

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 31-201 VOLUME 7**

**28 AUGUST 2009**



**Security**

**SECURITY FORCES ADMINISTRATION  
AND REPORTS (SFAR/S5R)**

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OPR: HQ AFSFC/SFOP

Certified by: HQ AFSFC/CC  
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Supersedes: AFMAN 31-201, Volume 7, 21  
January 2002

Pages: 22

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This manual implements Air Force Policy Directive (AFPD) 31-2, *Air Provost Operations*. It provides guidance for the Security Forces Administration and Reports Branch (S5R). This AFMAN applies to military (including Air National Guard [ANG] and Air Force Reserves [AFR]), civilian and contract personnel as well as military personnel assigned from other US military branches assigned or attached to Air Force units.. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (F031 AF SP B and F031 AF SP C). The authorities to collect and/or maintain the records in the publication are (10 United States Code (U.S.C.) 8013 Secretary of the Air Force: powers and duties; delegation by) The PA Systems Notice(s) is available at: <http://www.defenselink.mil/privacy/notices/usaf>

***Summary of Changes***

This AFMAN has been completely rewritten and should be reviewed in its entirety. AFI 31-218(I), *Motor Vehicle Supervision* can be referenced for the point system and citation issuance. Throughout this AFMAN the DD Form 1805, *United States District Court Violation Notice*, was

renamed the Central Violations Bureau (CVB) Form 1805, *United States District Court Violation Notice*; all instructions on filling out forms were removed from this AFMAN; paragraph 1.2. was revised to provide a new process for DD Forms 1408, *Armed Forces Traffic Ticket*; paragraph 1.3. was rewritten describing a new ticket rebuttal process; paragraph 1.5. identifies a new requirement to enter Reports of Investigations (ROI) into Security Forces Management Information System (SFMIS), establishes a longer suspense for command action on incidents; paragraph 1.7. now includes new information from AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*; paragraph 1.19. includes the requirement to forward dependent traffic records to the gaining installation upon Permanent Change of Station (PCS); and all “how to” on filling out forms was moved to AFMAN 31-201 V3, *Security Forces Flight Operations*.

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## Chapter 1

### SECURITY FORCES ADMINISTRATION AND REPORTS

#### 1.1. DD Form 1408, Armed Forces Traffic Ticket, Issuing Procedures.

1.1.1. When issuing a DD Form 1408, patrolmen will write, stamp or place a label on the back of the pink copy given to the violator with the following: "If you wish to rebut this citation report to Security Forces Administration and Reports Branch (SFAR/S5R), Bldg #XXX, within 5 duty days. If you do not notify SFAR/S5R of rebuttal request, it is assumed you do not wish to rebut the citation. Please notify your Commander or First Sergeant within 24 hours or next duty day."

1.1.2. If issuing a citation for a "fix-it-ticket" each violation must be written on a separate DD Form 1408.

#### 1.2. Security Forces Processing DD Form 1408, Armed Forces Traffic Ticket.

1.2.1. If the violator does not notify SFAR/S5R within five duty days of request to rebut the citation, SFAR/S5R will complete the administrative process by writing on the back of the white copy "did not rebut" and endorse the infractions on the DD Form 1408. However, SFAR/S5R must still notify the violators' first sergeant and commander of the violation. If the violator is assigned to another installation, forward the citation to the assigned installation for action. It is the responsibility of the installation which the member assigned to input the citation and complete the administrative action in SFMIS.

1.2.1.1. Notification to the violators' first sergeant and commander can be accomplished either via e-mail, base information transfer system (BITS) or official mail; however, the process must be standardized and provide accountability.

1.2.1.2. If the violator does not wish to rebut the violation, SFAR/S5R inputs the citation into SFMIS; the Reports and Analysis (RA) clerk will then check the appropriate response on the back of the citation and the violator requires no further action. NOTE: If through accumulation of points or offense the violator has met the requirement to revoke/suspended their driving privileges notify the installation commander or designee for approval to revoke/suspend the violators driving privileges. Then advise the violator's first sergeant/commander (for military members) they need to escort the member to SFAR/S5R for issuance of revocation/suspension letter. If unable to contact the violator of the revocation/suspension, it will be sent via certified mail.

1.2.2. If an individual is cited for a serious/apprehendable offense such as drag racing on the installation, driving while under revocation, speeding over double the speed limit, the DD Form 1408 will be processed through SFAR/S5R as outline in Para 1.5 Incident Reports. The nature of these incidents may generate a report. If so process the report and ticket together.

#### 1.3. Security Forces Processing DD Form 1408, *Armed Forces Traffic Ticket*, rebuttals.

1.3.1. If a member wishes to rebut a citation, log the DD Form 1408 into a local suspense tracking system and SFMIS.

1.3.1.1. If the violator requests to rebut the citation, RA clerks will obtain the answers to the following questions to give to the rebuttal authority:

1.3.1.2. Is the citation a suspendable offense?

1.3.1.3. If the rebuttal authority allows, does the offender wish to make a personal appearance or rather have a written rebuttal?

1.3.1.3.1. If the offender wishes to rebut the citation, then the unit commander or section commander will be forwarded the citation and all evidence for further action.

