

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**

**GRISSOM AIR RESERVE BASE  
INSTRUCTION 23-302**



**29 APRIL 2013**

**Transportation**

**GRISSOM AIR RESERVE BASE VEHICLE  
ACCIDENT AND ABUSE**

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(Colonel Betty A. Bowen)

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This instruction implements AFI 23-302, *Vehicle Management*. This instruction applies to all squadron commanders, tenant units, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO) and vehicle operators assigned to or temporary duty (TDY) to Grissom ARB, including all National Guard and Reserve personnel. This instruction establishes the policies and procedures for implementing and managing the wing's vehicle accident, abuse and incident program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures and reimbursement of repairs for military vehicle accidents, abuse and incidents. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field through Major Command (MAJCOM) publication/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>. The use of the name or rank of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of Grissom Air Reserve Base Instruction (GARBI23-302)

**1. Objective.** The commander is charged with maintaining high standards of vehicle operator training and discipline and consequently, using the procedures set forth in paragraph 5.6., of this instruction, units will transfer expenses for the actual cost to repair accident and abuse damage to vehicles operated by their personnel.

**2. Goal.** To reduce the number of vehicle accidents, abuse and incident cases, thereby, keeping the cost of repairs to an absolute minimum.

**3. Policy:** The organization using vehicles and or equipment will reimburse the Transportation's O&M account for direct material and or contractor repair costs required to repair accident or abuse related damages. The using organization may not be the assigned organization (e.g., U-Drive-It vehicles from Transportation or a loaned vehicle from another organization).

3.1. Reimbursement will be made regardless of any administrative or pecuniary liability assessed to an individual. Reimbursement is to be accomplished through a transfer of funds from the using organization's O&M account to Transportation's O&M account or a transfer of expenses from transportation's O&M account to the using organization's O&M account.

3.2. Organizational commanders in coordination with their VCOs will determine if the member(s) involved in the accident(s) or suspected abuse will surrender their AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**

#### **4. Definitions:**

4.1. A vehicle accident is any situation in which a GMV/E strikes or is struck by another GMV/E and or object, structure, or animal where action by any participate vehicle operator could have prevented the outcome.

4.2. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Refer to ([Attachment 2](#)), Types of Vehicle Abuse, for examples of vehicle abuse.

4.3. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that could not have been avoided by safe operation or adequate vehicle care during non-use. Examples of incidents may also include damage resulting from normal use for the vehicle's intended purpose (i.e., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents. Wind damage to vehicle doors is not considered an act of nature.

#### **5. Responsibilities:**

5.1. The Commander, 434th Air Refueling Wing (434 ARW) is the authority for establishing the wing's vehicle accident and abuse prevention program. The 434 ARW/CC is the final decision authority to resolve all conflicts concerning the Accident and Abuse Program.

5.2. The Commander, 434 Mission Support Group (434 MSG/CC) will coordinate with affected group commanders on the transfer of O&M funds or expenses to cover vehicle accident and abuse repair cost.

5.3. Vehicle Management. Data Monitor Systems (DMS), Vehicle Management Flight (LGRV) is responsible for identifying damage from accidents, suspected abuse and incidents. DMS /LGRV flight chief, vehicle fleet manager, or their designated representative will evaluate each case of accident/abuse damage. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the Vehicle Management and Analysis Section (VM&A) in DMS/LGRV.

5.4. Vehicle Operator. The vehicle operator has the primary responsibility to prevent a vehicle accident or abuse. On base vehicle accidents will be reported immediately to the 434th Security Forces Squadron. Off base vehicle accidents will be reported to local law enforcement. All vehicle damages will be reported to unit VCO/VCNCO and DMS/LGRV. Vehicle operators will provide copies of accident reports to Vehicle Management Customer Service when turning in vehicles for repairs.

5.5. Vehicle Control Program. Unit's VCO/VCNCO will inspect their unit's vehicles periodically for unreported damage.

5.6. Using Organization. Reporting damage to an AF vehicle is the unit's responsibility. Financial responsibility for vehicle damage resulting from accident and/or abuse rests with the vehicle operator's assigned organization. In cases where multiple government-owned vehicles (GOV) are involved in an accident and an investigation cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operator is assigned. Group commanders are responsible for accuracy, review and completeness of Report of Surveys (ROS) originating within their squadrons. Using organizations are required to initiate internal investigations into circumstances surrounding vehicle damage not attributed to fair wear and tear IAW AFMAN 23-220, Reports of Survey for Air Force Property.

