

**BY ORDER OF THE COMMANDER
309TH MAINTENANCE WING**

**309TH MAINTENANCE WING
INSTRUCTION 24-101**



1 SEPTEMBER 2011

Transportation

**GOVERNMENT MOTOR
VEHICLE OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. David Hansen)

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This instruction applies to all 309th Maintenance Wing (309 MXW) organizations that operate and control Air Force (AF) motor vehicles (owned, leased, or rented), and augments Air Force Instruction (AFI) 23-302, *Vehicle Management*; AFI 24-301, *Vehicle Operations*; Hill Air Force Base (AFB) Supplement, 24-301, *Vehicle Operations*; Air Force Manual (AFMAN) 24-306, *Manual for the Wheeled Operator*; AFI 21-101 Air Force Materiel Command (AFMC) Supplement 309 MXW Guidance Memorandum (GM) 21-02, *Aircraft and Equipment Maintenance Management*; AFI 13-213, *Airfield Management*; Hill AFB Instruction 13-202 *Airfield Vehicle Control*, and AFMAN 23-220, *Report of Survey for Air Force Property*. Personnel assigned to the 309th Aircraft Maintenance and Regeneration Group are exempt from this instruction, and will comply with the 355th government motor vehicle operations directed by Davis-Monthan AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847s from the field through the appropriate functional chain of command.

1. General Information. This 309 MXW instruction provides guidance, and assigns responsibilities to the 309 MXW organizations and personnel that operate and control AF motor vehicles. This is a new publication established to meet requirements, and must be read in its entirety.

2. Responsibilities.

2.1. 309 MXW Commander/Director will:

2.1.1. Appoint a 309 MXW vehicle program manager (VPM), either civilian or military individual, to administer the 309 MXW Vehicle Program (VP).

2.2. 309 MXW group commanders/directors will:

2.2.1. Appoint a 309 MXW group vehicle control officer (VCO), either civilian or military individual, to administer their group's VP.

2.2.1.1. Support group VCO in their replacement vehicle buy program.

2.2.2. Support the AF Vehicle Misuse, Abuse and Accident Prevention Policy.

2.2.3. Ensure the vehicles entrusted to them, which are utilized by the group, are safe and serviceable before operation through the VCO.

2.3. 309 MXW VPM will:

2.3.1. Be responsible for providing program policy guidance, and regulation interpretation for the 309 MXW.

2.3.2. Provide reports and analysis to higher management reflecting status, potential problem areas, and recommendations.

2.3.3. Control receipts for the 309 MXW vehicles, and sub-assigning vehicles to other units within their groups.

2.3.4. Support peak workload transportation services through short or long term rentals, and replacement of unsafe and unserviceable assets.

2.3.5. Compile 309 MXW yearly reports and briefings from information provided from the group VCOs.

2.3.6. Liaison between groups, center transportation activity, and AFMC headquarters.

2.3.7. Review justification for additions or changes in vehicle requirements submitted by the group VCOs.

2.3.8. Disseminate goals and policies to support group vehicle control programs.

2.3.9. Provide vehicle support for real world events and exercises.

2.3.10. Manage the 309 MXW Flight Line Drivers program IAW Hill AFB Instruction 13-202. Once group-level training is complete, and the 309 MXW group commander signs off responsibility on Hill AFB Form 528, *Flight Line Driver Training Record and Request*; the VPM gives controlled test and issues the license. VPM inputs flight line license records into the air field manager's computer program.

2.3.11. In coordination with the group VCOs, will defend 309 MXW vehicle needs to the base fleet manager (BFM) and major command, during reviews and revalidations.

2.3.12. Inspect vehicles and VCO office files semiannually (in conjunction with vehicle fleet function), or set up a separate inspection date agreed upon between VCO and VPM.

2.3.13. Support efforts of the equipment custodians in the safety issues, repairs, and replacement of low-slow moving vehicles. Identify vehicle assets per technical orders, and what wheeled equipment is.

2.3.14. Ensures group VCOs complete motor vehicle accident/incident reports, and forwards the completed package to the VPM. A copy is kept on file.

2.4. Group VCO will:

2.4.1. Develop and implement an internal operating instruction (OI) if they have unique/specific requirements within their organizations with the VPM.

2.4.2. Work issues concerning government owned vehicle (GOVs) with the VPM, and group supervisors where the GOV is assigned.

2.4.3. Organize and manage their GOV resources to ensure optimum responsiveness, efficiency, and economy in support of their respective missions.

2.4.4. Control receipts for group vehicles to include sub-assigned vehicles.

2.4.5. Act as liaison between the group and the center transportation activity, when dealing with vehicle repairs, or for obtaining additional transportation; "U-Drive" services for unique mission requirements.

2.4.6. Ensure only qualified and properly licensed military, Department of Defense (DoD) employees, or authorized DoD contractor personnel operate GOVs. A 309 MXW Form 201, *Vehicle Justification*, and a AF IMT 171, *Request for Driver's Training and Addition to U.S. Government Diver License*, is filled out, signed by appropriate personnel and completed through 75th Logistics Readiness Squadron Licensing office. AF IMT 171 hard copy is returned to the VCO to keep on file.