1.3.1.3.2. SFAR/S5R personnel will give the violator instructions on how to rebut the citation.

1.3.1.3.3. Provide a template for a written rebuttal. Inform the violator that their Commander must endorse DD Form 1408 for infractions the violator wishes to rebut.

1.3.2. Place the yellow copy of the DD Form 1408 in the suspense file pending disposition. Set a 14-day suspense for command action.

1.3.3. Complete blocks 19-23 on the back of the white copy and annotate any prior history, points assessed, and the suspense date. In the "Report of Action Taken on Traffic Violation", black out the words "No Action Taken"; this is not an option. If applicable, attach the driving history for the violator from SFMIS. Forward the white copy to the violator's commander for action. If a DD Form 1408 was issued during the course of an accident investigation, attach a copy of the accident report to the ticket when it is sent for command action.

1.3.4. If response on command action is not received by the due date, forward a memorandum, which can be electronic, "Notice of Late Suspense" giving an additional 7-day suspense. If the additional suspense is not met, send a "Notice of Second Late Suspense" memorandum to the unit commander with a courtesy copy to the group commander. Suspense extensions will be granted by DFC on case-by-case basis. Notices of Late Suspense can be completed electronically as long as SFAR/S5R maintains a copy of the read receipt.

1.3.5. Once finalized, record command action and enter it into the SFMIS case database. File the original DD Form 1408 as required by AFI 33-364, *Records Disposition Procedures and Responsibilities* <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

1.3.6. Procedures for Rebutting the DD Form 1408.

1.3.6.1. The violator must submit a rebuttal letter articulating his/her position to the DFC through SFAR/S5R within 14-days of receipt of the ticket. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence.

1.3.6.2. SFAR/S5R will obtain a written statement from the Security Forces patrolman who issued the ticket for inclusion in the rebuttal package. The completed package will be forwarded to the DFC for his/her annotation/recommendation and subsequently to the rebuttal authority (wing commander or designee) for final decision. Once the rebuttal

authority has made a decision, SFAR/S5R will notify the violator of the final outcome of his/her ticket rebuttal in writing.

#### **1.4. Processing the Central Violations Bureau (CVB) Form 1805, *United States District Court Violation Notice*.**

1.4.1. Log the CVB Form 1805 into the local tracking system in SFAR/S5R and create a file for the ticket in the violator's SFMIS records. Each violation requires a different CVB Form 1805.

1.4.2. File the pink copy in the suspense file pending disposition. SFAR/S5R will mail the white copy to the CVB at the local Magistrate's location; unless another process has been determined by the local SJA office.

1.4.3. The CVB will set a Magistrate Court Docket list and forward it to SFAR/S5R.

1.4.4. Using the CVB Docket list, pull the white and pink copies for Magistrate Court as indicated by the local staff judge advocate.

1.4.5. After the Magistrate's action, enter the actions taken in the SFMIS database. File the white and pink copies as required by AFI 33-364.

1.4.6. Procedures for Rebutting the CVB Form 1805:

1.4.6.1. Violators who receive a CVB Form 1805 may rebut the ticket through the Magistrate Court System on the date scheduled by the CVB. The violator may call the Magistrate for additional information on the status of their ticket. Staff Judge Advocate (SJA) and SFAR/S5R representatives, along with the court clerk, will take into account all information presented by the violator and determine if the ticket merits dismissal. SJA has the final word on whether or not to dismiss the ticket. SFAR/S5R personnel serve primarily in an advisory and administrative capacity.

1.4.6.2. If the violator still wishes to rebut the CVB Form 1805 and requests a hearing with the federal magistrate, SFAR/S5R will obtain a court schedule through SJA and notify the Security Forces patrolman who issued the citation of their scheduled appearance. The federal magistrate will make the final determination as to guilt or innocence.

1.4.6.3. CVB provides SFAR/S5R with a list of the status of all processed tickets. SFAR/S5R crosschecks this list with the ticket tracker and SFMIS.

#### **1.5. Processing Incident Reports.**

1.5.1. Review reports for accuracy and required information. If a report is incomplete, return it to the appropriate office, with an appropriate suspense for returning the corrected report.

1.5.2. Ensure when Security Forces patrolmen enter a report into the SFMIS database that all appropriate fields are filled in without NIBRS/DIBRS errors. If a Report of Investigation (ROI) is completed, regardless if it is the initial report or follow-up report, ensure the entire ROI is entered into SFMIS (to include the synopsis, interviews, etc).

1.5.3. Establish a 60-day suspense for reports requiring commander action and place them in a suspense file. Annotate the suspense date on the cover letter of the report. If prior

histories exist, print and attach the history to the report for the commander's information. (Note: Prior histories are normally provided only for suspects/subjects of the report.) If response on command action is not received by the due date, forward a "Notice of Late Suspense memorandum" giving additional 14-day suspense. If the additional suspense is not met, forward a "Notice of Second Late Suspense memorandum" to the unit commander with a courtesy copy to the group commander. DFC will extend suspenses on a case-by-case basis. Notices of Late Suspense can be completed electronically as long as SFAR/S5R maintains a copy of the read receipt.

