



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
U.S. NAVAL STATION GUANTANAMO BAY CUBA
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NSGBINST 11200.1J
N3AT
19 May 2025

NSGB INSTRUCTION 11200.1J

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: MOTOR VEHICLE AND TRAFFIC REGULATIONS

Ref: (a) 10 U.S.C. §§801-946
(b) Manual for Courts-Martial 2019
(c) OPNAV M-5100.23 CH-3
(d) SECNAVINST 5300.28F
(e) OPNAVINST 11200.5D
(f) OPNAVINST 5350.8
(g) NSGBINST 1710.10C
(h) DoDI 6055.04
(i) OAS 5620.1 CH-2

Encl: (1) U.S. Naval Station, Guantanamo Bay, Cuba Motor Vehicle Code
(2) Notarized Bill of Sale
(3) Motor Vehicle Safety Inspection
(4) Abandoned Vehicle Notice
(5) Vehicle Owner Requirements Memorandum Sample
(6) NSGB Port Services Waiver of Liability Agreement

1. Purpose. Provide regulations governing registration and operation of motor vehicles at U.S. Naval Station, Guantanamo Bay, Cuba (NSGB).

2. Cancellation. NSGBINST 11200.1H.

3. Scope and Applicability. This instruction applies to all persons owning and operating a motor vehicle on NSGB. Sanctions imposed under this instruction are administrative in nature, not punitive. However, such administrative action, or the absence of it, does not preclude subsequent disciplinary action under the Uniform Code of Military Justice (UCMJ) or removal and debarment from NSGB.

4. Background. This instruction implements the Department of the Navy traffic safety policy and regulations in references (a) through (i), consistent with the special circumstances of NSGB.

5. Responsibilities

a. Security Officer (SECO). Must maintain, supervise, and initiate the enforcement of this instruction, and serve as principal advisor to the Commanding Officer (CO) on matters of motor vehicle regulation. In addition, the SECO must:

(1) Represent NSGB in cooperative efforts with all commands and activities on installation to promote traffic safety.

(2) Administer the registration and safety inspection of privately owned motor vehicles on NSGB and maintain a central record of vehicle registrations.

(3) Maintain a central system of violations.

(4) Administer the Traffic Safety Council.

b. Chief Magistrate, NSGB Traffic Review Board, the Operations Officer or other Department Head as designated by the CO must:

(1) With the approval of the CO, appoint, train, and supervise one or more Traffic Magistrates for the NSGB Traffic Court hearing (E8 and above).

(2) Take final action on all appeals of suspensions or revocations of driving privileges.

(3) Take final action on all requests for restricted driving privileges and for reinstatement of driving privileges on probation.

(4) Provide authoritative written interpretation of reference (d).

c. NSGB Traffic Court Magistrate must:

(1) Conduct informal administrative hearings to satisfy all requirements of administrative due process hearings per reference (d).

(2) Advise the SECO and Staff Judge Advocate (SJA) of problems in enforcement or interpretation of enclosure (1).

d. Public Works Officer must:

(1) Plan and program traffic signs and controls in coordination with NSGB Safety Department.

(2) Advise the CO concerning the planning, construction, and maintenance of roadways on NSGB.

(3) Procure, install, and maintain permanent traffic control devices and signs.

(4) Issue U.S. Government Motor Vehicle Operator's Identification Card, Private Motor Vehicle Operator's permit, and NSGB Private Motor Vehicle Operator's driver license, per reference (c).

19 May 2025

e. Command Pay and Personnel Administrator must:

(1) Ensure personnel checking out receive a stamp from the Vehicle Registration Office (VRO) to confirm any personal vehicles have been shipped, sold, transferred or removed from transferring individual's name.

(2) Report anyone not in possession of a stamp to the SECO.

f. Tenant Commands, Government Contractors and other U.S. Government personnel. Must ensure personnel checking out follow section (e) of this instruction for their assigned personnel prior to transfer off island.

g. Motor vehicle owners and operators must:

(1) Comply with this instruction and any other applicable regulations including Federal, State, and local laws pertaining to the proper safe and efficient operation of motor vehicles.

(2) Report traffic violations, accidents, or damage occurring while having custody of or when operating a motor vehicle on NSGB roadways and submit documents as required.

(3) Report suspension or revocation of state motor vehicle operator license to VRO.

(4) Not use cell phones while driving unless the vehicle is safely parked or unless they are using a hands-free device.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAVINST 5210.8F of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the SECO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



M. R. STEPHEN

Releasability and distribution:

This instruction is cleared for public release, and it can be found via NSGB public share drive.

U. S. Naval Station Guantanamo Bay, Cuba Motor Vehicle Code



Chapter 1 - General Provisions

| | |
|--------------------------------------|-----|
| 101 - Definitions and Interpretation | 3-6 |
|--------------------------------------|-----|

Chapter 2 - Motor Vehicle Registration

| | |
|---|-------|
| 201 - NSGB License Plates | 7 |
| 202 - Registration Requirements | 7-10 |
| 203 - Expiration Date and Renewal of Registration | 10 |
| 204 - Temporary License Plate | 10-11 |
| 205 - Transfer of Registration | 11 |
| 206 - Termination of Registration | 11-12 |
| 207 - Lost or Stolen NSGB License Plate | 12 |
| 208 - Vehicle Safety | 12-14 |
| 209 - Abandoned Vehicles | 14 |
| 210 - Off-Roading | 15 |
| 211 - EPTDs Requirement | 15-16 |

Chapter 3 - NAVSTA GTMO Supervision and Enforcement

| | |
|---|-------|
| 301 - Authority of Naval Security Forces | 16 |
| 302 - Report of Violations | 16 |
| 303 - Traffic Stops or Detention | 16 |
| 304 - Issuance of Citation | 16 |
| 305 - Intoxicants | 17-19 |
| 306 - Implied Consent | 19-20 |
| 307 - Informal Administrative Hearing | 20-21 |
| 308 - Adjudication of Driving While Impaired/Driving Under the Influence Citation | 21 |
| 309 - Motor Vehicle Collision (Traffic Accident) | 21 |

Chapter 4 - Driver Records and Traffic Point Assessment

| | |
|--|-------|
| 401 - Records | 22 |
| 402 - Points Assessment and Suspensions | 22 |
| 403 - Points Assessment Schedule | 22-28 |
| 404 - Revocation for Accumulation of Points | 28 |
| 405 - Mandatory Revocation for a Serious Violations | 28-29 |
| 406 - Discretionary Suspension of Driving Privileges for Certain Offense | 29-30 |
| 407 - Notification and Execution of Suspension/Revocation | 30 |
| 408 - Appeals of Revocations and Suspensions | 30 |
| 409 - Restricted Driving Privileges | 31 |
| 410 - Remedial Driver Safety Course | 31 |
| 411 - Security Manager Notification | 31 |

Chapter 5 - Impounded Vehicles

| | |
|---------------------------------|-------|
| 501 - Standards for Impoundment | 32-35 |
|---------------------------------|-------|

Chapter 1

General Provisions

101. Definitions and Interpretation

a. General Rule of Interpretation. The NSGB Motor Vehicle Code must be interpreted in a manner that best protects public safety and provides for the efficient administration and enforcement of these regulations.

b. Abandoned Motor Vehicle. The U.S Government assumes no responsibility for unattended privately owned vehicles left on this installation. When vehicles (including boats, trailers, etc.) are left unattended or have apparently been abandoned on the station, the Security Officer (SECO) must direct actions as specified by reference (a), as applicable, to impound and properly dispose of said vehicle(s). Any vehicle that has registration expired greater than 90 days will be considered abandoned, and the license plate must be seized by Naval Security Forces (NSF).

c. Bicycle. A device propelled solely by human power, using pedals, and with two or more wheels in tandem.

d. Conviction. An official determination or finding as authorized by applicable federal, state, city, county, or host nation law or regulation, including a final conviction by a court or court-martial (whether based on a plea of guilty or a finding of guilty and regardless of whether the penalty is deferred, suspended, or probated).

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

f. Driver distractions. Vehicle operators on a Department of Defense (DoD) installation and operators of Government owned vehicles will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. The DoD component safety guidance should note the potential for driver distractions such as eating and drinking, operating radios, CD players, global positioning equipment, and so on. Whenever possible this should only be done when the vehicle is safely parked.

g. Driving Privileges. The authority granted by the Commanding Officer to allow a person to operate a motor vehicle on an installation or area under the authorizing official's supervision and control.

(1) Suspension. Driving privileges that must be temporarily suspended up to one year, upon finding of liability by the Traffic Magistrate. Notification will be sent to the respective State Driver's agency when installation driving privileges have been revoked for 1 year or more.

(2) **Temporary Suspension.** Upon being suspected of a Driving Under Influence (DUI) or Driving While Intoxicated (DWI) or failing to comply with implied consent, the driver must be issued a temporary suspension of driving privileges until the next traffic court date.

(3) **Revocation.** Driving privileges that must be revoked by the Traffic Magistrate upon liable findings of driver's wrongdoing. Driving privileges may only be restored upon completion of the administered revocation period one to two years and upon order of the Traffic Magistrate.

h. **Drunk or Reckless Operation of a Vehicle or DUI.** Physical operation or control of a motor vehicle or craft while under the influence of alcohol, drugs or prohibited substances.

(1) **Driving Under the Influence.** After determination of chemical testing for breath alcohol content (BAC) greater than 0.05 percent, but less than 0.08 percent, the driver may be presumed to have operated the vehicle while impaired per reference (a) Section III, paragraph 4-11 (2). This standard may be considered with other competent evidence in determining whether the person was under the influence of alcohol.