2.4.7. Provide local hands-on-training. Ensure qualified trainers are established and approved by security forces, and the transportation licensing office.

2.4.8. Ensure drivers have a valid state license, the appropriate training, and a license record for the types of vehicles they operate.

2.4.9. Ensure civilian personnel complete an Optional Form (OF) 345, *Physical Fitness Inquiry for Motor Vehicle Operators*, which will be maintained on file.

2.4.10. Ensure all requests for new GOVs within a group are submitted to the VPM to include:

2.4.10.1. A 309 MXW Form 201 for vehicle support. A copy of the group VCO vehicle support documents submitted to the BFM, will be provided to the 309 MXW VPM office. This enables the 309 MXW VPM to support requests in-house first, and act as liaison to the BFM and/or headquarters if questions arise to the 309 MXW VPM office.

2.4.11. Maintain the VCO handbook as outlined by the BFM.

2.4.12. Act as liaison with center transportation activity to assist in the scheduling of taxi services, U-Drive-It vehicles, bus, and wrecker services.

2.4.13. Accompany BFM representative on inspections of group fleet.

2.4.14. In coordination with supervisors, identify drivers to be licensed for flight line areas. Establish local hands-on driver trainers. Provide all recommended forms; coordinate forms for group commander's signature. Ensure HAFB Forms 528 are provided to the 309 MXW VPM for scheduled test and issue of flight line license (AF Form 483, *Certificate of Competency*, numbered and signed by air field manager). **NOTE:** Group OIs specifies group point of contacts, initial process, and renewal procedures.

2.4.15. Ensure organizational vehicle maintenance is completed.

2.4.16. If necessary, address the following in the group OI:

2.4.16.1. Licensing procedures, and changes in status of licensed drivers;

2.4.16.2. Repair reporting procedures for General Services Administration (GSA) and AF vehicles;

2.4.16.3. Group fleet in-service and out-of-service listing of GSA and AF vehicles;

2.4.16.4. Vehicle accident/incident reporting procedures;

2.4.16.4.1. VCO forwards accident package (Standard Form [SF] 91, *Motor Vehicle Accident Report*, police report on or off base, work order with cost of repairs, and witness statements if available) to the appropriate closure office.

NOTE: If a privately owned vehicle is involved, forward to the Ogden Air Logistics Center Legal Office. If other government vehicle/property is involved, forward a completed Report of Survey to the 309 MXW Report of Survey Office.

2.4.16.5. Group procedures for securing vehicles and vehicle keys;

2.4.16.6. Group vehicle inspection process to include: cleanliness, tires, fluids, fire extinguishers, warning lights, windshield wipers, hydraulic hoses, etc.;

2.4.16.7. Operator's maintenance and supplies;

2.4.16.8. Process of turning in vehicles to the Base Vehicle Transportation or GSA contracted services (Annual Safety Inspections, lube, oil and filter changes, etc.);

2.4.16.9. VCOs will identify supervisor and driver responsibilities.

ALLAN E. DAY, Colonel, USAF
Commander, 309th Maintenance Wing

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

AFI 13-213, *Airfield Management*, 01 June 2011

AFI 21-101_AFMCSUP_309MXWGM21-02, *Aircraft and Equipment Maintenance Management*, 25 February 2011

AFI 23-302, *Vehicle Management*, 01 June 2009

AFI 24-301, *Vehicle Operations*, 06 December 2010

AFI 24-301_HILLAFB Supplement, *Vehicle Operations*, 15 September 2008

AFMAN 23-220, *Report of Survey for Air Force Property*, 01 July 1996

AFMAN 24-306, *Manual for the Wheeled Operator*, 01 July 2009

AFMAN 33-363, *Management of Records*, 01 March 2008

Hill AFB Instruction 13-202, *Airfield Vehicle Control*, 01 April 2009

Prescribed Forms

309 MXW Form 201, *Vehicle Justification*

Adopted Forms

AF Form 483, *Certificate of Competency*, 01 February 1985

AF IMT 171, *Request for Driver's Training and Addition to U.S. Government Diver License*, 15 March 2011

AF IMT 847, *Recommendation for Change of Publication*, 22 September 2009

Hill AFB IMT 528, *Flight Line Driver Training Record and Request*, 18 March 2005

OF 345, *Physical Fitness Inquiry for Motor Vehicle Operators*, November 1985

SF 91, *Motor Vehicle Accident Report*, February 1993

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AF IMT—Air Force Information Management Tool

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

BFM—Base Fleet Manager

DoD—Department of Defense

GM—Guidance Memorandum
GOV—Government Owned Vehicle
GSA—General Services Administration
IAW—In Accordance With
OI—Operating Instruction
OF—Optional Form
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
SF—Standard Form
VCO—Vehicle Control Officer
VP—Vehicle Program
VPM—Vehicle Program Manager
309 MXW—Maintenance Wing