

ONIINST 11200.1A
ONI-51
27 August 2003

ONI INSTRUCTION 11200.1A

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION AND PARKING
PROGRAM

Ref: (a) OPNAVINST 11200.5C
(b) OPNAVINST 5560.10B
(c) OPNAVINST 5580.1
(d) Assimilative Crimes Act (Title 18 USC)
(e) Code of Federal Regulations, Title 41
(f) OPNAVINST 5560.11A
(g) OPNAVINST 5100.12F
(h) Maryland Vehicle Law

Encl: (1) National Maritime Intelligence Center (NMIC)
Motor Vehicle Traffic Supervision and Parking
Program Manual

1. Purpose. To provide policies and procedures applicable to the operation and parking of motor vehicles while aboard the installation of the NMIC, Suitland, Maryland.

2. Cancellation. ONIINST 11200.1. This is a major revision and should be reviewed in its entirety.

3. Scope. This instruction is applicable to all assigned personnel and visitors operating and parking vehicles on the NMIC installation.

4. Background. Reference (a) provides basic Department of the Navy policy on motor vehicle traffic supervision. Reference (b) implements a uniform procedure for registering and marking privately owned vehicles (POVs). References (c) and (d) provide guidance for enforcement. References (e) and (f) provide policy for the parking and

ridesharing programs. Reference (g) provides policy and guidance for a Navy Traffic Safety Program.

5. Policy

a. The operation of a motor vehicle on a military installation constitutes a conditional privilege extended by the installation commander. Individuals desiring the privilege must meet the following conditions:

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(1) Comply with the rules and regulations contained herein governing motor vehicle operation on the NMIC installation.

(2) Comply with the requirements for motor vehicle registration.

(3) Possess while operating a motor vehicle and produce upon demand of Office of Naval Intelligence (ONI) Law Enforcement Personnel:

(a) Proof of valid state registration.

(b) A valid state driver's license.

(c) Satisfactory evidence of motor vehicle operator's collision or liability insurance, as required by the state in which the driver is licensed.

(4) Any person granted the privilege of operating a motor vehicle on the NMIC installation shall be deemed to have given his/her consent for the removal and temporary impoundment of his/her POV when it is parked illegally, interfering with installation operations, creating a safety

hazard, disabled by accident, left unattended in a restricted area, or abandoned. Such persons will reimburse the towing contractor for the cost of towing and storage should their motor vehicle be removed or impounded.

(5) Persons accepting NMIC installation driving privileges shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on the NMIC installation while under the influence of intoxicants.

(6) Acceptance of a vehicle registration decal, temporary pass, visitor pass, or parking permit constitutes the vehicle operator's consent to inspection of the vehicle and occupants therein by Installation Operations Department (ONI-51) personnel when entering, aboard, or leaving the NMIC installation.

(7) The privilege of operating a motor vehicle aboard the NMIC installation is one extended by the Commander, ONI and is subject to administrative suspension or revocation for just cause.

b. Parking. The NMIC installation has a high density of traffic with limited and restricted parking spaces that necessitates a reasonable balance between the needs of the personnel who work here and accommodations for those who visit. To provide a smooth controlled flow of traffic and parking space efficiency, strict adherence to this instruction must be observed. The NMIC traffic supervision and parking program is designed to achieve the following objectives:

(1) The efficient and equitable use of parking facilities during the high demand hours of 0530-1800, Monday through Friday.

(2) Encourage car pool and van pool participation by providing assured parking for multiple passenger vehicles.

(3) Give supervisors, consistent with Department of Defense (DOD) policy and mission requirements, the prerogative to adjust individual working hours on a case-by-case basis to encourage greater use of car/van pools, commuter buses, and the Metro.

(4) Ensure all permanently assigned personnel who elect to park on the NMIC installation have a parking permit.

(5) Accommodate the needs of handicapped personnel.

6. Action

a. Anyone desiring to operate and park motor vehicles on the NMIC installation shall comply with the provisions of references (a) through (h).

b. The Head, ONI-51 shall:

(1) Act as the ONI representative charged with the overall staff responsibility for motor vehicle traffic supervision and parking.

(2) Manage motor vehicle traffic and parking operations within the NMIC installation and ensure maximum compliance with the objectives of this instruction.

(3) Host the annual formal evaluation of traffic enforcement to evaluate selected enforcement measures, suspension and revocation actions, and chemical breath-testing programs in accordance with reference (a).

c. The Security and Corporate Services Directorate (ONI-5) will participate in planning, construction, and maintenance of NMIC roadways and traffic control devices and in conjunction with the Naval District Washington (NDW) Safety Officer, participate in all activities relating to the prevention of motor vehicle traffic accidents and NMIC installation safety programs.

d. The ONI Drug and Alcohol Program Advisor and the Civilian Employee Assistance Program Counselor shall provide appropriate services to anyone identified as having alcohol or drug abuse problems which affect the safe and proper operation of motor vehicles on the NMIC installation. Active duty Navy personnel who have been apprehended for drunk driving on or off the NMIC installation will be screened within 10 days to determine dependency on alcohol. Civilian personnel will be referred to the Civilian Employee Assistance Program Counselor.

e. Heads of other NMIC tenant activities will:

(1) Make this instruction available to their personnel.

(2) Assist, where required, in the investigation and resolution of motor vehicle traffic matters.

