018.	Special Tours Sponsored by the Public Affairs Officer	4-10
4019.	News Media Representatives, Access Requirements	4-11
4020.	Sponsors are required to maintain an escort at all times	4-11
4021.	Salesmen, Solicitors, Tradesmen and/or Vendors	4-11

SECTION 5 - VEHICLE REGISTRATION AND PASS REQUIREMENTS

5001.	Registration and Identification Requirements	5-1
5002.	Prerequisites for Vehicle Registration	5-2
5003.	Additional Requirements for Motorcycle and Motorized Bicycle Registration	5-4
5004.	Eligibility for Permanent Registration	5-5
5005.	Eligibility for Temporary Registration	5-6
5006.	Display of Temporary Vehicle Registrations	5-7
5007.	Prerequisites for One-Trip Vehicle Passes	5-7
5008.	Eligibility for One-Trip Vehicle Passes	5-8
5009.	One-Trip Vehicle Pass (Exemption from Requirement)	5-8
5010.	Registration Decals and Auxiliary Stickers	5-9
5011.	Procedures for Bicycle Registration	5-12
5012.	Check-out Requirements in Connection with a Transfer or Separation	5-14

SECTION 6 - VEHICLE OPERATING REQUIREMENTS

6001.	Requirements for Driver's Licenses	6-1
6002.	Operating restrictions for Privately-Owned Vehicles	6-2
6003.	Driver Education Requirements	6-2
6004.	Owner Responsibility for Vehicle Operation	6-3
6005.	Driving While Intoxicated, Under the Influence of Intoxicating Beverages or Drugs	6-3
6006.	Open Containers	6-4
6007.	Personnel and Vehicle Inspections/Searches	6-4

6008.	Implied Consent	6-4
6009.	Refusal to Complete Chemical Test	6-5
6010.	Basic Speed Law (California Vehicle Code, Section 22350)	6-5
6011.	Station Maximum Speed Limit	6-5
6012.	Restrictions on Transporting Personnel	6-5
6013.	Seat Belts	6-6
6014.	Radar Detection/Countermeasure Devices	6-7
6015.	Transporting Cargo	6-7
6016.	Pushing or Towing Other Vehicles	6-7
6017.	Reserved and Government Vehicle Parking	6-7
6018.	Regulations for Bicycles	6-7
6019.	Motorcycle and Moped Safety Regulations	6-8
6020.	Reporting of Accidents	6-10
6021.	Responsibility of Government Vehicle Operators	6-10
6022.	Safety Equipment requirements for "On Base Only"	6-11
6023.	Restrictions on Operator Conduct	6-12
6024.	Restrictions on Skateboards, Unicycles, Roller Skates/Blades	6-12
6025.	Troop Formations	6-12
6026.	Pedestrians/Joggers	6-12
6027.	Portable Listening Devices, Cell phones, Headphones Earphones	6-13
6028.	Material Handling Vehicles	6-13
6029.	Limousines and Handicapped Shuttles	6-13
6030.	Pier Passes	6-13
6031.	Rapid Gate	6-14

SECTION 7 - MOTOR VEHICLE TRAFFIC ENFORCEMENT; AUTHORITY AND RESPONSIBILITY

7001.	Responsibility	7-1
7002.	Traffic Court	7-1
7003.	Armed Forces Citations	7-2
7004.	U.S. Magistrate Citations	7-2
7005.	Traffic Point System	7-3
7006.	Suspensions and Revocations	7-4
7007.	Reviews and Appeals	7-5
7008.	Impoundment policies	7-6

APPENDIX I - TABLE OF PENALTIES FOR TRAFFIC VIOLATIONS AND GUIDELINES FOR SUSPENSION/REVOCA-  
TION OF DRIVING PRIVILEGES/POINT ASSESSMENT FOR MOVING TRAFFIC VIOLATIONS (UNIFORM CODE OF MILITARY JUSTICE (UCMJ) MAY ALSO BE USED IN SOME CASES) A-I-1

APPENDIX II - TRAFFIC VIOLATION CODES A-II-1

APPENDIX III - MOTOR VEHICLE SAFETY INSPECTION PROCEDURES A-III-1

Section 1 - GENERAL

1001. Definition of Terminology. For the purpose of this instruction, pertinent definitions set forth in the State of California Vehicle Code (CVC) shall apply, except as specifically modified below:

a. Command. NBSD and all areas under the jurisdiction of its CO, including Admiral Baker Recreational Area in Mission Gorge, California.

b. CO. The CO, NBSD and in his absence, the Executive Officer (XO). For urgent matters, during the absence of the CO and the XO, the Command Duty Officer (CDO).

c. Conviction. A final conviction, vacated forfeiture of bail or collateral deposited for the purpose of securing a defendant's appearance in court, a plea of "Nolo Contendere" accepted by the court, payment of a fine, or a plea/finding of guilty on a traffic violation regardless of whether the penalty is rebated, suspended or probated. This includes judicial and non-judicial actions under the UCMJ.

d. Emergency Vehicles. Any motor vehicle identified for and authorized for use in law enforcement, accident investigation, fire protection, security, crash or rescue work; or emergency public works service and all NBSD vehicles equipped with and utilizing an authorized red light and/or siren.

e. Load. Anything carried, towed or pushed by a motor vehicle.

f. Motorized Bicycle. A two or three-wheeled device having fully operative pedals for propulsion by human power; or having no pedals if powered solely by electrical energy, an automatic transmission, a motor which produces less than two gross brake horsepower and is capable of propelling the device at a maximum speed of not more than 30 miles per hour on level ground. (Note: A "Moped" is a type of motorized bicycle with an engine of no more than 50cc displacement. This type of motorized bicycle may be pedaled to get the engine started at which time the automatic transmission handles the shifting).

g. Motor Vehicle Accident. Any incident, no matter how slight, involving a motor vehicle in motion on a roadway that results in personal injury or property damage.

h. NBSD Occupational Safety and Health Program Manager. The designated traffic safety program manager.

i. Registration. For NBSD registration of motor vehicles, see section 5002.

j. Roadway. Any road, street, alley, pier, building, place or area onboard NBSD used for the movement of motor vehicles.

k. Revocation. The termination of access or driving and registration privileges onboard government installations. Reinstatement and new registration may be obtained by application of the individual, in writing, to the CO, NBSD via his/her CO.

l. Force Protection Director (FPD). The FPD, NBSD is tasked with the responsibility of implementing the provisions of this instruction. The FPD is the only person authorized to post a traffic control person, except in the case of an accident, fire, disaster or other emergency.

m. Public Works Officer (PWO). The Public Works Officer is the person tasked by the CO, NBSD to provide the PWO services to cause to be installed, relocated or removed, any sign, pavement marking or other device used in the control of traffic or parking, except in the case of an accident, fire, disaster or other emergency.

n. Naval Base San Diego. Synonymous and interchangeable with "NBSD" and "command."

o. Suspension. The temporary withdrawal of an individual's access or driving privileges on government installations. Suspension will normally be imposed for periods of one year or less. The individual will receive the necessary activity strip and date tabs to validate the DoD registration upon completion of the suspension period.

1002. Restricted areas. All restricted areas shall be simply posted as "restricted area" so as not to single out or draw

attention to the criticality of an area. Access to these areas will only be allowed with prior authorization from proper authority. All other areas under the jurisdiction of CO, NBSD are designated non-restricted areas and access shall be per this instruction.

1003. Use of Decals and Passes. Decals, temporary vehicle passes, and one-day passes serve only to identify a vehicle whose registrant has met the requirements for entrance onto NBSD. The driver and other adult occupants of the vehicle shall be identified by means of personnel ID cards, passes, or badges per sections 3 and 4 of this instruction.

1004. Denial of Access to NBSD. Any person failing to meet the requirements of this instruction shall be denied the privilege of driving and/or coming onto NBSD. Personnel who are already on board and fail to meet these requirements may be removed from the base. Access to NBSD shall be denied to any individual whose presence is deemed to be potentially detrimental to good order and discipline.

1005. Administrative/Punitive Actions. Violators of this instruction are subject to administrative action under reference (a), disciplinary action under the provisions of the UCMJ, or prosecution in a federal court for violation of the United States Code (U.S.C.) as applicable.

1006. Maximum Driving on Duty Time. During peacetime conditions, full-time motor vehicle operators, such as over the road truck and bus drivers, explosive and hazardous material (HAZMAT) transporters, and security vehicle operators, shall have a minimum of eight hours off-duty prior to any duty period. In addition, they may not drive, or require another to drive, a motor vehicle for more than 10 hours, or after having been on duty for 15 hours, if the vehicle is carrying explosives or HAZMAT.

1007. Foreign Military. The provisions of this instruction are applicable to personnel of foreign naval ships berthed at NBSD.

1008. Pass and Decal Office. NBSD Pass and Decal Office, located in building 128, is a branch of the Force Protection Department and has the responsibility for administration and control of the motor vehicle registration program at NBSD.

a. The Pass and Decal Office is open from 0700 to 1600, Monday through Friday and from 0800 to 1200 on the first Saturday of every month, to provide permanent decals and temporary vehicle registration services. One day passes are issued at the Main Gate (Gate 6), building 29, from 1615 to 0700.

b. Permanent decals shall not be issued during rain, fog or other similar conditions of high humidity since decals will not adhere properly to wet surfaces.

1009. Hours of Operation for Recreation Areas. All recreation hours of operation are posted at each site i.e., Admiral Baker Golf Course, Admiral Robinson Bowling Alley, Admiral Prout Gym, Olde Gym, etc.

Section 2 - GATES AND HOURS OF OPERATION

2001. Gates and Hours of Operation. Vehicular or pedestrian entrance to, and departure from, NBSD is permitted only through the gates listed below. Normal hours of operation are as indicated:

<u>GATE</u>	<u>TYPE</u>	<u>HOURS OF OPERATION</u>
Gate 2 (NASSCO)	Vehicle/Pedestrian	0530-1700 Mon-Fri (except holidays)
Gate 5A (Main Gate)	Pedestrian Only	24 hours daily
Gate 6 (Main Gate)	Vehicle Only	24 hours daily
Gate 7 (MVACIS)	Vehicle	Open 0500 - 1800 (Mon-Fri)
Gate 9 (8 <sup>th</sup> St)	Vehicle/Pedestrian	24 hours daily
Gate 13 (South Gate)	Vehicle/Pedestrian	0530-0800 Mon-Fri (except holidays)
Gate 14 (Walk over bridge Autoport)	Pedestrian Only	0630-0830, 1100-1300, 1600-2115 Mon-Fri 0900-2115 Sat-Sun (except holidays)
Gate 15 (28 <sup>th</sup> St)	Vehicle/Pedestrian	Open 24 hours daily
Gate 23 (32 <sup>nd</sup> St NEX/DECA)	Vehicle/Pedestrian	0530-2200 Mon-Sat and 0530-2115 Sun
Gate 32 (Yama St)	Vehicle/Pedestrian	0500-1900 Mon-Fri
Gate 40 (Bldg 279/280)	Vehicle/Pedestrian	0530-1800 Mon-Fri
Gate 43 (Norman Scott Rd)	Vehicle/Pedestrian	24 Hours Daily

Section 3 - RECOGNIZED IDENTIFICATION MEDIA

3001. Recognized Identification (ID) Media. The ID media listed below are recognized for the purpose of permitting personnel to enter/exit onboard NBSD. These may not be used as authority to bring privately owned or commercial vehicles onboard NBSD.

a. Armed Forces ID Card (DD Form 2, 2N, 2MC, 2A and 2AF Cards), Common Access Cards (CAC), pink (reserve personnel), blue or gray (retired and fleet reserve personnel).

b. Uniformed Services ID and Privilege Card (DD Form 1173 Card), dependents.

c. DoD Geneva Conventions ID Card (DD Form 489 card) (issued to civilians who accompany the armed forces).

d. Navy Exchange Employee ID and Privilege Card (SS/161).

e. Naval Criminal Investigative Service (NCIS) credentials.

f. FBI credentials.

g. Government Accounting Office (GAO) credentials.

h. NBSD civilian employee photographic activity pass.

i. NBSD civilian temporary pass.

j. NBSD visitor's pass.

k. Prearranged guest list.

l. NBSD VIP pass.

3002. Armed Forces ID Card. Active duty personnel requesting access to the base shall be required to have in their possession a valid CAC card.

3003. Uniformed Services ID and privileges card. Retired military and dependents of military personnel (active, fleet reserve, retired and deceased) requesting access to the base

shall be required to have in their possession a valid Uniform Services ID and privileges card.

3004. Civilian Personnel ID. All civilian personnel requesting access to the base shall be required to have ID in their possession as set forth in this section. The following civilian badges and passes are issued to civilians employed by any of the various activities onboard NBSD through the Force Protection Department and Pass and Decal Office:

a. Photographic Activity Pass. Issued to all civil service, Non-Appropriated Fund (NAF), or other category of civilians whose normal daily work place is on NBSD. These passes are renewable every year, as needed (if the necessity to conduct business on NBSD remains).

b. Civilian Contractor Temporary Pass. Issued to salespersons, vendors, contractors and other persons of the civilian sector who support, through their services or goods, any of the activities onboard NBSD and who have the necessity to enter the installation no less than three days a week.

