

**BY ORDER OF THE COMMANDER
90TH MISSILE WING**

90TH MISSILE WING INSTRUCTION 24-302

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Transportation

VEHICLE CONTROL PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for the management of the 90th Missile Wing Vehicle Control Program (VCP). It implements the provisions of Air Force Instruction (AFI) 24-302, *Vehicle Management*, and outlines procedures for conducting the Vehicle Control program. This instruction establishes the policies and procedures for implementing and managing the Vehicle Accident, Abuse and Misuse program; and addresses the definitions, authority, disposition, reporting procedures and reimbursement of repairs for military vehicle accidents and incidents of abuse. This instruction applies to all 90th Missile Wing (MW) personnel, tenant units, and Temporary Duty personnel assigned to Francis E. Warren Air Force Base, Wyoming. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *Privacy Act Program*, for documents containing privacy act information. Comply with DoDM 5200.01-V2, DoD, *Information Security Program* and AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the Office of Primary Responsibilities (OPR) using AF Form 847, *Recommendations for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. See attachment 1 for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication is revised throughout due to the release of AFI 24-302, *Vehicle Management*, dated 28 February 2013 and Air Force Global Strike Command supplements.

1. General. The purpose of the VCP is to ensure units meet Air Force (AF) vehicle management goals and improve focus on government-owned vehicle (GOV) operator care. The goal of this program is to increase the life cycle of the vehicle fleet by instilling pride of ownership in vehicle operators and to improve the quality of management and care provided to government vehicles. Unit Vehicle Control Officers/Vehicle Control Noncommissioned Officers (VCOs/VCNCOs) are responsible for all of the following requirements unless specified in a Letter of Agreement with the 90th Logistics Readiness Squadron (LRS), Vehicle Management Flight (LGRV).

2. VCP Responsibilities.

2.1. Vehicle Management Superintendent (VMS)/or Manager (VMM) will:

2.1.1. Provide technical assistance and assessments using VCP inspections as requested.

2.1.2. Develop a plan to maintain the highest professional appearance of the base vehicle fleet.

2.2. Units will accomplish and adhere to the following:

2.2.1. Maintain sufficient supplies and equipment to encourage frequent operator care, cleaning, and vehicle servicing.

2.2.2. Ensure all squadron personnel are familiar with their responsibilities as vehicle operators and the intent of this instruction.

2.2.3. Develop procedures to encourage operator pride in vehicle care responsibilities.

3. Vehicle Appearance Standards:

3.1. When regarding maintenance/appearance repair decisions, take into consideration factors such as age, overall condition, replacements/due-ins, and the owner/user of the vehicle.

3.2. Good operator care is imperative if the fleet is to present a well-maintained appearance. Frequent washing, waxing, and general cleanup are key to a professional looking vehicle fleet.

3.3. Units will wax vehicles as often as necessary to maintain appearance/prevent surface deterioration. Keep vehicles clean at all times to include the interior. Operators will not steam clean engines or engine compartments. Vehicles will be washed in accordance with (IAW) Technical Order (TO) 36-1-191, which states that vehicles in this region will be washed a minimum of every 45 days (or more if required). Vehicles will be waxed often enough with a manual application type wax to preserve the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating finishes. Vehicle Management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization should clean the vehicle prior to being accepted by Vehicle Management.

3.4. Operator Care of Government Vehicles: Increased operator care/maintenance is essential in our missile complex to ensure the highest level of reliability for our high-mileage vehicles. The scope of this increased operator maintenance and level of maintenance support (parts, tools, etc.) is determined by the using organization's VCO/VCNCO and the local VMS/VMM.

3.5. The following outlines minimum organizational and operator care of government vehicles to be accomplished by unit-level vehicle operators across the installation.

3.5.1. With the applicable form (AF Form 1800, *Operator's Inspection Guide and Trouble Report* or AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)* or AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*), the using organizations/operators will perform a full serviceability/functional check of vehicles under their control IAW established intervals for vehicle types, located in TO 36-1-191, or applicable TO for nuclear certified vehicles and missile support equipment.

3.5.2. During the documented vehicle serviceability/functional check, operators will check all fluid levels IAW applicable operator/owner's manual or TOs. General purpose vehicle operators will check and service fuel, engine oil, and the windshield washer reservoir. All other fluid levels, i.e., coolant, automatic transmission, power steering, brake, and batteries, are checked by the vehicle operators and reported to Vehicle Management for servicing when required.

