

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

374th Airlift Wing INSTRUCTION 23-302

1 MARCH 2012



Materiel Management

**VEHICLE ACCIDENT AND
ABUSE POLICY (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Todd M. Freece)

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management Policy and Procedures*, Air Force Instruction (AFI) 23-302, *Vehicle Management*, and Air Force Manual (AFMAN) 23-220, *Reports of Survey for Air Force Property*. It outlines definitions, responsibilities, and procedures for an effective Yokota Air Base (AB) Vehicle Accident and Abuse Program. This instruction is applicable to all persons operating Government Owned Vehicles/Equipment (GOV/E) assigned to Yokota AB or its Geographically Separated Units (GSU) which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS), as well as vehicles maintained by 374th Logistics Readiness Squadron Vehicle Management Flight (374 LRS/LGRV) through inter-service support agreements. This publication applies to the Air National Guard or US Air Force Reserve. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 40 U.S.C. Section 491, Title 31 U.S.C. Section 7701, and Title 31 U.S. C. Section 638a, and EO 9397 (SSN). Forms affected by the PA have an appropriate PA statement. System of records notice F031 AF SP L, *Traffic Accident and Violation Reports*, applies. 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 the Air Force 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 AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Updates reimbursement system (paragraph 2.2.); adds supporting information (Attachment 1); and updates Accident Abuse Notification Letter (Attachment 3).

1. Objective.

1.1. The objective of this policy is to ensure maximum life expectancy of limited government vehicle resources. Shrinking vehicle procurement budgets have dramatically limited the numbers and frequency of replacement vehicles. Vehicle accident and abuse repair expenditures place an unnecessary and preventable burden on already strained budgets.

1.2. The keys to successfully reducing the number of accidents and abuses are to make base personnel aware of the high costs associated with these repairs and encourage commanders to maintain high standards of vehicle operator training and discipline.

1.3. Funding these avoidable repairs with organizational budgets will ensure unit leadership involvement in establishing a viable squadron accident and abuse prevention program. Effective operator training and care programs will prevent needless repairs ultimately saving scarce wing funds while extending the service life of critical assets.

2. General.

2.1. Vehicle Management is not funded for accident and abuse repairs. The unit responsible will bear material and/or contract costs regardless of determination of pecuniary liability or reimbursement made by an individual to the government.

2.2. Responsible organizations will accomplish reimbursement through the use of their Government Purchase Card (GPC) or direct funds transfer from their operation and maintenance (O&M) account to the 374 LRS/LGRV O&M account. The unit's resource advisor will be contacted to provide a line of accounting for vehicle repair funds.

2.3. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. The owning organizations include temporary duty (TDY) units that utilize Vehicle Operation's U-Drive-It fleet or recalled vehicles from Yokota's vehicle fleet. TDY units will be pursued for reimbursement on accident/abuses.

2.4. The 374th Mission Support Group Commander (374 MSG/CC) is the final decision authority to resolve any conflicts concerning this program.

3. Responsibilities.

3.1. The 374 LRS will:

3.1.1. Identify vehicle damage caused by accident, abuse or incident.

3.1.2. Provide accident/abuse notification letter ([Attachment 3](#)) and photos to the squadron commander and VCO/VCNCO of the assigned organization (may not be the unit responsible for damage). A copy of the repair estimate work order may be provided upon request.

3.1.3. Vehicle Management will ensure the most economical means are used to perform repairs without hampering higher priority mission requirements. Two repair options are available:

3.1.3.1. In-house repairs dependant on adequate Vehicle Management manpower, paint booth facility availability and workload constraints.

3.1.3.2. Contract repairs from local vendors.

3.1.4. Maintain accident/abuse repair information for a 6-year period.

3.2. Vehicle operator will:

3.2.1. Stop and aid injured.

3.2.2. Notify 374th Security Forces Squadron (374 SFS) immediately, prior to moving the vehicle.

3.2.3. Notify supervisor and unit VCO.

3.2.4. Complete Standard Form (SF) 91, *Motor Vehicle Accident Report*.

3.2.5. Complete Department of Defense (DD) Form 518, *Accident-Identification Card*, if Privately Owned Vehicle (POV) or private property is involved.

