

**BY ORDER OF THE COMMANDER
OF THE 51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION
24-303**



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VEHICLE ACCIDENT AND ABUSE

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Certified by: 51 MSG/CC
(Col Michael S. Strunk)

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, and complements AFI 24-302, *Vehicle Management*. It establishes policies and procedures for implementing and managing the wing's vehicle accident and abuse program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of funds for repairs of military vehicle abuse and accidents. It applies to all units that operate government owned or leased vehicles managed by the 51st Fighter Wing (51 FW). 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 847s from the field through Major Command (MAJCOM) publications/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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. It supersedes 51FWI 23-102, 2 April 2010. Updates include adding the classification of a vehicle incident (paragraph 6.4) and including the authorization for units to front load funds for accident/abuse repairs (paragraph 7.3.1).

1. Goal. To reduce mishaps, this in turn, will reduce the risk of personal injury or death and reduce the cost of vehicle accidents and abuse repairs.

2. Objective. To establish an effective mishap prevention program by placing responsibility and charging the operator and the operator's commander with maintaining high standards of vehicle operator training and discipline. Consequently, when using procedures set forth in paragraph 7 of this instruction, units will pay for the actual cost of materials and labor (except Korean national employee civilian labor costs) used to repair accident and abuse damage caused to vehicles operated by their personnel. This policy will help foster better operator care and condition of Osan's vehicle fleet.

3. Responsibilities. In some cases, the using organization may not necessarily be the owning organization, i.e., a U-Drive-It (UDI) vehicle from the Logistics Readiness Squadron (LRS) or a loaned vehicle from another organization. Reimbursement for repairs resulting from accidents or abuse will be made regardless of determinations of individual liability resulting from a Report of Survey. All vehicle management Operation and Maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to vehicle management by the owning organization, or the organization responsible for the damage, if not the owner. In cases where multiple Government-Owned Vehicles (GOV) are involved and an investigation cannot determine fault, repair costs will be the responsibility of the organization/squadron to which the operator is assigned.

4. Key Personnel/Organization Duties.

4.1. The 51 LRS/CC will:

4.1.1. Provide accident or abuse estimate and notification memorandum or electronic notification (Attachment 3) and photos to the using organization's squadron commander. This responsibility can be delegated to the Vehicle Fleet Manager or Vehicle Management Flight Commander by the 51 LRS/CC.

4.1.2. Send an accident/abuse notification memorandum to the following: 51 FW/SE, 51 CPTS/FM and 51 FW/JA.

4.1.2.1. Direct accident/abuse repair within 3 days after accident/abuse notification, if using organization commander does not indicate to 51 LRS/LGRV a Report of Survey investigation has been or will be initiated.

4.1.3. Not provide UDI replacements to organizations with vehicles involved in accidents or identified as abuse, unless it will impede "installation security, force protection", sortie generation or sustainment.

4.1.4. Not authorize accident or abuse repairs until responsible organization commanders acknowledge they will reimburse LRS for the cost of the repair or 3 days after the responsible organization commander is notified of the accident or abuse.

4.2. The 51 LRS/LGRV Vehicle Fleet Manager or Vehicle Management Superintendent (VFM/VMS) will:

4.2.1. Identify suspected accidents and abuses. Evaluate and validate each alleged vehicle accident and abuse case.

4.2.2. Consider the facts and determine whether the vehicle should be processed as an accident or suspected abuse, due to damages not attributed to fair wear and tear (unreported accidents are treated as vehicle abuse).

4.3. Vehicle Management and Analysis Section (VM&A) will:

4.3.1. Document and track vehicle accident and abuse repairs.

4.3.2. Provide an AF Form 20, *Repair Cost and Reparable Value Statement*, when it has been determined that liability is to be assessed or voluntary payment is to be made, as a result of a Report of Survey (ROS).

4.4. Using organization commander will:

4.4.1. When deemed appropriate, appoint an investigating officer to conduct a preliminary investigation IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, Chapter 18.

4.4.2. Ensure the investigation is completed and processed IAW AFMAN 23-220, Chapter 18.

4.5. Assigned or using organization will:

4.5.1. Reimburse the 51 LRS for all vehicle parts and/or contract repair costs of vehicles damaged by personnel assigned to their organization. Turn vehicles into Vehicle Management immediately after being released from the accident scene, if it can be driven safely. If the vehicle cannot be delivered to Vehicle Management immediately following an accident, it must be reported via telephone (DSN 784-3059 / 4310) within 24 hours. The initial responsibility to identify and report accidents rests with the vehicle operator and the using organization.