1.5.3.1. Incident reports require command action. They must be signed by the subject's unit/squadron commander. First sergeants or other personnel may complete the administrative process of the report; however, the report must be signed by the unit/squadron commander. An e-mail with the Common Access Card (CAC) enabled digital signature can satisfy the commander's signature for closeout of the incident.

1.5.4. For reports on civilians not affiliated with the base or retired military and their family members over the age of 18, forward the report and the CVB 1805(s) to the US Magistrate for consideration of prosecution. If the case involves military type crimes such as driving in a restricted area, missing ID cards, etc., forward to the base commander or designee for disposition. If the report is on a juvenile (under 18) local procedures will identify the action authority.

1.5.5. For incidents involving members from other DoD components, the initial incident report will be logged into the SFMIS database. Forward an action copy to the individual's installation provost marshal/master at arms/military police unit. Annotate forwarding of the report in the narrative portion.

1.5.6. For incident reports involving Air Force personnel away from their home station, log the report into the SFMIS database and forward an action copy to the member's home station DFC for processing. The individual's home station SFAR/S5R will track the incident for final disposition/commanders action through the SFMIS database using the existing record and case number entered by the base where the incident occurred. Do not generate a new case. Use the existing case previously entered in the SFMIS.

1.5.7. "Information Only" reports are reports with no subject. Annotate the "Action Required" in the SFMIS database with "Information Only". Provide a copy of the report to appropriate commanders upon request or per local policy.

1.5.8. Reports sent for additional investigation:

1.5.8.1. If a report needs additional investigation by Security Forces Investigations, forward a copy of the AF Form 3545A, *Incident Report* and all attachments (if not received from SFMIS) to Security Forces Investigations. Give Investigations a 21-day suspense using a cover letter. Grant extensions as needed to complete the additional investigation.

1.5.8.2. If a report is investigated by AFOSI, a copy of the report with a Request for Investigation/Declination cover letter is sent with a 21-day suspense. The letter must be returned with OSI's Special Agent in Charge or designee written acceptance/declination.

1.5.8.3. Reports are not releasable until the final investigation is completed IAW AFI 33-332 and DoDR 5400.7. *Freedom of Information Act*. Upon completion of the investigation, reports may be released to the SJA, as necessary. Unit commanders receive either an action or information copy of the report.

#### 1.5.9. Reports Not Returned by the Suspense Date:

1.5.9.1. If response is not received by the due date, contact the investigating agency to see if the investigation is ongoing. Keep DFC advised as to why the report has not met the suspense and have DFC determine what action should be taken. Extensions may be granted on a case-by-case basis.

1.5.9.2. Keep all correspondence or make a memo concerning any communication about a case and file with the report.

### 1.6. Forwarding/Disposition of Driving Records.

1.6.1. Upon receipt of PCS orders or notification via Virtual Military Personnel Office (VMPPF), conduct a SFMIS check. If the person listed on the orders (e.g. to include family members, DOD Civilians or Contractors) has a driving/criminal record, attach a copy of the orders to the SFMIS printout and forward all driving/ criminal records on file to SFAR/S5R at the gaining installation. If the violator has a file (i.e. driving revocation package) that is still active, make a copy of the package and forward it along with the orders to the gaining installation SFAR/S5R.

1.6.2. The original case file will be filed appropriately. Document the disposition of the record in SFMIS. If the violator has separated, attach a copy of the orders to the current file to reflect the new status and possibly a different address.

1.6.3. If the violator will be separating or retiring, reflect the latest status on all records.

1.6.4. SFAR should coordinate to get on the virtual out-processing checklist. If the violator is pending commander action for a citation or criminal activity then, attempt to place the violator on administrative hold until the action has been completed. If a member refuses to give the RA any needed information, inform them you cannot out-process them until it is provided.

1.6.5. The Commander Support Element (CSE) must be listed on the Security Forces Squadron out-processing checklist for both PCS and TDY. Review the latest admin hold list prior to clearing a member. Any questions on if a member can be released consult SJA.

### 1.7. Parking Monitor Program.

1.7.1. Security Force units may develop local procedures to develop a parking monitor program in a local supplement to AFI 31-204, *Air Force Motor Vehicle Traffic Vehicle Supervision*. Parking monitors must be delegated by individual unit commanders, in writing, for participation in the program. SFAR/S5R will obtain a letter with the current monitors and maintain the letter on file. The letter should specify a minimum of one primary and alternate in the grade of E-5 or above. Parking monitors are the commander's representative to issue citations for parking violations in areas under the control of their commander. Monitors will issue parking tickets via DD Form 1408.



1.7.2. Monitors will be trained by Security Forces personnel on the correct way to complete DD FM 1408s. The main difference between a DD Form 1408 issued by a Security Forces member and one issued by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the parking monitor who issued the ticket instead of SFAR/S5R. It is important that parking monitors include how or where they can be reached by the violators. When contacted by the violator, the parking monitor will fill in any missing data in sections 1-10. Tickets that are incomplete or were written by personnel not designated as parking monitors will not be processed and will be returned to the unit. Parking monitors will only issue tickets for areas under the control of their commander. If once the violator makes contact with the parking monitor and the parking monitor determines the citation will stand, refer to section 1.2. - 1.3.7 of this manual.