(2) **Driving While Impaired.** The alcohol concentration in the accused's blood or breath equaled or exceeded the applicable limit (0.08 grams of alcohol per 100 milliliters of blood). This violation is not limited only to alcohol; if the tests reflect the presence of illegal drugs, a driver may be charged with intoxicated vehicle operation per reference (a) Section III, paragraph 4-11 (3).

i. **Drug.** Any substance, other than food, that is consumed, inhaled, injected, absorbed, or introduced into the body to modify mood, induce intoxication, or alter physiological function.

j. **Emergency Vehicle.** An Emergency Vehicle (EV) is any vehicle that is designated, equipped, and authorized to respond to an emergency. These include police, ambulance, fire, crash and rescue, explosive ordinance disposal and hazardous material response vehicles.

k. **Golf Carts.** Golf carts typically operate at speeds no greater than 15 to 20 miles per hour (MPH) and offer no occupant protection in a collision. They are not classified as private or Government Motor Vehicles (GMV) or a low-speed vehicle. They do not meet the requirements in reference (b) and must not be used on Naval installation roadways.

l. **GMV.** A motor vehicle that is owned, leased (includes General Services Administration vehicle under control of Navy activities), or rented by the government (includes a vehicle rented by government personnel when authorized on their official travel orders) primarily when designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel.

m. **Handheld Alcohol Detection Devices.** May be used as technical aides for inspections. Test results cannot be used as the basis for disciplinary action but can provide the foundation for a probable cause search or fitness for duty examination, per references (b) and (c). Alcohol Detection Devices provide the foundation for a probable cause search when considered along with other evidence of intoxication, including, but not limited to, bloodshot eyes, slurred speech, muscular movement, general appearance or behavior, and admission of alcohol use or statements of other witnesses.

n. Implied Consent. Per reference (a) paragraph. 2-3, any person operating a motor vehicle, craft or bicycle on the installation must be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, and urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle, craft or bicycle on the installation.

o. License Issuing Jurisdiction. Any country, or any province, state, or territory thereof that issues driver's licenses. For purpose of this instruction, licenses and permits issued by Public Works are the only valid license issuing jurisdiction on NSGB. Tenant commands, government contractors, and concessionaires on NSGB are not license issuing jurisdictions. Specific guidance for local issuance of licenses is delineated in reference (e).

p. Low Speed Vehicle. Low Speed Vehicles (LSV) are defined as any four or more wheeled vehicle with at least four wheels in contact with the ground in normal operation; has a speed attainable of more than 20 MPH, but not more than 25 MPH on a paved level surface; and has a gross vehicle weight rating of less than 3,000 pounds. As per reference (b), LSVs will be defined as a motor vehicle and will be required to meet all standards set forth in this instruction.

q. Moped. Any privately owned bicycle-type motor vehicle equipped with a low-powered motor. Bicycles with self-attached motors are not considered mopeds. Mopeds are motorized from the factory.

r. Motor Vehicle. Any transportation device with a motor powered by fossil fuels, electricity, or other external sources or energy, except devices moved by human power or used exclusively on stationary rails or tracks. For the purpose of this instruction, LSVs, mopeds, motorcycles, boats, motorized bicycles, and scooters are considered motor vehicles when operated on the roadways or waterways.

s. Motorcycle. Any two or three wheeled government or privately owned motor vehicle having a seat or saddle for the use of its operator and designed to travel long distance, commuting, cruising, off-road riding, etc.

t. Open Container. Any bottle, can, or other receptacle containing any alcoholic beverages that have been opened, or had its seal broken

u. Permit. Permits for new drivers can be obtained at the earliest age of 15 & ½ years old with consent of a guardian and is valid for six months from the date of issue. Applicants must pass a road test examination prior to receiving a permit. Applicants are required to provide a properly licensed, insured, and inspected vehicle for the road test. Driving with a beginner operator's permit is authorized only when the individual is accompanied by a licensed driver who is 18 years of age or older and this person must be in the front seat and otherwise authorized to operate a vehicle under this enclosure as per reference (c).

v. Electric Powered Transportation Device. These devices include electrical vehicles (e.g. Tesla, Rivian), Electric (E)-Bikes, Electric (E)-Scooters, Segways, Electric (E)-boards and any other personally owned Electric Powered Transportation Device (EPTD).

w. Private Motor Vehicle. A vehicle owned, leased, rented or controlled by an individual in a personal capacity. A trailer being towed by a Private Motor Vehicles is considered part of the vehicle.

x. Roadway. Any paved, be it asphalt or concrete, or any hard packed road, i.e. access roads to public beaches, used to travel from one location to another.

y. Recreational Off-Highway Vehicle (ROV) and Similar Off-Road Vehicle. ROVs, utility terrain vehicles (UTV), and other types of similar off-road vehicles generally provide some level of occupant protection features and are not designed for on-highway use. These vehicles generally have a steering wheel, foot pedals for acceleration and braking, seats, side retention features, and rollover protection. Operators of government-owned, leased, or rented ROVs or UTVs will successfully complete a Specialty Vehicle Institute of America Recreational Off-Highway Vehicle Association course or Commander, Naval Safety Center approved equivalent. Driver must carry proof of completion while operating a ROV or UTV. A vehicle designed specifically for off-road use, is not considered a GMV, ROV, or UTV are not classified as LSVs because they may travel at speeds up to 35 MPH and at all times require doors or netting as per the manufacturer's specifications. Commands using these vehicles will establish standard operating procedures, authorized areas of usage, perform annual vehicle inspections, and ensure the vehicles are operated and maintained per the manufacturer's guidance.

z. Scooter. A type of motorcycle with a step-through frame and a platform for rider's feet.

aa. Valid Driver's License. A driver's license issued by a license issuing jurisdiction, including a license issued by the U.S. government, which is not currently suspended or revoked. A driver's license which appears on its face to be expired, is nonetheless a valid driver's license for purposes of this instruction, if the issuing jurisdiction is a State that automatically extends or renews driver's licenses for residents located outside the jurisdiction on the expiration date, but only to the extent and for the period that the issuing jurisdiction extends or renews such licenses. At NSGB, only U.S. State and territory-issued licenses and locally issued NSGB licenses from Public Works are considered valid.

ab. Valid Motorcycle Safety Card. All military operators must successfully complete a motorcycle safety foundation rider course to register his or her motorcycle. NSGB will also accept the completion card of any Commander, Naval Safety Center approved state motorcycle training course that includes a written and riding evaluation.

Chapter 2

Motor Vehicle Registration

201. NSGB License Plates. All privately owned motor vehicles, vessels, motorcycles, scooters and mopeds on NSGB are required to be registered by his or her owner or the owner's agent at the Vehicle Registration Office (VRO), building 2153. Upon completion of the registration, owners must either receive an NSGB license plate with registration good for one year or a temporary paper registration. Regardless, if the vehicle will pass the vehicle safety inspection or operational, owners MUST attempt to register their vehicle within three business days after transfer of ownership. The previous owner must accompany the new owner to the VRO to ensure proper transfer of vehicle ownership.

a. All NSGB license plates. Must be affixed with bolts or screws to the rear of the vehicle. NSGB license plates will have the current registration stickers placed with the month on the top left corner and the year on the top right corner. All previous years registration stickers must be removed prior to placing new stickers.

b. Temporary registrations. Must be placed in the rear window directly behind the driver in a manner that can easily be read from a distance greater than 25 feet.

c. Plate Protective Covers. All license plate protective covers, regardless of tint or color, are not authorized for use over the rear license plate.

d. Number of Vehicles an Individual Can Own. Each household is only authorized to register two motor vehicles if residing in accompanied housing. Residents residing in unaccompanied are only authorized to register one motor vehicle due to limited parking available. Additional vehicle registration requests based on hardship or special circumstances may be in a memorandum stating request and circumstances via the VRO to the installation SO for approval.

202. Registration Requirements. The following documents are required to register a privately owned motor vehicle, motorcycle, or scooter prior to operation:

a. NSGB Motor Vehicle Safety Inspection form, enclosure (3). Completion of a safety and mechanical vehicle inspection by the Morale, Welfare and Recreational (MWR) Auto Skills Center. Privately Owned Motor Vehicles (POV) that are issued by contracted companies must complete the vehicle safety inspection at the Auto Skill Center through MWR services.

b. Proof of Ownership. Issued to and in the name of the owner of the vehicle to be registered. Notarized Bill of Sale, state registration, military base registration or vehicle title will satisfy this requirement.

c. Proof of Liability Insurance

(1) Minimum coverage:

(a) Personal injury or death, \$25,000 per person and \$50,000 per incident.

(b) Property damage, \$25,000 per incident.

(2) The insurance policy or certificate must:

(a) Be issued to, and in the name of the registered owner.

(b) List the policy number.

(c) Describe sufficiently the vehicle or vehicles covered under the policy. (Minimum of Vehicle Identification Number, Year and Make of vehicle).

(d) State the limits of liability under the policy.

(e) Specifically state that it covers a vehicle or vehicles at NSGB or in Cuba.

(f) Be issued for a minimum period of six months.

(g) List the expiration date of the policy.

d. Valid Driver's License. All owners registering their vehicles must provide a valid state or NSGB driver's license to the VRO Clerk. A state driver's license which appears on its face to be expired, is nonetheless a valid driver's license for purposes of this instruction, if the issuing jurisdiction is a state that automatically extends or renews driver's licenses for residents located outside the jurisdiction on the expiration date, but only to the extent and for the period that the issuing jurisdiction extends or renews such licenses. An NSGB driver's license issued by the Naval Facilities Engineering Services Command (NAVFAC) transportation must be kept current at all times.

e. Proof of Full Time Residency. Owners must reside on the installation full time to possess a personal motor vehicle. Proof of full-time residency must be provided to accept vehicle ownership by Bill of Sale at the Legal Assistance Office and to register a vehicle at the VRO. Acceptable proof of full-time residency is Letters of Authorization, Residency Letters, Special Category Resident Letters, Permanent Change of Station (PCS) Orders to a unit or organization located on NSGB or a memorandum from the local agency director to the SO stating the owner resides on the installation full-time. Personnel on Deployment Orders, Temporary Duty Travel or Temporary Additional Duty are not considered full-time residents of NSGB.

f. Vehicle Owner Requirements Memorandum. All registered owners are required to complete and sign enclosure (5), stating they understand all of the requirements needed to adhere to their vehicle. Failure to obey the requirements will lead to vehicle impoundment onboard NSGB.

g. Registration of Motorcycle or Scooter

(1) A mandatory "check-in" with NSGB Safety Department is required.