(3) Ensure that ONI-51 is promptly notified when any individual assigned or employed is transferred, reassigned, released from active duty, or has terminated employment.

(4) Ensure ONI-51 is on all check in/out documents.

7. Forms and Reports. All printed forms and reports used in the management of motor vehicle traffic operations are available from ONI-51. Where applicable, the use of personal identifying

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information is governed by the Privacy Act of 1974. Except as provided in references (a) and (b), this instruction does not result in additional reporting requirements.

VIVIAN L. TURNBULL
Deputy Commander

Stocked:
ONI-OCD

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NMIC MOTOR VEHICLE TRAFFIC SUPERVISION
AND PARKING PROGRAM MANUAL

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CHAPTER 1

INTRODUCTION

1.1 Purpose

a. Policy, responsibilities, and procedures for motor vehicle traffic supervision and parking administration on the NMIC installation includes, but is not limited to the following:

(1) Granting, suspending, or revoking the privilege to operate a POV or commercial vehicle.

(2) Registration of POVs.

(3) Administration of vehicle registration and driver performance records.

(4) Driver improvement programs.

(5) Police traffic supervision.

(6) Off-installation traffic activities.

1.2 Responsibilities

a. The Head, ONI-51 will:

(1) Establish an effective traffic supervision program.

(2) Cooperate with civil police agencies and other local government agencies or civil traffic organizations concerned with traffic supervision.

(3) Ensure traffic supervision is properly integrated in the overall NMIC traffic safety program.

(4) Actively participate in Alcohol Safety Action Projects in neighboring communities.

b. The Law Enforcement Division Officer (ONI-512) will:

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(1) Exercise overall staff responsibility for directing, regulating, and controlling traffic, and enforcing laws pertaining to traffic control.

(2) Perform traffic engineering functions by conducting traffic control studies designed to obtain information on traffic problems and usage patterns.

1.3 Program Objectives

a. To assure safe and efficient movement of personnel and vehicles.

b. To reduce traffic deaths, injuries, and property damage from traffic accidents.

c. To integrate installation safety, engineering, legal, and law enforcement resources into the installation traffic planning process.

d. To remove intoxicated drivers from NMIC roadways followed by the expeditious application of appropriate sanctions.

1.4 Suitland Federal Center Gates. Vehicles that display a DOD Decal (DD Form 2220), with all occupants presenting an NMIC badge may enter any Suitland Federal Center gate enroute to NMIC gates. Form 2220 permits the vehicle to transit the Suitland Federal Center; it does not permit parking on the Suitland Federal Center. If any occupants of the vehicle do not have NMIC badges, the vehicle must enter the NMIC via the main gate coming from the Federal Records Center.

1.5 Visitors. Visitors aboard the NMIC installation are guests of the Commander ONI, and as such should conduct themselves in accordance with the limited conditions under which the invitation is extended. Political activities, pamphleteering, speeches, demonstrations, placard/banner displays, or other similar conduct will not be permitted without prior written permission of the Commander, ONI. Anyone violating these conditions shall have their invitations withdrawn, be removed from the installation, and be subject to prosecution.

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CHAPTER 2

VEHICLE REGISTRATION AND DRIVING RECORDS

2.1 General. Personnel who perform duties at or who are assigned to ONI or other NMIC tenant activities, within 30 days of reporting on board, may register up to four non-government motor vehicles:

a. Active duty U.S. military personnel assigned to the NMIC shall obtain an NDW decal for the duration of his/her tour of duty or for the duration of his/her enlistment, whichever is shorter. Department of Transportation and U.S. Coast Guard decals will be honored upon registration with the Badging Office.

b. Civilian employees of ONI and other NMIC tenant activities shall obtain an NDW decal for a period not to exceed 4 years at which time employees will be notified to re-apply for a new decal.

c. U.S. military reserve personnel for the duration of his/her tour of duty, enlistment, or 4 years, whichever is shorter, and only when the reserve affiliation requires access to NMIC areas.

d. Retired U.S. military personnel who are NMIC tenant activity civilian employees shall obtain an NDW decal regardless of the military installation where they obtain military retired benefits.

e. Other authorized personnel, not to exceed 1 year (as determined by the Head, ONI-51 or designated representative).

f. Temporary registration, such as required for contractor support personnel or visitors who require only limited duration access to NMIC facilities, can be

provided, but will usually be for periods of less than 30 days.

g. Mopeds and motorcycles are registered as above.

h. NMIC tenant activity employees who are in possession of permanent vehicle registrations and need to use rental vehicles

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for temporary use will be issued temporary parking permits, not to exceed 2 weeks in order to park in the employee parking garage.

i. Drilling reservists and holders of NMIC liaison identification badges who have a DOD decal will provide the DOD decal number to the Badging Office for database purposes. If the individual has a current DD Form 2220, the vehicle operator will provide a valid driver's license, vehicle registration, and insurance. If a drilling reservist or an NMIC liaison badge holder does not have a DOD decal, the Badging Office will issue the appropriate DD Form 2220.

2.2 Registration Requirements. The following documents must be presented to the Badging Office in room 2L103 for registration of motor vehicles.

a. Certificate of state registration as required by the state or jurisdiction in which the vehicle is titled or registered.

b. A valid state driver's license.

c. Certification of motor vehicle liability insurance in an amount as prescribed by the state in which the driver is licensed.

d. For motorcycles, the operator must show satisfactory evidence of completing a motorcycle safety course of instruction and must produce a "motorcycle class" driver's license attachment or provision.