3.5.3. Operators will keep tires properly inflated and change flat tires. Monthly tire pressure checks will be completed and documented regardless of organizational utilization of the vehicle. Operators will perform a visual inspection of tire tread depth and if there is a question as to serviceability, they will use a tire tread depth gauge. Vehicle Management will replace tires on missile field vehicles when tread depth is at or below 4/32" tread depth (non-nuclear certified vehicles) during maintenance visits to ensure tread depth does not fall below the minimum allowed by TO 36-1-191 before the next scheduled inspection. Operators will report tire tread depth below 4/32" tread depth via the AF Form 1800 to Vehicle Management.

3.5.4. Operators will also check for vehicle cleanliness, damage, missing items, leaks, drive belt condition, steering operation, brake operation, heater and windshield wiper function.

3.6. When an operator reports safety discrepancies with any safety-type systems or devices that could adversely affect the safety of personnel or the operation of equipment, that maintenance is not delayed and the vehicle or equipment item will not be allowed to continue service.

3.6.1. The VMS/VMM or a qualified representative resolves any question about the serviceability or seriousness of a discrepancy, decides whether the discrepancy can be delayed and if it can, initials the maintenance report section on the inspection guide.

3.6.2. The AF accepts the idea that when a vehicle ages, a certain amount of wear and tear will occur and that vehicles cannot be maintained in a like-new condition. For example, the condition of a vehicle in its 4th year of use is not comparable with the condition of a new vehicle. To be serviceable, a vehicle must first be safe and function as

designed. However, deficiencies affecting safety are not acceptable regardless of whether the vehicle is old or new.

4. Vehicle Accident/Abuse/Misuse Definitions, Responsibilities, and Reimbursement Procedures:

4.1. Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a government vehicle which causes damage, whether immediately noticeable or not. Vehicles involved in an accident, or found with unreported damage, will be in-processed by 90 LRS/LGRV Customer Service Section as soon as possible, but not later than the next duty day to complete a damage estimate. If a vehicle is involved in an accident, the operator must fill out the Standard Form (SF) 91, *Operators Report of Motor Vehicle Accident*, and notify their supervisor, Security Forces and local police (if off base). If the vehicle is involved in an accident with a privately- owned vehicle (POV), the GOV operator must additionally fill out a DD Form 518, *Accident Identification Card*, and give the form to the operator of the POV. POV-involved accidents require information on the POV and its operator to be documented on the SF 91.

4.1.1. For abuses and incidents, a statement from the operator as to the circumstances surrounding the damage is required.

4.1.2. After filling out the appropriate forms and contacting the required personnel, the operator must turn the vehicle and all accident, abuse, or incident documentation in to the Vehicle Management Customer Service Section within one duty day of the occurrence. General Service Administration (GSA) vehicles involved in accidents must still have a copy of the SF 91 turned in to Vehicle Management who will contact the GSA Accident Control Center listed on the back of the vehicle's fleet credit card to coordinate recovery and/or repair of the vehicle.

4.1.3. It is recommended units notify Resource Advisors of GSA damages, as repair costs will be billed directly to the unit in their monthly GSA billing.

4.2. Vehicle Abuse/Incident: An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse occur when an individual operator or organization:

4.2.1. Fails to accomplish proper operator care IAW AFI 24-302 and/or loses items (i.e., keys, license plates, panels, hubcaps, trim, attachments).

4.2.2. Does not report malfunctions, defects, accident damage, or safety discrepancies affecting vehicle maintenance in a timely manner (i.e., door latch failure, rear hatch handle failure).

4.2.3. Overloads, fails to tie down or otherwise secure cargo as well as properly use cold weather starting aids (i.e., diesel and 110 VAC block heaters, ether, glow plugs).

4.2.4. Tampers with governors or pollution control devices.

4.2.5. Operates a vehicle with broken tire chains or improperly inflated tires.

4.2.6. Allows wind damage to vehicle doors and fenders.

4.2.7. Fails to provide a vehicle or piece of equipment for scheduled maintenance. Vehicles overdue for scheduled maintenance may be considered for abuse actions.

4.2.8. Modifies or adds-on to a vehicle without written permission from the VMS/VMM.

4.2.9. Refuels a vehicle with incorrect type of fuel, i.e., diesel instead of gasoline.

4.2.10. Operates a vehicle in violation of operator's manual or accepted practices.

4.2.11. Idling a diesel engine for more than 10 minutes causing damage to the particulate filter.

4.3. Vehicle Misuse: Unauthorized and/or willful exploitation of a government vehicle, (i.e., use of government vehicles for personal business, convenience, "hot rodding", speeding, or use not mission related) at any time. See AFI 24-301, *Vehicle Operations*, for additional guidance pertaining to official use of government motor vehicles.