### **1.8. Preparation of DUI/DWI, No Proof of Insurance or Revocation/Suspension of Base Driving Privileges Packages.**

1.8.1. Prepare a folder (this can be electronic or hard copy) on the individual with the following paperwork:

1.8.1.1. Request for legal review/coordination.

1.8.1.2. Copy of the preliminary or driving revocation letter (pre-signed by the wing commander or his/her designee and normally issued by the apprehending/detaining Security Forces patrolman).

1.8.1.3. Copy of the DUI/DWI, no insurance, driving while license suspended/revoked report or ticket (to include any command action already taken).

1.8.1.4. Any blood test drug/alcohol results (if available/applicable).

1.8.2. Log revocations and suspensions into the SFMIS database and following routing procedures. The installation commander or designee is the final action authority for these packages.

1.8.3. Installation commanders may honor suspensions and debarments from other installations on a case-by-case basis per Title 18 United States Code Section 1382. Debarments will be processed as outlined in AFI 31-101, *Integrated Defense*, Chapter 2.

1.8.4. If a certified suspension/revocation letter is returned as undeliverable, ensure SFAR/S5R retains the original with the case file and forwards a copy to the Security Forces Operations Branch/S-3. If contact is made with the subject on base, Security Forces will issue the letter and forward the signed letter to SFAR/S5R for attachment to the case file.

1.8.4.1. If a military member is suspended/revoked then his/her unit commander or designee must be notified.

1.8.4.2. Overseas locations will develop procedures IAW host nation agreements.

1.8.5. Update the suspension/revocation/debarment listing as soon as the installation commander or designee signs the package.

1.8.6. Once the letter is returned with the appropriate signature, inform the individual's commander. The individual and their supervisor must report to SFAR/S5R where the individual will sign the final revocation letter. If the person is not military affiliated, send the

letter by certified mail to the violator's listed address. If overseas, local procedures will be developed to meet notification needs.

1.8.7. If a rebuttal is requested, provide the individual with instructions to submit their rebuttal letter through SFAR/S5R to the installation commander (or designee) for driving revocations and the installation commander only for debarments.

**1.9. Notifying State Licensing Offices.** Notify state licensing agencies (state offense occurred in and issuing state of drivers license), by mail, of all DUI/DWI cases as well as revocations of base driving privileges or refusal to submit to a blood alcohol test. A sample memo is located in [Attachment 2](#). Telephone numbers for state agencies are located in [Attachment 3](#). Many of these state licensing offices addresses can be found online.

**1.10. Debarment Authority.** Under the authority of 50 U.S.C. § 797 and DoDD 5200.8, *Security of DoD Installations and Resources*, installation commanders may deny access to the installation through the use of a debarment order. Installation commanders may not delegate this authority. Debarment letters will be coordinated through SJA. Documentation supporting debarment must be kept for the period of the debarment.

1.10.1. Debarment Orders. Debarment orders should be in writing and contain sufficient details to support prosecution by civilian authorities. The debarment order must also state a specific, reasonable period for the debarment. Oral debarment orders should be given only when time constraints prevent preparing a written order, or the severity of the incident warrants immediate debarment. In all cases, debarment must be immediately followed-up in writing. SFMIS contains debarment information at most locations.

1.10.1.1. If practical, debarment letters will be hand-delivered.

1.10.1.2. If hand delivery is impracticable, debarment letters should be sent by certified mail to ensure a record of receipt.

**1.11. Preparation of Revocation of Exchange/Commissary Privileges Packages.**

1.11.1. Review report.

1.11.2. Ensure an on-scene revocation of AAFES/Commissary Privileges Letter was issued.

1.11.3. Prepare the final AAFES/Commissary Revocation Letter and a copy of the case for local SJA and installation commander or designee for signature. This process can be modified through local procedures approved by installation commander or designee and SJA. Ensure the case is updated in SFMIS accordingly.

1.11.4. Once the letter is returned with the appropriate signature, inform the individual's commander. For military members and federal civilian employees on the installation, SFAR/S5R issues the final revocation letter in person, with the individual's supervisor/sponsor present. If the person is not military affiliated, send the letter by certified mail to the violator's listed address. If overseas, local procedures will be developed to meet notification needs.

1.11.5. If using a pre-signed letter, it should be issued to by patrolman while "on scene" after coordination with installation commander or designee and SJA.

**1.12. Certified Mail Procedures.**

1.12.1. Use the SFAR/S5R certified mail log to document certified mail. Annotate the number below the last line of the return address on the envelope. Also, put the number on the front, lower left hand corner of the Postal Service (PS) Form 3811, *Domestic Return Receipt*. Obtain a certified mail PS Form 3800, *Certified Mail Receipt* and affix it to the middle, upper and front portions of the envelope. All forms should be typed.

1.12.2. Prepare a Postal Service (PS) Form 3811. Annotate in section 4a the article number (the same control number listed on the PS Form 3800). In section 4b, check the box for the correspondence being sent (certified). On the bottom of the PS Form 3811, indicate the case number and/or type of incident case the PS Form 3811 pertains to (i.e. I-00-02-050/Driving Revocation).