2.3 Registration Procedures

a. All NMIC employees and contractors must have a DD Form 2220 on their vehicles to enter the installation. The only exception is Coast Guard personnel, who are authorized to put the NDW strips on their vehicles with their decals. Vehicles with temporary tags will receive a temporary parking permit. When checking in for the first time to the NMIC, all personnel will report in person to the Badging Office in room 2L103 and will:

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(1) Complete the Vehicle Registration Information section of the ONI Electronic Badge Information Form.

(2) Certify vehicle registration, driver's license, insurance, and safety inspection records, as required.

b. The Badging Office shall register the vehicle(s) and issue the appropriate DD Form 2220 and associated decals.

c. Re-registration of vehicles (other than routine renewal) shall be consistent with Office of the Chief of Naval Operations policy. Renewals of registration shall follow those procedures applicable to initial registration.

2.4 Decals

a. The DD Form 2220 is the standard for all activities and installations within the DOD and offers authentic proof of vehicle registration.

b. In consonance with references (a) and (b), an installation tag and registration expiration tab with the DOD decal is also required. A blue installation tag (with NDW boldly imprinted) denotes that the vehicle is registered in the name of an active or retired commissioned officer at ONI. A red installation tag signifies an enlisted member; green indicates a civilian employee whose official duties require access to other DOD installations; and white is used for contractor personnel who require NMIC access only. The registration expiration tab coincides with the registration period and indicates the year of expiration; the last day of the month is the terminal date. Additionally, grade insignia placards will be issued to officers in the grade of 06 (Captain, USN) and above.

c. All decals shall be permanently affixed to the registered vehicle, facing forward, to present an approximate 4" by 2" rectangle.

d. Place the sticker in the lower driver's side corner of the windshield. If state law (based on state of vehicle registration) does not allow this placement, place the sticker on the front face of the driver's side front bumper or in front of the rear view mirror; top, center of the windshield.

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e. On two-wheeled vehicles, place the decal on the front fender or conspicuous forward-facing panel.

2.5 Termination of Registration. NMIC vehicle registration terminates when:

a. The registrant allows the registration to lapse.

b. The registrant no longer meets the qualifying conditions incident to vehicle registration.

c. The registrant's driving privilege is suspended or revoked. Reference (a) provides information concerning administrative due process provisions and is applicable in all cases where a driving privilege is about to be suspended or revoked.

d. In all cases of registration termination or when the employee is no longer employed by the command, the decal shall be removed from the vehicle and the remnants surrendered to the Badge Office.

2.6 Driving Records. The driver's on-base driving record is used as an aid to identify drivers in need of driver improvement or counseling. The driving record is also used to support cases where the privilege of driving on the NMIC installation may be suspended, revoked, or restricted.

a. Suspension of Driving Privileges. Suspension is an administrative measure levied by the Commander, ONI based

upon a review of the individual's driving record and/or accumulation of outstanding NMIC motor vehicle operating or parking infractions. Suspensions are normally administered for a period not to exceed 6 months.

b. Revocation of Driving Privileges

(1) Revocation of driving privileges is a severe administrative action based upon an individual's driving performance. Driving privileges may be revoked where there are serious moving violations, or when lesser corrective action has failed to produce the required standard of driver performance. Revocation will be for a specific period, but not less than 6 months.

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(2) Driving privileges may also be revoked when an individual fails to comply with any of the conditions prior to registration of the vehicle.

(3) Revocation is mandatory for those individuals who, after being stopped for suspected driving while intoxicated while driving aboard the NMIC installation, refuse to submit to or fail sobriety tests.

(4) Administrative revocation for a period of not less than 2 years shall be imposed on personnel found to be driving aboard the NMIC installation after their driving privileges have been suspended or revoked. The 2-year period shall be consecutive to any pre-existing period of suspension or revocation. In addition, administrative action may also be initiated based on the commission of any traffic, criminal, or military offense on or off the NMIC installation (for example, active duty military personnel driving on the installation in violation of an order not to do so).

c. Administrative Due Process. For offenses other than intoxicated driving, suspension or revocation of NMIC installation driving privileges will not become effective until the Deputy Commander, ONI, or designated representative notifies the affected person, in writing, and schedules that person for an administrative hearing. Suspension or revocation will take place 10 days after the written notice is received unless an application for a hearing is made by the affected person within this period. The application will stay the pending suspension or revocation for 10 days.

(1) If, due to action by the Government, a hearing is not held within 10 days, the suspension will not take place until such time as the person is granted a hearing. However, if the affected person requests the hearing be continued to a date beyond the 10-day period, the suspension or revocation will become effective immediately on receipt of notice that the request for continuance has been granted.

(2) If it is determined as the result of a hearing to suspend or revoke the affected person's driving privilege, the suspension or revocation will become effective when the person receives the written notification of such action. In the event

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the written notification cannot be verified either through a returned receipt for mail or delivery through command channels, the hearing authority will determine the effective date on a case-by-case basis.

(3) If the revocation or suspension is imposed after such hearing, the person whose driving privilege has been suspended or revoked will have the right to appeal or request reconsideration. Requests must be forwarded through command channels to the Commander, ONI within 10 days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The suspension or revocation will remain in effect pending a final ruling on the request. The Commander, ONI, or his/her designee will review appeals of any suspensions/revocations.

d. Restoration of Driving Privileges. Where suspension or revocation occurred due to an accumulation of minor traffic offenses, driving privileges may be restored where restoration of the driving privileges is essential to the command and restoration of driving privileges, on a conditional basis, is certified to be necessary by the supervisor of the service member or civilian employee. The Commander, ONI may at his/her discretion restore limited or full driving privileges that have been revoked or suspended.