(1) The civilian contractor temporary pass is issued upon receipt of a written request from the employing agency. The letter may be hand-carried or faxed by the sponsor to the Pass and Decal Office at 556-2994 along with a copy of the ID. The letter must be signed by a responsible official of the employing agency, must state the frequency and purpose for which the access privilege is desired, and must be endorsed by a responsible official of the serviced agency.

(2) Passes are renewable annually and shall be submitted in the same manner as the original.

(3) Civilian contractor temporary passes are only valid for the issuing installation.

c. Visitor Pass. Issued to guests of NBSD personnel and persons who, except for the low frequency of requirements to come onboard, would otherwise be eligible for a civilian contractor temporary pass. Passes are issued after Pass and Decal Office, building 128 personnel verify pass requirements with the sponsor.

d. NBSD VIP Pass. Issued to distinguished visitors of NBSD. VIP passes are normally issued for a set period of time and shall be returned to the issuing party. If VIP passes are lost or stolen, personnel shall notify the Force Protection Department Administration Office at 556-1848 during normal working hours or the Watch Captain at 556-1808 after normal working hours and on weekends/holidays.

3005. Fraudulent Possession and/or Use of an Official Pass/Decal. Section 499 of reference (b) is quoted for the information of all concerned:

"Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by, or under the authority of the United States, or with the intent to defraud uses or possesses any such pass or permit, or impersonates or falsely represents himself to be, or not to be, a person to whom such pass or permit has been duly issued, or willfully allows any other person to have, or use, any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned not more than five years, or both."

a. Permanent Revocation Policy. The CO has the authority to permanently revoke installation driving privileges for offenses listed in this section.

3006. Altered, Defaced or Mutilated Identification. Military and civilian personnel, such as gate sentries, guards at the Navy Exchange and Commissary store, and Force Protection personnel who have the duty to verify identity of personnel by checking badges, cards and passes, shall confiscate the same if altered, defaced or otherwise mutilated. The holder shall be turned over to NBSD Force Protection Personnel with the ID, or the confiscated item will be transferred to the Force Protection Department as appropriate.

a. Active duty or retired military members with excessively worn Armed Forces ID Cards shall be instructed to contact their personnel/ID issuing office to obtain a new card. These cards will not normally be confiscated unless such action is directed by competent authority in connection with an official investigation. If the ID card shows evidence of tampering or forgery, the individual shall be turned over to NBSD Force Protection Personnel.

3007. Renewal of Mutilated Passes/Badges. Each person to whom a badge or pass has been issued shall submit an application for renewal of same if such pass/badge becomes mutilated or illegible. Renewal of expiring passes/badges shall be initiated at least 10 working days prior to the expiration date.

3008. Return of Passes/Badges. Upon separation, transfer, completion of contract, or other termination of purpose for which a badge or pass was issued, badges or passes shall be returned to the Pass and Decal Office, building 128.

3009. Lost or Stolen Identification

a. Every incident of a lost or stolen ID shall be reported to the issuing office immediately.

b. Any individual whose ID has been lost or stolen, and requires access to NBSD, shall report to the Pass and Decal Office, building 128. Pass and Decal personnel shall verify the individual's status prior to issuing any temporary or replacement ID.

Section 4 - PERSONNEL ENTRANCE, EXIT AND PASS PROCEDURES

4001. Refusal of Access to NBSD

a. Access to NBSD may be denied to any individual whose presence is deemed to be potentially detrimental to good order and discipline.

b. All personnel, both pedestrian and vehicular, passing through the egress/ingress points on base, regardless of uniform or grade, shall be required to present ID, except as noted below. The inability, or refusal, of any person to present proper ID, as set forth in Section 3 of this instruction, is sufficient cause to deny that individual access to NBSD.

(1) During a non-threat condition environment, passengers on motorcycles or riding inside vehicles shall normally not be required to present IDs, except as noted below:

(a) Random ID card checks will be conducted at the discretion of the CO in the same manner as the vehicle inspection procedures discussed in Section 6 of this instruction.

(b) Per reference (c), access to NBSD, and requirements to gain same, will become more stringent as Force Protection Condition (FPCON) increase. A 100 percent ID card check shall be instituted at the direction of the CO, or when the determination of an increased threat level is present.

(c) During FPCON ALPHA and BRAVO, all personnel entering the base will be required to present proper ID, all authorized commercial vehicle traffic shall access NBSD via Gate 7 to facilitate increased inspection and search requirements.

(d) During FPCON CHARLIE and DELTA, or when ordered by the CO, all authorized commercial vehicle traffic will be escorted to final destination.

4002. Unauthorized Personnel. It is the duty of every person on NBSD to be alert for persons not authorized to be on the installation or for any other violation of this instruction. Any person discovered onboard who is unable to show a valid

badge, ID card or pass authorizing that person to be on NBSD, shall be detained and Regional Dispatch notified at 524-2030 without delay.

4003. Trespassing. Unauthorized personnel (trespassers) entering NBSD are subject to prosecution in federal court for violation of Section 1382, per reference (d).

4004. Possession of Dangerous and Deadly Weapons. Per Article 1159 of reference (e), it is recognized that certain personnel, military and civilian, onboard NBSD have a requirement inherent with their duties and/or employment to possess items hereafter described as dangerous or deadly. In order to prevent the misuse of dangerous weapons, protect public and private property, and to protect the lives and wellbeing of all persons, the following restrictions apply to the possession or use of such items:

a. Prohibited Articles. No person shall possess, conceal about his/her person, in a private vehicle or government vehicle, use or have under his/her control, except when authorized by proper authority in connection with the required duties of that individual, and then only for the period necessary for the performance of those duties, any of the following:

(1) Any highly explosive substance, including, but not limited to:

- (a) Ammunition
- (b) Fireworks
- (c) Molotov cocktails
- (d) Pipe bombs

(2) Any dangerous or deadly weapons, to wit, any instrument or weapon of the kind commonly known as a:

- (a) Black jack
- (b) Sling shot

- (c) Billy/sand club
- (d) Nunchakus
- (e) Sand bag
- (f) Metal knuckles
- (g) Dirk or dagger
- (h) Switchblade or butterfly knife
- (i) Knife with a blade 2 1/2" or longer
- (j) Razor with an unguarded blade
- (k) Pipe, bar, or mallet to be used as a club
- (l) Compressed air or spring fired pellet gun
- (m) Tear gas/pepper spray weapon
- (n) Pistol, revolver, rifle, shotgun or any other  
firearm
- (o) Bows, arrows or crossbows
- (p) Bowie or hunting knife
- (q) Any weapon prohibited by state law
- (r) Any object similar to the aforementioned items
- (s) Any offensive or defensive weapon not described  
herein with a high probability of injury to self or others.

(Note: Pepper Spray weapons are legal in California. Special permission can be granted by the CO, NBSD to carry but not use a pepper spray weapon onboard the NBSD.)

(3) Any abrasive, caustic, acid, chemical agent or similar substance with which to inflict property damage or personal injury.

(4) Any person onboard NBSD in unauthorized possession of a firearm may be apprehended and have his/her driving privileges permanently suspended. If the firearm is being transported in a vehicle, the vehicle decal shall be removed and the vehicle, regardless of ownership, shall be escorted or impounded as circumstances warrant off base at the motorist's expense. All requests for reinstatement of driving privileges for firearm violations shall include a favorable endorsement from the individual's CO. Off-base violations shall also result in the permanent barring of the service member's vehicle from the installation.

(5) Personnel who violate section 4004 while driving a vehicle within the installation's jurisdiction, risk having their on base driving privileges suspended for a period of one year, except as applied in subparagraph 4004.a(4).

b. Personal Weapons. The use of privately-owned weapons and ammunition by military and civilian personnel in the performance of assigned duties or for military function recreational purposes is strictly prohibited.

4005. Challenges and Requirement to Show Identification. It shall be the duty of every person onboard NBSD to show ID used for authorized access upon being challenged by any other person acting in an official role, who is first identified to the challenged person. Sponsored guests shall remain in the company of their sponsor at all times while onboard NBSD.

4006. Military Personnel and Family Members

a. Active duty and retired military personnel providing a valid Armed Forces ID Card shall be admitted to NBSD.

b. Dependents of military personnel (active, fleet reserve, retired and deceased) entitled to privileges:

(1) Dependents of active duty, fleet reserve, and retired military personnel may be admitted upon presentation of their uniformed services ID card.

(2) Family members (minors) shall be accompanied by an adult to be authorized entry to the base, except in the case of children 8 to 15 who have been issued a MWR "Qualified Swim

Alone" card. These children may be permitted to enter the base unescorted for the sole purpose of visiting the swimming pools, buildings 153 and 3279. For the purpose of this instruction, dependents are classified as adults if they are 16 years of age or older.

c. Active reserve military personnel may be admitted upon presentation of their Armed Forces ID Card (pink) and written orders.

4007. Civilian employees of NBSD

a. Contract hire employees shall be admitted upon presentation of a valid NBSD civilian photographic activity pass during normal working hours at the activity in which they are employed. They may be admitted at other times as a bonafide guest of a military or dependent sponsor or when they hold a dual status of fleet reserve, retired or reserve military personnel, at which time they are subject to the conditions which govern that personnel category.

b. NAF and Civil Service employees of NBSD and its tenant commands shall be admitted upon presentation of a valid NBSD civilian photograph activity pass.

c. NAF and Civil Service employees from other military activities having official business onboard NBSD shall be admitted upon presentation of their photographic ID badge or card issued by their parent activity.

4008. Use of Armed Forces and Dependent ID Cards in Commercial Pursuits. Members of active duty, fleet reserve, retired or reserve military establishments, and their dependents employed onboard NBSD as a civilian employee, or as an employee of a commercial firm authorized to conduct business, are prohibited from using their official military ID card in lieu of a civilian badge, card or pass in matters pertaining to their civilian employment or commercial pursuit. Similarly, vehicle registration decals issued to such personnel reflecting their military status shall not be used in conjunction with their commercial activities onboard NBSD.

4009. Personal Guests of Military and Civilian Personnel

a. Guests of active duty, fleet reserve and retired members and their adult dependents may be admitted when accompanied by their host. Guests must be physically met at the base entrance and escorted. Guests are not required to obtain a visitor's pass unless they intend to drive their own vehicle onboard NBSD. Temporary visitor's passes are available at Pass and Decal during normal working hours, or from building 29 at the Main Gate after normal working hours.

b. Except as noted in paragraph 4001.a(1), guests in this category are required to show ID.

c. Transient Personnel Unit discipline barracks, restricted barracks and NBSD restricted personnel visitors:

(1) Guests are not allowed in the barracks, but may otherwise be sponsored as set forth in this instruction.

(2) NBSD restricted personnel may sponsor guests as outlined in their restriction notice and this instruction.

d. Civilian employees of any of the various activities onboard NBSD may sponsor a guest onboard NBSD. This guest must always be accompanied by the civilian employee acting as host/sponsor. Guests in this category are required to show ID.

e. Guests are permitted to be on NBSD when accompanied by their sponsor. When the sponsor leaves NBSD, he/she must escort their guests off NBSD.

f. Sponsors shall show a valid ID, as set forth in this instruction, at NBSD entrance when escorting a guest onboard.

g. Personnel sponsoring guests onboard NBSD shall be responsible for the conduct of such guests at all times.

4010. Requirements for Entry of Guests for Special Events.

When civilian guests for special events such as change of command ceremonies, dependent cruises, retirements, etc., are to be sponsored onboard NBSD, the sponsoring command must provide a written letter to the Force Director, building 74 no

later than three working days prior to the scheduled event. The letter shall include information on the number of visitors expected, date, and area/location of event.

4011. Job Applicants

a. Applicants for NAF or civil service employment shall be issued visitor pass as long as a written request from Public Work Center personnel department building 118, is received by the Pass and Decal Office.

b. Applicants for contract hire employment shall be issued visitor passes subject to the Pass and Decal Office receiving written request from the sponsor.

c. Parking for job applicants is available in the PWC visitor's lot. Entrance to this lot is made from Harbor Drive at Gate 6 (Main Gate). Escorts are responsible for the applicants.

4012. Contractor Personnel. Employees of firms engaged in contract functions onboard NBSD are permitted entry/exit at the perimeter gates and access only to the area where the work is to be performed subject to the following conditions and procedures:

a. All contractors operating motor vehicles onboard NBSD shall be required to provide proof of financial responsibility as outlined in paragraph 5002.c, of this instruction.

b. Firms with their own distinctive picture ID badges:

(1) Submit a letter to the Force Protection Director, via the activity contracting the work, requesting issuance of NBSD civilian contractor temporary passes. These passes shall be issued only to supervisory personnel and the drivers of company vehicles whose presence on the base is required for a period of 30 days or more.