1.12.3. Type an AF Form 12, *Accountable Container Receipt*. In the "TO" block, type information in all capital letters:

UNIT DESIGNATION

PHYSICAL ADDRESS

AIR FORCE BASE, STATE AND ZIP CODE

NOTE: Each envelope counts as a separate item number. Under the container number, write the SFAR/S5R log number in numerical order. Under reference, write in all capital letters, "CERTIFIED/RETURN RECEIPT REQUESTED" for each entry. After the last entry, type dashes and the words "LAST ITEM". Finish the line with more dashes to the end of the row.

1.12.4. Wrap the AF Form 12 around the envelopes, which must be in numerical order, and secure them with a rubber band. When BITS picks up the mail, they will acknowledge receipt of the forms and leave the top copy of the AF Form 12 in the case folder.

1.12.5. The Postal Service will return the signed PS Form 3811 to SFAR/S5R upon addressee acknowledgment. If the PS Form 3811 is returned undeliverable and is a debarment package forward the original letters to the Security Forces Operations Branch/S-3 and file the envelope along with any other receipts in the case folder. All other incidents are filed directly in the case folder.

### **1.13. Preparing Packages for Filing.**

1.13.1. Once a package has been coordinated, a file folder will be prepared with a copy of the report and signed package. Prepare the label and ensure it specifies the deletion date for the file. As a reminder, you must follow all appropriate steps before the file can be closed (i.e. driver safety course, notification to state licensing agencies, etc). The case is then filed accordingly.

1.13.2. IAW Para 2.19.1., AFI 31-206, *Security Forces Investigations Program* "Within the Air Force, AFOSI is the agency responsible for putting data in Defense Clearance Investigations Index (DCII)". Security Forces will provide original reports of investigations, AF Forms 3545A, *Incident Reports* and CVB Forms 1805 to AFOSI. SFAR/S5R will maintain copies of these reports and IAW disposition of records requirements.

### **1.14. Requests for Information.**

1.14.1. Requests for reports will be processed IAW AFI 33-332, *Privacy Act Program*, DOD Regulation 5400.7/Air Force Supplement, *Department of Defense Freedom of Information*

*Act Program*, and the 'routine uses' for Security Forces incident reports, including traffic violation reports, as listed in the applicable Security Forces Privacy Act System of Records Notice located at <http://www.defenselink.mil/privacy/notices/usaf>.

**1.15. Conducting Local Records Checks.** Law enforcement/official government agencies may request local record checks. These requests will be written, e-mailed, faxed (on official letterhead) or in person with proper identification from requester. Criminal checks as part of a law enforcement investigation require no prior consent from the person(s) being checked. Only local base record checks can be conducted by SFAR/S5R. Using the National Crime Information Center (NCIC) for employment background checks is not authorized IAW federal law, 28 U.S.C. § 534, and as discussed in the National Law Enforcement Telecommunications Systems Handbook, dated 1 Jan 99.

**1.16. Tracking Reports and Statistics.** Police blotters are received by SFAR/S5R via e-mail, on a unit server, and/or hard copy. SFAR/S5R maintains all the blotters IAW AFI 33-364. Ensure all AF Form 3545A, DD Form 1408, CVB Form 1805, and AF Form 1315, *Major Accident Report*, are completed and/or issued into SFMIS or arrange for the responding patrolmen to input information into SFMIS. Identify all trackable incidents in the blotter and enter them into SFMIS according to category, (e.g. Larcenies, Accidents, DUIs, Suicide Attempts, Damage to Property) and for statistical crime data information reporting.

**1.17. Destruction of Material.**

1.17.1. All information containing Privacy Act data or sensitive information will be properly disposed of as required by AFI 33-364 and AFI 33-332, Para 5.10.

**1.18. Disposition of Files from Active to Inactive and Staging.**

1.18.1. Disposition of SFAR/S5R records is governed by AFI 33-364. Blotters are destroyed (by shredding) at the end of their retention period.

1.18.2. IAW AFI 33-364, at the end of the calendar year, reports in the inactive file are removed and boxed. Prepare a Standard Form 135, *Records Transmittal and Receipt*, for staging, unless other local procedures are coordinated and approved. Consult the unit's Functional Area Records Manager (FARM) for directions on completing the form, obtaining, packing, and marking the boxes. Schedule an appointment through the FARM with base records management personnel for storing records in the staging area.

**1.19. Disposition of Debarment, AAFES & Driving Revocation Packages.**

1.19.1. Remove debarment and AAFES revocation case files upon completion of the timeframe specified on the folder and put them in the inactive files to be destroyed as required by AFI 33-364.

1.19.2. Driving Revocations are removed at the end of their timeframe and put in the inactive file to be destroyed one year after removal from the active file. All destructions will be completed as required by AFI 33-364.

**1.20. Sex Offenders.** There is no military sex offender registry. If the state in which the base is located requires registration of convicted sex offenders, then a sex offender living on-base must register with the state. The real issue is who can enforce such a requirement. Enforcement of state laws on military installations depends on the jurisdiction of the installation (i.e. exclusive federal, concurrent, or proprietary). The real estate division of the Civil Engineering Squadron

maintains records that document type of jurisdiction. If the on-base housing unit sits on land that is subject to exclusive or concurrent federal jurisdiction, the installation commander can enforce the state sex offender registration laws. Keep in mind that sex offender laws, such as when to register and how far the registered offender must live from a school, vary from state to state.