(a) Military personnel (MILPERS) must also have a valid Motorcycle Safety Card within the last three years and a state-endorsed license. A Motorcycle Safety Course is not currently held

onboard NSGB and any MILPERS must attend the course at another installation that's offering the course.

(b) Civilian motorcycle operators must have a current state motorcycle operator license, endorsement, or a permit. Civilians are not required to have a valid Motorcycle Safety Card.

(c) Operators of a 49 cubic centimeters engine or less may operate without a motorcycle driver's license endorsement and are also not required to complete motorcycle training. A valid state driver's license is still required.

(2) Personal Protective Equipment: All operators and passengers must always wear proper Personal Protective Equipment (PPE) while operating a motorcycle or scooter per reference (e), enclosure (3).

(a) Head Protection. A helmet meeting Department of Transportation (DOT) FMVSS 218, United Nations Economics Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 must be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.

(b) Eye Protection. Protection eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) must be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.

(c) Protective Clothing. Riders and passengers must wear a long-sleeved shirt or jacket, long-legged trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

(d) Foot Protection. Sturdy footwear is mandatory. Sturdy over the ankle footwear protection for the feet and ankles must be worn.

(e) Brightly colored or reflective outer upper garment will be worn by operators and passengers when in operation, between sunset and sunrise, per reference (a), chapter 4, para 4-2.

h. Motor Vessel Registration. Proof of full-time residency for vessels is the same for motor vehicles. Vessels (motorboat, rowboat, sailboat, jet-ski, boat trailers) are required to be registered with VRO within 10 days upon arrival or transfer of ownership, and must be re-registered annually, thereafter. The new owner must accompany seller to the VRO to ensure proper transfer of ownership. Kayaks, paddleboards, surfboards, and skim boards are exempt from registration. Vessels must not be operated without current registration. Requirements are:

(1) Proof of Ownership.

(2) Signed and Approved, Non-Military Waterborne Inspection Form, issued by Port Operations.

(3) Insurance is not required on NSGB.

(4) Current Waterborne Craft Operator License issued by MWR Marina (NSGB Captain's License).

(5) Proof of Full-Time Residency on NSGB.

(6) Port Services Release of Liability.

g. Government Owned Vehicle Registration. Certain vehicles owned by government agencies that require an NSGB license plate, must only register with the VRO after completion of the following:

(1) Attempt to register with NAVFAC transportation by providing documentation of the contracted vehicles.

(2) If unable to register with NAVFAC, agencies may register with VRO and must provide a written memorandum stating the reason for government vehicles to be registered with a NSGB license plate.

203. Expiration Date and Renewal of Registration

a. Expiration Date. Registration must expire at midnight on the last day of the month when the vehicle was registered. Failure to register by this time will subject the owner of the vehicle to an expired registration citation.

b. Renewal of Registration. Vehicles will be registered only upon presentation of evidence satisfying the requirements in Sections 202 (a) through 202 (d) of this instruction.

204. Temporary Registration

a. 14 Day Temporary Registration. A temporary registration is valid for 14 days and may be issued for the following reasons:

(1) A vehicle does not meet the safety inspection requirements outlined in enclosure (3).

(a) This temporary registration is authorized for vehicles that failed an inspection due to defects in steering, suspension, brakes or any other conditions that can be deemed unsafe for operation.

(b) This temporary license plate is valid only for the purpose of delivering the vehicle to the repair facility.

(2) Operating the vehicle from or to the designated shipping company of POV parking lot to the VRO for registration.

b. 75-day Temporary Registration. When shipping the vehicle off island, a temporary registration must be issued for a period of up to 75 days, depending on the ultimate destination. VRO must only issue temporary registration upon receipt of the NSGB license plate. The temporary registrations should be honored as a dealer's license plate by most states until expiration. Each state

19 May 2025

has laws governing the requirements to register vehicles. It is the owner's responsibility to ensure they meet all local requirements to register their motor vehicles in that specific state.

205. Transfer of Registration

a. Within three business days after the transfer of ownership of a vehicle registered on NSGB, the new owner must:

(1) Register their vehicle at the VRO, providing enclosure (2).

(2) Complete a vehicle safety inspection.

(a) POV owners must complete their vehicle inspection with MWR services from Auto Skill Center, building 1843.

(b) Vehicle owned by a contract company must complete their vehicle inspection with MWR services from Auto Skill Center, building 1843.

(3) Provide proof of Liability Insurance.

(4) Provide a valid driver's license.

(5) Provide proof of full-time residency onboard NSGB.

b. Former vehicle owner. May not transfer registration of the NSGB license plate to the new owner. The license plate remains the responsibility of the former owner until the new owner completes the registration with the VRO. The former owner must accompany the new owner when transferring registration over at the VRO.

c. Power of Attorney:

(1) In the event of transfer of registration through an agent of the owner, the agent must be in possession of a notarized Power of Attorney naming the agent, in fact, as having the rights to sell or transfer the vehicle in the owner's absence.

(2) VRO must be notified of the Power of Attorney and create an entry in the Additional Information section of the owner's registration in Consolidated Law Enforcement Operations Center (CLEOC). The owner must maintain insurance for the active vehicle and a copy with his or her agent. Failure to transfer registration in a timely manner must result in the new owner and previous owner being issued a traffic citation.

206. Termination of Registration. The SO must terminate the registration of a privately owned motor vehicle when:

a. Registration. The registration is expired for 90 days or more.

b. Insurance Coverage. The insurance coverage on the vehicle expires, lapses, or is canceled whether by the insurer or the owner.

c. PCS or transfer from NSGB. In the event the owner transfers from NSGB, or any tenant command thereof, a signature and stamp must not be given unless the owner meets one of the criteria below:

(1) The owner certifies that the vehicle is permanently inoperable and requests termination of registration due to disposal of vehicle. The NSGB license plate must be returned to VRO upon request for termination. The owner will also be required to provide written proof of disposal (i.e., notarized Bill of Sale to the Base Operating Support contractor, paperwork signed by the Transportation office, Auto Skills Center, or Auto-Port) at which time the vehicle will be removed from the owner's account and the owner will be free to transfer from his or her command.

(2) The owner or agent thereof provides proof that the vehicle is being permanently removed from NSGB via Personal Vehicle shipment request.

(3) Upon receipt of the shipment request, the owner will return the NSGB license plate to the VRO and will receive a temporary registration, per Section 204 (b) above, before shipping the vehicle. Proof of the vehicle's departure from the installation and the return of the license plate issued to the owner will allow the owner to transfer off the island.

207. Lost or Stolen NSGB License plates. NSGB license plates must remain the responsibility of the current owner of the vehicle until properly registered to a new owner or returned to VRO.

a. NSGB license plates. Are U.S. Government property and are NOT available for purchase or taking as a keepsake. Personnel who falsely report plates as "lost or stolen" or do not return NSGB license plates can be held civilly and criminally liable.

(1) All lost or stolen NSGB license plates must be reported to NSGB Security Department's Precinct, building 1655, and complete a voluntary statement.

(2) A completed copy of the voluntary statement or report number must be provided to the VRO for a new license plate.

208. Vehicle Safety

a. Requirements. All Private Motor Vehicles must comply with all safety regulations promulgated in references (a) and (e). Owners who modify vehicles from factory standards and determined unsafe must be issued citations for operating vehicles in an unsafe condition as determined by the NSF.

(1) Motor Vehicle Safety Inspection: Listed in Enclosure (3).

(2) Occupant Protection:

(a) All personnel riding in a GMV and POV must properly wear safety belts. Vehicle drivers must ensure that seat belts are in proper working conditions, and that all passengers are buckled up.

19 May 2025

(b) Individuals must not ride in any seating positions where safety belts have not been installed or have been removed or rendered inoperative.

(c) No one must ride in the cargo areas of motor vehicles with the exception of military vehicles specifically designed to carry passengers in the cargo area. POV's modified to include seating in cargo areas will not be authorized to operate on base.

(d) Only vehicles designed to have doors removed will be authorized on all roadways i.e. Jeep Wranglers.

(3) Child Safety Seat Requirements. The safest location for an installed child safety seat is in the center of the rear seat or the middle row. Do not install child safety seats in the front of a vehicle equipped with a passenger side air bag.

(a) Birth to 12 months. Children under the age of one year old will always ride in a rear-facing car seat.

(b) One to Three Years. Children will remain in a rear-facing car seat until they reach the top height or weight limit allowed by your car seat's manufacturer.

(c) Four to Seven Years. Children will be in a forward-facing car seat with a harness until he or she reaches the top height or weight limit allowed by your car seat's manufacturer.

(d) Eight to 12 Years. Children will be in a booster seat until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly, the lap-belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should fit snug across the shoulder and chest, not cross the neck or face.

209. Abandoned Vehicles

a. Suspected Abandoned Vehicles. Any vehicle that is suspected of being abandoned will be cited by the NSF, utilizing enclosure (4).

(1) Abandoned Vehicle Notice, enclosure (4) will be conspicuously placed on POVs considered unattended.

(2) This action will be documented by an entry in the installation law enforcement desk journal.