2.7 Traffic Court

a. Under the provisions of references (a) and (c), the Commander, ONI is granted authority to appoint a Traffic Hearing Administrator for the NMIC installation and to act as court liaison with the U.S. District Court, Hyattsville, Maryland, in making disposition of traffic violations. The Traffic Hearing Administrator has the authority to take administrative action in accordance with reference (a) and upon the regulations of the State of Maryland. In addition, he/she may refer cases to the U.S. District Court.

b. The Traffic Hearing Administrator will be charged with the proper administration of the Military Traffic Hearing. The Traffic Hearing will be held at regular intervals as promulgated by ONI-51. The Traffic Hearing Administrator will explain to each offender the penalty assessed and record all action taken on the individual's driving record and case file.

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c. The individual may appeal the decision of the Traffic Hearing Administrator in writing to the designated appellate authority within 10 calendar days of the hearing.

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CHAPTER 3

TRAFFIC MANAGEMENT

3.1 General. Traffic management, including the supervision of traffic flow and parking aboard the NMIC installation is vested in the Head, ONI-51 as the direct representative of the Commander, ONI. In this regard, the Head, ONI-51 will

a. Implement vehicle registration and administrative procedures outlined in references (a) and (b) and this instruction.

b. Maintain liaison with local, state, and federal law enforcement authorities on matters pertaining to traffic.

c. Review all traffic violations and refer violations, where appropriate, to either the NMIC Traffic Hearing Administrator for disposition or to Magistrate's Court in

the U.S. District Court for such action, as the court deems appropriate.

d. Direct NMIC parking policies and assignments.

3.2 NMIC General Traffic Regulations and Codes

a. Speed Limit. 15 miles per hour maximum unless otherwise posted.

b. Horns. Vehicle horns may not be used except when used to prevent an accident.

c. Right of Way. Pedestrians have the right of way over vehicles at all crossings and other locations, such as loading docks, where pedestrians are normally encountered. Police and emergency vehicles on official business have right of way over all traffic.

d. One Way Traffic. ONE WAY streets are identified.

e. Stopping. Vehicles shall stop at the installation gates for police clearance before entering and at all stop signs, occupied pedestrian crossways, stop lines, and at all times when directed by police officers.

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f. Lights. Vehicle lights shall be turned on during the hours from dusk to daylight, when weather conditions dictate, and when wipers are in use. When approaching gates, only parking lights shall be illuminated.

g. Seatbelts/Child Restraining Devices. All occupants of vehicles produced after 1966 will wear seatbelts. Children under the age of 4 and of a weight that does not exceed 40 pounds, must be restrained in Department of Transportation- approved car seats.

h. Kiss and Ride. Pedestrian drop off and pick up is permitted only in the designated area. Drivers will not leave their vehicle unattended.

i. Alcoholic Beverages. Operators and passengers of a motor vehicle are prohibited from having open containers of alcoholic beverages in their possession while aboard the NMIC.

j. Joggers. Personnel are not authorized to jog or run on the roadways during the peak traffic periods of 0600-0800, 1100-1300, and 1500-1700. If joggers use the perimeter road to leave the NMIC installation, they will use the left (facing traffic) lane. Jogging on the roadway should be avoided; personnel are encouraged to use the jogging track. When jogging on the roadway, personnel shall wear light colored clothing. During periods of reduced visibility, i.e., nighttime, fog, rain, etc., personnel shall wear retro-reflective clothing. Personnel shall jog facing traffic. Joggers are reminded they must comply with General Services Administration regulations when jogging on the Suitland Federal Center.

k. Headphones and Earphones. Prohibited for vehicle operation and joggers while on the roadway.

3.3 Regulations for Motorcycles, Motor Scooters, and Motorized Bicycles. Motorcycles, motor scooters, and motorized bicycles (two/three-wheeled) are permitted entry under the following conditions:

a. Must be registered with ONI-51 and shall provide proof of successful completion of the 16-hour Motorcycle Rider Course. The requirement for registration is the same as POVs.

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b. Motorcycles and motor scooters must be operated with headlights on at all times.

c. Operators and passengers of motorcycles and motor scooters shall wear approved safety helmets securely fastened under the chin. An approved safety helmet is one that meets U.S. Department of Transportation standards.

d. Operators of motorcycles and motor scooters shall use eye protective devices. Eye protective devices are: goggles, windshield, face shield, or eye glasses (excluding contact lenses) which are constructed with safety lenses in compliance with National Highway Safety Program Standard 4.4.3 - Motorcycle Safety.

e. The number of passengers is restricted to one (for motorcycles/motor scooters having only two wheels). The passenger shall be carried only upon a firmly attached regular seat designed for passenger use. Sidecars can carry only the number of passengers they are designed for.

f. Passengers shall not be carried in a position that interferes with the operation or control of the vehicle or the view of the operator.

g. No packages, bundles, or other articles shall be carried which prevent the operator from keeping both hands on the handlebars. Loads will be securely strapped or tied to the vehicle.

h. Two-wheel vehicles shall not be ridden in any position other than astride the seat or saddle.

i. Two-wheel vehicles shall be operated not more than two abreast in a single traffic lane.

j. Handlebars that rise more than 15 inches above the level of the driver's seat or saddle are prohibited.

k. Front and rear brakes must be in good working order.

l. Foot rests or pegs are required for use by the driver and the passenger.