1.20.1. Privatized housing conveyed to a private company, the command has little authority. The type of jurisdiction the base exercised prior to the conveyance was lost during the conveyance. Therefore, the state or county must enforce state sex offender laws in these locations. In the unlikely event that the base and the private housing company negotiated what to do with sex offenders, the command may be able to exert some control by enforcing relevant terms of the contract. That really becomes a contracting question and not a Security Forces question.

1.20.2. Nothing herein prevents the installation commander from debarring a sex offender from base. Such decisions must maintain good order and discipline and advance the health and welfare of the base populace, and not be arbitrary and capricious.

## Chapter 2

### FORMS ADOPTED

**2.1. Adopted Forms.** AF Form 1315, *Accident Report*,  
AF Form 3545(A) *Incident Report*,  
AF Form 12, *Accountable Container Receipt*,  
AF Form 847, *Recommendation for Change of Publication*,  
DD Form 1408, *Armed Forced Traffic Citation*,  
CVB Form 1805, *Central Violations Bureau Notice*,  
Standard Form 135, *Records transmittal and Receipt*,  
PS 3811, *Domestic Return Receipt*,  
PS 3800, *Certified Mail Receipt*.

LOREN M. RENO, Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

DoD Regulation 5400.7, AF Supplement, *Freedom of Information Act*, 11 Apr 2006

Title 50 United States Code Section 797

AFI 33-332, *Air Force Privacy Act Program*, 29 Jan 2004

AFI 33-322, *Records Management Program*, 7 Oct 2003

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 Dec 2006

AFI 31-101, *The Air Force Installation Security Program*, 1 Mar 2003

DoD Regulation 7000.14-R, Vol. IIa, *Reimbursable Operations, Policy and Procedures*, Oct 2008.

AFPD 31-2, *Air Provost Operations*, 10 Apr 2009

AFI 31-201, *Security Forces Standards and Procedures*, 30 Mar 2009

AFI 31-206, *Security Forces Investigations*, 1 Aug 2001

***Abbreviations and Acronyms***

**AAFES**— Army and Air Force Exchange Service

**AF**— Air Force

**AFB**— Air Force Base

**AFI**— Air Force Instruction

**AFMAN**— Air Force Manual

**AFOSI**— Air Force Office of Special Investigations

**AFSFC**— Headquarters, Air Force Security Forces Center, Lackland AFB, TX

**AFVA**— Air Force Visual Aid

**CAC**— Common Access Card

**CONUS**— Continental United States

**CSE**— Commander Support Element

**CVB**— Central Violations Bureau

**DCII**— Defense Clearance Identification Index

**DFC**— Defense Force Commander

**DIBRS**— Defense Incident-Based Reporting System

**DoD**— Department of Defense

**DoDD**— DoD Directive

**DUI**— Driving Under the Influence

**DWI**— Driving While Intoxicated

**FARM**— Functional Area Records Manager

**FOIA**— Freedom of Information Act

**FBI**— Federal Bureau of Investigations

**HQ**— Headquarters

**HQ AFOSI**— HQ Air Force Office of Special Investigations

**ID**— Identification Card

**NCIC**— National Crime Information Center

**NIBRS**— National Incident-Based Reporting System

**MCM**— Manual for Courts Martial

**NCO**— Noncommissioned Officer

**OCONUS**— Outside of Continental United States

**OPR**— Office of Primary Responsibility

**PCS**— Permanent Change of Station

**ROI**— Report of Investigation

**S3**— Security Forces Operations Branch

**SF**— Security Forces

**SFAR**— Security Forces Administration and Reports/S5R

**SFMIS**— Security Forces Management Information System

**SJA**— Staff Judge Advocate

**SSN**— Social Security Number

**TDY**— Temporary Duty

**UCMJ**— Uniform Code of Military Justice

**US**— United States

**USAF**— United States Air Force

**U.S.C**— United States Code



**Attachment 2**

**SAMPLE MEMO**

MEMORANDUM FOR DEPARTMENT OF VEHICLE REGISTRATION AND LICENSES

Street Address

City, State Zip Code

FROM: XX Security Forces Squadron

Street Address

City, State Zip Code

SUBJECT: Notification of Person Convicted of an Intoxicated Driving Offense

1. This memo is to notify you that on (date), (last name, first name, middle initial) (social security number of person), a member of the (branch of Military Service or DOD Component), (unit), (installation location), was found guilty of (intoxicated driving or refusal to take a blood alcohol content (BAC) test in a court-martial, non-judicial proceeding under Article 15 of the UCMJ or civil court). (If civil court, give court name and case number). (He/she) holds a (state) driver's license, number (put in number), issued (issuing date), expiring on (expiration date). (He/she) was apprehended by (name of SF member or police officer) on (date and location) while driving vehicle license number (put in vehicle information).

2. A BAC (was or was not) taken with a reading of (put in BAC results if available). Based on the above information, this individual's installation driving privileges have been (suspended/revoked for) (insert number of years). The individual's current address is: (put in individual's address).