## 6. Procedures:

6.1. DMS/LGTVM will:

6.1.1. Identify vehicle damage caused by accident and or abuse.

6.1.2. Provide memorandum of accident or abuse notification (**Attachment 3 or Attachment 4**) to the squadron commander of the assigned organization (may not be the unit responsible for the damage) with a copy of the repair estimate work order. Also, copies will be sent to the vehicle control officer, the group commander of the assigned organization, and the Transportation Accountable Officer (434 MSG/AOT). If the assigned organization is not responsible for the damage, it is the responsibility of the assigned organization to notify the organization responsible for the damage.

6.1.3. Repair vehicle upon receipt of Memorandum of Release/Acceptance of Financial Responsibility (**Attachment 5**) from the responsible unit (may not be the assigned organization), or after five workdays days from notification, whichever is earlier.

6.1.4. Maintain accident and abuse case files to track quantity and repair cost data.

6.1.5. Provide AF Form 20, **Repair Cost and Repairable Value Statement**, when requested by the assigned or using organization.

6.1.6. Track and provide reimbursable cost data to 434 ARW/FMA monthly through the group commanders. Each group commander will receive monthly totals for their respective group. 434 MSG/CC will receive monthly totals for all groups.

6.2. The Vehicle Operations Flight (DMS/LGTVO) will withhold replacement vehicle for vehicles involved in accident and or abuse actions until Memorandum of Release is received by DMS/LGTVM.

6.3. Assigned or Using Organizations will:

6.3.1. Report all vehicle damage to DMS/LGTVM within 24 hours.

6.3.2. Report U-Drive-It or loaned vehicle damage to Vehicle Dispatch (DMS/LGTVO) within 24 hours.

6.3.3. Forward a copy of the Memorandum of Release/Acceptance of Financial Responsibility to DMS/LGTVM when vehicle is no longer needed for the investigation, or within five calendar days from notification.

6.3.4. Investigate the accident and or abuse according to procedures outlined in AFMAN23-220, *Reports of Survey for Air Force Property*.

6.4. 434 MSG/CC will coordinate the amount of money with each group commander.

6.5. Affected Group Commanders will inform 434 ARW/FMA of amount to be transferred after final coordination.

6.6. 434 ARW/FMA will transfer O&M funds from the appropriate account into Transportation's O&M account or transfer expenses from Transportation to the appropriate account.

## **7. Accident Reporting Procedures for Privately Owned Vehicles (POV) and Government Owned Vehicles (GOV):**

7.1. Reporting Procedures. Report accidents involving vehicles on Standard Form (SF) 91, Operators Report of Motor Vehicle Accident. Ensure you obtain the names of all individuals involved, including witnesses and police. Complete and deliver the SF 91 to the unit VCO/VCNCO, along with narrative, in your own words, of the events.

7.2. POV Procedures. All vehicle accident cases involving a GOV and a POV with private insurance will be coordinated through 366 FW/JA (Judge Advocate) (Base Legal Office).

7.3. GOV Procedures. Accomplish repair estimates and actual GOV repairs with DMS/LGRV.

DONALD R. BUCKLEY, Colonel, USAFR  
Commander

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

AFI 23-302, Vehicle Management, 29 October 2007, incorporating through change 2, 1 June 09

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

AFMAN 33-363, Management of Records, 1 March 2008

***Adopted Forms***

AF Form 20, *Repair Cost and Reparable Value Statement*

AF Form 847, *Recommendation for Change of Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

SF 91, *Operator's Report of Motor Vehicle Accident*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ARW**—Air Refueling Wing

**CC**—Commander

**DD**—Department of Defense

**GARB**—Grissom Air Reserve Base

**GOV**—Government Owned Vehicle

**IAW**—In Accordance With

**JA**—Judge Advocate (434 ARW/JA)

**LGRV**—Vehicle Management Flight (DMS)

**LRS**—Logistics Readiness Squadron (434 LRS)

**MSG**—Mission Support Group (434 MSG)

**POV**—Privately Owned Vehicle

**RA**—Resource Advisor

**ROS**—Report of Survey

**SE**—Safety (434 ARW/SE)

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Noncommissioned Officer

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

**VM&A**—Vehicle Management and Analysis

**Attachment 2****EXAMPLES OF POTENTIAL VEHICLE ABUSE****A2.1. Examples of Potential Vehicle Abuse:**

A2.1.1. Failure to accomplish operator maintenance IAW AFI 23-302 paragraph 3.13. resulting in damage to the vehicle that was otherwise preventable.

A2.1.2. Not reporting maintenance discrepancies that affect vehicle safety or mission capability, or not reporting accident damage within 1-duty day, or not reporting safety discrepancies as soon as possible or if after duty hours, the next duty day.

A2.1.3. Overloading or failing to tie down or otherwise secure cargo.

