



Traffic Engineering Service Request Form

Once form is completed please email it to army.sddc.safb.traffic@mail.mil

See next page for additional instructions

Requester/POC:

Requester/POC Title:

Requester/POC Phone:

Requester/POC Email:

Installation:

Date of Request:

Alternate POC:

Alternate POC Phone:

Alternate POC Title:

Alternate POC E-Mail:

Description of Current Issues/Scope Statement: *(additional pages may be attached if necessary)*

This request is tied to:

Fiscal Year Funding

Planning Charette

Safety Issue See instructions on next page for details to be noted in Description/Scope Block

Other:



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Instructions:

Fill out the front page (Description of Current Issues/Scope Statement) in as much detail as possible. This will assist us in determining the final scope and what type of study you require.

*In the write-up please note actual recorded incidents and perceived issues, i.e., "near misses."

*The write-up should be comprehensive and contain items such as but not limited to: high pedestrian crossings, high crash locations, excessive delay at intersections particularly on certain legs, major new or relocated buildings that impact traffic patterns, and/or population changes. Include any temporary issues that may impact traffic counting such as major deployments, school sessions, closed gates or roadways, special events, etc.

*Include aerial images, photos, maps, etc. of the project area.

*If this is a gate (entry control facility/access control point) study request provide aerial images of all gate locations and names. Label all the gates of the installation (even if they are not being studied) and list any other names they go by, i.e., North Gate is also Gate 2. Also provide info regarding hours of operation, approximate traffic volumes (Is/are the gate(s) low/high volume). What is the typical usage (commercial vehicles only, school gate, POVs, etc)?

*If you are asking for a corridor review or evaluation of a specific intersection or intersections please highlight the requested area on an aerial image.

*If you are requesting a sign management study/inventory provide the approximate number of traffic signs you have or provide the number of road miles on your installation or the main cantonment area if ranges roads are not to be included in the study/inventory.

*If your files are larger than can be sent via email please contact us and will work with you to get the files transferred.