SIGNATURE BLOCK OF SFAR/S5R

**Attachment 3****TELEPHONE NUMBERS/ADDRESSES FOR STATE AGENCIES**

NOTE: This list contains each state's licensing agencies information. However, it is recommended that prior to mailing any documentation to one of the below addresses verify the relevancy of the address in event it has changed.

Alabama: Motor Vehicle Division, P.O. Box 327630, Montgomery, AL 36132-7630, (334) 242-9000.

Alaska: Division of Motor Vehicles, 1300 W. Benson Blvd Ste 900, Anchorage, AK 99503-3696.

Arizona: Motor Vehicle Division, PO Box 2100, Phoenix, AZ 85001-2100, (602) 255-0072.

Arkansas: Motor Vehicle Division, 1900 W. 7<sup>th</sup> Street #1040, Little Rock, AR 72201, (501) 682-4630.

California: Department of Motor Vehicles, P.O. Box 932340, Sacramento, CA 95814, (916) 229-0370.

Colorado: Motor Vehicle Division, 1935 W. Mississippi Avenue, Denver, CO 80223, (303) 937-9507.

Connecticut: Department of Motor Vehicles, 60 State Street, Wethersfield, CT 06109, (860) 263-5700.

Delaware: Motor Vehicle Director, 800 Bay Road, Dover, DE 19901, (302) 378-8930.

District of Columbia: Department of Transportation, Bureau of Motor Vehicles, 1205 Brentwood Road Northeast, Washington, DC 20018, (202) 727-5000.

Florida: Division of Motor Vehicles, 2900 Apalachee Parkway Rm B 435, Tallahassee, FL 32399, (850) 617-2600.

Georgia: Motor Vehicle Division, 6840 West Church Street, Atlanta, GA 30303, (770) 920-3918.

Hawaii: Division of Motor Vehicle and Licensing, 1455 S. Beretania Street, Honolulu, HI 96814, (808) 527-6695.

Idaho: Transportation Department, P.O. Box 7129, Boise, ID 83707-1129 (208) 334-8735.

Illinois: Secretary of State, 107 W. Cook Street #B, Springfield, IL 62704, (217) 753-2323.

Indiana: Bureau of Motor Vehicles, 4050 Meadows Parkway, Indianapolis, IN 46205, (317) 547-3572.

Iowa: Department of Transportation Office of Operating Authority, P.O. Box 9204, Des Moines, IA 50306, (515) 244-9124.

Kansas: Driver's Licensing, Docking Station Office Bldg., P.O. Box 2188, Topeka, KS 66601-2128, (785) 296-3963.

Kentucky: Department of Transportation, 101 Cold Harbor Drive, Frankfort, KY 40601, (502) 564-6800.

Louisiana: Motor Vehicle Administrator, 7979 Independence Blvd., Baton Rouge, LA 70806, (225) 922-1175.

Maine: Department of State, Motor Vehicle Division, 19 Anthony Ave., Augusta, ME 04330, (207) 287-3330.

Maryland: Motor Vehicle Administration, 6601 Ritchie Highway, NE., Glen Burnie, MD 21062, (301) 729-4550.

Massachusetts: Drivers Control Suspension Certified, P.O. Box 55896, Boston, MA 02205-5896, (617) 351-4500.

Michigan: Department of State, Division of Driver Licenses and Vehicle Records, Lansing, MI 48918, (888) 767-6424.

Minnesota: Department of Public Safety, 1472 University Ave., St. Paul, MN 55104, (651) 297-3298.

Mississippi: Department of Motor Vehicles, P.O. Box 1033, Jackson, MS 39215-1033, (601) 923-7000.

Missouri: Department of Revenue, Motor Vehicles Bureau, Harry S. Truman Bldg., 301 W. High Street, Jefferson City, MO 65105, (573) 751-4509.

Montana: Motor Vehicle Division, Scott Hart Bldg, 2<sup>nd</sup> Floor, 303 North Roberts, P.O. Box 201430, Helena, MT 59620-1430, (406) 444-1772.

Nebraska: Driver's Licensing Services, 301 Centennial Mall South, P.O. Box 94726, Lincoln, NE 68509-4726, (402) 471-3861.

Nevada: Department of Motor Vehicles, 555 Wright Way Carson City, NV 89711, (775) 684-4368.

New Hampshire: Department of Safety, Division of Motor Vehicles, James H. Haynes Bldg. 23 Hazen Drive, Concord, NH 03305-0002, (603) 271-2371.

New Jersey: Motor Vehicle Division, P.O. Box 403, Trenton, NJ 08666-0403, (609) 292-6500.

New Mexico: Motor Transportation Division, Joseph M. Montoya Building, Santa Fe, NM 87504-1028, (888) 683-4636.

New York: Division of Motor Vehicles, Swan State Building, Empire State Plaza, Albany, NY 12228, (518) 473-5595.

North Carolina: Division of Motor Vehicles, Motor Vehicles Bldg., 1100 New Bern Ave., Raleigh, NC 27697, (919) 715-7000.

North Dakota: Motor Vehicle Department, 608 East Boulevard Ave., Bismarck, ND 58505-0700, (701) 328-2500.

Ohio: Bureau of Motor Vehicles, P.O. Box 16520, Columbus, OH 43216-6520, (614) 752-7500.