(2) Qualified personnel must apply in person at the Pass and Decal Office, building 128. Temporary passes shall be issued when properly endorsed by the "sponsoring" command(s).

(3) Company personnel shall have a current NBSD ID in their possession.

(4) Supervisors shall escort their subordinates in a group while on the installation. The supervisor escorting contractor personnel is responsible for the actions of these employees and for ensuring they remain in the immediate work area. Upon completion of a work period, supervisors shall ensure their subordinates depart NBSD immediately under his/her escort.

c. Firms without their own distinctive ID badges:

(1) Submit a letter to the NBSD Force Protection Officer, via the activity contracting the work, requesting issuance of a NBSD temporary pass for all personnel requiring access to NBSD.

(2) Upon approval of the request, personnel must appear in person at the Pass and Decal Office, building 128, for issuance of passes.

(3) Supervisors shall escort their subordinates in a group while onboard NBSD. The supervisor escorting contractor personnel is responsible for the actions of these employees and for ensuring they remain in the immediate work area. Upon completion of a work period, supervisors shall ensure their subordinates depart NBSD immediately under his/her escort.

d. Personnel eligible for contractor temporary passes, but whose access requirements to NBSD are infrequent shall be issued a visitor's pass only.

e. Foreign nationals. Civilian contractors employing foreign nationals shall ensure employees meet the mandatory requirements set by federal and state law for employment in the United States. In addition, prior to permitting any foreign national access to work in or on restricted/classified areas and equipment, the contractor shall perform a clearance check equivalent to the requirements set for civilian employees of the Department of Defense. The results of these background checks shall be made available to the Force Protection Officer upon request. All violations of access and employment regulations committed by contractors will be considered when determining renewal or continued access to NBSD for a civilian contractor firm. Prior to foreign nationals receiving access to Navy

vessels under construction, conversion, repair or overhaul, and to the associated work sites, all requirements of reference (f) must be met by the contractor.

f. Tenant commands and activities sponsoring contractors, vendors, and/or NAF employees on NBSD shall ensure:

(1) A contractor, vendor, and/or employee service agreement has expired or is terminated, the issued ID is obtained and forwarded to the Pass and Decal Office, building 128, for recording and disposition. Contractor firms shall return all IDs to the sponsoring command or activity upon termination of an employee or when the contract is terminated or completed.

(2) Upon loss or theft of ID media issued to sponsored employees, a written report from the sponsor must be submitted to the Pass and Decal Office, building 128.

(3) Final payment on contracts may be withheld until all IDs have been accounted for and/or surrendered.

(4) Violations of access regulations and failure to return issued badges will be considered when determining renewal or continued access to NBSD for a civilian contractor firm.

4013. Defense firm representatives. The procedures outlined in section 4012 above for contractor employees are applicable.

4014. Commercial cargo/parcel carriers - drivers and helpers. Drivers of commercial vehicles presenting valid bills of lading or delivery/pick-up invoices and accompanying helpers will normally be admitted per section 5009 of this instruction. It is not necessary for such carriers to stop at the Pass and Decal Office for a special pass.

4015. Law Enforcement Officers

a. Federal, state, county and city Law Enforcement Officers on official business shall be admitted upon presentation of their official agency credentials and shall not be required to obtain a pass for their vehicle.

b. Law enforcement officials with business concerning NBSD shall be referred to the Force Protection Director or Law Enforcement Officer. Those desiring to serve a warrant, subpoena, summons or other legal document on military personnel onboard NBSD shall be referred to NBSD Staff Judge Advocate (SJA). Those desiring to serve such documents on civil service employees shall be referred to the Human Resource Office, building 3210 or in the case of other civilians, the employing contractor or firm.

c. Law enforcement officials desiring to visit a tenant activity or ship berthed onboard NBSD shall be referred to the activity or ship concerned.

d. Armed law enforcement officers acting in an official capacity shall be permitted to retain their weapons while onboard NBSD.

e. Police officials in "hot pursuit" (vehicles with red/blue lights flashing) shall be admitted without delay. The gate sentry shall immediately notify the police dispatcher and give the direction of travel.

4016. Federal and State Government Officials. Cabinet members, members of Congress and city and state officials, when properly identified by the gate sentries, shall be permitted entry/exit without being required to obtain either a temporary visitor or vehicle pass. Such persons do not require a special escort.

4017. Merchant Ship Crewmembers. Crewmembers of merchant ships berthed onboard NBSD shall be allowed access upon presenting a valid U.S. Coast Guard Clearance Card. General public visiting onboard merchant ships berthed at NBSD is not authorized. Unusual circumstances shall be referred to the Force Protection Director.

4018. Special tours sponsored by the Public Affairs Officer (PAO). Tours by groups sponsored by a ship or units present, or tenant commands will be referred to the NBSD PAO who will in turn provide coordination with the Force Protection Director and other interested parties. Escorts shall be required and provided by the sponsoring command.

4019. News media representatives, access requirements.

Representatives of the press, radio and/or television, magazine writers and commercial photographers may be issued visitor passes provided the sponsoring department, ship, or tenant command notifies and receives clearance from the NBSD PAO. Requests may be in writing or by telephone, and shall be made at least three working days prior to arrival of the news media.

4020. Sponsors are required to maintain an escort at all times and are responsible for the actions of the media during the entire time they are on NBSD. Media personnel who have no sponsor (i.e., have arrived to cover a Courts-Martial) will be directed to the NBSD PAO. The PAO shall either escort the media personnel or deny them access to the installation with approval from CO, NBSD.

4021. Salesmen, solicitors, tradesmen and/or vendors

a. Solicitation or transaction of any private business onboard NBSD is a privilege granted by the CO, NBSD. If granted authorization by the CO, solicitors, tradesmen, and vendors are required to obtain a visitor's pass from Pass and Decal Office, building 128. Pass and Decal personnel must have a prior appointment verification in writing from the cognizant command before issuing a pass.

b. Permission for solicitors to come onboard NBSD shall not be construed in any manner as official government sanction or command endorsement of the products of the solicitors' firm.

c. Civilian employees (civil service, NAF and/or contract hire) may not solicit onboard NBSD.

d. Military personnel on active duty are prohibited from representing any commercial enterprise for solicitation, with or without compensation, of life insurance, mutual fund and/or other investment plans, commodities, and services onboard NBSD.

e. Solicitation shall be on an individual basis, by appointment only, as coordinated in this section.

Section 5 - VEHICLE REGISTRATION AND PASS REQUIREMENTS

5001. Registration and identification requirements

a. Requirements to maintain registration. All privately-owned and commercial motor vehicles including leased, rented or borrowed vehicles operated onboard NBSD must have a current registration with NBSD Force Protection Department or with another Department of Defense (DoD) activity. Vehicles not displaying evidence of current registration shall be denied access to NBSD. Re-registration for DoD vehicles can be obtained at [www.CNIC.navy.mil/CNRSW/index.htm](http://www.CNIC.navy.mil/CNRSW/index.htm).

(1) Personnel reporting for permanent duty, aboard NBSD to a tenant command or to a ship homeported onboard NBSD are required to register their vehicle with the Pass and Decal Office, as soon as possible within 30 days of reporting onboard for duty. A 60-day temporary pass will be issued to individuals to allow them time to complete this requirement. Previous DoD registrations from other facilities are required to be registered onboard NBSD.

(2) Personnel reporting for temporary duty are not required to register their vehicles onboard NBSD unless the registration will expire during the period of temporary duty, or their vehicle has not been previously registered with a military installation.

(3) Procedures for taxi's are contained in reference (g).

b. Requirements to Display Registration. Evidence of current registration will be visibly displayed upon vehicles at all times when onboard NBSD. Such evidence will be one of the following:

(1) A valid DoD registration decal, including the activity strip and date tabs issued by NBSD or another authorized DoD activity. Decals must be affixed to the vehicle as specified in section 5010 below.

(2) A valid temporary registration issued by NBSD or another military activity.

(3) A valid one-day pass issued by NBSD.

c. Exemption from Displaying Registration. Special commercial construction equipment, special mobile equipment, and material handling equipment not intended for operation on public highways may be exempted from obtaining and displaying registration decals/passes at the discretion of the Force Protection Director. However, owners shall be required to meet the requirements for registration as specified in section 5002 below.

d. Registration Update. Whenever a change occurs in the status of a motor vehicle or its registrant which alters the information on the vehicle registration form, the registering agency must be notified within five working days. Failure to do so shall invalidate the registration. When the registering agency is the Force Protection Department, this notification must be made in person to the Pass and Decal Office, building 128. For guidance on standard procedures for registration and marking of non-government vehicles refer to reference b.

e. Government-owned or leased vehicles. Government-owned or leased vehicles must be registered with a government agency outside NBSD or with NBSD Pass and Decal Office. This includes all motorized vehicles, whether powered by liquid fuel or batteries. Government-owned vehicles must be safety inspected within the guidelines of Appendix A-III-1 of this instruction.

5002. Prerequisites for Vehicle Registration. At the time of registration, permanent or temporary, the following original documentation must be presented by the registrant, (such documentation must current and be valid and must be maintained during the registration period). Pass and Decal will not accept copies of registration or issuance documentation.

a. Documentary Evidence of Ownership. Current state registration indicating ownership will satisfy this requirement. When the vehicle is leased, rented, or borrowed, written documentation must be presented; lease or rental agreements will satisfy this requirement. Loan agreements between private individuals shall be specific as to length of lending period and must indicate any other restrictions imposed on the borrower. A "Permission to Drive" form may be obtained from the Pass and Decal Office, building 128. A signed letter from the registered owner of the car authorizing an individual to drive his/her car will suffice for one day passes only.

b. State Vehicle Registration Certificate. Motorized bicycles are exempt from this requirement.

c. Proof of Financial Responsibility. All on-base drivers must have proof of insurance or bond of vehicle liability/ financial responsibility against loss from the liability for damages, in their possession. With respect to each motor vehicle, coverage is required as follows: \$15,000 for bodily injury or death liability per person as a result of one accident; \$30,000 for bodily injury or death liability to all persons as a result of one accident; \$5,000 for damage to property as the result of one accident. For specific code, see, Division 7, Chapter 3, Article 1, paragraph 16430 of reference (h).

(1) Insurance coverage of the registered owner is considered proof of liability for members of the same family, unless otherwise stated on insurance agreement.

(2) Proof of liability insurance with a vehicle rental agreement is no longer required. However, the bearer's name must appear on the rental agreement. If a rental agreement contains information which reveals no insurance was obtained from the rental company, it will be the responsibility of the renter of the vehicle to show proof of insurance if they become involved in an on base accident.

d. Driver's License. A current driver's license, valid in one of the 50 states, which authorizes the registrant to operate the class of vehicle for which a decal is desired, is required. (Motorcycle driver's license is mandatory to operate a motorcycle in the state of California.)

e. Vehicle Safety Inspection. Evidence of a satisfactory motor vehicle safety inspection is required. This inspection is performed by Pass and Decal personnel per Appendix III of this instruction. Vehicles failing to meet any requirement of the safety inspection shall not be registered and will not be allowed access to NBSD. Command owned vehicles not maintained by PWC are also covered under this paragraph and must be inspected upon purchase and annually thereafter by personnel designated by the NBSD FPO.

f. Smog Certification. Only vehicles desiring to obtain vehicle registration in the State of California must pass a State of California smog check. Exemptions apply to motorcycles and vehicles with diesel engines. Members with out-of-state plates may obtain a 60-day pass with the standard prerequisites of a valid ID card, current vehicle registration, valid driver's license and proof of insurance until State of California smog certification and registration can be obtained.

5003. Additional Requirements for Motorcycle and Motorized Bicycle Registration. At the time of registration or renewal of registration, motorcycle owners/operators are required to furnish proof of successful completion of an accredited course in motorcycle safety training endorsed by the Motorcycle Safety Foundation. In addition, all registrants must meet the clothing and safety equipment requirements set forth in section 6019 of this instruction. (Motorized bicycle operators are exempt from the requirement to take the safety course unless the engine is 50cc displacement or more).

a. Personnel who do not meet the safety school requirement above may be issued a temporary 30-day decal to permit completion of an accredited course in motorcycle safety.

(1) An extension of the temporary pass will only be granted when an individual can show documentary proof of scheduled or current enrollment in the safety course during the initial pass period for a class either commencing on, or ending after, the expiration of the initial pass. A second temporary pass may only be issued for a period not to exceed the number of days necessary to complete the course.

b. Quotas for the Region Motorcycle Safety Course can be obtained by contacting the Regional Traffic Safety Office at (619) 532-1233.