4.3.1. Misuse and/or failure to prevent misuse of government-owned or leased vehicles is punishable under Title 31 U.S.C. Section 1349 and the Uniform Code of Military Justice. The unauthorized or willful misuse of a government motor vehicle can be cause for the following disciplinary actions:

4.3.1.1. Military personnel can be subject to disciplinary action under provisions of the Uniform Code of Military Justice or other administrative actions deemed appropriate by their commander.

4.3.1.2. Civilian personnel are subject to suspension from duty by the Secretary of the Air Force, without pay, for not less than 1 month, and shall be suspended for a longer period of time or summarily removed from office if circumstances warrant.

4.3.2. IAW AFI 24-301, the 90 MW/CC approves the following extended use of government vehicles to and from on-base activities or facilities:

4.3.2.1. On Base: Intercontinental Ballistic Missile (ICBM) dispatching personnel en route to and from the missile complex and emergency response forces are authorized use of government vehicles to and from on-base activities or facilities. Alert crews, ICBM personnel, and emergency response forces may not drive government vehicles to private quarters, dormitories, domicile-to-duty purposes, or to conduct personal business (i.e., automatic teller machines).

4.3.2.2. Off Base: Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity of the off-base worksite. This does not include eating and stopping at private quarters.

4.3.2.3. Civilian employees dispatching to the missile field who are not eligible to use on-base facilities (i.e., Base Exchange and Commissary) are authorized to make brief stops at local off-base facilities en route.

4.3.2.4. GOVs are not authorized to stop at automatic teller machines, banks, or like places. Such stops are considered "personal use" of GOVs and are strictly prohibited under all circumstances.

4.3.3. Reporting Vehicle Misuse: Report vehicle misuse cases to 90 LRS/LGRDDO, Vehicle Operations Section, at (307) 773-2129. Direct all questions concerning official use of government vehicles to the same office and number.

4.4. Responsibilities: The vehicle operator has the primary responsibility to prevent vehicle accidents/abuse/misuse. Any damage should be immediately reported to the 90 LRS/LGRV. The secondary responsibility rests with the unit VCO/VCNCO who should inspect unit vehicles periodically for unreported damage as well as inspect each vehicle being turned in for repairs. Reporting damage to an AF vehicle is the unit's responsibility.

4.4.1. Claims process involving GOVs: Whenever there is damage to a GOV or damage caused by a GOV to civilian property, no matter how small or insignificant you may think the damage is, the organization must notify 90 MW/Judge Advocate (JA) (see paragraph 4.5).

4.4.2. A civilian is entitled to present a claim for monetary reimbursement whenever there is property damage, injury, or death caused by government negligence. The government may also assert similar claims. The AF can assert a claim against a civilian if there was damage, injury or death to government property through a civilian's negligence. For example, if a Security Forces member hits a farmer's fence with a GOV and it causes damage to that fence or crops, then the farmer can present a claim to be reimbursed for those damages. If a civilian damages a GOV, 90 MW/JA can assert a claim against the civilian so that the AF collects money to repair GOV.

4.4.3. 90 MW/JA is better able to pay and assert claims effectively and efficiently if they are promptly made aware of such situations. This not only benefits our working relationship with the public, but also benefits the wing.

4.5. Reimbursement Procedures: Upon determination of significant vehicle damage as a result of accident/abuse/misuse, the following actions will occur:

4.5.1. Once the owning unit provides the SF 91, 90 LRS/LGRV will initiate a work order to estimate the cost of repairs. The work order along with a letter identifying details of the accident or abuse damage will be signed by the 90 LRS Commander and sent to the using organization's commander. Additionally, 90 LRS/LGRV will ensure photos of damaged areas are taken prior to repair actions (when possible).

4.5.1.1. The responsible organization may not necessarily be the vehicles assigned organization. i.e., U-Drive it vehicles assigned to Vehicle Operations operated by a member of another unit. The using organization will be held liable for any/all required repairs. Units who lend their vehicles out to other units without coordinating with VMS/VMM may be held liable for damages regardless of the operators unit. Reimbursement to 90 LRS/LGRV will be made regardless of final determination of pecuniary liability.