(3) The owner will be allowed three days from the date the POV is tagged to remove the vehicle before impoundment action is initiated.

b. Abandon Vehicle Notice. If after three working days from time of issuance there has been no effort to address the Abandoned Vehicle Notice to the VRO, the vehicle will be subject to towing and impoundment by the installation towing service.

c. Impoundment Lot. If after 45 days in the impoundment lot with no efforts made by owner, the vehicle will be compacted or disposed of by the installation.

d. Registration. Any vehicle with registration expired greater than 90 days will be considered abandoned, and the license plate will be seized by NSF. Once the license plate has been removed by NSF the owner will need to register the vehicle again at the VRO.

210. Off-Roading. The operation of any motor vehicle on any terrain other than that of a prescribed road is unauthorized, except for scheduled MWR events, approved by the CO. This prohibition includes roads, trails, and areas not designed as open for other than official motor vehicle travel (e.g. recreational trails, ridgelines, tank trails). Exceptions to this are golf carts, which may only be used on the golf course.

211. Electronic Powered Transportation Devices (ETPDs) Requirement. EPTDs must complete a one-time safety inspection at the MWR Auto Skills Center, building 1843. Upon successful completion of the one-time safety inspection, a sticker will be issued to the owner for placement near or on the handlebars.

a. Safety Inspections must include:

- (1) Verify user has a helmet with a chin strap.
- (2) Front and rear lights (if applicable)
- (3) Brakes
- (4) Adequate tires in good condition
- (5) A sound producing device (e.g. horn or bell)
- (6) Knowledge of the left turn, right turn, and stopping hand signals

(7) EPTDs such as Tesla's will be subject to the same type of safety inspection as other regular gas-powered vehicles.

b. NSGB Population and Security. Will emphasize and enforce EPTD safety. EPTDs such as E-Scooters, Segways, E-bikes etc:

(1) May operate on installation sidewalks, as long as the EPTD does not exceed 15 MPH. If the EPTD operates at 15 MPH or faster, it will only be used on installation roadways and all regulations for roadway use will apply.

(2) PPE. At a minimum, a bicycle helmet will be worn as designated by the manufacturer. For ETPDs operated on roadways, helmets must meet ASTM F1447, Snell B-95, and all other PPE will apply same as a motorcycle rider.

(3) While operating an EPTD, the user will not:

- (a) Wear portable headphones, earphones, or other listening devices.
- (b) Operate a cellphone or other hand-held device.
- (c) Drink alcoholic beverages or operate EPTD under the influence of alcohol or other substances that could impaired their skills.
- (4) DoD Components will monitor advances in PTDs and, as necessary, develop policy and risk mitigations for their respective facilities and installations.

Chapter 3

NSGB Supervision and Enforcement

301. Authority of NSF. As used in this instruction and in enclosure (1), the term NSF refers to members of the Security Department. When acting in the performance of his or her duties in the enforcement of this instruction, members of the NSF are agents of the CO. Therefore, all persons on NSGB, regardless of status or rank, must obey such orders and directions that NSF personnel may issue in the enforcement of this instruction. NSF is authorized to stop any vehicle operating on NSGB upon competent orders or from reasonable belief that a criminal offense or traffic violation has occurred, per reference (a). No person must flee from, attempt to elude or evade, or willfully fail to comply with any lawful order, direction, or request given by a NSF member acting in the execution of his or her duties.

302. Report of Violations. Any person may report in person to NSF any suspected violations of this code. NSF must observe traffic violations to issue traffic citation. With the exception of the CO, senior personnel cannot direct the issuance of a citation. In incidents where reports are made of serious traffic violations, an Incident Complaint Report will be completed, and the reporting person will be listed as a witness.

303. Traffic Stops or Detention. Only NSF is authorized to stop or detain persons suspected of having violated this code. Additionally, only NSF is authorized to conduct Command Authorized Checkpoints on NSGB.

304. Issuance of Citation. Any member of the NSF, authorized by the SO to issue traffic citations, have the authority to issue a DD Form 1408, Armed Forces Traffic Ticket at their discretion, per this instruction. A carbon copy (pink) of an Armed Forces Traffic Ticket must be provided to the driver with guidance of the infraction(s) and the court appearance procedures. Issuance of a DD Form 1408 is not mandatory.

a. Right-of-way. All persons must yield the right-of-way to an emergency vehicle responding to an emergency call. When approached by an emergency vehicle using flashing lights and sirens, all other motor vehicles in the area, regardless of direction of travel, must pull to the right side of the roadway as soon as safely possible, and must remain there until the emergency vehicle has passed.

b. EV Privilege. EV response is only authorized for NSGB Security, Fire, and Medical assets, having direct communication with NSGB Dispatch. Other departments or tenant commands, regardless of status, are not authorized to exercise emergency vehicle privileges at any time.

c. Overtaking and Passing Vehicles. Overtaking and passing a motor vehicle traveling in the same direction is prohibited on all roadways on NSGB.

(1) Notwithstanding this prohibition, a slowly moving vehicle or a piece of heavy equipment traveling no faster than 10 MPH may be overtaken and passed only when the slowly moving vehicle has moved to the extreme right shoulder of the roadway.

(2) LSVs must pull off the road to the right shoulder at the first available safe area and yield to all other vehicles.

d. Overtaking and Passing Turning Vehicles. No vehicle may overtake and pass another vehicle to the right, during a turn.

e. Approaching, Overtaking, or Passing a Stopped Bus. No vehicle may approach, overtake, or pass any school bus in the designated school zone or loading or unloading area. Public transit buses may only be passed when the bus is stopped to board or discharge passengers at a designated bus stop that is not interfering with traffic.

f. U-turns. U-turns are prohibited on all roadways at NSGB with the exception of EVs being operated in response to a reported emergency.

g. Speed Zones. Unless otherwise posted, the following speed limits apply:

(1) 5 MPH in areas where physical training is being conducted (i.e. command road runs and platoon runs). Command formation runs on the roadway must have the right-of-way.

(2) 10 MPH in any parking lot, flight line or hangar area, piers, wharfs, landings, or within 100 feet of any aircraft.

(3) 15 MPH in any residential area, barracks or billeting area, training area, playground, recreational area, lyceum, or on any unpaved road.

(4) 15 MPH in any posted school zone, during posted times.

305. Intoxicants

a. Under the Influence. Operating a motor vehicle under any impairment of intoxication caused by drugs or alcohol is a violation of Article 113 of the Uniform Code of Military Justice (UCMJ) and base policy.

b. Detection. Law enforcement personnel may detect drunk driving and or driving under the influence of a drug or intoxicant by seeing unusual, abnormal, erratic, or illegal behavior by the driver. Other common ways of detecting drunk drivers are random sobriety checkpoints and on-scene traffic accident investigations.

c. DWI or DUI. per reference (a), Chapter 4, Section III, para 4-11.

(1) No person must operate or be in actual physical control of a motor vehicle or cycle, craft, golf cart, or bicycle while intoxicated or under the influence of alcoholic beverages, drugs, or other chemical substances, or impaired in any way. Actual physical control relates to a person, whether they are conscious or not, who:

(a) Is located in the front driver seat of the vehicle, if the vehicle is equipped with multiple rows of seats.

(b) Is in a position that would lead a prudent person to believe that there was, is, or will be intent to cause the vehicle or craft to move.

(c) In the case of bicycles, the rider is observed riding the bike or straddling or seated on the bicycle in a manner consistent with operation.

(2) For the purpose of this section the following presumptions are made per reference (a) Chapter 4, Section III, para. 4-11, and reference (c) enclosure (1).

(a) If the person's BAC is less than 0.05 percent, it will be presumed the person is not under the influence of alcohol. The operator will park their vehicle or craft in a safe location and will be able to retrieve their vehicle or craft when their BAC is 0.00 percent.

(b) DUI. If the driver's BAC is 0.05 percent but less than 0.08 percent, the driver may be presumed to have operated the vehicle while impaired. Security has the right to determine, utilizing other factors, if the driver is impaired while operating a vehicle, aircraft, or vessel.

(c) DWI. If by reasons of probable cause or BAC content of the driver is greater than 0.08 percent, or if tests reflect the presence of illegal drugs, or the driver committed an offense consistent with impairment, the driver was DWI.

(d) Anyone found to be operating a vehicle under the age of 21 with a BAC greater than 0.01 percent, will be charged with DUI or DWI. NSGB has zero tolerance for underage drinking.

(e) DUI or DWI. If the BAC of the driver cannot be determined due to refusal of implied consent or the inability to consent, as defined in reference (a), Chapter 2, para. 2-3, the consideration of other competent evidence, such as Standardized Field Sobriety Tests and/or the observations and opinions of witnesses, NSF concerning the existence and extent of impairment to drive may be used. Impairment is defined as any physiological, psychological, or perceptual effect that renders the person incapable of safe operation of a motor vehicle.

1. Law Enforcement Personnel. Detect drivers under the influence of alcohol or other drugs by observing unusual or abnormal driving behavior.

2. Drivers. Anyone showing such behavior will be stopped immediately.

3. Unusual Driving Behavior. The cause of the unusual driving behavior will be determined, and proper enforcement action will be taken.

d. Transporting and Consuming Alcoholic Beverages. No person may operate a motor vehicle:

(1) While consuming any alcoholic beverage.

(2) With an open container of alcoholic beverage in their immediate possession. An open container is any bottle, can, or other receptacle containing any amount of an alcoholic beverage that has been opened, seal broken, or the contents of which have been partially removed.

(3) Immediate possession is defined as located in the area of a motor vehicle designed for seating the operator of the motor vehicle to include arms reach of the operator including but not limited to the following:

(a) Glove compartment or similar container that is locked.

(b) Behind the front operator and passenger seats.

306. Implied Consent

a. Implied consent to blood, breath, or urine tests. Persons who drive on the installation must be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, stopped at Command Authorized Sobriety Checkpoints, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle or craft on military installations to determine the influence of intoxicants as per reference (a), Chapter 2, paragraph 2-3.