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m. No person will operate, nor be transported upon, a motorcycle/motor scooter while barefoot, wearing shower shoes, or open-toe sandals. Properly worn hard-soled shoes with heels are considered to meet minimum requirements for footwear, but boots and full leg protection are recommended.

n. Minimum clothing requirements while operating a motorcycle/motor scooter or riding as a passenger are full-length trousers with a long sleeved shirt or jacket and full-finger leather or equivalent gloves. Reference (g) requires a commercially available, brightly colored, mesh or fabric safety vest with retro-reflective vertical, horizontal, or diagonal strips front and back with a minimum of 130 square inches of reflective area, 65 square

inches on the front and 65 square inches on the back, be properly worn as an outer garment.

o. When operating bicycles and motorized bicycles at night, they will be equipped with a rear reflector and front light.

p. All motorcycles must be equipped with a rear view mirror on each side of the handlebars.

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CHAPTER 4

PARKING REGULATIONS

4.1 Parking Administration

a. The NMIC installation has a visitor's parking lot and a parking garage for assigned personnel. Holders of NMIC permanent picture badges will park in the garage, D wing lot, or in designated spaces along the perimeter road. Personnel who do not hold a permanent NMIC badge will park in the visitor's parking lot.

b. The visitor's parking lot has reserved spaces for visitors and four spaces for handicapped personnel. Navy Federal Credit Union customers will use the visitor's parking lot.

c. There are 1,201 parking spaces in the parking garage that contain reserved spaces for executive parking, carpool, government vehicles, Civilian of the Year/Quarter, Sailor of the Year/Quarter, and other spaces as designated by the Commander, ONI.

d. Designated spaces for oversized vehicles are along Loop Road. Each vehicle must be registered and have a permit. Oversize vehicle permit holders are prohibited from parking in the garage.

4.2 Responsibilities. All parking permit holders and riders must be familiar with this instruction. Failure to comply with this instruction will result in ticketing, administrative or legal actions, or suspension of parking privileges.

a. ONI-51

(1) Coordinates with all Directorates, other NMIC tenant activity parking requests; verifies accuracy of the information provided for executive, handicap, or car/van pool requests; and ensures compliance with the guidelines set forth in this instruction.

(2) Ensures adequate posting of current parking instructions and notices.

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(3) Establishes, maintains, and reviews parking plans consistent with this instruction.

(4) Coordinates parking allocations for all NMIC tenant activities.

(5) Coordinates proper marking of parking spaces.

(6) Maintains the official NMIC parking database.

b. Permit Holders

(1) Safeguard permits. Parking permits must be visible at all times while on the installation.

(2) Return parking permits or decals to the Badging Office before permanent departure.

(3) Pick up approved parking permits or decals from the Badging Office.

c. ONI-51 coordinates enforcement of this instruction in accordance with references (e) and (f).

4.3 Definition of Terms

a. Car Pool. A group of two or more people using a vehicle for daily transportation to and from the NMIC.

b. Executive Parking. Executive parking spaces are reserved at all times, 24 hours, 7 days-a-week.

c. Handicap Parking. NMIC handicap permits for permanent and temporarily handicapped spaces will be issued upon request with evidence of a certified State/District Department of Motor Vehicles handicap-approved permit or on case-by-case basis.

d. Special Events Parking. An event hosted by an NMIC activity that, because of the VIP attendance or number of expected visitors, will exceed the usual amount of visitor parking available.

e. Loading Dock. Space for contractors, repairmen, vendors.

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f. Visitor Parking. Reserved for visitors to the NMIC installation.

4.4 Allocation of Parking Spaces Priority

- a. Official vehicles (including utility carts).
- b. Designated handicapped personnel.
- c. Executive personnel.
- d. Car pools (two or more occupants per vehicle).
- e. General (two or less occupants per vehicle).
- f. Special events.
- g. Visitors.

4.5 Procedures. All parking permit applications will be submitted on an Application for ONI Parking Permit (ONI Form 5560/01). Changes to existing permits will also be submitted on ONI Form 5560/01 for processing by the Badging Office.

a. Car Pool. Permits will be issued daily upon request by the drivers of vehicles with two or more occupants at the Staff gate. Once the allotted permits are expended, the spaces will be filled.

b. Handicap Parking. Requests for NMIC handicap passes must be accompanied by a valid State or District of Columbia Department of Motor Vehicles handicap permit issued to the NMIC employee. Handicap permits must be re-validated annually or upon expiration. Temporary NMIC parking permits will be issued for a period coinciding with the expiration date of the State/District of Columbia permit or doctor's note.

c. Executive Parking. Executive parking spaces are numbered and are located in the parking garage on the second level. Assignment of executive parking spaces is by separate correspondence.

