



# Ames Procedural Requirements

**APR 1600.5**

Effective Date: August 3, 2021

Expiration Date: August 3, 2026

**COMPLIANCE IS MANDATORY**

**Subject: Traffic Management Plan**

**Responsible Office: Code JP / Protective Services Office**

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	8/3/2021	Major revision and reformatting establishing a new baseline.

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## **APPENDIX A. ACRONYMS**

## **PREFACE**

### **P.1 PURPOSE**

- a. The Protective Services Office develops and manages the traffic management plan at Ames Research Center (ARC).
- b. Driving a government-owned vehicle (GOV) or privately-owned vehicle (POV) on NASA roadways is a privilege that is granted and can be revoked by the Center Director or Chief of Protective Services.
- c. This plan establishes NASA traffic rules, regulations, and vehicle codes.

### **P.2 APPLICABILITY**

- a. This directive is applicable to ARC, NASA Research Park and associated facilities (e.g., all real property owned by the Federal Government).
- b. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- c. This directive applies to all persons who drive on NASA roadways under NASA's control.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **P.3 AUTHORITY**

- a. The National Aeronautics and Space Act, 51 U.S.C. 20101 et. seq.
- b. 14 CFR pt. 1203b—Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel
- c. 14 CFR pt. 1204 Subpart 11, Enforcing Traffic Laws at NASA Centers and Component Facilities
- d. NPR 1600.1, NASA Security Program Procedural Requirements

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. State of California Vehicle Code<sup>1</sup>
- b. GSA Form 1627, Fleet Vehicle Accident Kit
- c. SF91, Motor Vehicle Accident (Crash) Report
- d. SF94, Statement of Witness
- e. JP Form 11, ARC Traffic Violation Notice  
United States District Court Violation Notice

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<sup>1</sup> CVC: <https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=VEH>

## **P.5 MEASUREMENT/VERIFICATION**

a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

## **P.6 CANCELLATION**

a. APR 1600.5, Ames Research Center Traffic Management Plan, Rules, Regulations, and Vehicle Code, dated July 20, 2016.

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Eugene Tu  
Director

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### **DISTRIBUTION STATEMENT:**

Internal and external distribution.

## **CHAPTER 1 RESPONSIBILITIES**

### **1.1 NASA Special Agents (SA) and designated officers of the Protective Services Office shall:**

- a. Enforce NASA traffic and parking regulations.
- b. Investigate motor vehicle collisions and matters related to the safe and efficient flow of motor vehicle traffic on NASA roadways.

### **1.2 All persons on NASA property shall:**

- a. Comply with established vehicular and pedestrian traffic rules and regulations.
- b. Comply with any direction (verbal or otherwise) issued by the NASA Special Agents, Security Police Officers, or Security Officers of the Protective Services Office.

## **CHAPTER 2    ASSIMILATED CRIMES ACT**

### **2.1    Applicability.**

2.1.1    The Assimilated Crimes Act, 18 U.S.C. § 13, permits the Federal government to assimilate state criminal laws in areas of Exclusive Federal Jurisdiction. Any traffic violations not covered by 14 CFR § 1204.1101(c)(1)-(5) will be assimilated via the California Vehicle Code (CVC).

## CHAPTER 3 GENERAL REQUIREMENTS

### 3.1 Violations of Security Requirements:

3.1.1 Anyone who willfully violates, attempts to violate, or conspires to violate any regulation or order involving NASA security requirements is subject to disciplinary action up to and including termination of employment and/or possible prosecution under 18 U.S.C. § 799, which provides fines or imprisonment for not more than one year, or both.

### 3.2 Storing/Occupying of Privately-Owned Vehicles, Recreational Vehicles, Trailers, Boats, Campers, etc.

3.2.1 With the exception of designated storage lots, the storing of privately-owned vehicles (POVs), recreational vehicles (RVs), trailers, boats, campers, motorcycles, etc., on NASA property is prohibited.

3.2.2 No person shall use or occupy or permit the use or occupancy of any recreational vehicle, camper, trailer, boat or any other motor vehicle, car, truck, van, bus, etc., for human habitation, including but not limited to sleeping, eating or resting, either singularly or in groups, on NASA property.