(1) Notification to Driver. A driver suspected of operating a motor vehicle while intoxicated or under the influence, who refuses any request for submittal of breath, blood, or urine for chemical testing to determine BAC and the presence of intoxicating substances will be in violation of "implied consent." NSF will warn the person that their driving privileges will be revoked if the person fails to voluntarily submit to or complete a requested test to measure the BAC or detect the presence of any other drug as required by the installation traffic code.

(a) Failure to submit to such testing will result in the SO immediately suspending the driver's base driving privileges for one year, or until their mandatory court appearance and pending resolution of charges.

1. Traffic Court. Appearance at Traffic Court is not necessary to award the revocation of driving privileges due to refusal of implied consent.

2. Appeal Process and Request. Restricted driving privileges do not apply for this offense.

(b) Driver does not have the right to have an attorney present before stating whether he or she will submit a test, or during the actual test.

(c) Involuntary extraction of bodily fluid pertains only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists that the driver was intoxicated. Involuntary extraction must be based on valid search and seizure authorization. An individual subject to the UCMJ who does not consent to chemical testing, may nonetheless be subjected to an involuntary extraction of bodily fluids, including blood and urine, per reference (a).

(d) Immediate suspension of NSGB command POV driving privileges pending resolution of an intoxicated driving incident is authorized for active-duty military personnel, family members, retired members of the military services, DoD civilian personnel, and others with installation or overseas command driving privileges, regardless of the geographic location of the intoxicated driving incident. Suspension is authorized for non-DoD affiliated civilians only with respect to incidents occurring on NSGB per reference (a), Chapter 2, paragraph 2-4.

(2) Persons Unable to Give Consent. Any person who is unconscious, or otherwise in a condition rendering them incapable of understanding, must be considered not to have withdrawn his or her consent. However, no such tests must be administered unless otherwise independently indicated for medical reasons, safety investigation purposes, or pursuant to command authorization based upon probable cause.

b. Implied consent to impoundment. Any person granted the privilege to operate or register a motor vehicle on a military installation must be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded. Existence of these conditions will be determined by the installation commander or designee per reference (a), Chapter 2, paragraph 2-3. See Chapter 5 of this enclosure for further guidance on impoundment and procedures.

307. Informal Administrative Hearing. Each person cited for a violation of this code may appear at an informal administrative hearing at the NSGB Traffic Court.

a. Nature of the Proceeding. A hearing before the NSGB Traffic Court is an informal administrative proceeding. Judicial concepts such as reasonable doubt, confrontation, right to counsel, and the rules of evidence applicable to criminal or civil judicial trials do not apply.

(1) All personnel with a "MANDATORY" magistrate appearance who are facing a citation which could result in a suspension or revocation of privileges, must be accompanied by a command representative or supervisor.

(2) The representative must be an E7 or above, or one rank higher if personnel are E7 or above.

(3) Civilian and contractors must be accompanied by their first line supervisor. If they are supervisors, they must be accompanied by the person directly over them.

b. Traffic Magistrate Actions. After considering all available information, the Traffic Magistrate must take one of the following actions with respect to the citation:

(1) Dismiss the citation.

(2) Dismiss the citation with a warning.

(3) Enter a finding of liable to the cited violation, in which case the Traffic Magistrate must assess points, suspension, or revocation.

(4) Enter a finding of liability to a lesser included offense than cited, in which case the Traffic Magistrate must assess points or revocation for that lesser included offense.

(5) Have the citation rescheduled to a later date pending additional information.

19 May 2025

c. Traffic Courts are held every second Wednesday of the month. Times and locations are subject to change. Contact the Antiterrorism Force Protection Leading Chief Petty Officer or Leading Petty Officer at (747) 458-4505 for further information.

d. Drivers who are subject to mandatory court appearance and fail to attend without proper notification to the Magistrate or the VRO, must receive immediate suspension of driving privileges until the next traffic court is available.

308. Adjudications of DWI or DUI Citation. NSGB retains the authority to conduct Article 15 proceedings and forward for court-martial proceedings under the UCMJ on all military violators under NSGB jurisdiction regardless of the plea to the citation. Civilian violators, in addition to losing driving privileges, may also be subject to debarment.

309. Motor Vehicle Collision (Traffic Accidents). When a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole, building, etc.

a. Report. Drivers must immediately report all traffic accidents to NSGB emergency services (911) after ensuring the scene is safe.

(1) Ensure NSF arrives on scene and assist in the completion of the required documents.

(2) Exchange names and addresses with the other driver.

(3) Do not move the vehicles unless directed by NSF, Fire, or a higher authority.

(4) Drivers must remain on the scene of the accident and not leave said scene.

b. Revocation. Drivers that do not remain on scene until the arrival of NSF must be subject to a traffic violation and could face revocation of driving privileges from the Traffic Magistrate.

(1) Operators involved in any accident which might result in claims for or against the U.S. Government must neither admit responsibility, orally or in writing, nor offer to settle any claim made by any interested persons at the scene of the accident.

(2) All traffic accidents require a mandatory court appearance for the next available traffic court.

(3) If involved in a traffic accident with a government vehicle, an SF-91 must be completed by the driver making the accident report.

19 May 2025

Chapter 4

Driver Record and Traffic Point Assessment

401. Records. The SO must maintain all points assessed against drivers at NSGB in the Consolidated Law Enforcement Operation Center (CLEOC). All Armed Forces Traffic Citations must remain in the archive for three consecutive years.

a. Point Totals. Points assessed must remain on the driver's record for a period of 12 months. A revocation or suspension of driving privileges will not result in the deletion of points accumulated prior to the revocation or suspension, other than those deleted due to the lapse of 12 months since assessment.

b. Other Military Installations and Civilian Jurisdictions. The SO may request and receive records of traffic violations at other military installations and in civilian jurisdictions and may provide records of traffic violations at NSGB to other military installations. Point assessments from other military installations and civilian convictions may be transferred to NSGB records and may be included for purposes of enforcement action under this code.

402. Point Assessment and Suspensions. Points must be assessed against a driver's record per this section. No other points may be assessed for any reason. Deviation from the number of points for an individual violation is authorized by the Traffic Court Magistrate. The points and suspensions listed are recommendations to the Traffic Court Magistrate. Multiple violations that arise out of the same act or omission can be recorded on one citation. If multiple violations are notated on a single citation, points can be accumulated against the driver, but this is not required.

403. Points Assessment Schedule

| Major Moving Violation | Description | Points | Court |
|---------------------------------|---|--------|-------------------------------------|
| DUI | Driving or being in actual control of a motor vehicle while impaired, with a BAC of 0.05% to 0.79%. | 6 | Mandatory/ 3-month Revocation |
| DWI | Any person who operates or physically controls any vehicle, aircraft, or vessel and: (a) The alcohol concentration in the accused's blood or breath equaled or exceeded the applicable limit (0.08 grams of alcohol per 100 milliliters of blood); or (b) Test(s) reflect the presence of illegal drugs | 12 | Mandatory/ 1 year Revocation |
| Driving while under Suspension. | Knowingly operating a vehicle while an active suspension or revocation is still valid. | 12 | Mandatory/ 1 year Revocation |

19 May 2025

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| Use of a Motor Vehicle in a Felony or Crime. | Use of a motor vehicle in the commission of a felony | 12 | Mandatory/ 2 years Revocation |
| Leaving or Fleeing the Scene of an Accident involving Death or personal Injury. | Leaving or fleeing the scene of a traffic accident involving death or any personal injury. Persons involved in the incident must stand by for the arrival of local law enforcement. | 12 | Mandatory/ 2 years Revocation |
| Leaving or Fleeing the Scene of an Accident involving Property Damage only. | Leaving or fleeing the scene of a traffic accident involving property damage. Persons involved in the incident must stand by for the arrival of local law enforcement. | 6 | Mandatory/ 6 months Suspension |
| Careless or Distracted Driving 2 nd Offense. | Texting or using a cellular phone without a hands-free device; wearing headphones/earphones. | 6 | Mandatory/ 3 months Suspension |
| Reckless Driving | Willful and wanton disregard for the safety of persons or property. | 6 | Mandatory/ 3 months Suspension |
| Reckless Driving on Airfield (McCalla) | Driving in an unsafe manner at an excessive speed or in a unsafe manner. | 6 | Mandatory/ 3 months Suspension |
| Willful Disobedience of an Officer's direction | Failure to obey NSF direction in the authorized performance of their duties. | 6 | Mandatory/ 3 months Suspension |
| Failure to Yield to Emergency Vehicle | Failure to yield right of way to an Emergency Vehicle (Medical, Fire, NSF). | 6 | Mandatory/ 3 months Suspension |
| Speed Contest or Racing | Racing on a public roadway, whether against another vehicle or a timing device. | 6 | Mandatory/ 6 months Suspension |
| Speeding Greater than 20 MPH Over Limit | Traveling greater than 20 MPH over the posted speed limit (may be deemed Reckless Driving if circumstances pose a risk to persons or property). | 6 | Mandatory/ 6 months Suspension |
| Speeding 10-20 MPH Over Limit | Traveling 10-20 MPH over the posted speed limit. | 4 | Mandatory/ 3 months Suspension |
| Speeding in a School Zone | Traveling greater than 5 MPH in a designated School Zone. | 4 | Mandatory/ 3 months Suspension |
| Driving without a Valid License | Operating a motor vehicle without a valid driver's license. | 4 | Mandatory/ 3 months Suspension |
| Failure to Properly Utilize Child Restraint | All children, 12 years old or less (until he or she is big enough to fit in a seat belt properly) must utilize booster or child seat and adhere to the guidance of section 208 of enclosure (1). | 4 | Mandatory/ 3 months Suspension |