4.6. Vehicle Control Officer (VCO) / Vehicle Control Noncommissioned Officer will:

4.6.1. Maintain an accident/abuse case file containing at least, but not limited to, the following: SF 91, *Motor Vehicle Accident Report* (not applicable for abuse), copy of investigation, accident/abuse notification memorandum. This file will be maintained IAW AF RIMS. These files will be inspected as part of the annual VCO program assessment.

4.7. The 51 MSG/CC will:

4.7.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority. If an organization commander determines the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 51 LRS/CC. If the 51 LRS/CC agrees, the abuse case will be dropped. If the 51 LRS/CC does not agree, the 51 MSG/CC becomes the arbitrary authority.

5. Additional Guidance.

5.1. Accidents involving Privately Owned Vehicles (POV) and Government Owned Vehicles/Equipment (GOV/E): The assigned or using organization will provide the 51 FW/JA with sufficient information about the accident to determine if the POV or GOV driver was at fault. If the POV was at fault, the 51 FW/JA will pursue repairs through the POV insurance company, with all repairs being accomplished through contractors to facilitate reimbursement of costs.

5.2. Multiple-Unit Accidents: Each unit will conduct an investigation. The commanders of the units involved will jointly determine liability. If a decision cannot be made the 51 MSG/CC will have final decision authority.

5.3. Pecuniary Liability: For GOVs, reimbursement to the 51 LRS for repairs due to accidents or abuse will be made regardless of individual pecuniary liability as assessed through a Report of Survey.

6. Definitions.

6.1. Accident: Any situation where a government owned or leased vehicle/equipment strikes or is struck under conditions indicating that the situation occurred due to the negligence or unintentional act of a vehicle operator.

6.2. Abuse: A willful or negligent act of improper operation or care, or an omission that has caused damage that cannot be attributed to fair wear and tear under normal circumstances. Vehicle abuses may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in Attachment 2.

6.3. Fair wear and tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

6.4. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. The VFM/VMS is the fleet management functional expert with the authority to determine what is/is not classified as an incident. Using organizations are not required to reimburse for damage caused by incidents. Note: Wind damage to vehicle doors is not an act of nature.

7. Procedures. Upon determination of vehicle damage, as a result of an accident or abuse:

7.1. Vehicle Management will initiate a work order to estimate repair costs. The notification will include details of the accident or abuse damage, photos of damage, copy of the work order or contractor estimate, AF Form 1800 *Operators Inspection Guide and Trouble Report*, SF 91 (if applicable), contract estimate (if applicable), and will be sent by the 51 LRS/CC or delegated appointee to the responsible organization's commander (see Attachment 3). Note: The 51 LRS/LGRV will make all payments for Defense Working Capital Fund reimbursable to the organization's registered Air Force vehicles.

7.2. As determined by the VFM/VMS, accident and abuse repairs estimated below the GPC micro-purchase threshold of \$3,000 will generally be completed utilizing contracted maintenance. In-shop repairs will be accomplished at the discretion of the VFM/VMS in order to minimize the backlog of maintenance repairs for mission critical assets. Vehicle Management will source vendors to complete repairs, track repairs with contract work orders and make GPC payment when repairs are complete.

7.3. By releasing the government-owned vehicles for repair, the using organization commander is accepting financial liability and will reprogram funds to the 51 LRS to the nearest hundredth dollar for reimbursement. (Example: If the bill is \$3,549 reimbursement equals \$3,500. If it is \$3,551 reimbursement equals \$3,600).

7.3.1. When LRS funds are not available to initiate vehicle accident and abuse repairs, using organizations have the option to front-load these funds to LRS. Unit RAs must

coordinate these transactions with the LRS RA. Vehicle Management can only initiate repairs when funds are available. In some cases, when accident/abuse repairs are contracted, unit RAs may be able to make their own GPC payment upon repair completion. In these cases, Vehicle Management will make arrangements to inspect the vehicle for quality control before payment is made.

7.3.2. For those organizations not in the same Budget Authorization and/or Program Element Code, and are not part of the normal reimbursement program, the using organizations responsible for accident/abuse damage will provide an OF 1017-G, *Journal Voucher*, to the 51 LRS/RA for the amount of the accident/abuse cost. The exact cost of repairs is computed using an AF Form 20, in accordance with AFMAN 23-220.