3.2.3 Any violation of this Section may result in towing and/or citation for violation of 14 CFR pt. 1204 or the CVC.

### 3.3 Vehicular and Pedestrian Traffic

3.3.1 A driver shall be in possession of a current and valid state-or-territory-issued driver's license and vehicle registration

3.3.2 Vehicles shall display all current and valid tags and licenses required by the jurisdiction in which it is registered.

3.3.3 A driver who has had his or her privilege or license to drive suspended or revoked by any state or territory shall not drive any vehicle in or on such property during such period of suspension or revocation.

3.3.4 Drivers shall drive in a careful and safe manner at all times and shall comply with the signals and directions of security personnel and other authorized individuals; all posted traffic signs, including speed limits; and all rules implemented per the CVC.

3.3.5 Drivers shall not block entrances, driveways, walks, loading platforms, or fire hydrants.

3.3.6 Drivers shall not park without authority, park in unauthorized locations or in locations reserved for other persons, park continuously in excess of 18 hours without permission, or park in any manner contrary to the direction of posted signs.

3.3.7 Any violation of this Section may result in towing and/or citation for violation of 14 CFR pt. 1204 or the CVC.

### 3.4 Safety Helmet Requirements

3.4.1 All operators and passengers of motorized bicycles, bicycles, skateboarders, scooters, roller-blades or skates, shall wear a safety helmet conforming to the California Vehicle Code (CVC) safety standards.

## **CHAPTER 4 ACCIDENTS INVOLVING GOVERNMENT VEHICLES OR DAMAGE TO GOVERNMENT PROPERTY**

### **4.1 Accident Investigations/Reports**

- 4.1.1 Accidents involving Government vehicles or damage to Government property shall be reported immediately to the Police and Fire Dispatch Center.
- 4.1.2 Drivers of United States Government vehicles involved in a traffic accident (onsite or offsite) shall refer to the procedures outlined in the General Services Administration "Fleet Vehicle Accident Kit" (GSA Form 1627), normally located in the vehicle glove box. Driver complete SF91 and SF94.
- 4.1.3 Both the Center Transportation Officer (Motor Pool) and the Protective Services Office shall be notified as soon as reasonably possible whenever a United States Government vehicle is involved in an accident or is damaged in any way.



## **CHAPTER 5    DISABLED/ABANDONED VEHICLES**

### **5.1    Removal and Temporary Impoundment.**

5.1.1    As a condition of accepting installation driving privileges, personnel give their consent to the removal and temporary impoundment of their POV if it:

- a.    Is illegally parked,
- b.    Interferes with traffic flow,
- c.    Creates a safety hazard,
- d.    Is disabled,
- e.    Is left unattended (unattended means any motor vehicle, trailer, semitrailer, or combination or part of a motor vehicle, trailer, or semi-trailer that is on NASA property unattended by the owner or authorized driver, and interferes with or impedes the orderly flow of traffic, stored without permission or a motor vehicle that is unattended by reason of the arrest of the driver of such motor vehicle.), or
- f.    Is abandoned.

### **5.2    Abandoned Vehicles.**

5.2.1    Abandonment of a vehicle on NASA property is prohibited. A vehicle left unattended for longer than 18 hours may be considered abandoned and towed off property (except as noted in 5.2.2). When such a vehicle is identified, the officer will make a reasonable attempt to contact the registered owner prior to towing.

5.2.2    Individuals employed or stationed at ARC are required to contact Police and Fire Dispatch whenever they need to leave their vehicle unattended for longer than 18 hours (e.g., travel, mechanical problems, etc.) to avoid towing.

5.2.3    A vehicle may be towed when it is improperly parked, abandoned, or creating a traffic hazard. If the vehicle in question is a GSA vehicle, a duplicate key will be obtained from the Center Transportation Office to move the vehicle if operable.

5.2.4    As a condition of accepting installation driving privileges, drivers agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle.

### **5.3    Reporting Disabled or Abandoned Vehicles.**

5.3.1    Owners and drivers are responsible for contacting the Police and Fire Dispatch to report their disabled or abandoned vehicle.