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d. Temporary Parking. Parking permits for employees with vehicles possessing temporary tags, vendors, contractors, reservists, and transient and temporarily assigned personnel such as ONI-5 instructors can be obtained. The Pass Office at the Main Gate will issue temporary parking passes for up to 14 days. Temporary parking passes for 15 days or more can be obtained by providing specific requirements to the Badging Office in the form of a memorandum. When approved, the requester will be provided authorization and a temporary parking pass to park in the parking garage.

e. Motorcycle Parking. Motorcycles may use the same spaces as vehicles. All motorcycles must display DOD vehicle decals and an ONI parking permit.

f. Lost Permits. A replacement permit request must be submitted to the Badging Office using the ONI Parking Permit Replacement Form (ONI Form 5560/23). Stolen parking permits must be reported immediately to ONI police.

g. Loading Docks. Parking in these areas is limited to 30 minutes. Police at the Main Gate House will issue loading dock parking passes.

4.6 Types of Parking. All parking is clearly marked as to category of parking permitted. ONI parking permits must be displayed on the driver's side of the dashboard. Different categories of parking follows:

a. Official Vehicle Parking. Spaces reserved for:

(1) Marked government (owned or leased) vehicles, including utility carts. No permit required.

(2) Unmarked government (owned or leased) vehicles. Official parking pass required.

b. Handicap Parking. Spaces annotated with the universal physically disabled symbol. The NMIC handicap parking pass will be displayed when parked in handicap spaces.

c. Executive Parking. Reserved at all times for "E" permit holders. Each space is assigned by number to an executive.

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Parking violations of the assigned space will only be issued upon request of the permit holder.

d. Car Pools. Car pools having two or more members will park in the designated spaces. A car pool parking pass is required.

e. General Parking. No parking permit required. DD Form 2220 is required for registration of permanent employees. Temporary parking passes will be used by personnel who are not permanently assigned to the NMIC and/or have temporary vehicle tags.

f. Special Events. Parking permits for special events may or may not be required, however persons attending special events are expected to park in the designated area.

g. Visitors. The parking lot in front of the NMIC is for visitors.

h. Loading Dock Areas. Yellow diagonal marked areas are reserved for loading and unloading of delivery vehicles. Delivery vehicles are generally limited to 30 minutes.

i. Restricted Parking. Parking during increased force protection conditions may be restricted as determined necessary based on the specific threat.

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CHAPTER 5

ENFORCEMENT

5.1 General. ONI-51 is responsible for traffic and parking regulations in accordance with this instruction and reference (a).

a. The following regulations apply to the safe operation and parking of vehicles aboard the NMIC installation:

(1) No one shall operate or park a vehicle contrary to the requirements of this instruction or in violation of posted signs.

(2) Parking vehicles in unauthorized spaces, or blocking traffic, pedestrian lanes, or fire lanes is prohibited. Violator's vehicles are subject to citation, booting, and/or towing.

b. Government vehicles will not be parked so as to "hold" a parking space open in the general parking areas so that the operator may substitute his/her own POV at the start of the next workday. Violation of this regulation could result in loss of individual parking privileges. Government vehicles will be parked in spaces set aside for them.

5.2 The Assimilative Crimes Act (Title 18 USC, Section 13) authorizes the enforcement of state law on a federal reservation. Therefore, by this act, Maryland State Traffic Code is applicable within the NMIC installation except that where inconsistent with this instruction, the instruction will prevail. It is the responsibility of everyone operating motor vehicles within the NMIC

installation to familiarize themselves with Maryland traffic laws.

a. Traffic Enforcement Procedures. The following procedures apply to all personnel employed at, or visitors to, the NMIC, who are stopped for violation of the Maryland State Traffic Code.

(1) All infractions will be cited either on the Armed Forces Traffic Ticket (DD Form 1408) or on a United States District Court Violation Notice (DD Form 1805) and processed in accordance with this instruction.

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(2) The individual receiving the citation will be advised of the type of citation (DD Form 1408 or DD Form 1805) and what actions ONI will take.

(a) DD Form 1408 will be completed by the ONI police officer in the presence of the violator, when possible. The pink copy is given to the violator or left on the windshield of the vehicle if the driver is not present.

(b) DD Form 1805. The fourth copy (manila card stock) is given to the violator, or if it is a parking violation, placed on their vehicle.

5.3 Authority and Procedures to Void Citations

a. There may be occasions when a citation needs to be voided after it is partially or completely written.

(1) On rare occasions, extenuating circumstances may dictate the need for voiding a DD Form 1408 once it has been written or partially written. In these cases, the police officer will state the precise reason for the voidance in writing on the back of the citation.

(2) The Head, ONI-512 will decide when a citation should be voided due to obvious errors in administration. The reason for voiding the citation will be written on the back of the original.

(3) Anyone cited for operating a defective vehicle will be given 10 calendar days to correct the defect. Any ONI police officer can verify if the defect has been corrected, annotate the correction made, and inform the violator to bring the pink copy to Head, ONI-512. The Traffic Hearing Administrator can void the ticket after the correction has been made.

b. Except as authorized above, any other termination of a traffic citation (ticket fixing) is strictly prohibited.

5.4 State Point Assessment

a. Upon conviction of any traffic violation in the U.S. District Court, the court will forward a notice of conviction to

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the State Motor Vehicle bureau having jurisdiction over the individual's license for appropriate point assessment. The

state point assessment is separate to the points assessed against the individual's NMIC driving record.

b. The appropriate state licensing authority will be notified when a person's installation driving privileges are revoked for a period of 1 year or more following final adjudication of an intoxicated driving offense or for refusal to submit to a blood alcohol concentration (BAC) test. The notification will be sent to the licensing authority of the state where the individual is licensed. The notification will include the basis for the revocation and the BAC level.