19 May 2025

| Major Moving Violation | Description | Points | Court |
|--|---|--------|----------|
| Careless or Distracted Driving | Texting or using a cellular phone without a hands-free device; wearing headphones or earphones, failure to drive in a safe manner. | 6 | Optional |
| Failure of Operator or Occupants to properly use Seat Restraints | Restraint device (Seat Belt) was not properly utilized by either the operator or occupants or both. Points are assessed to the driver and may be assessed accordingly to the individual meeting the violation. | 4 | Optional |
| Failure to Yield to Pedestrians | Failure to yield the right of way to pedestrians at a designated crosswalk, causing a potential safety hazard. | 4 | Optional |
| Failure to Yield to Normal Traffic (LSV) | LSV as defined in sub section 101 of enclosure (1), must yield the right of way to all normal traffic. | 4 | Optional |
| Failure to Obey Traffic Signs | Failure to obey traffic signs, requiring a full stop or yield of right of way; denying entry; wrong way on a one way road. | 4 | Optional |
| Failure to use Head or Taillights | During low light conditions or during hours of darkness, headlights/taillights must be properly utilized. | 3 | Optional |
| Speed Too Slow for Road Conditions | Traveling 10 MPH or greater under the posted speed limit, impeding traffic flow, causing potential safety hazard. | 2 | Optional |
| Excessive Speed for Road Conditions | Traveling at an excessive speed during inclement weather conditions, <u>NSF must provide a written attestation or attend traffic court to provide justification.</u> | 2 | Optional |
| Following too Close | Traveling distance between two vehicles is less than one car length; causing potential safety hazard or resulting in a traffic accident. | 3 | Optional |
| Improper Passing | Overtaking or passing a slow-moving vehicle or heavy equipment traveling at speeds no greater than 10 MPH may be overtaken or pass ONLY when the slow-moving vehicle has moved to the extreme right shoulder of the road. | 3 | Optional |
| Improper Turning Movements | Turning left or right, causing potential safety hazard or resulting in a traffic accident. | 3 | Optional |
| Backing (Improper) | Operating the vehicle in reverse, causing a potential safety hazard or resulting in a traffic accident. | 3 | Optional |
| Illegal U-turn | U-turns are prohibited on all roadways onboard NSGB, except for Emergency Vehicles in response to an emergency. | 2 | Optional |
| Failure to use Turn Signal | Turn signals must be utilized on all roadways onboard NSGB. | 2 | Optional |

19 May 2025

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| Improper use of High Beams Headlights | Keeping high beam headlights ON while driving on the roadway passing oncoming traffic, potentially causing a safety hazard. | 2 | Optional |
| Failure to Maintain Lane | Driver unable to maintain lane while traveling, the vehicle's tire(s) must be over pavement boundary markings or causing a potential safety hazard. | 2 | Optional |
| Speeding 05-10 MPH Over Limit | Traveling 05-10 MPH over the posted speed limit. | 2 | Optional |
| Failure to maintain vehicle Safety requirements. | Broken or missing lights (front or rear); broken or missing windshield; inoperable breaks; etc. | 2 | Optional |
| Failure to yield while operating an LSV, ROV, UTV or other off-road vehicle. | Drivers must pull over, as soon as safely available, when they cannot maintain speed limit and traffic is being held up by their low speed. | 2 | Optional |
| Altered Driver's License or Insurance | Intentional modifications or altered of driver's license, registration, proof of ownership, or insurance. | 12 | Mandatory/ 6 months Suspension |
| Failure to Possess Valid Registration | Registration on the operating vehicle is expired in CLEOC, or the vehicle does not have proper month and year sticker displayed on the license plate. | 12 | Mandatory/ 6 months Suspension |
| Failure to Possess Valid Insurance | The driver does not possess valid insurance or cannot provide proof upon request from NSF. | 12 | Mandatory/ 6 months Suspension |
| Illegal Modification on Vehicle | Additional or removal of equipment and parts on an operating vehicle that may create a potential safety hazard. All commands operating ROV's and UTV's will ensure vehicles are operated PER manufacturers specifications. Polaris without doors must have cargo nets installed. | 12 | Mandatory/ 6 months Suspension |
| Unattended Vehicle with a Child or Animal(s) inside | Leaving an unattended vehicle with a child (under the age of six) or with animal(s) inside. Leaving the child under the age of six with another child under the age of 12 is also considered a violation. | 12 | Mandatory/ 6 months Suspension |
| Perjury or Making False Statement to responding Officials | Knowingly making false statements or affidavit under oath to responding officials relating to the ownership or operation of motor vehicles. | 6 | Mandatory/ 6 months Suspension |
| Open Alcoholic Container in a Vehicle | Open container of alcoholic beverage in their ready possession. Ready possession is defined in section 306 of enclosure (1). | 6 | Mandatory/ 6 months Suspension |
| Throwing Litter from a Vehicle | Observed by NSF, the action of throwing objects or litter outside of the operating vehicle and onto NSGB property. | 6 | Mandatory/ 6 months Suspension |
| Parked within 15 feet of a Fire Hydrant | A vehicle must be parked within 15 feet of a fire hydrant, causing a potential safety hazard. | 6 | Mandatory/ 6 months Suspension |

19 May 2025

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| Parked in a Fire Lane | Parked in a designated area that has signs or markings of a Fire Lane. | 6 | Mandatory/ 6 months Suspension |
| Parked in a Handicap Space | Parked in a designated handicap space without proper authorization (permit and document). | 6 | Mandatory/ 6 months Suspension |
| Parked in a Restricted Area | Parked in an area that is designated for official business or restricted personnel only. | 6 | Optional Suspension |
| Parked (illegally) | Parked in a manner, creating a potential safety or operational hazard. | 6 | Optional Suspension |
| Unauthorized Parking | Parked in any area that is not designated for parking (no official signs are present). | 3 | Optional |
| Parked on a Grass or Dirt Area | Parked on a grass or dirt area that is not designated for parking. | 2 | Optional |
| Parked on a Sidewalk | Parked on a sidewalk (any portion of the vehicle's tire must be physically on top of the sidewalk). | 2 | Optional |
| Parked Facing Traffic (oncoming) | Parked on the side of the road facing traffic (oncoming). | 2 | Optional |
| Excessive Loud Noise | Emitting loud noise, music, or mechanical from a sound system that can be heard 50 feet away. | 2 | Optional |
| Display of Obscene Object or Sticker | Knowingly affixed or displayed on the vehicle an obscene, indecent, or profane slogan, object or bumper sticker for public view. | 2 | Optional |
| Improper Display of Tag (license plate) | Tag should be displayed on the rear of the vehicle in the provided manufactured spot or rear window as to be seen. <u>ALL license plate covers are not authorized.</u> | 2 | Optional |
| Wearing of Headphones or any Devices IN or ON the Ear(s). | Headsets, earbuds, or other listening devices that cover or are placed inside the ear are prohibited with the exception of being on a closed track or other area where motorized vehicle traffic is restricted. | 6 | Mandatory/ 3 months Suspension |
| Failure to Obey Traffic Signs | Failure to obey traffic signs, requiring a full stop or yield of right of way; denying entry; driving the wrong way on a one-way road. | 4 | Optional |
| Failure to Yield to Pedestrians | Failure to yield the right of way to pedestrians at a designated crosswalk, causing a potential safety hazard. | 4 | Optional |
| Wrongfully Operating EPTD | Failure to comply with sidewalk vs roadways operation of an EPTD. | 4 | Optional |
| Riding IN or ON Unauthorized Area | Motorcycles or bicycles are permitted on roadways, not on the sidewalks or restricted areas. | 3 | Optional |
| Failure to Properly Wear PPE (including helmet strap) | Failure to wear PPE on NSGB. | 3 | Optional |

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| Operating a Bicycle without Proper Safety Equipment | Riding a bicycle without proper safety gear as outlined in chapter 2 of this instruction. | 3 | Optional |
| Impeding Traffic Flow | When riding with another biker or cyclist, riders must travel in a single file rather than side-by-side. Riders must also ride with the flow of traffic on the far-right side of the pavement. | 2 | Optional |
| Failure to use Turn Signal | Turn signals must be utilized on all roadways onboard NSGB, using hand and arm signals (bicycle). | 2 | Optional |

Note: All motorcycle or bicycles operators are subjected to the violations above, which also include violations of motor vehicles.

404. Revocation for Accumulation of Points. The Traffic Magistrate can revoke all base driving privileges for one year when a driver accumulates a total of 12 points within 12 consecutive months or 18 points within 24 consecutive months.

405. Mandatory Revocation for Serious Violations. Certain offenses and traffic violations pose such a threat to public safety that revocation of all base driving privileges is mandatory without waiver or exception.

a. Two-Year Mandatory Revocation. The Traffic Magistrate can revoke all driving privileges for two years, to run consecutively with any period of suspension or revocation previously imposed, if any driver operates a motor vehicle at NSGB while his or her driver's license or base driving privileges are already suspended or revoked, or if the driver used a vehicle in the commission of a felony.

b. One Year Mandatory Revocation. The Traffic Magistrate must revoke all driving privileges for one year and notify the licensing authority of any person who receives a liable finding from the Traffic Magistrate for the following offenses or violations:

- (1) Manslaughter or negligent homicide resulting from the operation of a motor vehicle.
- (2) DUI or DWI.
- (3) Driving while under the influence of any narcotic, or while under the influence of any other drug to a degree rendering the driver incapable of safe operation of the vehicle. Including under the age of 21, while operating a vehicle with at least a BAC of 0.01 percent.
- (4) Any felony in which a motor vehicle is used.
- (5) Fleeing the scene of an accident involving personal injury or death.
- (6) Refusal to submit to "implied consent" testing; may run consecutively with any period of suspension for DUI or DWI.