5004. Eligibility for Permanent Registration. Permanent registration is limited to motor vehicles owned by personnel in the following categories:

a. Active military and reservist personnel attached to NBSD, tenant commands, activities and ships homeported and/or berthed onboard NBSD. Active duty and their dependents O-6 and above are not required to obtain decals.

b. Retired military or civilian personnel having a need to regularly and frequently visit NBSD.

c. Adult dependents of active and retired military personnel having a need to regularly and frequently visit NBSD are authorized to receive permanent registration in their own name, under their social security number, only if the vehicle they are registering is owned and insured solely by them, or if they have a power of attorney from the owner of the vehicle specifying the inclusive dates for which permission to use the vehicle has been granted. Documentary evidence of this requirement must be provided. Vehicles owned jointly or in the name of the sponsor must be registered in the name of the sponsor, under the sponsor's social security number. Dependents whose sponsor is deployed or stationed out of the area shall be issued a temporary vehicle pass, if their name does not appear on the registration and/or insurance, for the period of temporary separation or for a period of time which would allow the dependent the opportunity to obtain the documentation required above.

d. Civilian personnel employed onboard NBSD.

e. Taxi cab companies, contractors or representatives of civilian commercial firms who provide services to naval activities onboard NBSD on a regular basis (not less than three times weekly). Application must be made on company letterhead, signed by an official of the company, and favorably endorsed by a commissioned officer or other responsible member of the serviced sponsoring activity. The letter may be hand carried, mailed or faxed to the NBSD Pass and Decal Office. Applications must specify the frequency of the requirement to come onboard; motor vehicle ID by make, model, state license; motor vehicle insurance by name of carrier, type and policy number, inclusive effective dates; names of personnel requiring passes. Renewal procedures are the same as for initial application.

5005. Eligibility for Temporary Registration. Temporary registration will be issued to motor vehicles owned by personnel in the following categories:

a. Persons requesting registration of motor vehicles for a period of less than 90 days, but are otherwise eligible for permanent registration.

b. Persons requesting registration of newly purchased vehicles pending finalization of the requirements for permanent state registration. The registrant must present documentary evidence that compliance is in process (bill of sale or purchase contract, temporary state registration, insurance binder or personal liability certification in lieu thereof). Registration under this circumstance shall normally not be for periods greater than 60 days. A 30-day extension may be granted to compensate for unforeseen delays. However, under no circumstance shall the temporary period exceed 90 days. Permanent decals shall not be issued until the owner has permanent registration in his possession.

c. Newly assigned military personnel may be issued a one-day or weekend pass at building 29 (Main Gate) upon presentation of official orders to report for duty to NBSD, a tenant command or a ship or unit berthed at NBSD when the Pass and Decal Office is not open for permanent motor vehicle registration purposes.

d. Authorized patrons of the Morale, Welfare and Recreation Automotive Hobby Shop whose vehicles are unable to comply with the safety requirements, but are otherwise eligible for permanent registration and who wish to use the Hobby Shop facilities for vehicle repair work, subject to the following conditions:

(1) The applicant must have a written memorandum from the Hobby Shop Manager indicating that space is available in the Hobby Shop area at the time of registration request.

(2) Applicants will be issued a visitor pass as long as a written request from the Hobby Shop Manager is received by Pass and Decal. The pass is good only for entry through the Yama Street Gate (Gate 32), and travel via the most direct route to, and from, the Hobby Shop.

(3) Passes of this type will be valid for a period not exceeding 30 calendar days. An extension may be granted with written verification from the Hobby Shop Manager and by reapplying at the Pass and Decal Office, building 128.

(4) Vehicles left at the Hobby Shop beyond their authorized period, or found elsewhere onboard NBSD, may be towed and impounded off base in a civilian garage at the owner's expense.

e. Personnel normally entitled to receive a white activity strip and DoD decal whose length of employment will be for a period of six months or less.

f. Contractors or civilian commercial concerns involved in construction, repair, or similar activities other than "services" to NBSD may be issued temporary permits or decals for company owned vehicles and for the privately owned vehicles (POV) of the company's inspectors and supervisors whose duties require their presence on NBSD. No other company employees will be allowed to drive their POV onboard NBSD.

5006. Display of Temporary Vehicle Registrations

a. Temporary registration for automobiles and trucks shall be evidenced by a temporary vehicle pass displayed prominently in the lower left corner of the windshield.

b. Motorcycles shall display evidence of temporary registration by having a tab indicating the month of the expiration of the pass affixed on the leading edge of the frame or fork.

c. All temporary passes shall be serialized and require full information on the status of the registrant and vehicle.

5007. Prerequisites for One Day Vehicle Passes

a. All the requirements of Section 5002 of this instruction must be met for issuance of a one-day pass, except that the loan agreement in the case of borrowed vehicles is not required. The individual must acknowledge that by accepting the pass they accept or are covered for any liability, which would be covered under Section 5002.c.

b. All passes expire at midnight of the expiration date.

5008. Eligibility for One-Day Vehicle Passes. One-day passes are issued only to those individuals having a valid one time requirement to enter NBSD or whose requirement for entry to the base is so infrequent they are not eligible for either a permanent decal or temporary vehicle pass. One-day passes may be issued to the following categories of personnel under the conditions stated:

a. Authorized military or civilian personnel who are temporarily operating a vehicle that has replaced their registered vehicle.

b. Tradesmen, solicitors, salesmen, contractor personnel, technical representatives, vendors and other personnel who have official business and prearranged appointments. Sponsors shall be verified by the Pass and Decal Office, building 128.

c. Guests of military personnel, their dependents, retired/fleet reserve and civilian employees of NBSD and any tenant command onboard.

d. Guests of command sponsored tours under PAO escort.

5009. One-Day Vehicle Pass (Exemption from Requirement). The following categories of personnel will not normally be required to obtain a one-day vehicle pass for their vehicles:

a. Deliveries and Pick-ups. Drivers of commercial vehicles presenting valid bills of lading or delivery or pick-up orders. Unless exempted by the Force Protection Officer, vehicles in this category will only utilize the following access points for the delivery areas indicated:

(1) Wet Side. Deliveries to wet side activities shall enter/exit through Gate 7, Mobile Vehicle and Cargo Inspection System (MVACIS).

(2) Dry Side. Deliveries to dry side area activities shall enter/exit through Gate 32 (Yama St).

(3) Navy Exchange (NEX) Complex. Delivery vehicles to the NEX complex shall enter/exit through Gate 15 (28<sup>th</sup> St).

b. NBSD VIP Guests. Guests possessing a NBSD VIP Pass shall be permitted entry/exit without being required to obtain either a temporary visitor or vehicle pass. Such persons do not require a special escort. These passes are provided for special events and sentries should be aware of event to allow access.

c. Rental Vehicle. All personnel will be required to present appropriate I.D. and rental agreement (to act as temporary pass) for admittance on board Naval Base San Diego, regardless of rank or civilian affiliation and will be allowed to proceed when appropriate identification is made. (except during heightened security).

5010. Registration Decals and Auxiliary Stickers

a. Placement of Registration Decals. Permanent registration of a motor vehicle shall be evidenced by DoD Non-Government Vehicle Registration Decal (DD Form 2220) affixed to the lower left corner of the windshield of automobiles, trucks and vans, or the leading edge of the frame or fork on motorcycles and motorized bicycles. Decals will not be affixed to any portion of a frame mount (faring) or handle bar, or to a mounted clear wind screen of a motorcycle or motorized bicycle, unless authorized on a case by case basis by the Pass and Decal Division Officer.

b. Registration Decals, Installation Tabs and Effective Periods

(1) The DD Form 2220 has a dark blue border on a reflective white background.

(2) Separate installation tabs shall be issued with each DD Form 2220 to identify the installation at which the vehicle is registered. These installation tabs are color coded to indicate the category of registrant.

<u>Installation Tab Color</u>	<u>Issued to</u>	<u>Maximum Period of Registration</u>
Blue Background w/White Legend	Active duty commissioned officers and their spouses and/or other eligible adult dependents.	Note 1

	Retired commissioned officers and their spouses and/or other eligible adult dependents.	Note 2
	Reserve commissioned officers who meet the criteria in paragraph 5004.a. above.	Note 3
Red Background w/White Legend	Active duty enlisted personnel and spouses and/or other eligible adult dependents.	Note 1
	Retired enlisted personnel and their spouses and/or other eligible adult dependents.	Note 2
	Reserve enlisted personnel meeting the criteria in paragraph 5004.a. above.	Note 3
Green Background w/White Legend	NAF and Civil Service employees attached to NBSD activities.	Note 2
	Civilian employees employed on the NBSD whose official duties, as verified by their COs, require them to operate their vehicles on military installations or activities other than the NBSD.	Note 2
White Background w/Black Legend	Civilian personnel employed on the NBSD who do not qualify for a green registration decal.	Note 2
	Contractor personnel/representatives of civilian commercial firms meeting the criteria in paragraph 5004.e. 5 above.	Note 2

Note 1: Duration of the obligated active service or Projected Rotation Date of the service member, whichever is earlier, with maximum of three years. Duration of vehicles requiring smog certification will be for a maximum of two years.

Note 2: Three years or expiration of driver's license, whichever is earlier. Duration of vehicles requiring smog certification will be for a maximum of two years.

Note 3: Three years or duration of active duty/active duty for training. Duration of vehicles requiring smog certification will be for a maximum of two years.

(3) Not more than one permanent DoD registration decal shall be issued concurrently for any one vehicle. Where a special condition or situation exists, multiple activity strips may be issued on a case by case basis.

(4) Civilian employees may not register more than two vehicles on the base at any one time, unless specifically authorized by the Force Protection Director.

c. Expiration Stickers. With each permanent registration decal issued, there shall also be issued appropriate number tab stickers indicating the month and year of expiration. Unless canceled earlier, permanent registration decals expire automatically at midnight on the last day of the month indicated by these stickers.

d. CO/XO Tabs. COs and XO's of tenant commands and ships homeported at NBSD will be provided appropriate placards which authorize parking in designated CO/XO reserved spaces. These placards may be obtained from the Pass and Decal Office, building 128.

e. Rank/Grade Insignia Stickers. With each permanent vehicle registration issued to officers grade O-4 and senior, and enlisted rates E-4 and above, an appropriate rank/grade sticker shall be issued and affixed immediately below the viewer's lower right corner of the registration decal with its activity strip and expiration tabs.

f. Limited Access "Navy Region SW" Stickers. Recognition of the black on white registration decal is limited to the issuing activity. However, a contractor or commercial vehicle bearing such a decal issued by another installation may also be authorized for operation onboard NBSD per paragraph 5004.f. above. In such cases, a secondary "Navy Region SW" sticker shall be affixed immediately below the original activity strip.

g. Forces Afloat (FA) Stickers. FA stickers shall only be issued to personnel assigned to afloat units. The FA sticker authorizes parking in FA designated parking. FA stickers shall be affixed on the rear window of the vehicle, on the left side to as to not interfere with driver's vision. They will remain valid for the period of the vehicle registration or until the registrant's detachment from an afloat unit, whichever occurs first.

h. Owners Responsibility for Vehicle Registration Decal

(1) All registration indicators remain the property of the DON, and must be removed, destroyed, defaced and surrendered, or certification thereof made to the NBSD Pass and Decal Office upon the specified expiration date or earlier termination of authorization. Despite any previously authorized expiration date, an authorization automatically expires upon discharge or release from active duty from the military service, or 90 days after reporting to a new permanent duty station or area, or upon sale, transfer of title, or other disposal of the vehicle.

(2) Whenever a vehicle with a current registration decal or temporary vehicle pass is sold, traded, totally wrecked, or otherwise leaves the permanent possession of the registrant, the decal or temporary vehicle pass must be entirely removed from the vehicle and turned into the Pass and Decal Office. Sale or transfer of a motor vehicle without removal or destruction of the registration sticker by the authorized military or civilian recipient of the sticker is a federal crime in violation of reference (d), Section 499. Care should be taken with decals to preserve the serial number. Force Protection Department personnel will assist with the removal when requested. A new registration may not be made until previous registrations, which are no longer current are cleared.

5011. Procedures for Bicycle Registration. All privately-owned bicycles, motorized bicycles, and mopeds operated onboard NBSD must be properly registered and licensed per California state and municipal laws. Bicycles operated within the MWR and Athletic complex located in Mission Gorge are excluded from this requirement.

a. A safety inspection is required that consists of the following:

(1) Braking equipment must enable operator to make one braked wheel skid on dry, level clean pavement.

(2) Handle bars must be positioned in such a manner that the operator's hands are not above shoulder height while grasping the normal grip area.

(3) Bicycles to be operated during any period of darkness must be equipped with lights and reflectors as specified in Section 21201 of reference (h).