5.5 Testing Intoxicated Drivers and Other Individuals

a. Officers certified by the State of Maryland to perform Horizontal Gaze Nystagmus tests might use this test to evaluate the intoxication level of individuals.

b. Officers not certified in Horizontal Gaze Nystagmus test will use Walk and Turn and One-Leg Stand Field Sobriety Tests.

c. Portable chemical breath test devices are authorized for establishing probable cause.

d. Any Maryland state certified breath-testing device will be considered approved for use by NMIC personnel. This may be supplemented by a urine test if indicated.

e. If a stationary breath-testing device is not available to ONI police or other authorized personnel, a blood test and/or urine test may be used. Hemophiliacs may refuse a blood test without penalty.

f. Reference (a) permits involuntary extraction of blood from individuals subject to the Uniform Code of Military Justice under the revised Military Rules of Evidence in intoxicated driving incidents.

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5.6 Illegal Parking

a. Anyone driving or in charge of a motor vehicle shall not permit the vehicle to stand unattended without first stopping the engine, locking the ignition, and removing the key.

b. No person shall stop or park a vehicle, except when necessary to avoid conflict with other traffic or to comply with the directions of a police officer, in the following places:

(1) On a sidewalk.

(2) Within an intersection.

(3) Within 15 feet of a fire hydrant.

(4) On a crosswalk.

(5) Within 20 feet of a crosswalk at an intersection.

(6) Alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic and/or endanger pedestrians.

(7) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

(8) At any place where official signs, barricades, or markings prohibit stopping.

5.7 Abandoned Vehicles

a. Vehicles will not be left unattended on roads and streets except in the case of an emergency, such as mechanical failure. The driver will notify ONI police immediately of the location of the vehicle, expected time of repair or removal, and the name of the towing company.

b. Abandoned vehicles that fall under the following criteria will be ticketed with a DD Form 1408, which will give the owner 3 days to make corrections. If corrections are not made in the specified time, the vehicle will be impounded.

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(1) Any vehicle located on public premises that does not have a valid license plate lawfully affixed or displayed.

(2) Any vehicle from which the engine, transmission, or differential has been removed or which is similarly dismantled or inoperable and left on the installation.

(3) Any vehicle that is declared a nuisance by being either a junk vehicle or a safety hazard will be removed immediately.

5.8 Vehicle Towing

a. Any vehicle located on the NMIC installation illegally or in a manner that constitutes a hazard or obstruction of the movement of pedestrians or other traffic will be towed to an impound area by a local commercial towing company at the owner's expense and the owner will be cited.

b. If a vehicle needs to be left on the NMIC installation for more than 72 consecutive hours, notify the Head, ONI-512 in writing as to the reasons for the request not less than 24 hours in advance, unless exigent circumstances exist. The Head, ONI-512 or his/her representative will promptly approve or disapprove the request to permit the vehicle to remain on the installation.

c. When a vehicle is towed, the Badging Office registration file will be checked and the listed operator will be notified. If the operator cannot be contacted within 5 working days, the vehicle will be considered abandoned.

d. Abandoned vehicles will be disposed of in accordance with DOD Manual 4160.21M, Defense Disposal Manual, Chapter VI, (C2), paragraph 56.

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CHAPTER 6

ONI TRAFFIC POINT SYSTEM

6.1 Suspension/Revocation of Driving Privileges/Point Assessment and Other Administrative Action for Traffic and Parking Violations

a. Upon a finding that a violation has occurred, the Head, ONI-51 or his/her designated representative will notify the person/persons affected, and ensure that the violation and penalty are entered on the operator's on-base driving record. For violations having an assessed value of 12, the person's driving privilege shall be revoked for a period of 1 year for the first offense. On violations having an assessed point value of less than 12, the points will be accumulated, and upon accumulation of 12 or more points during one 12-consecutive-month period or 18 points within 24 consecutive months will be revoked for 1 year. In all cases where driving privileges are revoked or suspended, a military member must complete the prescribed course in remedial driver training before driving privileges are reinstated. If driving privileges are revoked for driving under the influence of alcohol or drugs, military personnel must complete the full 36-hour Navy Alcohol and Drug Safety Action Program before driving privileges are reinstated. Civilians may voluntarily attend. Points assessed against an individual and letters of warning (for parking) will remain in effect for 24 months. Expiration of a suspension period resulting from an accrual of 12 or more points will, of itself, serve to cause removal from the record of all points assessed.

b. A 2-year revocation of driving privileges is mandatory on determination by the Commander, ONI that the individual was driving while driver's license or installation privileges were under suspension or revocation.

c. Revocation of at least 1 year is mandatory on the determination of facts by the Commander, ONI of the following situations:

(1) Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.

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(2) Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08 percent or greater on DOD installations; violation of civil law off-post).

(3) Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree the driver is rendered incapable of safe vehicle operation.

(4) Use of a motor vehicle in the commission of a felony.

(5) Fleeing the scene of an accident involving death or personal injury (hit and run).

(6) Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.

(7) Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.

d. A 1-year revocation of driving privileges is mandatory on the determination of facts by the Commander, ONI that an individual refused to submit to chemical tests (implied consent).