3.3. Assigned or using organization will:

3.3.1. Report all vehicle damage to 374 LRS/LGRV within 24 hours if the vehicle can be driven safely. 374 LRS Vehicle Operations Flight (374 LRS/LGRO) will recover all non-drivable vehicles using a military wrecker. The initial responsibility to identify and report accidents rests with the vehicle operator.

3.3.2. Report U-Drive-It or loaned vehicle damage to 374 LRS/LGRO within 24 hours.

3.3.3. Conduct a preliminary investigation to ascertain the facts of vehicle damage or loss, and process the results of the investigation IAW AFMAN 23-220, Chapter 18.

3.4. For accidents involving POVs:

3.4.1. The assigned or using organization will inform Vehicle Management that the damage was a result of a POV/GOV accident.

3.4.2. Ensure that copies of accident reports along with witness statements are submitted to 374 AW Staff Judge Advocate (374 AW/JA) no later than three days after GOV accidents involving POVs occur.

3.4.3. The assigned or using organization will provide 374 AW/JA with sufficient information about the accident so that 374 AW/JA may adjudicate the claim. If the POV driver is determined to be at fault, 374 AW/JA will aggressively assert the government's interest in pursuing payment/repairs from the liable POV driver.

3.4.4. Documentation of GOV damages involving a POV will be forwarded to 374 AW/JA and Vehicle Management will repair the GOV on a schedule as determined by the appropriate vehicle maintenance/repair authority.

PAUL E. FEATHER, Colonel, USAF
Commander, 374th Airlift Wing

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

AFPD 23-1, *Materiel Management*, 15 February 2011

AFI 23-302, *Vehicle Management*, 29 October 2007

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

Adopted Forms

AF Form 20, *Repair Cost and Repairable Value Statement*, 11 March 2003

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

SF 91, *Motor Vehicle Accident Report*, 1 February 1993

DD Form 518, *Accident-Identification Card*, 1 October 1978

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFOSH—Air Force Occupational Safety and Health

DD—Department of Defense (as used on form)

DoD—Department of Defense

GOV/E—Government Owned Vehicle/Equipment

GPC—Government Purchase Card (IMPAC)

GSU—Geographically Separated Unit

IAW—In Accordance With

O&M—Operations & Maintenance

OLVIMS—On-Line Vehicle Interactive Management System

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Act

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SF—Standard Form

TDY—Temporary Duty

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

VFM—Vehicle Fleet Manager

VMS—Vehicle Maintenance Superintendent

Terms

Fair Wear and Tear—The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

Vehicle Abuse—An act or omission that has caused damage that cannot be attributed to vehicle accidents, vehicle incident, or fair wear and tear. Some examples of vehicle abuse are listed in Attachment 2. **Note:** For damage not attributed to an accident, the 374 LRS/LGRV Chief or Superintendent will consider the facts and determine whether the vehicle is processed as an incident or abuse. Controversies about classification will be handled at the lowest level, with the 374 MSG/CC being final authority. A written statement of events surrounding the incident will be required from the vehicle operator or VCO/VCNCO.

Vehicle Accident—Any situation where a GOV/E strikes or is struck by an object under conditions indicating that the situation occurred due to the negligence or unintentional act of a vehicle operator.

Vehicle Incident—GOV is damaged under conditions that are reasonably beyond the control of the vehicle operator. An incident letter from the using organization's Vehicle Control Officer (VCO)/Vehicle Control Non-Commissioned Officer (VCNCO) will accompany any vehicle turned in for incident damage. Examples of incidents are:

A rock thrown through the windshield by the tire of a vehicle being followed.

Wind—carried objects striking a vehicle as the result of a typhoon.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. Vehicle Maintenance will initiate vehicle abuse action for vehicle/equipment damage or failure resulting from:

A2.1.1. Tampering with governors, distributors or other engine/drivetrain components.