Oklahoma: Oklahoma Tax Commission, Motor Vehicle Division, 3600 North Martin Luther King Blvd., Oklahoma City, OK 73111, (405) 681-5489 .

Oregon: Motor Vehicles Division, 1905 Lana Avenue, NE., Salem, OR 97314, (503) 945-5000.

Pennsylvania: Department of Transportation, Bureau of Motor Vehicles, 1011 South Front Street, Harrisburg, PA 17104, (717) 412-5300.

Rhode Island: Department of Motor Vehicles, 100 Main Street, Pawtucket, RI 02903, (401) 462-4368.

South Carolina: Motor Vehicle Division, P.O. Drawer 1498, Bythewood, SC 29016, (803)896-5000.

South Dakota: Division of Motor Vehicles, 445 East Capitol, Pierre, SD 57501, (605) 773-2550.

Tennessee: Department of Revenue, Motor Vehicle Division, P.O. Box 945, Nashville, TN 37202, (615) 253-5221.

Texas: Department of Highways and Public Transportation, Motor Vehicle Division, 5805 North Lamar Blvd, Austin, TX 78773-0001, (512) 424-2000.

Utah: Motor Vehicle Division, 210 North 1950 West, Salt Lake City, UT 84134, (800) 368-8824.

Vermont: Department of Motor Vehicles, 120 State Street, Montpelier, VT 05603, (802) 828-2085.

Virginia: Department of Motor Vehicles, P.O. Box 27412, Richmond, VA 23269, (800) 435-5137.

Washington: Department of Licensing, P.O. Box 9030, Olympia, WA 98507, (360) 902-3900.

West Virginia: Department of Motor Vehicles, Bldg 3 Room 138, Charleston, WV 25317, (304) 558-3900.

Wisconsin: Department of Transportation Reciprocity and Permits, 2001 Bartillon Dr, Madison, WI 53704, (608) 266-2353.

Wyoming: Department of Revenue, Policy Division, 5300 Bishop Blvd, Cheyenne, WY 82009, (307) 777-4803.

Guam: Deputy Director, Revenue and Taxation, Government of Guam, Agana, Guam 96910, (671) 635-7652.

Puerto Rico: Department of Transportation and Public Works, Bureau of Motor Vehicles, P.O. Box 41243, Minillas Station, Santurce, Puerto Rico 00940, (809) 722-2823.

**Attachment 4****SAMPLE FORMAT FOR A DEBARMENT LETTER**

(Use Appropriate Letterhead)

MEMORANDUM FOR

FROM:

SUBJECT: Order Not To Enter or Reenter (Installation Name)

1. It has come to my attention that you [describe incident(s) in detail; for example, "were found in possession of marijuana at the on-base quarters of Staff Sergeant John Smith on 15 January 2008."]

2. Based upon the above, I consider your continued presence on this installation to be detrimental to the maintenance of good order and discipline. Effective immediately, you are ordered not to enter or reenter (installation name) for a period of (state the time frame).

3. If you fail to comply with this order, you will be subject to prosecution under 18 United States Code §1382, which reads in part:

“Whoever reenters or is found within any installation, after having been removed there from or ordered not to reenter by any officer or person in command or charge therefore shall be fined under this title or imprisoned not more than six months, or both.”

4. Should you reenter (installation name) in violation of this order, without having received prior approval, you will be subject to detention by the Security Forces for delivery to the appropriate civilian and military authorities.

5. If you are entitled to medical treatment at (hospital name), you may enter (installation name) for the sole purpose of using said facility. To do so, you must present this letter to the entry controller at the installation entry point and obtain the appropriate visitor pass. You will travel directly to the medical facility by [describe precise route the individual must travel to go to and from the medical facility]. You may not deviate from this route nor stop for any reason on your way to or from the facility.

6. Under extraordinary circumstances, requests for temporary access to other facilities on (installation name) may be granted. Such requests should be made in advance and in writing through the Chief of Security Forces, and set out the reason(s) why access should be granted. If time does not permit, such a request must be made to the Security Forces control center at (phone number). The controller will then notify the appropriate officials and convey your request.

7. This order will remain in effect [(indefinitely) or (for the period prescribed above)], unless otherwise modified or revoked in writing by myself. If a compelling reason exists which you believe should be sufficient to justify modification or termination of this order, you may submit your justification to me, in writing, through the Chief of Security Forces.

Installation Commander's Signature Block

cc: SFS Reports and Analysis Branch

1<sup>st</sup> Ind,

TO: Installation Commander

This is to certify that I, the undersigned, have received the forgoing order in writing and have read and fully understand the same. I understand that entry upon (installation name), in violation of this order, may result in civilian prosecution pursuant to 18 U.S.C. §1382. I further understand that in the event of a conviction, the maximum penalty prescribed may be imposed.

Received and signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature Block and/or Signature of Debarred Individual

2<sup>nd</sup> Ind,

TO: Installation Commander

**CERTIFICATION**

This is to certify that I (Patrolman's name) \_\_\_\_\_, personally served a copy of the debarment letter to (Debarred individual) \_\_\_\_\_, on \_\_\_\_\_ ( date).”Signature Block of Issuing Security Forces Member