(4) Bicyclists are now required to wear helmets approved by American National Standard Institute (ANSI) or Snell while riding onboard NBSD and must also wear light-colored clothing. During restricted visibility conditions such as darkness, fog or rain, reflective clothing must be worn.

b. Bicycle Registration. Bicycle owners/operators are required to provide law enforcement personnel with a copy of the County of San Diego or local city Bicycle License application and complete descriptive information in the event a registered bicycle is stolen. Such information will greatly increase the chances of recovery and therefore act as a deterrent to bicycle theft.

c. Each new bicycle sold in California after 31 December 1976, has a serial number permanently and legibly stamped or cast on the head of the frame, on either side of the seat tube, on the toe plate or on the bottom sprocket (crank) housing. Owners of bicycles not so marked are urged to permanently inscribe distinctive ID on such bicycles in one of the above locations. Assistance in this regard may be obtained from the Investigative Division, NBSD Force Protection Department.

d. Registration of privately-owned bicycles operated onboard NBSD is mandatory. Unregistered bicycles shall be impounded by NBSD Force Protection personnel.

5012. Check-out Requirements in Connection with a Transfer or Separation. Per reference (c), all parent commands must ensure all personnel issued a DoD vehicle registration sticker, check out with the Pass and Decal Office. This includes military

personnel who are permanently transferred or separated, and civilian employees who have had their employment terminated.

Section 6 - VEHICLE OPERATING REQUIREMENTS

6001. Requirements for Driver's Licenses

a. Government-Owned or Leased Vehicle. Military and civilian personnel operating government-owned or leased general purpose motor vehicles under 10,000 pounds gross vehicle weight (GVW) shall have proof of authorization to operate the vehicle and a valid state operator's license for the class of government vehicle operated in their possession. Personnel operating vehicles at, or in excess of, 10,000 pounds GVW shall have in their possession both a current, authenticated, U.S. Government Motor Vehicle Operators Identification Card (SF-46) and a current state operator's license for the type and class of government vehicle being operated.

b. Emergency Vehicle Operator's License. Personnel operating Navy and DoD police vehicles, ambulances, fire trucks and crash and rescue vehicles shall have an Emergency Vehicle Operator certificate.

c. Material Handling Vehicles. Material handling vehicles are prohibited from leaving the fenced portion of NBSD in which they are used, except when legally transported on another vehicle/trailer. Material handling vehicles are prohibited from driving on general public roads.

d. POVs. Every person who operates a POV onboard NBSD must have a valid U.S. state driver's license issued for the type, or combination of types of vehicles being driven.

(1) Probationary licenses are not valid onboard the base with the exception of those issued to dependents living in base quarters.

(2) Driver's licenses issued by other than one of the 50 states or territories will not be recognized or authorized.

e. Non-resident Minor Members of the Armed Forces. Any non-resident who is under the age of 18 years, who is an active duty member of the armed forces of the United States, and is stationed within the state of California, must obtain a state of California driver's license or a non-resident minor's

certificate within a period of 60 days immediately following entry into the state. Refer to Division 6, Chapter 1, Article 1 of reference (h) for a detailed discussion.

6002. Operating Restrictions for POV

a. Access to NBSD is controlled by perimeter gates, which are predominantly manned 24 hours a day. Only vehicles with valid registration decals, temporary passes or one-day/weekend passes will be permitted entry onto NBSD.

b. NBSD Dry Side North of 32nd Street. There are no restrictions/limitations imposed with regards to access times for properly registered vehicles in this area. After normal working hours, the perimeter of this area is secured and entry is limited to Gate 15 (28th Street), where applicable vehicle registration/personnel ID regulations shall be enforced.

c. NBSD Dry Side South of 32nd Street. Access to this area is controlled by perimeter gates located on Norman Scott Road and Division Street which are manned 24 hours a day. Entry is limited to vehicles with valid registration decals, temporary vehicle passes or one-day passes and personnel with appropriate ID.

d. Club Areas. Access to the Mariners' Park area and Anchors Catering and conference center by POVs not registered with this or another military activity, but owned and/or operated by authorized patrons is permitted during club business hours through one hour after closing while utilizing these facilities.

6003. Driver Education Requirements. In addition to driver education requirements necessary to obtain a state issued driver's license, personnel shall complete the following courses of instruction meeting the requirements to operate associated vehicles onboard NBSD:

a. Motorcycle/All-Terrain Vehicle (ATV) Safety Training Course. Motorcycle owners/operators are required to successfully complete an accredited course in motorcycle safety training endorsed by the Motorcycle Safety Foundation. Additionally, this course is highly recommended for personnel

operating ATV during off-duty hours. Quotas for the NRSW Motorcycle Safety Course can be obtained by contacting the Regional Traffic Safety Office at (619) 532-1233.

b. Emergency Vehicle Operator's Course (EVOC). Once every three years, personnel operating Navy and DoD police vehicles, ambulances, fire trucks, and crash and rescue vehicles shall successfully complete the National Highway Traffic Safety Administration's EVOC conducted by a Safety Officer approved instructor.

c. Driving Improvement Course (DIC). Per reference (n), DIC is required for the following personnel.

(1) All personnel required to operate a GMV.

(2) Military and DoD civilian personnel driving a GMV involved in a crash whether on or off government property.

(3) Individuals described above driving a GMV or PMV who have been convicted of a serious moving traffic violations (e.g., reckless driving, driving while impaired, speeding, following too closely, and failure to yield).

(4) Offenders, military or civilian shall successfully complete a DIC or lose base driving privileges.

6004. Owner Responsibility for Vehicle Operation. Private individuals and management officials of commercial concerns who register motor vehicles with Pass and Decal are responsible for the operation of such vehicles. Such operation must be per the traffic regulations of this, or any other, military installation upon which the vehicle is to be operated. With the exception of moving violations/accidents, traffic point assessments may be made against a registrant when a violation is committed by someone else operating a registrant's vehicle. Moving violation/accident point assessments may be made against a registrant if the registrant has permitted an unlicensed person to operate his vehicle, or if the violator is the spouse or other adult member of the registrant's family.

6005. Driving While Intoxicated, Under the Influence of Intoxicating Beverages or Drugs. It is unlawful for any person who is under the influence of intoxicating liquor, drugs or

combination thereof to drive a vehicle (vehicle includes: all motor and non-motor wheeled vehicles capable of transportation) onboard NBSD. A motorist who is driving onboard NBSD who exhibiting signs of driving under the influence (DUI) (unusual driving behavior, slurred speech, strong odor of alcohol) will be administered a Field Sobriety Test (FST). If the motorist fails the FST, he/she shall be considered too impaired to operate a motorized or non-motorized vehicle, apprehended/arrested at the scene and the vehicle sticker removed. Any person lawfully apprehended, or convicted for any violation under this category shall have their driving privileges onboard NBSD suspended for one year, per references (i) through (k). All NBSD Tenant Command's will report any incidents in which their attached personnel are involved in DUI cases not occurring on base to NBSD Pass and Decal Office for appropriate actions.

6006. Open Containers. Drivers and passengers are prohibited from having in their possession, or within their control, any open bottle, can, or other receptacle containing any alcoholic beverage which has been opened, a seal broken, or the contents of which have been partially removed. References (h) and (l) apply.

6007. Personnel and Vehicle Inspections/Searches

a. All personal hand carried baggage, parcels, lunch pails and any other bulk items in the possession of individuals entering or departing NBSD are subject to inspection or search when authorized by the CO.

b. All private and commercial vehicles entering or leaving NBSD are subject to inspection or search. Vehicle searches will be conducted when reasonably necessary, when authorized and when ordered by the CO. Incoming vehicles will not be searched when the operator objects. However, access to the base shall not be granted if an operator refuses to submit to an inspection/search, their DoD decal or vehicle pass shall be confiscated and they shall be placed on the Base Barring List.

6008. Implied Consent

a. Any person granted the privilege of operating a motor vehicle onboard NBSD shall be deemed to have given his/her

consent to a chemical test of his blood, breath or urine for the purpose of determining the alcohol/drug content of his/her blood.

b. The chemical test shall be given incidental to a lawful apprehension and administered at the direction of the NBSD law enforcement official having probable cause to believe the individual was driving, or was in actual physical control of, a motorized or non-motorized vehicle onboard NBSD while under the influence of intoxicating liquor, drugs or any combination of intoxicating liquor and/or drugs.

6009. Refusal to Complete Chemical Test. Any person who, when advised of the provisions of implied consent, refuses to submit to a chemical test will be cited for such refusal and their decal and base driving privileges removed immediately.

6010. Basic Speed Law (CVC, Section 22350). No person shall operate a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, traffic, the surface and width of the highway. In no event shall a vehicle be operated at a speed, which endangers the safety of persons or property.

6011. Maximum Speed Limit. No person shall operate a motor vehicle or other conveyance onboard NBSD in excess of 25 miles per hour (MPH). Emergency vehicles are exempt from this speed limit while responding to bonafide emergencies. However, this exemption does not relieve such drivers from their duty to drive with due regard for the safety of all persons using the highway/roadway, nor does it protect them from the consequences of arbitrary use of excessive speed. In addition, the following conditional maximum speed limits shall apply:

a. Piers and Buildings. No vehicle shall be operated on any pier or in any building in excess of five MPH.

b. Parking Areas. No vehicle being operated in any parking area shall exceed 10 MPH.

c. Transport of Gasoline and Explosives. No vehicle with a cargo of gasoline or explosives shall exceed 15 MPH.

6012. Restrictions on Transporting Personnel

a. No operator of any motor vehicle shall allow any person to ride upon any exterior portion of any vehicle not specifically designed for such transport.

b. No operator of any vehicle designed for the transport of cargo shall allow any person to ride in the bed of such vehicle unless the cargo bed is modified to include seats and safety belts, and such persons are seated in the seats secured thereon. Only small groups (less than 12) may be transported in this manner, and such cargo vehicles will have side racks or stakes in place and end gates or guard devices secured.

c. No operator of a vehicle carrying cargo will allow any person to ride in the cargo area unless the load is properly secured.

d. Operators of semi-trailer buses are prohibited from allowing passengers in the cab of such vehicle, except supervisors for the purpose of observing driver operation.

e. No operator of any motorcycle or motorized bicycle shall operate such vehicle with a passenger unless such vehicle is equipped with a seat and foot rests designed for such purpose. Section 27800 of reference (h) applies. Passengers shall wear proper safety equipment as specified in section 6019.

f. Operators of passenger vehicles shall not allow more than two passengers in the front seat of such vehicles.

g. Operators of cargo carrying vehicles shall allow no more than one passenger in the cab of such vehicles unless specifically designed to accommodate more.

h. No operator of a cargo type vehicle shall allow more passenger weight in the bed than the rated limitation for that vehicle. Passenger weight shall be computed on the basis of 175 pounds per person. Example: 1/2 ton pick-up, five persons in the bed; 3/4 ton, eight persons in the bed.

6013. Seat Belts. The use of seat belts are mandatory onboard NBSD.

a. No motor vehicle shall be operated onboard NBSD unless it is equipped with federally approved seat belts/safety restraints in compliance with reference (h).

b. It is unlawful for any driver to operate, or passenger to ride in, a motor vehicle unless such person is utilizing an installed seat belt/safety restraint in the proper manner.

c. It is unlawful for any operator of a motor vehicle to permit any child under the age of six years, or weighing less than 60 pounds, to be transported upon any roadway without providing and properly using, for each child, a federally approved child passenger seat restraint system.

6014. Radar Detection/Countermeasure Devices. The use of radar detection devices, or devices designed to emit erroneous readings or otherwise defeat radar traffic devices, is prohibited onboard NBSD.

6015. Transporting Cargo. The operator is responsible for the safe loading of the vehicle and shall not move the vehicle until cargo is secured and/or loaded in a safe and proper manner.

6016. Pushing or Towing other Vehicles

a. No vehicle, except for government vehicles equipped with specially designed bumpers shall be used to push another vehicle.

b. Towing of other vehicles is only authorized when cleared through the NBSD Force Protection Department. Only vehicles equipped for towing shall be employed for this purpose. Tow chains and ropes are not authorized.

6017. Vehicle Parking. Vehicle parking procedures are contained in reference (m).

6018. Regulations for Bicycles

a. All bicycles onboard NBSD shall be licensed in a county or city of California, and properly registered per section 5011 of this instruction.

b. Government-owned bicycles shall have an ID plate attached in a horizontal reading position to the upper frame support between the wheels, with not less than one inch lettering indicating the responsible command or activity.

c. No bicycle designed to carry more than one person shall be allowed onboard NBSD.

d. No bicycle shall be operated on sidewalks or other areas designed solely for pedestrian traffic. Bicycles shall be "walked" through normal pedestrian gates. When being walked, the person must be alongside and is considered a pedestrian. Operating of bicycles on the piers is prohibited.

e. No bicycle shall be operated onboard NBSD unless operators are wearing a protective helmet with chinstraps fastened. Approved helmets are Snell or ANSI. During reduced visibility, bicycle operators must wear reflective apparel.

f. Bicycles parked on piers and quay walls shall only be placed in bicycle racks provided for that purpose.

6019. Motorcycle and Moped Safety Regulations

a. Initial Training

(1) The purpose of the motorcycles safety training program is to provide motorcycle operators with safety riding skills, knowledge, and techniques.