A2.1.2. Operating vehicle with insufficient oil, coolant, etc. because operator failed to check levels according to established requirements, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or securing of loads in vehicle cargo areas or not following established loading and unloading procedures.

A2.1.5. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).

A2.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, or equipment add-on/modification of a vehicle (VCO/VCNCO must submit in writing all equipment add-on or modification requests through Vehicle Management & Analysis section for Vehicle Fleet Manager [VFM]/Vehicle Maintenance Superintendent [VMS] approval).

A2.1.8. Unqualified/untrained personnel operating vehicles without an instructor present.

A2.1.9. Operating a vehicle with improperly inflated tires (i.e., not IAW manufacturer's recommendations).

A2.1.10. Tire wear beyond limits (i.e., below minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires useless for the recapped/re-grooved process.

A2.1.11. Intentional destruction/disfigurement of vehicle's interior/exterior.

A2.1.12. Operating a vehicle/equipment in conflict with published DoD, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), AFIs/Manuals/Technical Orders, or Japanese law concerning vehicle safety.

A2.1.13. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A2.1.14. Allowing water to accumulate in the vehicle interior (i.e., washing out the interior with a hose, failing to close windows during a rainstorm, etc).

A2.1.15. Over-filling the engine crankcase, transmission, hydraulic reservoirs or other operating systems.

A2.1.16. Servicing the vehicle fuel tank, hydraulic reservoir or other systems with incorrect fuel or oils.

A2.2. Other situations where vehicle abuses may be indicated include, but are not limited to, the following.

A2.2.1. Failure to report discrepancies in any of the safety-type systems or devices described in AFI 23-302, paragraph 3.12., that could adversely affect the safety of personnel or the operation of equipment.

A2.2.2. Failure to report damage (accident, incident, and negligence) to Vehicle Management within 24 hours. The VFM/VMS can pre-approve delays of this action to satisfy immediate mission needs when warranted.

A2.2.3. Failure to accomplish proper operator care and maintenance.

A2.2.4. Failure to bring vehicle/equipment in for scheduled maintenance before an overdue condition exists. An approved rescheduling by Vehicle Management due to mission requirements is permitted.

Attachment 3

SAMPLE ACCIDENT ABUSE NOTIFICATION LETTER

Figure A3.1. Sample Accident Abuse Notification Letter

MEMORANDUM FOR: 374 LRS/CC/VCO

FROM: 374 LRS/LGRV

SUBJECT: Notification of Government Vehicle Accident / Abuse (**CASE NUMBER**)

1. Government vehicle, (**Registration Number**)-(**Vehicle Make/Type**), assigned to your organization, was turned into Vehicle Management on (**Date**) with the (**Description of Damages**). The estimated cost to repair this vehicle is (**Cost**). Additionally, the estimated direct labor cost associated with this accident will be absorbed by 374 LRS.

2. In accordance with 374 AWI 23-302, the using organization will reimburse 374th Logistics Readiness Squadron Vehicle Management Flight through the use of the unit's GPC funds or direct transfer of funds from the using organization's O&M account to the Vehicle Maintenance O&M account. This will be accomplished by submitting an AF Form 20, *Repair Cost and Repairable Value Statement*, and all supporting documentation of Accounting and Finance for reimbursement from the assigned organization.

3. IAW AFMAN 23-220, Chapter 18, an investigation is required to determine if gross negligence or willful misconduct is evident. If it is determined that either of these criteria are met, you must decide whether to seek recovery of the vehicle repair cost associated with the accident / abuse. Please note that the material cost must be transferred to Vehicle Maintenance whether or not you chose to do an investigation.

4. If you have any questions concerning this matter, please contact Vehicle Management & Analysis at 225-7201.

XXXX X. XXXXXXXX, MSgt, USAF
Vehicle Fleet Manager

Attachment:

1. Photos

cc:

374 LRS/LGRV

374 AW/SE

374 AW/JA