6.2 Traffic Point Assessment and Points Assessed

<u>VIOLATION</u>	<u>POINTS ASSESSED</u>
- Reckless driving (willful and wanton disregard disregard for safety of persons or property)	6
- Owner knowingly and willfully permitting another to operate his/her motor vehicle when physically impaired	6
- Fleeing the scene (hit and run) - property damage	6
- Driving vehicle impaired (consumption of alcohol more than .05 percent and less than .10 percent)	6
- Speed contests	6
- 1 to 10 miles per hour over posted speed limit	3

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- 11 to 15 miles per hour over posted speed limit	4
- Over 15 but not more than 20 miles per hour above posted speed limit	5
- Over 20 miles per hour above posted speed limit	6
- Speed too slow for traffic conditions	2
- Speed too fast for traffic conditions	2
- Following too close	4
- Failure to yield right-of-way to emergency vehicles	4
- Failure to obey traffic signals, traffic instructions of an enforcement officer, or any official regulating a traffic device requiring a mandatory stop, yield right-of-way, denial of entry, or required direction of traffic	4
- Improper passing	4
- Driver failing to stop at a marked stop line	2
- Failure to yield (no official sign involved)	4
- Improper turning movements (no official sign involved)	3
- Improper overtaking	3
- Other moving violations (involving driver behavior only)	3

- Operating an unsafe vehicle (failure to meet minimum safety standards) 2
- Driver involved in accident is deemed responsible (used only as additive to points assessed for specific offense) 1
- Failure of operator or occupants to use available restraint system devices while moving (operator assessed points) 2
- Failure to properly restrain children in a child restraint system while moving, child is less than 4 years old and weighs less than 40 pounds 2
- Failure to wear approved helmet/eyewear while operating or riding a motorcycle 3
- Wearing headphones/earphones while driving 3
- Driver failure to stop for pedestrian in crosswalk 1
- Driver failure to yield to blind/partially blind pedestrian with white cane or guide dog 1
- Driver making improper turn at intersection 1
- Failure to reduce speed in dangerous weather/highway conditions 1
- Driving motor vehicle without required license and authorization 5

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- Driving motor vehicle on highway on expired license 1
- Driving motor vehicle on highway with unpaid registration 1

a. No points assessable in lieu of revocation. Except for "Implied Consent" violation, revocation must be based on accumulation of points or conviction (judicial/non-judicial).

b. When two or more violations are committed on a single occasion, assessment of points will normally be for the one offense having the greater value.

c. The following statement will be put on the Form 1408 for a minor vehicle safety defect, "You have 10 days to correct the defect. Present this copy to any ONI police officer and have the corrected action verified. Bring the copy to the Law Enforcement Division (ONI-512) after verification and the ticket will be voided."

6.3 Table of Penalties for Non-Moving Violations

a. Violators of this instruction and State of Maryland laws or regulations may be subject to the following penalties:

Falsified Parking Permit (expired, copied, altered)	Revocation of DOD decal and parking privileges for 6 months. Command notified.
Providing false information on permit application	Revocation of parking privileges for 6 months. Command notified.
Failure to report changes to car pool membership, handicap status, etc., within 3 working days	1st offense-warning. 2nd offense-2 points assessed. 3rd offense-suspension of car pool privileges for 3 months.
Failure to display permit	1st offense-warning. 2nd offense-2 points assessed.
Failure to properly display Vehicle Registration Decal (DD Form 2220)	1 point assessed.

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Illegally parking in handicap space	4 points assessed. Command notified.
Illegally parking in car pool or executive spaces	2 points assessed.
Illegally parking in "NO PARKING" or loading zones	2 points assessed.
Illegally parking in Official Government Vehicle space	2 points assessed.
Illegally blocking AM or PM rush hour	2 points assessed.
Parking outside control lines	2 points assessed.
Parking within 15 feet of a fire hydrant	1 point assessed.
Stopping/standing/parking on sidewalk	1 point assessed.
Stopping/standing/parking in an intersection	1 point assessed.

Stopping/standing/parking on crosswalk 1 point assessed.

Standing/parking within 20 feet of crosswalk 1 point assessed.

Failure to keep rental car records 1 point assessed.

Open alcoholic beverage container 6 points assessed.

Littering (moving vehicle) 3 points assessed.

Littering (non-moving vehicle) 1 point assessed.

Stopping/standing/parking where prohibited by official signs 1 point assessed.

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Other non-moving violations 1 point assessed.

Parking in visitor lot by NMIC employee 1 point assessed.

b. Repeat violators within any 12-month period will be subject to the following penalties:

12 points Revocation of parking privileges (non-moving violations only) for 2 months. Command notified.

18 points Revocation of parking privileges (non-moving violations only) for 6 months and a letter to employee's Commanding Officer for appropriate disciplinary action.

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CHAPTER 7

MOTOR VEHICLE ACCIDENTS

7.1 General. Report all motor vehicle accidents, however minor, to the ONI police immediately. Do not move vehicles involved in an accident until authorization is received from the accident investigator, unless moving a vehicle is necessary to prevent further damage or personal injury. Persons involved and witnesses shall remain at the scene of an accident (if not injured) until an investigator arrives. The investigating officer will investigate the accident.

7.2 Damage to Private Vehicles. The NMIC does not assume responsibility for damage incurred to POVs while on the NMIC installation except to the extent provided by claims statutes and regulations unless evidence of gross or willful negligence exists. In general, persons operating or parking POVs within the NMIC installation do so at the owner's risk. Operation of POVs within the NMIC installation is a driver's privilege, not a right.

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