(2) All military personnel who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. This training will be provided to the above individuals at no cost and they may not be charged leave to attend the training.

(3) Local commanders shall grant permission for motorcycle riders to transport their motorcycles by trailer or other means to attend approved motorcycle safety training prior to obtaining a license.

(4) All individuals, to include military, DoD, DoN and all civilians, must successfully complete a Motorcycle Safety Foundation (MSF) rider course to obtain a base decal for their motorcycle. Upon successful completion, the MSF RiderCoach conducting the safety training will issue an MSF completion card with an expiration date of three years. Commanders shall also

accept the completion card of any COMNAVSAFECEN-approved state motorcycle training course that includes a written and riding evaluation.

b. Recertification. All motorcycle operators covered by this instruction shall continue to enhance their motorcycle skills and competency by completing a follow-on, Naval Safety Center-approved motorcycle training course (i.e., ERC, MSRC, etc.) at a minimum of every three years.

c. No motorcycle or motorized bicycle, including mopeds, shall be operated onboard NBSD unless operators and passengers are wearing protective clothing as listed below:

(1) A protective helmet properly fastened under the chin, which meets U.S. Department of Transportation (DOT) standards.

(2) Eye protective devices, designed for motorcycle operators (impact/shatter resistant), i.e., safety glasses, goggles, or face shield attached to the helmet. A windscreen or fairing is not considered proper eye protection.

(3) Protective sturdy footwear such as over-the-ankle shoes or boots that will protect the rider's foot and ankle from abrasion.

(4) Full length trousers. Recommend trousers be constructed of sturdy denim or other material of equivalent abrasion resistance.

(5) Full finger gloves designed for use on a motorcycle.

(6) Long-sleeve shirts or jackets that protect the arms. Sleeves shall cover the rider's entire arm, so that no skin is visible. If a jacket is worn with a uniform, it must be plain with no markings except safety markings. Motorcycle specific jackets are recommended.

(7) Reflective safety vest. All personnel shall wear a yellow or orange visibility vest as an outer garment at all times while riding on NBSD.

d. If a backpack is worn while riding, it must be either covered by the vest, a separate vest secured around it, or reflective material sewn to it. Any method used must clearly meet the intent of maintaining rider visibility. The backpack shall have at a minimum, retro-reflective material strips at least two inches wide prominently visible while riding.

e. Military service members attempting to enter or stopped onboard NBSD for violation of safety items 3(a)(b) of this instruction will result in confiscation of the vehicle until service member provides evidence that all proper PPE is being utilized. A citation will be delivered to the service member's Command Master Chief (CMC) for corrective action. In the event the individual is cited three times for improper protective gear, motorcycle driving privileges will be revoked onboard NBSD and cognizant areas.

f. Civilians, contactors, and dependents attempting to enter or stopped onboard NBSD for violation of safety items 3(a)(b) of this instruction will be escorted from the base and not permitted re-entry utilizing the vehicle until evidence is provided that all proper PPE is being utilized. A citation will be delivered to the individual's CMC (or Director if no CMC) for corrective action. In the event the individual is cited three times for improper protective gear, motorcycle driving privileges will be revoked onboard NBSD and cognizant areas.

g. Motorcycles and motorized bicycles being operated onboard NBSD shall have headlamps turned on at all times.

h. Motorcycles operated onboard NBSD shall have rearview mirrors on both sides of the handlebars.

#### 6020. Reporting of Accidents

a. All motor vehicle accidents involving government property shall be reported to NBSD Force Protection Department within 24 hours of the accident.

b. All motor vehicle accidents involving injuries to people shall be reported to the NBSD Force Protection Department as soon as possible. Personnel involved in the accident must remain at the scene until released by competent authority.

6021. Responsibility of Government Vehicle Operators

a. Under no circumstances shall the operator of a government vehicle sign any statement (other than Standard Form 91), release, or make any admission of liability on the part of the U.S. Government, unless he is an authorized representative of the government whose duties are to investigate the accident on behalf of the government.

b. All tickets, citations, summons, claims, correspondence, warrants, etc., relative to the operation of NBSD government vehicles while off base shall be referred to the cognizant Legal Officer as soon as received.

c. All operators of government vehicles involved in accidents will complete a Standard Form 91 at the scene. Operators shall answer all questions from local law enforcement officials or Force Protection Department personnel as appropriate.

d. No person shall drive, or require another to drive, a motor vehicle during any duty period if that duty period was not preceded by at least eight hours of consecutive off-duty time.

e. During any duty period, a person may not drive or require another to drive a motor vehicle for more than a total of 10 hours. After having been on duty for 15 hours, a person may not drive a motor vehicle. If the vehicle is carrying explosives or other hazardous cargo, a person may not drive more than eight hours. (If a vehicle carrying explosives or other hazardous cargo makes an off-base trip requiring more than eight hours driving time, two drivers shall be assigned. Assigned drivers shall relieve each other of driving responsibility and may drive no more than eight hours each).

f. Fire truck, and crash and rescue vehicle drivers who are assigned to 24 hour rotating shifts with sleeping accommodations are exempt from subparagraphs d and e above.

6022. Safety Equipment Requirements for "On Base Only" Type GOV's

a. All "On-Base Only" type GOV's operating on NBSD streets shall meet the following safety equipment requirements:

(1) Lighting equipment

(a) Headlights. Vehicles operated after dusk shall be equipped with lighted headlights.

(b) Tail Lamps. Two red color tail lamps, one on each side of the rear of the vehicle.

(c) Stop Lamps. Two red color stop lamps, one on each side of the rear of the vehicle, actuated by application of the foot brake.

(d) Turn Signals. Turn signals shall be plainly visible and understandable from a distance of at least 300 feet to the front and rear of the vehicle.

(2) Windshields. Vehicle shall be equipped with an adequate windshield. If no windshield, the vehicle operator and occupants facing forward shall wear adequate eye protection.

(3) Mirrors. Vehicle shall be equipped with no less than one rear view mirror affixed to the left hand (driver's) side.

(4) Horns. Vehicle shall be equipped with a horn in good working condition capable of emitting sound audible under normal conditions from a distance of at least 200 feet.

(5) Exhaust System. Vehicle shall be equipped with an adequate muffler to prevent any excessive or unusual noise.

(6) Fuel Tank. Vehicle shall have a cap or cover of non-combustible material closing the filling spout.

(7) Safety Belts. Vehicle shall be equipped with safety belts for each seated position.

6023. Restrictions on Operator Conduct

a. No operator or passenger of any motor vehicle or other person shall sleep, loiter, or change clothes in, or around, vehicles parked on NBSD.

b. No POV shall be repaired on the base except at the NEX Garage or the Auto Hobby Shop.

c. No POV shall be washed on the base except in designated areas.

6024. Restrictions on Skateboards, Unicycles, Roller Skates and Roller Blades. No skateboard, unicycle, roller skates, roller blades, or similar devices may be used onboard NBSD.

6025. Troop Formations. Troops in formation may use roadways if necessary and shall have the right of way over all traffic, except emergency vehicles responding to an emergency call. Sidewalks shall be used to maximum extent practicable to minimize adverse effect on vehicular traffic.

6026. Pedestrians/Joggers

a. Pedestrian traffic is permitted throughout NBSD, unless otherwise posted. Pedestrians shall use sidewalks to the maximum extent possible, crossing roadways only at corners or in designated crosswalks.

b. Jogging is permitted throughout NBSD. Joggers should run facing traffic and obey all applicable traffic regulations when running on the roadways. Joggers shall wear an appropriate shirt, shorts, pants, etc. The chest area and lower torso shall be covered with appropriate attire at all times. Personnel are not authorized to jog on main roads and streets during peak traffic hours (0630-0830 and 1500-1700). Jogging on NBSD streets is prohibited during hours of darkness. Nighttime jogging may be performed off the streets at NBSD only at lighted MWR facilities.

6027. Portable Listening Devices, Cell Phones, Headphones, and Earphones. The wearing of headphones, earphones, or other while operating a motor vehicle, riding a bicycle, walking or jogging on roads or streets onboard NBSD is prohibited. This does not include hearing aids, nor shall it preclude the wearing of hearing protective equipment where conditions dictate their use. Listening devices, cell phones, head phones, and earphones can be used on designated running area's to include the track, around the softball fields and the designated PRT route. Only one ear is to be covered at any given time.

6028. Material Handling Vehicles (MHV). MHV are prohibited from leaving the fenced portion of NBSD in which they are used except if they are transported on another vehicle or trailer, towed, or are of the type designed for operation on public roads and highways. Operators of material handling vehicles are required to exercise extraordinary caution when operating onboard NBSD streets. Vehicles not able to maintain a speed of 15 mph shall affix a slow-moving-vehicle triangle to the rear of the vehicle.

6029. Limousines and handicapped shuttles

a. Commercially-owned and operated limousines and handicapped shuttles are permitted on base for special events, as designated by the CO NBSD.

b. Sponsors shall submit written requests to NBSD CMC and/or the Base Access Coordinator.

c. Limousines and handicapped shuttles shall travel the most direct route between entry/exit gate and destination point.

d. No limousines or handicapped shuttle shall be on any pier.

6030. Pier Passes. Prior to gaining access to pier contractors, vehicles will be issued and required to display on there dash board a pier pass while on any pier. Passes will be issued for brief periods of time for loading and unloading purposes, longer periods of time may be considered on a case by case basis. All passes will be logged in the vehicles access log annotating time, pier pass number, license plate number, drivers license number, company name, and destination. At no time will there be in more than 10 vehicles on any pier, not to include Emergency vehicles and pier service. Privately owned vehicle are not allowed on the pier at any time with out proper authority.

6031. Rapid Gate. Contractors that have been pre-screened and vetted through the RAPID GATE system will be issued a "RAPID GATE" identification badge that will gain them access to the NBSD installations. Contractors possessing the identification badge must disclose it to the gate sentry where it will be scanned using a handheld reader that will authenticate the

user's permissions to be on the installation. Although personnel are vetted for access through RAPID GATE, their vehicles are not. Contractor vehicles must display the required DoD decals or issued temporary passes at the Pass and Decal office (bldg 129) to gain entry onto the installation, the RAPID GATE badge alone will not gain you access to NBSD. Contractor vehicles with proper decaling will be allowed to enter the installation during normal hours of operation through the following Entry Control Points (gates) located onboard NBSD that are equipped with the RAPID GATE Scanner system, gates 2, 6, 7, 9 and 13 on the wet side and gates 15, 23, 29, 32 and 43 on the dry side. Due to gate configuration large container vehicles are to enter through gate 7. All contractor vehicles will remain subject to vehicle inspections during heightened security levels and for the purpose of command authorized Random Vehicle Inspections. Under normal circumstances vehicles will not be required to go through the MVACIS located at gate 7 unless heightened security levels require such action.

Section 7 - MOTOR VEHICLE TRAFFIC ENFORCEMENT; AUTHORITY AND RESPONSIBILITY

7001. Responsibility

a. The Traffic Enforcement Program shall be administered by the Force Protection Director through his/her designated representatives. The primary enforcement elements are NBSD Force Protection personnel, detectives, base traffic court and sentries. DoD Police Officers and Master at Arms are empowered to issue Armed Forces Traffic Citations and, when appropriate, Magistrate Citations for violations occurring onboard NBSD in their presence.

b. The Staff Civil Engineer is the only individual authorized by the CO to cause to be installed, relocated, or removed, any sign, pavement marking or other device used in control of traffic or parking, except in the case of a fire, disaster or other emergency. The staff Civil Engineer is also tasked with the responsibility of actual installation of said traffic control devices.

7002. Traffic Court

a. The adjudication of Armed Forces Traffic Citations is the responsibility of NBSD Traffic Court located in the Pass and Decal Office, building 128. The traffic court is the direct representative of the CO in all matters pertaining to adjudication of violations under this instruction. Traffic court will be administered by the Force Protection Director through the Pass and Decal Office LCPO.

(1) A Senior Judge and/or Hearing Officer shall be appointed from personnel whose primary duties are not within the area of law enforcement. These individuals shall be responsible to the Force Protection Director via the Pass and Decal chain of command for any and all decisions. Appointments to these positions shall be made by the Pass and Decal LCPO.

(2) The Senior Judge shall monitor the Hearing Officers and citations issued, reviewing decisions to ensure the orders of the CO as well as the letter and spirit of this instruction and its references are being carried out in the best manner possible.

7003. Armed Forces Citations

a. The Force Protection Officer and Law Enforcement Officer (the senior DoD civilian onboard NBSD ie: Capt) shall designate individuals empowered to issue Armed Forces Citations for violations occurring on the base.

b. Persons receiving Armed Forces Citations are required to appear in traffic court (building 128) per the instructions printed on the reverse side of the citation.

c. Failure of individuals to appear as ordered, normally five working days, will result in an automatic suspension of driving privileges for a period not to exceed 180 days. In addition to the maximum penalty being assessed (whether points or suspension of privileges), continued failure to appear within the suspension period shall result in permanent revocation of privileges, and the registration of all motor vehicles owned by the offender will be canceled and future registration denied. Such suspension and revocation applies to, and is enforced on, all Naval activities within the San Diego area.

d. To ensure appearance in court, the date tab indicating the year of expiration shall be removed by the officer issuing the citation. This number will not be reissued until appearance in court.

e. Violators may continue to operate their vehicles onboard NBSD (if not otherwise disqualified) by presenting the citations to any sentry/guard for the five days prior to the appearance date specified on their citations.