## CHAPTER 6 POINT SYSTEM, SUSPENSION, AND APPEALS PROCEDURES

### 6.1 Point System Overview.

6.1.1 An impartial and uniform point system is in effect on NASA property. This system is not disciplinary, nor is it a substitute for punitive action. The prerogative of the Center Director and Chief of Protective Services to suspend, revoke, or refuse to issue driving privileges on NASA property is not abridged in any way by this system. Every person operating a motor vehicle or bicycle on NASA property is subject to this point system.

6.1.2 A summary of points that are assessable is provided in Table A, Violations. These point assessments are applicable to the person's ARC Driving Record for two (2) years, beginning on the date of issuance of each violation notice.

**Table A Violations**

	<b>Violations</b>	<b>Points Assessed</b>
	Written warning	0
	Non-moving violation/infraction	1
	Moving violation (Safety related)	3
	Moving violation (Hazardous)	5
	Traffic Misdemeanor (e.g., DUI)	12

### 6.2 Invoking a Point Assessment

6.2.1 Points for traffic violations are initially assessed by the Special Agent or Police Officer upon issuance of a Traffic Violation Notice or USDCVN in accordance with Table A above.

6.2.2 Although suspension or revocation of driving privileges can be imposed at any time for a specific offense, it is normally based on the accumulation of twelve (12) or more points in two (2) years. If a driver has accumulated nine (9) points in less than two (2) years a letter of warning will be issued.

6.2.3 The driver may appeal suspension in accordance with procedures set forth in Section 6.4, Appeal Procedures.

### 6.3 Suspension of Driving Privileges

6.3.1 The driver will receive written notification from the Chief of Protective Services or Designee. If the driver is a NASA employee or contractor, notification will also be sent to the employee's organization chief, COR and Project Manager (contractor personnel), or resident agency head, of the suspended driving privileges. The suspension of driving privileges prohibits the individual from driving a privately owned, government owned or contractor owned vehicle on NASA property. Driving privileges are suspended for the following periods unless otherwise adjusted via the review/appeals process:

- a. First suspension is for 30 days or as stipulated in the Letter of Suspension.

- b. Second suspension within twelve (12) months of first suspension is for 45 days or as stipulated in the Letter of Suspension.
- c. Third suspension within twelve (12) months of second suspension is for 6 months or as stipulated in the Letter of Suspension.

## **6.4 Appeal Procedures**

### **6.4.1 Suspended Driving Privilege Appeal**

6.4.1.1 Drivers may submit to the Chief of Protective Services or Designee a written request for review when they believe the letter of suspended driving privileges is unwarranted. The request, with an explanation of all pertinent extenuating circumstances, must be submitted within 2 weeks (14 days) from the date of the letter suspending driving privileges; this deadline can be extended, for a period not to exceed thirty (30) days, for good cause based on a written request explaining the need for an extension.

6.4.1.2 The Chief of Protective Services or Designee conducts a review of the written request for reconsideration. The individual will receive a letter from the Protective Services Office, normally within 2 weeks (14 days), of the results of the review.

### **6.4.2 Appeal of Protective Services Review Decision**

6.4.2.1 A person not satisfied with the results of a Protective Services review decision may further appeal suspension action to the Chief Counsel or designee, Mail Stop 200-12, within 2 weeks (14 days) from the date of the decision. An individual requesting a Chief Counsel review may present any relevant information for consideration. The Chief Counsel will present its recommendation to the Center Director or Designee. The Center Director or Designee will render a decision.

6.4.2.2 A decision rendered by the Center Director is final and a copy of the final decision shall be provided to the Protective Services Office. Federal Magistrate Citations are not subject to appeal to the Chief Counsel or Center Director.

## APPENDIX A. ACRONYMS

APR	Ames Procedural Requirement
ARC	Ames Research Center
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
CVC	California Vehicle Code
GOV	Government-Owned Vehicle
GSA	General Services Administration
NPR	NASA Procedural Requirement
POV	Privately-Owned Vehicle
SA	Special Agent
SO	Security Officer
SPO	Security Police Officer
TVN	Traffic Violation Notice
U.S.C.	United States Code
USDCVN	United States District Court Violation Notice