7.3.3. After all repairs are completed, the 51 LRS/LGRV will submit a copy of the AF Form 20 to the 51 LRS Resource Advisor, who in turn will forward to the 51 CPTS/FMA along with a target load/change/delete form for reprogramming of funds.

PATRICK T. MCKENZIE, Colonel, USAF
Commander

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010

AFI 24-302, *Vehicle Management*, 26 June 2012

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 Repairable Value Statement*, 11 March 2003

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

AF Form 1800, *Operators Inspection Guide and Trouble Report*, 1 April 2010

OF 1017-G, *Journal Voucher*, 1 September 1979

SF 91, *Motor Vehicle Accident Report*, February 2004

Abbreviations and Acronyms

51 FW—51st Fighter Wing

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

GOV—Government-Owned Vehicles

GOV/E—Government Owned Vehicles/Equipment

GPC—Government Purchase Card

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicles

RDS—Records Disposition Schedule

ROS—Report of Survey

UDI—U-Drive-It

VCO—Vehicle Control Officer

VFM/VMS—Vehicle Fleet Manager or Vehicle Management Superintendent

VM&A—Vehicle Management and Analysis Section

Attachment 2**EXAMPLES OF VEHICLE ABUSE**

- A2.1.** Failure to accomplish operator maintenance, care, or immediately report safety discrepancies.
- A2.2.** Not reporting malfunctions, defects, accident damage, or safety discrepancies to Vehicle Management within 24 hours or the next duty day.
- A2.3.** Overloading or failing to tie down or otherwise secure cargo.
- A2.4.** Tampering with governors or pollution control devices.
- A2.5.** Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A2.6.** Failure to protect the painted surface from oxidation and corrosion.
- A2.7.** Failure to bring vehicle/equipment into the shop for scheduled or periodic maintenance or when directed by mobile maintenance.
- A2.8.** Modifying or adding equipment to a vehicle without written permission from the Vehicle Management Flight.
- A2.9.** Refueling a vehicle with incorrect type fuel (i.e. using diesel instead of mogas).
- A2.10.** Contributing to wind damage by not parking vehicles into the wind or restraining doors when opening.
- A2.11.** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A2.12.** Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- A2.13.** Using a vehicle for other than its designated purpose. For example, using a 1/2-ton pickup to tow a 10,000 pound trailer.
- A2.14.** Use of stop leak in radiators or tires.
- A2.15.** Operating a vehicle in violation of the operator's manual or accepted driving practices.
- A2.16.** Excessive tire wear that causes cords or steel belts to protrude.

Attachment 3

EXAMPLE OF ACCIDENT/ABUSE E-MAIL NOTIFICATION

Figure A3.1. Example of Accident/Abuse E-mail Notification

FROM: 51 LRS/LGRV@osan.af.mil

TO: 51 XXX/CC@osan.af.mil

cc: 51 LRS/CC@osan.af.mil; 51 XXX/VCO@osan.af.mil; 51SE/XXX@osan.af.mil;
51JA/XXX@osan.af.mil

SUBJECT: Vehicle Accident FY10_01_09BXXXXXX

Attachments: Pictures of Damage; work order; contract estimate; SF 91; AF Form 1800; waiver card;

1. Vehicle registration number 09BXXXXXX, Ford 6 passenger pickup truck was turned in to Vehicle Management on 1 Jan 10 with accident damage to the front bumper, grill, and right front fender.
2. An estimate was accomplished to repair the damage for the amount of \$1,234.56. Keep in mind this is an estimate and could increase or decrease once repairs are completed. Repairs will commence 3 days after your unit receives this email.
3. You may appoint an investigating officer IAW AFM 23-220, Chapter 18, Paragraph 18.4.3.1. to determine if there is evidence of gross negligence, willful misconduct or deliberate unauthorized vehicle use. If an individual has been found liable or voluntarily accepts liability you can request an AF Form 20, *Repair Cost Statement*, from Vehicle Management and Analysis.
4. Once actual repair costs have been determined, Vehicle Management will contact your Resource Advisor to coordinate payment via Government Purchase Card, OF1017-G, *Journal Voucher* or Miscellaneous Obligated Reimbursement Document, (MORD) for the total cost of repairs.
5. Please contact myself at DSN 784-5837 with any questions.

XXXXX X. XXXX, Capt, USAF
Vehicle Fleet Manager
51st Logistics Readiness Squadron
Osan AB, Korea
DSN 784-5837