7004. U.S. Magistrate Citations

a. Reference (d) authorized implementation of the Federal Magistrate Act and provides for the hearing by federal magistrates in the U.S. District Courts of certain traffic offenses and other minor (non-felony) offenses committed on federal installations.

b. The act, except for specified mandatory appearance offenses, provides for the posting of collateral by mail and the subsequent consenting to forfeiture of this collateral in lieu

of appearing in court. The act also provides for the arrest of offenders who fail to respond.

c. It is the intent of the act that active duty military personnel committing any of the offenses under the purview of the act shall have the offenses adjudicated under the administrative and disciplinary authority of the CO concerned.

d. The CO has empowered the personnel of the Force Protection and Investigation Divisions under the control of the Force Protection Officer, with authority to apprehend offenders and cite offenders under this program.

5. All personnel should be aware that once a U.S. Violation Notice has been issued, the matter then rests entirely with the court and the offender.

7005. Traffic Point System

a. Reference (i) establishes a traffic point system, which provides the military services an impartial and uniform administrative device for evaluating driving performance of personnel under their jurisdiction. The use of this system is not a disciplinary measure or substitute for punitive action. It is not intended to interfere in any way with the reasonable exercise of an installation CO's prerogative to issue, suspend, revoke or deny installation-driving privileges for cause without regard to point assessment. Appendix I is a table of penalties for traffic violations.

b. All persons operating a motor vehicle under the provisions of this instruction are subject to the point system.

c. Driving privileges may be suspended for a period not to exceed 180 days when a violator accumulates 12 points during a 12-month period.

d. Points shall remain in effect for a 24 month period, upon separation from the service, or final termination of employment, whichever is sooner. At expiration of the suspension period, all points assessed will be removed from the record. However, driving record entries for moving violations, chargeable accidents and/or suspensions or revocations of

7006. Suspensions and Revocations

a. Suspension. The temporary withdrawal of a person's driving privileges onboard government installations. Suspensions will normally be for periods of one year or less. The individual who received the suspension shall appear at the Pass and Decal Office upon the termination of the suspension period to receive the necessary date tabs to revalidate the DoD registration decal.

(1) Suspensions may be imposed on an individual either administratively due to an order by the CO, points assessment, etc., or as a result of a judgment made by a Hearing Officer during a hearing.

(2) Upon receiving a suspension, the date tabs shall be removed. The DoD decal and activity strip shall remain affixed to the vehicle.

(3) Service members who have had their base driving privileges suspended may receive orange suspension date tabs, which will allow them to park their vehicle at the southwestern end of the base in parking lot 9 off 8<sup>th</sup> Street and Harbor Drive. Vehicles affixed with the orange suspension date tabs found elsewhere on the base will be towed at the owner's expense. Any person, whose driving privileges have been suspended, who is found driving elsewhere onboard NBSD will have an additional two years added to their original suspension, including that of their dependents, or permanently revoked for all government installations.

(4) Community Service. As an alternative to suspension, service members may request to perform voluntary community service for NBSD. The following provisions shall apply:

(a) All alcohol and drug related suspensions are excluded from this option.

(b) The number of community service hours will be proportional to the number of months of the suspension, for example, eight hours service for each month of suspension.

(c) Service members performing community service shall report to building 29 at Gate 6 (Main Gate), for assignments.

(d) Upon completion of required service, the Community Service Form, signed by the building 29 watch or CDO, will be returned to the Hearing Officer at Pass and Decal for restoration of driving privileges.

(e) A service member is only eligible for the Community Service Option once during any 12-month period.

b. Revocation. Revocation is the termination of driving and registration privileges on government installations. Revocations will normally be imposed for a period of not less than one year as the result of an order by the CO, or the judgment of a Hearing Officer as a result of findings at a hearing. Upon revocation of driving privileges, the entire DoD decal and associated stickers shall be removed.

c. Sponsors who have had their driving privileges revoked or suspended and have a spouse or dependent(s) who drive, may apply to the Pass and Decal LCPO to receive special date tabs and activity strip. These special tabs will signify that the sponsor is suspended/revoked and that only the dependent retains driving privileges under the following conditions:

(1) To retain driving privileges, a dependent must appear at Pass and Decal and meet all the requirements for ID, driving authorization, and registration of a vehicle as set forth in this instruction.

(2) The dependent may not park the vehicle on the wet side of NBSD. Any vehicle so marked and found parked on the wet side is subject to additional citation, tow and impoundment.

d. A sponsor whose spouse or dependent has lost driving privileges will have the registration decal flagged with a neon yellow date tab allowing the sponsor to retain normal driving privileges.

#### 7007. Reviews and Appeals

a. Any individual receiving a suspension has the right to request a review by the Pass and Decal LCPO/Senior Judge. A review date will be set by the Senior Judge for the individual, to be held within 10 days of the request for review. The suspension will remain in effect during the review period.

b. Appeals from penalties and/or points adjudged by traffic court may be submitted within 15 days of the court appearance. Such appeals must be in writing and include the basis for contending the penalty awarded was unjust, excessive or otherwise unwarranted. Appeals shall be made to the CO, NBSD via the appellant's CO.

7008. Impoundment policies

a. A motor vehicle used in the commission of a criminal offense may be impounded on or off base until its evidential value is determined at which time it may be returned to the owner or his/her representative. Any expense-incurred incident to such impoundment shall be borne by the vehicle owner.

b. POV in violation of base parking or other pertinent vehicle regulations may be towed and impounded off base in a commercial garage at the owner's expense. Specific circumstances under which this action shall be taken are:

- (1) Vehicle parked in a designated fire lane.
- (2) Vehicle impeding the free flow of traffic to the extent that a traffic or other hazard is created.
- (3) Vehicles issued three consecutive citations for the same offense.

- (4) Any vehicle parked in such a manner that other vehicles are obviously blocked (i.e., double or triple parked).
- (5) Any vehicle illegally parked in a clearly marked reserved space not assigned to the owner/operator of that particular vehicle shall be cited and towed at the owner's expense if so requested by the person to whom the space is assigned.
- (6) Any vehicle that is inoperable as a result of a traffic accident or the driver has been apprehended for DUI of alcohol and/or drugs.
- (7) Vehicle in violation of pier parking regulations.

(8) Valid decal or pass not properly displayed (i.e., where it is visible from the exterior of the vehicle).

(9) Vehicles found to be abandoned or unsafe, (i.e., missing tires or wheels, no engine, or unserviceable, etc).

(10) Recovered vehicles that have been reported stolen via the California Law Enforcement Telecommunications System will be impounded and a police hold placed on the vehicle only after an attempt has been made to contact the originating agency for assistance and/or information regarding disposition.

APPENDIX I

TABLE OF PENALTIES FOR TRAFFIC VIOLATIONS AND GUIDELINES FOR  
SUSPENSION/REVOCATION OF DRIVING PRIVILEGES/POINT ASSESSMENT FOR  
MOVING TRAFFIC VIOLATIONS (UCMJ MAY ALSO BE USED IN SOME CASES)

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	1-year revocation is mandatory on conviction; Permanent revocation is discretionary	Note 1	63
Driving, or being in actual control of, a motor vehicle while under the influence of alcohol or drugs as determined by failure of the Field Sobriety Test and/or other factors as appropriate.	1 <sup>st</sup> offense 1-year suspension is mandatory 2 <sup>nd</sup> offense 2-Year suspension is mandatory 3 <sup>rd</sup> Permanent revocation	Note 1	21, 71
Reckless Driving (Alcohol/Drug Related)	1-year suspension is mandatory	Note 1	32
Impaired Driving (non-alcohol/drug related) (i.e. Sleep Fatigue)	6-month suspension (discretionary)	6 Points	64
Any felony in the commission of which a motor vehicle is used	1-year revocation is mandatory; permanent revocation is discretionary	Note 1	41, 49 93
Fleeing/leaving the scene-death or personal injury	1-year revocation is mandatory	Note 1	10, 33
Fleeing/leaving the scene-property damage	6-month suspension (discretionary)	6 Points	10, 33

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Perjury; making false affidavit; statement under oath relating to the ownership or operation of a motor vehicle	1-year revocation is mandatory	Note 1	78
Unauthorized use of a motor vehicle belonging to another and act does not amount to a felony	1-year suspension is mandatory	Note 1	65
Refusal to submit to, or complete a chemical test (implied consent)	1-year suspension is mandatory	Note 1	50
Operating a vehicle without valid driver's license in possession; valid vehicle registration; valid insurance, license plate	6-month suspension; is discretionary for non-alcohol/drug related;	6 Points	08, 22 42, 47 51, 54 55, 83 85
Offense committed off base, which would be grounds for suspension or revocation if committed on station.	1-year suspension is mandatory for alcohol/drug related	6 Points	67
Unlawful/fraudulent use of official driver's license	1-year revocation is mandatory	Note 1	
Illegal use of license plate	1-year suspension is mandatory	Note 1	81
Fleeing/attempting to elude a Police Officer	1-year suspension (discretionary)	Note 1	28
Speed contest/drag racing	1-year suspension (discretionary)	10 Points	68
	6-month suspension (discretionary)	6 Points	26

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Impeding the flow of traffic	1-year revocation is mandatory	3 Points	37
Parking/standing/non-moving violations	1 <sup>st</sup> offense 2 <sup>nd</sup> offense 3 <sup>rd</sup> offense 1-month suspension(discretionary)	2 Points 4 Points 6 Points	01, 05 07, 71 86, 90 91
Seat Belt violations	1 <sup>st</sup> offense Warning 2 <sup>nd</sup> offense 3 <sup>rd</sup> offense	4 Points 4 Points 4 Points	99
Improper use of traffic lanes/Failure to keep right	15-day suspension (discretionary)	4 Points	13, 38
Unattended vehicle with engine running	10-day suspension (discretionary)	4 Points	41
Unauthorized vehicle repair Illegal use of license plate	10-day suspension (discretionary)	4 Points	84
Failure to obey traffic signs/signals/traffic instructions of an enforcement officer	30-day suspension (discretionary)	4 Points	12, 15 16, 17 18, 24 24
Improper passing/backing	10-day suspension (discretionary)	4 Points	29, 30
Failure to yield (no official sign)	10-day suspension (discretionary)	4 Points	36, 73
Improper turn (no official sign)	10-day suspension (discretionary)	3 Points	14, 19
Wrong way on a one-way street	10-day suspension (discretionary)	4 Points	
Operating an unsafe vehicle	Suspension until corrected (mandatory)	4 Points	04, 40
Improper use of decal or pass/False Pass Offense	1-year suspension (mandatory)	Note 1	03, 43 59, 79 80, 92 96

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Failure to Appear	6-month suspension (mandatory)	Note 1	FTA
Open container partially containing an alcoholic beverage in vehicle	6-month suspension (discretionary)	6 points	67
Littering from a vehicle	Community service required 8 hours minimum	4 points	57
Interference with Law Enforcement personnel	6-month suspension (mandatory)	Note 1	
Failure to yield to right away vehicle		4 points	39, 72
Child left unattended in vehicle	6-month suspension (discretionary)	4 points	23
Child endangerment (no restraint when child is 6 yrs of age or younger or the weight of the child does not exceed 60 pounds)	6-month suspension (discretionary)	2 points	98
Following too closely-no accident		4 points	27
Exhibition of speed/breaking traction		5 points	27
Exceeding speed limit/too fast for conditions	6-month suspension (discretionary)		02
1-10MPH over		3 points	
11-15MPH over		4 points	
16-20MPH over		5 points	
More than 25MPH over	1-year suspension (mandatory)	6 points	

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Owner (while driving privileges are suspended) willfully permitting another to operate his/her vehicle.	6-month suspension (discretionary)	Note 1	100
Borrower or Driver driving a vehicle while the owner is under suspension.	1 <sup>st</sup> Offense Warning 2 <sup>nd</sup> Offense 3-month suspension 3 <sup>rd</sup> Offense 6-month suspension	Note 1	101
Wearing of headphones/earphones while driving motor vehicles		3 Points	
Lewd or Vulgar language/pictures displayed on vehicle	Suspension until corrected		
Non-mandatory appearance violations	Maximum points per violation (discretionary)	4 Points	

Note 1: No points assessable in lieu of revocation.