19 May 2025

406. Discretionary Suspension of Driving Privileges for Certain Offenses. Certain offenses pose such a significant threat to public safety to warrant suspension of driving privileges. Therefore, in addition to the assessment of points, a Traffic Magistrate may at their discretion order the suspension of all base driving privileges for a specific period of not less than one month nor more than six months, upon liable finding of any of the following offenses or violations:

- a. Fraudulent use of, or permitting the fraudulent use of, a driver's license or documentation.
- b. Fleeing the scene (accident without injury) or attempting to elude a law enforcement officer.
- c. Racing
- d. Careless or distracted driving, texting or using a cellular phone without a hands-free device, including headphones and earphones.
- e. Reckless driving
- f. Operating a vehicle without insurance or valid registration.
- g. Failure to obey NSF direction in the authorized performance of their duties.
- h. Failure to yield right of way to an EV (medical, fire, NSF).
- i. Traveling greater than 20 MPH over the posted speed limit.
- j. Open container of alcoholic beverage in their ready possession.
- k. Observed by NSF, the actions of throwing objects/litter outside of the opening vehicle and onto NSGB property.
- l. Parking violations that can potentially cause safety hazards.
- m. Illegal modifications of vehicle parts or equipment, rendering the vehicle unsafe for operation.
- n. Unattended children or animals left inside a vehicle.
- o. Making false statements to NSF.

407. Notification and Execution of Suspension or Revocation

- a. DUI or DWI. Upon issuance of a citation for DUI or DWI, all driving privileges will be immediately suspended by the SO, pending Traffic Court. The mandatory revocation of driving privileges will go into effect immediately upon liable finding by the Traffic Magistrate.
- b. Refusal to submit to Implied-Consent testing. Upon refusal to submit to implied-consent testing, the mandatory revocation of driving privileges must go into effect immediately for 1 year.

c. Manslaughter or Negligent Homicide resulting from the operation of a motor vehicle. All driving privileges must be immediately suspended by the SO, pending Traffic Court. The mandatory revocation of driving privileges imposed for these violations must go into effect immediately upon liable finding by Traffic Magistrate.

d. Other. All other suspensions or revocations must go into effect immediately upon announcement in the Traffic Court hearing by the Traffic Magistrate.

408. Appeals of Revocations and Suspensions

a. Submission of appeals. The driver may appeal within 14 calendar days of service of notification of revocation or suspension of privileges only.

(1) The appeal must be in writing and must state the reasons why the driver believes the revocation or suspension to be erroneous or unjust.

(2) Appeals must be forwarded to the Chief Magistrate, NSGB Traffic Review Board, via the SO and SJA, for final action.

b. Action by Chief Magistrate. If the Chief Magistrate determines that the revocation or suspension is erroneous or unjust, they may set aside or modify the revocation or suspension.

(1) The Chief Magistrate must notify the appellant in writing of his or her decision.

(2) The Chief Magistrate's decision on an appeal must constitute final administrative action on the matter.

409. Restricted Driving Privileges

a. Chief Magistrate. The Chief Magistrate may grant restricted driving privileges for the purpose of official duties or employment only. Any violation of the conditions or additional violations must result in the automatic reinstatement of suspension.

(1) No hearing is required to reinstate the suspension.

(2) Request for restricted driving privileges must come from the member's sponsor on official correspondence and contain information on the actual impact on military mission/employer.

(3) Restricted driving privileges may not be granted in cases of DUI or DWI offenses.

410. Remedial Driver Safety Course

a. As a condition of continued NSGB driving privileges, and without regard to rank, pay grade, civilian or military status, all drivers must be required to complete the NSGB remedial driver safety course under the following circumstances:

(1) Upon accumulation of seven points in a 12-month period.

19 May 2025

(2) Upon completion of revocation or suspension of driving privileges, before such privileges may be reinstated.

(3) Whenever directed by a Traffic Magistrate as a result of an informal administrative hearing in the NSGB Traffic Court.

(4) Whenever directed by the driver's CO, Department Head, Officer-in-Charge, or employer.

(5) Remedial Driver Safety Course will be made available by the Installation Safety Manager.

b. Failure to Comply with Directed Remedial Education. Failure to comply with an order to attend remedial education must, at a minimum, result in continued suspension of driving privileges, until the SO receives certification of the satisfactory completion of the required remedial course.

411. Security Manager Notification. The Traffic Magistrate will notify the Security Manager of the individual found guilty of DWI, DUI and any instance where driving privileges are suspended. The Security Manager will review and take necessary action with the violator's security clearance.

Chapter 5

Impounding Vehicles

501. Standards for Impoundment. per reference (a) Chapter 2, para. 2-3 and 3-5, any person granted the privilege to operate or register a motor vehicle on a military installation must be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded. Existence of these conditions will be determined by the installation commander or designee. Impoundments are authorized when vehicles clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. Upon every vehicle registration, the driver or owner must sign a memorandum stating they understand vehicle impoundment regulations.

a. Allotted Three Business Days

(1) The NSF will complete an Abandoned Vehicle Notice (DD Form 2504) and conspicuously place it on the front windshield of the cited vehicle that is reported abandoned. A copy of the notice will be made and kept at the VRO for three consecutive years.

(2) The owner will be allotted three business days, from the date the vehicle is cited, to remove the vehicle or contact the VRO before impoundment action is initiated. After three business days from the time of issuance, if there is no effort to address the notice, the vehicle will be subject to towing and impoundment.

(3) A "Do Not Tow" pass may be requested from the VRO. These passes will be issued for a maximum of 30 days. If the vehicle discrepancies are not corrected within the 30 days allotted, extensions will not be granted, and the vehicle will be subject to impoundment.

b. Immediate Impoundment of Vehicles

(1) The POV is illegally parked:

(a) On a street or bridge, or double parked, and interferes with the orderly flow of traffic.

(b) On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or aircraft-alert crew facility.

(c) When blocking an emergency exit door of any public place (installation theater, club, dining hall, hospital, and other facility).

(d) In a "tow-away" zone that is so marked with proper signs.

19 May 2025

(2) The POV interferes with emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

(3) The POV has been used in a crime or contains evidence of criminal activity.

(4) The owner or person in charge has been apprehended and is unable or unwilling to arrange for custody or removal.

(5) The POV is mechanically defective and is a menace to others using the public roadways.

(6) The POV is inoperable and requires a prolonged period of time to repair. Self-repair of vehicles must be completed at the Auto Skill Center, building 1843., not on NSGB housing property.

(7) The POV is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

(8) Law enforcement personnel reasonably believe the vehicle is abandoned.

(9) Absence of vehicle registration or has an expired registration greater than 60 days.

(10) Unattended vehicles left in a manner that impedes normal traffic or represents a safety hazard, or in a location that would cause improper parking or convenience for others.

(11) Vehicles that are parked in a non-residential area over 24 hours, without authorization or a "Do Not Tow" pass.

(a) Pass must not exceed a 30-day period.

(b) Upon expiration, if the vehicle is still in-operable, the owner may return to the VRO for a new pass.

(c) Owners must ensure that the vehicle not only has a valid pass, but that it must also be insured.

(d) Failure to provide proof of both items must lead to impoundment of the vehicle.

c. Impoundment Process

(1) Upon meeting the requirements in section 501 above, the SO or the Assistant SO will approve the removal of the vehicle. NSF will coordinate the towing with NAVFAC. Abandoned Vehicles with no known owner may be transported to the Base Junk Yard upon approval by the Base Operating Support Contracting Officer Representative.

(2) All attempts must be made to locate the owner of the POV and have the vehicle removed before impoundment.

19 May 2025

(3) The NSF will complete a Vehicle Impoundment Report (DD Form 2506) for every impounded vehicle. All reports must be kept at the VRO for three consecutive years.

d. Claimed Impounded Vehicles:

(1) If the vehicle is operational, the owner may drive the vehicle out of the impound lot after scheduling an appointment with the VRO at extension 4359.

(2) If the vehicle is inoperable, the owner must contact the Auto-Port to purchase their towing service. The VRO must be contacted afterwards to schedule an appointment to remove the vehicle from the impound lot.

(3) Owners must verify the conditions of the vehicle and all items that have been inventoried before leaving the impound lot. NSGB Security Department is not liable for any damages or lost and stolen goods.

e. Disposition of vehicles after impoundment, per reference (a) Chapter 6, para. 6-6.

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

(2) If the vehicle is unclaimed after 120 days from the date notification was made to the last known owner or the owner released the vehicle by properly completing DD Form 2505, the vehicle will be disposed of by one of the following procedures:

(a) Release to the lienholder, if known or applicable.

(b) Process as abandoned property per DoDI 4160.21-M.

1. Ownership. Property may not be disposed of until diligent effort has been made to find the owner; or the heirs, next of kin, or legal representative of the owner.

2. Custody. The diligent effort to find one of those mentioned in paragraph (a), above, must begin not later than seven days after the date on which the property comes into custody or control of the NSGB Security Department.

3. Period. The period for which this effort is continued may not exceed 45 days.

4. Buyer. If the owner or those mentioned above are determined, but not found, the property may not be disposed of until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at his or her last known address.

5. Disposition. When diligent effort to determine those mentioned above is unsuccessful, the property may be disposed of without delay, except that if it has a fair market value of more than \$500, the law enforcement official may not dispose of the property until 45 days after the date it is received at the storage point.

6. How to Get Rid of Lithium Batteries? EPTDs equipped with lithium-ion batteries must be properly disposed of. To coordinate disposal of the lithium-ion battery contact the Public Works Department, Environmental Program for amplifying details on the proper disposal of hazardous waste. It is the owner's responsibility to ensure proper disposal steps are taken.

(3) All contracts for the disposal of abandoned vehicles must comply with 10 USC 2575.