A2.1.4. Tampering with governors or pollution control devices.

A2.1.5. Operating vehicle/equipment with broken tire chains or improperly inflated tires.

A2.1.6. Failure to protect the painted surface from oxidization and corrosion.

A2.1.7. Modifying a vehicle/equipment without written permission from DMS/LGRV flight chief or superintendent.

A2.1.8. Refueling a vehicle with incorrect type fuel, that is, diesel instead of gas or vice versa.

A2.1.9. Contributing to wind damage by not parking vehicle into the wind or restraining doors when opening.

A2.1.10. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

A2.1.11. Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.

A2.1.12. Using a vehicle for other than its designed purpose.

A2.1.13. Operating vehicles with insufficient oils or coolants or failure to check levels, according to established requirements, or failure to monitor dash instrumentation

A2.1.14. Operating vehicle with applied/dragging parking brakes.

A2.1.15. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures

A2.1.16. Failure to clean or maintain vehicle's interior and or exterior to meet corrosion control and appearance requirements.

A2.1.17. Unauthorized wiring, marking, modification or added special equipment in or on vehicle.

A2.1.18. Failure to bring a vehicle to Vehicle Maintenance for scheduled preventative maintenance before an overdue condition exists.

A2.1.19. Operation of a vehicle or equipment in conflict with published Department of Defense (DoD), Air Force Occupational Safety and Health (AFOSH), Occupational Safety

and Health Act (OSHA) standards, Air Force Instructions, Manuals, and Technical Orders, or Public Law concerning vehicle safety.

**Attachment 3**

**ACCIDENT NOTIFICATION MEMORANDUM (SAMPLE)**

MEMORANDUM FOR XXXX/CC

Date

FROM: DMS/LGT

SUBJECT: Vehicle Accident, Case No. XXXXXX

1. On DD/MM/YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned into Vehicle Maintenance with accident damage. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to a serviceable condition.
2. Request your office initiate an investigation as required by AFMAN 23-220, Reports of Survey for Air Force Property, Chapter 18. All completed case files must be forwarded to 434 MSG/AOT within 10 days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than five workdays from the date of this letter. According to AFMAN 24-307, Procedures for Vehicle Maintenance Management, unless otherwise notified, repair action will commence after that period of time.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an AF Form 20, Repair Cost and Repairable Value Statement, from Vehicle Maintenance.
5. Any questions concerning the repair, release, or AF Form 20 can be referred to Vehicle Maintenance (DMS/LGTVM) at ext. 2-3480. Thank you in advance for your prompt attention of this matter.

SAMMI SOMEONE, DMS/LGT

Vehicle Operations and Maintenance Manager

Attach 1: AF Form 1823-1, Vehicle and Equipment Work Order

cc:

434 (Group)/CC

434 MSG/AOT

434 ARW/SE

DMS/LGTM

**Attachment 4****SUSPECTED VEHICLE ABUSE NOTIFICATION MEMORANDUM (SAMPLE)**

MEMORANDUM FOR XXXX/CC

Date

FROM: DMS/LGT

SUBJECT: Vehicle Abuse, Case No. XXXXX

1. On DD/MM/YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned in to Vehicle Maintenance with damage that cannot be attributed to normal fair wear and tear. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to a serviceable condition.
2. Request your office initiate an investigation as required by AFMAN 23-220, Reports of Survey for Air Force Property, Chapter 18. All completed case files must be forwarded to 434 MSG/AOT within 10 days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than 5 workdays from the date of this letter. According to AFMAN 24-307, Procedures for Vehicle Maintenance Management, unless otherwise notified, repair action will commence after that period of time.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an AF Form 20, Repair Cost and Repairable Value Statement, from Vehicle Maintenance.
5. Any question concerning the repair, release, or AF Form 20 can be referred to Vehicle Maintenance (DMS/LGTVM) at ext. 2-3480. Thank you in advance for your prompt attention of this matter.

SAMMI SOMEONE, DMS/LGT  
Vehicle Operations and Maintenance Manager

Attach: 1  
AF Form 1823-1, Vehicle and Equipment Work Order

cc:  
434 (Group)/CC  
434MSG/AOT  
434 ARW/SE  
DMS/LGTM

**Attachment 5**

**MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY  
(SAMPLE)**

MEMORANDUM FOR 434 MSG/AOT

Date

FROM: (Assigned/Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Reg Num), which (is assigned to our organization/was used by our organization), was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.

2. I understand the cost associated with these repairs, to include materials and/or contract costs, will be transferred from our unit's operations and maintenance (O&M) account to Transportation's O&M account.

VCO/VCNCO/Unit Commander Signature Block