APPENDIX II

TRAFFIC VIOLATION CODES

- 01 - Illegal Parking
- 02 - Speeding
- 03 - Expired/mutilated base decal
- 04 - Improper Equipment
- 05 - Blocking Traffic
- 06 - Lewd or obscene signs in vehicles - \*\*\*(need to make a blur in the instruction concerning this because we don't have one that says it)
- 07 - Blocking Railroad tracks (five ft from tracks)
- 08 - Expired state driver's license
- 09 - Reckless driving
- 10 - Hit and run
- 11 - Abandoned vehicle
- 12 - Failure to obey yield sign
- 13 - Failure to keep right
- 14 - Improper turn
- 15 - Failure to obey traffic light
- 16 - Failure to obey posted sign
- 17 - Illegal traveling/being in a restricted area
- 18 - Traveling through a no thoroughfare
- 19 - Illegal "U" turn
- 20 - Failure to have vehicle under control
- 21 - Driving under the influence (DUI) (drugs or alcohol)
- 22 - No registration
- 23 - Child left unattended in vehicle (under eight years)
- 24 - Failure to obey a stop sign
- 25 - Failure to obey a traffic officer's signal
- 26 - Drag racing
- 27 - Following too close
- 28 - Illegal use of license plates
- 29 - Improper passing
- 30 - Improper backing
- 32 - Improper driving
- 33 - Leaving the scene of an accident
- 34 - Failure to give proper signal
- 35 - Operating a vehicle on base during suspension
- 36 - Failure to yield to pedestrians at crosswalk
- 37 - Impeding the flow of traffic
- 38 - Improper use of traffic lanes
- 39 - Failure to yield to emergency vehicles

- 40 - Unsafe vehicle
- 41 - Leaving vehicle unattended
- 42 - Allowing unlicensed person to operate vehicle
- 43 - Illegal use of visitor's pass
- 45 - Operating a motorcycle without proper safety gear
- 46 - Improper towing of vehicle
- 47 - Operating vehicle without license plate
- 48 - Improperly secured load
- 49 - Using a vehicle in the commission of a crime
- 51 - No insurance
- 52 - Unnecessary noise
- 53 - Driving on revoked license
- 54 - Not having a valid operator's license
- 55 - Operating a vehicle while under 16 years of age
- 56 - Operating a vehicle with lights out in darkness
- 57 - Littering
- 58 - Overloading vehicle
- 59 - Illegal display of base decal
- 60 - Illegal display of state license plates
- 61 - No pass or decal
- 62 - Violating conditions of restricted privileges, breaking probation
- 63 - Manslaughter/negligent homicide by operation of vehicle
- 64 - Incompetent to drive vehicle (mental/physical impairment)
- 65 - Unauthorized use of another vehicle (not a felony)
- 66 - Offense for which mandatory revocation is required
- 67 - Offense in another state
- 68 - Attempting to elude a police officer
- 70 - Permitting another who is physically impaired to operate your vehicle
- 71 - Driving vehicle impaired by alcohol (more than .05 percent but less than .1 percent)
- 72 - Failure to stop for school bus/school crossing
- 73 - Failure to yield (no official sign involved)
- 74 - Driver involved in accident, deemed responsible
- 75 - Operating motorcycle without helmet chin strap fastened
- 76 - Operating motorcycle without headlight/taillights on
- 77 - Operating motorcycle on sidewalk, lawn, etc.
- 78 - Perjury or making false affidavit or statement under oath
- 79 - Selling or disposing of vehicle with DOD decal affixed
- 80 - Illegal use of decal issued to another
- 81 - Permitted unlawful/fraudulent use of driver's license
- 83 - Failure to maintain current registration record
- 84 - Repair of vehicle (non-emergency) in unauthorized spaces

- 85 - Failure to register vehicle with police department
  - 86 - Picking up/discharging passengers in non-designated areas
  - 87 - Infraction of traffic codes not provided for
  - 88 - Lending vehicle without notarized permission and registration
  - 89 - Driving another's vehicle without notarized permission and registration
  - 90 - Carpool violations
  - 91 - Use of subterfuge to gain selective parking in carpool program
  - 92 - Unauthorized use of a decal issued for military purposes
  - 93 - Violation of U.S./S.C. criminal codes by motor vehicle
  - 94 - Controlled substance violation
  - 95 - Weapons violation
  - 96 - Selling vehicle and not removing decal
  - 97 - Open container in vehicle
  - 98 - Child improperly restrained
  - 99 - Not using seat belts
  - 100 - Owner (while driving privilege is order suspended) willfully permitting another to operate his/her vehicle.
  - 101 - Borrower or Driver driving a vehicle while the owner is under suspension.
- FTA - Failure to Appear.

APPENDIX III

MOTOR VEHICLE SAFETY INSPECTION PROCEDURES

1. Scope. Each motor vehicle operated onboard NBSD is required to be inspected for safety.

a. POVs and commercial vehicles shall be inspected by Pass and Decal Office personnel to ensure mandatory equipment items are installed and in proper working condition. Vehicles which fail to pass this inspection will not be issued a pass of any kind until all defective equipment has been repaired. Mandatory equipment items and safety criteria are set forth in the remaining paragraphs of this enclosure.

b. GOV's, not registered at another government agency, will be inspected as indicated below.

(1) After an initial inspection of newly acquired over-the-road vehicles maintained by Public Works, an annual inspection shall be conducted by the Public Works Vehicle Maintenance Garage.

(2) Newly acquired command-owned vehicles not maintained by Public Works must meet all standards listed in paragraph 2 of this appendix. Tenant commands and NBSD Department Heads are required to ensure all new vehicles meet the safety requirements of this instruction and are registered with the NBSD Force Protection Department. All vehicles shall be clearly identifiable as to command and department in a manner satisfactory to the NBSD FPO and must meet annual California smog requirements.

(3) Previously purchased command-owned vehicles (not maintained by PWC) shall be outfitted with seatbelts for each seated position, have brake lights and turn signals, and a horn. Vehicles not equipped with a windscreen shall require operators and all passengers to wear eye protection while the vehicle is in motion. Vehicles not equipped with headlights shall not be operated during hours of darkness. One mirror is required and two are preferred for on-base vehicles. Vehicles unable to maintain a speed of 15 mph shall have a slow-moving-vehicle triangle affixed to the rear of the vehicle.

a. Cargo handling vehicles shall be inspected per the manufacturer's operating and safety instructions or with more stringent requirements required by the utilizing organization or any DoD directive. All mobile cargo handling equipment onboard NBSD shall be registered with either Public Works or NBSD Force Protection Department. Public Works shall provide a listing of all cargo handling equipment along with organization and vehicle ID requirements to the NBSD Force Protection Officer.

2. Requirements. Motor vehicles, except for motorcycles, motorized bicycles, mopeds, and those vehicles specifically exempted above, are required to comply with paragraphs a through h below.

a. Lighting equipment

(1) Headlights - Vehicle shall be equipped with at least two lighted headlights, with at least one on each side of the front of the vehicle. Each lamp shall be in good working condition and distribution of beams (high and low) shall be automatically available to the driver.

(2) Tail lamps - Vehicles manufactured after 1 January 1958 shall be equipped with two tail lamps, one on each side of the rear of the vehicle. The tail lamps shall be red in color.

(3) Stop lamps - Motor vehicles manufactured after 1 January 1958 shall be equipped with two stop lamps, one on each side of the rear of the vehicle. The color of the stop lamps shall be either red or yellow for vehicles manufactured before 1 January 1979 and red for vehicles manufactured after 1 January 1979. Stop lamps shall be in good working order and be activated by application of the foot brake.

(4) License Plate lamp - Either the tail lamp or separate lamp shall be constructed and placed so as to illuminate the rear license plate with a white light.

(5) Back-up lamps - Motor vehicles manufactured after 1 January 1969 shall be equipped with one or more back-up lamps. These lamps shall project a white light and may be either separate or combined with another lamp.

(6) Lens and lamp covering - All lens and lamp coverings shall be unbroken and shall cover the entire effective projected luminous area.

b. Windshields and Mirrors

(1) Vehicle shall be equipped with an adequate windshield treated with safety glazing material.

(2) Windshield wipers shall be installed and shall be in good working condition and shall provide clear vision.

(3) Per reference (h), no object or material shall be placed, displayed, installed, affixed, or applied upon the windshield, or side or rear windows, to include after-market window tinting, so as to obstruct or reduce the driver's clear view through the windshield, or rear or side windows.

(a) Signs, stickers or other materials which are displayed in the lower right corner of the windshield shall be in an area no larger than seven inches square.

(b) Signs, stickers or other materials which are displayed in the lower left (driver's) corner of the windshield shall be in an area no larger than five inches square.

(c) Any motor vehicle shall be considered unsafe when the windshield or rear window is in such defect as to impair the driver's vision either to the front or rear or is in such a condition as to present a safety hazard to the operator or occupants. This determination will be made by cognizant supervisory personnel of the Pass and Decal Office.

(4) Mirrors - Vehicles shall be equipped with no less than two rearview mirrors, including one affixed to the left hand (driver's) side.

c. Horns. Vehicles shall be equipped with a horn in good working condition, capable of emitting sound audible under normal conditions from a distance of at least 200 feet.

d. Exhaust Systems

(1) Vehicles shall be equipped with an adequate muffler in constant operation and properly maintained to prevent any excessive or unusual noise.

(2) Exhaust system may not be modified in a manner, which will amplify or increase the noise level above that of the original muffler.

(3) The exhaust pipes shall not direct the exhaust gases to the side of the vehicle between two and 11 feet above the ground.

(4) The vehicle shall have a cap or cover of non-combustible material closing the filling spout for the fuel tank.

e. Safety Belts

(1) Vehicles shall be equipped with safety belts.

(a) For vehicles manufactured after 1 January 1962, there shall be seat belts installed for two persons in the front seat.

(b) For vehicles manufactured after 1 January 1968, there shall be seat belts installed for each seating position.

f. Tires

(1) Tires must not be worn to less than 1/32 of an inch.

(2) All tires shall be free from cuts, rips, bubbles, gouges, and other defects and no wear bars shall be showing.

g. Bumpers

(1) Passenger vehicles shall be equipped with a front and rear bumper. A "bumper" means any device designed and intended by a manufacturer to prevent the front or rear of the body of the vehicle from coming into contact with any other motor vehicle. This does not apply to:

(a) Passenger vehicles required to be equipped with an absorption system by either state or federal law.

(b) Passenger vehicles, which were not equipped with either front or rear bumpers or both when first manufactured.

(2) Wood bumpers meeting the following criteria will be accepted.

(a) Wood must be at least one and one-half inches thick.

(b) Must cover the entire end (width) of the vehicle, but may not be less than two inches narrower on each side or more than two inches wider than the vehicle.

(c) Wood must be at least eight inches, but not more than 16 inches wide.

(d) Wood must be rigidly mounted to vehicle.

h. Turn signals

(1) Motor vehicles manufactured after 1 January 1958, shall be equipped with a lamp-type turn signal system.

(2) Turn signals shall be plainly visible and understandable in normal daylight and at nighttime from a distance of at least 300 feet to the front and rear of the vehicle.

(3) Colors shown for indicating direction of turns shall be white or amber on the front and red or amber on the rear.

3. Motorcycles and Motorized Bicycles (including Mopeds)

a. Lighting Equipment

(1) Vehicle shall be equipped with at least one and not more than two headlamps.

(2) For vehicles manufactured after 1 January 1978, the headlamps shall be the type which automatically turn on when the motor is started and remain on while the motor is running.

(3) Headlamps may be of the single or multiple beam type.

(4) All other lighting equipment shall conform to the standards set forth for automobiles.

b. Braking Equipment

(1) Vehicles manufactured after 1 January 1966 shall be equipped with service brakes for both wheels.

(2) Vehicles manufactured prior to 1 January 1966 shall be equipped with service brakes for at least one wheel.

c. Footrests. Vehicles must be equipped with footrests in order to carry passengers.

d. Required positions of equipment

(1) The seat must be positioned so that the driver, when sitting astride the side, can reach ground with his/her feet.

(2) The handlebars cannot be set at such a level that the driver's hands are at, or above, his shoulder height.

e. Turn signals

(1) Vehicles manufactured after 1 January 1973 are required to be equipped with a lamp-type turn signal system.

(2) The turn signal system must be in proper working condition.

f. Horns

(1) Vehicles shall be equipped with a horn in good working condition.

(2) Horn shall be capable of emitting sound audible under normal conditions from a distance of not less than 200 feet.

(3) The sound of the horn shall not be unreasonably loud or harsh.

g. Muffler. Vehicles shall be equipped with an adequate muffler in constant operation. The muffler shall not be equipped with a cutout or bypass or similar device.

h. Tires. Tire tread must be no less than 1/32 of an inch deep in two adjacent grooves.

i. Mirrors. Vehicles shall be equipped with two mirrors, one on each side of the handlebars, placed so as to allow the driver a view of the highway for a distance of at least 200 feet to the rear of the vehicle.

j. Chains, Cables, Levers. Vehicles shall be equipped with the proper chains, chain guards, cables and levers, all of which shall be in good working condition.