19 May 2025

Notarized Bill of Sale

| | | |
|---------------------|-------------------------|----------------------|
| <u>YEAR:</u> | <u>MAKE:</u> | <u>MODEL:</u> |
| <u>VIN:</u> | <u>ODOMETER:</u> | <u>DATE:</u> |

I (SELLER'S NAME):

(SELLER'S ADDRESS):

AS OWNER OF THIS VEHICLE, TRANSFER OWNERSHIP TO

(BUYER'S NAME):

(BUYER'S ADDRESS):

FOR THE AMOUNT OF \$:

Seller's Acknowledgement

[] Seller warrants that the Seller is the lawful owner of said property, and that the vehicle is free from all liens and encumbrances. Seller warrants that the Seller has the right to sell the same as aforesaid, and that the Seller will warrant and defend the title of same against the claims and demands of all persons whomsoever.

[] Seller makes no guarantees or promises as to the condition of the property described herein. All property is sold in an "as is" condition.

[] Seller agrees to remain in compliance with NSGBINST 11200.1J and must return the NSGB license plate to the VRO with a copy of this notarized Bill of Sale, or the Seller will remain responsible for the license plate until the Buyer successfully completes the transfer of registration. Both Seller and Buyer must go to the VRO together to transfer registration.

Buyer's and Seller's Acknowledgement

1. NSGBINST 11200.1J Section 205 requires individuals to transfer registration at the Vehicle Registration Office within three business days of this transfer of ownership. The Legal Assistance Office does not maintain copies of Bills of Sale. **Buyer's Initials** [] **Seller's Initials** []

Enclosure (2)

19 May 2025

2. Personnel at RLSO SE DET GTMO make no warranties or guarantees as to the status of the POV being sold, such as the POV's physical condition or its status free from all liens and encumbrances, or to the Seller's status, such as the Seller's status as the lawful owner of the POV with the right to sell the POV to the Buyer, or the Seller's willingness to warrant and defend the title of the POV against the claims and demands of all persons whomsoever. **Buyer's Initials** [] **Seller's Initials** []

3. RLSO SE DET GTMO personnel cannot legally advise the Buyer or Seller on the anticipated transaction. However, either party may direct legal questions to outside legal assistance offices or legal counsel on matters such as the quality or lack thereof of materials incident to this transaction. For example, if the Seller warrants title to the vehicle but cannot produce a prior Bill of Sale or certificate of title, the Buyer may consider seeking independent legal counsel before entering into this transaction. **Buyer's Initials** [] **Seller's Initials** []

*** MUST SIGN DOCUMENT IN FRONT OF A NOTARY PUBLIC. ***

I, the SELLER, hereby certify that the statements above are true, correct, and complete the best of my knowledge.

Seller's Signature

I, the BUYER, hereby certify that the statements above are true, correct and complete to the best of my knowledge.

Buyer's Signature

WITH THE UNITED STATES ARMED FORCES AT RLSO SE GUANTANAMO BAY, CUBA

Before me personally appeared the Buyer and the Seller, who, having produced an Armed Forces Identification Cards and/or valid State/Federal Government issued identification, are proven to me to be the identical persons who are described herein, and who signed and executed the foregoing instrument on this ____ day of _____, 20____, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a person authorized under 10 U.S.C. § 1044a to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

Notary Public
Under the Authority
of 10 U.S.C. § 1044a
No Seal Required
Commission Exp:

19 May 2025

Motor Vehicle Safety Inspection

Vehicle Owner: _____

Last Name First MI

Rank: _____ PRD: _____ Command/Employer/Sponsor: _____

Phone: _____ Plate #: _____ Color: _____ Make: _____

Model: _____ Year: _____ VIN: _____

I, the undersigned hereby acknowledge, understand and comply with the MWR auto skills center's use of tools, specialty tools, equipment, specialty equipment, floor jacks, safety jack stands, and vehicle lifts in the completion of the NSGB motor vehicle safety inspection. I agree to release MWR and its staff from all liability for claims and demands arising from said NSGB motor vehicle safety inspection.

Signature: _____ Time/Date: _____

Head Lights: R/F _____ L/F _____

Running Lights: R/F _____ L/F _____ R/R _____ L/R _____

Turn Signals: R/F _____ L/F _____ R/R _____ L/R _____

Hazard Lights: R/F _____ L/F _____ R/R _____ L/R _____

Brake Lights: Right Side: _____ Left Side: _____

Reverse Lights: Right Side: _____ Left Side: _____

Tires (3/32 Min): R/F _____ L/F _____ R/R _____ L/R _____

Seat Belts: R/F _____ L/F _____ R/R _____ L/R _____

Mirrors: Right Side: _____ Left Side: _____ Rear: _____

Muffler/Exhaust: Satisfactory/Unsatisfactory (No excessive exhaust while running)

Windshield Wipers: Satisfactory/Unsatisfactory

Horn: Satisfactory/Unsatisfactory

Fluid Leakage: Satisfactory/Unsatisfactory (No continuous drip of fluids)

Brakes: Satisfactory/Unsatisfactory

Front Windshield: Satisfactory/Unsatisfactory

Illegal tint: FRONT windshield in excess of 8" from top and no tint on lower windshield

Satisfactory/Unsatisfactory

NOTES: _____

Final: All Items Must Be Operational For A Pass.

Pass: _____ Fail: _____

MWR Inspector Name. Print and Sign: _____ Time/Date: _____

VRO Name. Print and Sign: _____ Time/Date: _____

(VRO Stamp): _____

Enclosure (3)

| ABANDONED VEHICLE NOTICE | | | | 1. DATE (YYYYMMDD) | 2. TIME | | | | |
|--|-----------------|----------|---|---------------------------------|--|------------------|-----------------|--|--|
| 3. VEHICLE DESCRIPTION | | | | | | | | | |
| a. YEAR | b. MAKE | c. MODEL | d. VEHICLE IDENTIFICATION NUMBER | e. INSTALLATION DECAL NUMBER | f. VEHICLE LICENSE (1) STATE (2) NUMBER | | | | |
| | | | | | | | | | |
| 4. LOCATION | | | | | | | | | |
| | | | | | | | | | |
| 5. | | | | | | | | | |
| <p>A law enforcement patrol has stopped and made a courtesy check to see if you need assistance.</p> <p>We urge removal of the vehicle as soon as possible.</p> <p>Should this vehicle remain abandoned at this location after three working days, impoundment action will be started.</p> | | | <p>If you cannot remove this vehicle, please contact the following law enforcement desk:</p> <table border="1"><tr><td>TELEPHONE NUMBER</td><td>BUILDING NUMBER</td></tr><tr><td></td><td></td></tr></table> <p>Thank you for your cooperation.</p> | | | TELEPHONE NUMBER | BUILDING NUMBER | | |
| TELEPHONE NUMBER | BUILDING NUMBER | | | | | | | | |
| | | | | | | | | | |
| 6. REPORTED BY | | | | | | | | | |
| a. NAME (Last, First, Middle Initial) | | | | b. GRADE | | | | | |
| | | | | | | | | | |

DD FORM 2504, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

Reset

Page 1 of 1

Enclosure (4)

Vehicle Owner Requirements Memorandum Sample

MEMORANDUM FOR RECORD

From: Vehicle Registration Office, U.S. Naval Station, Guantanamo Bay, Cuba
To: Vehicle Owner

Subj: VEHICLE OWNER REQUIREMENTS

Ref: (a) OPNAVINST 11200.5D
(b) NSGBINST 11200.1J

1. Please acknowledge the following by initialing each paragraph:

___ a. You have 10 business days from the date you purchase a vehicle to obtain insurance. If insurance is not obtained within 10 business days, the vehicle will be secured in the impound lot until insurance is obtained and verified (with proper registration logged by VRO). You will have the option to drive the vehicle to the impound lot, if operable, or have the vehicle towed at your expense.

___ b. If your vehicle is inoperable, does not have insurance, or does not pass a vehicle inspection (rendering it unable to be registered), you may request a "Do Not Tow" pass from the VRO. The Pass will be valid for 30 Days. If deficiencies are not corrected within 30 days, your vehicle will be subject to impoundment.

___ c. You are required to check out with the VRO 10 business days prior to transferring from NSGB.

___ d. You are required to provide documentation of vehicle shipment or transfer of ownership before transferring from NSGB. Alternatively, you may pay for vehicle impoundment prior to transfer through the approved contracted company.

___ e. If no documentation is provided within 10 business days following your transfer from NSGB, any vehicle still registered to you will become property of the U.S. Navy and will be towed to the vehicle impoundment lot.

___ d. If you sell your vehicle you are required to accompany the buyer to transfer over the registration.

2. Failure to abide by the above requirements will result in the impoundment of your vehicle.

NAME (LAST, FIRST MI.)

DATE

19 May 2025

**U.S. Naval Station Guantanamo Bay
Port Services****Waiver of Liability Agreement**

I, (Print Name) _____, am the lawful representative of the following named vessel(s) their owner, charterer, and/or operator, which will be utilizing facilities and/or port services at NSGB. As a condition precedent for the acceptance of such facilities and port services, we hereby expressly agree to waive all liability and hold harmless the United States of America (U.S.A), its agencies, employees, agents and borrowed servants, against all suits, actions, claims, or demands to which the U.S.A, or its agencies and instrumentalities may be subject by reason of injury or damage to our vessel(s) and/or property arising or resulting from the government's provision of facilities and/or port services including but not limited to tug and stevedore services, line handling, water, power, fuel, liquid or solid waste removal, brows and other pier-side or shipboard equipment, and mooring or docking facilities during the above named vessel(s)' operation at NSGB. Furthermore, we hereby expressly agree to waive all liability and hold harmless the U.S.A, its agencies, employees, agents and borrowed servants, against all suits, actions, claims, or demands to which the U.S.A, or its agencies and instrumentalities may be subject by reason of injury or damage to our vessel(s) and/or property arising or resulting from adverse weather and/or storms, to include hurricanes or other natural disasters, while remaining at NSGB.

Executed this ____ day of _____, 202__.

Signature/title of company representative

Representative's phone number

Owner/Charterer/Operator name and address

Accepted by (Name and title)
For Commanding Officer,
U.S. Naval Station, Guantanamo Bay, Cuba