4.5.1.2. Accident and abuse vehicles may not be counted toward a unit's minimum essential level (MEL) and temporary vehicle replacements will normally not be issued, however replacements can be considered by the VMS/VMM on a case-by-case basis, based on mission requirements. For example, if a unit has an MEL of three 6-pax and only has two on hand, with one in the shop that was damaged by abuse, that unit will not be considered below their MEL, even with an MEL of two, as

the unit caused the drop below their MEL. The VMS/VMM will determine maintenance priority and vehicle replacements in these cases.

4.5.2. At the request of the using organization commander, an AF Form 20, *Repair Cost and Repairable Value Statement*, will be prepared by 90 LRS/Vehicle Management and Analysis (VM&A) Section depicting actual costs expended to repair the vehicle.

4.5.3. After 5 duty days, the vehicle is released for repair unless it is requested to be held by the respective squadron commander or VCO/VCNCO. Only the VMS/VMM, using squadron commander or VCO/VCNCO (when authorized by the commander in writing) may release the vehicle before 5 duty days when needed for the mission. With coordination by 90 LRS/LGRV, a unit may also use their Government Purchase Card (GPC) to pay for contract repairs if permitted.

4.5.4. Repairs may be delayed up to 10 duty days at the request of the using unit's commander in cases where there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use. This delay is meant to facilitate an investigation where the using unit commander has determined a Report of Survey is warranted. The using organization is responsible for any additional photographs or accident reports required for their investigation. Vehicle damage repairs will be accomplished by the most economical means at the discretion of Vehicle Management.

4.5.5. Once repairs are completed, 90 LRS/LGRV will initiate paperwork (AF Form 20, direct reallocation of GPC funds or other means) to recover costs from the owning unit (Blue Fleet: parts cost only recovered; GSA/lease vehicles: all repair costs are billed to unit). The Vehicle and Equipment Management Office (VEMSO) pay the bill backs up front for LRS vehicles and the unit will transfer bill back/reimbursements to VEMSO. If it's subsequently determined through local investigation that the damage is not the fault of the AF, then GSA will reimburse VEMSO. Repairs to GSA vehicles will be accomplished by the vendor chosen by the GSA Accident Control Center. All costs associated with repair will automatically be billed to the Billed Office Address Code for that GSA vehicle at the VEMSO. Notify the Accident Control Center before repairs begin if a POV was involved and the POV operators insurance may be used. All units are responsible for all accident/abuse/misuse costs, regardless of cause or how it occurred. During a continuing budget resolution, units may be tasked to purchase replacement parts/materials before repairs are initiated.

4.5.5.1. **Lost or Stolen AF License Plates:** If new (replacement) plate(s) (AF05R) are needed because the original plate(s) cannot be recovered, 90 LRS/LGRV will be required to order replacement license plates with a "R" suffix. All orders for replacement plates will require approval. The following steps must be taken to secure the AF05R plate:

4.5.5.2. Notify local authorities (Security Forces and the Office of Special Investigation).

4.5.5.3. Change lost/stolen plate status to "MS" (missing).

4.5.5.4. Send VEMSO a copy of the Police report or a letter from the squadron commander authorizing the purchase of replacement plate.

4.5.5.5. Once plate is received, 90 LRS/LGRV will initiate paperwork (AF Form 20, direct reallocation of GPC funds or other means) to recover costs from the owning unit. All units are responsible for lost/damage plate costs of cause or how it occurred.

5. VCP Staff Assistance Visit (SAV):

5.1. IAW AFI 24-302, a unit VCP program Staff Assistance Visit (SAV) will not automatically occur, but can be requested by the VCO. The unit VCO Binder will maintain the following at a minimum (electronically or hard copy):

5.1.1. Copy of commander approved VCO/VCNCO appointment letter.

5.1.2. Copy of VCO/VCNCO training document(s).

5.1.3. Copy of most recently signed vehicle master listing/hand receipt.

5.1.4. Documentation concerning new vehicle requirements (AF IMT 601), authorization change requests, buy submissions and lease vehicle request.

5.1.5. Documentation concerning purchase request routing for Other Government Motor Vehicle of Conveyance (OGMVCs), trailers not classified as vehicles and other non-registered equipment items (i.e., ATVs, mules mowers, etc.).

5.1.6. Documentation concerning add-on equipment and modification authorization request with routing.

5.1.7. Current list of unit vehicle trainers appointed/approved by their commander.

5.1.8. Documentation (can include AF Forms 4431, *Vehicle Assessment Inspection*) concerning vehicle assessment inspection results.

5.1.9. Copies of approved vehicle lesson plans (can be paper or electronic).

5.1.10. Documentation concerning wing vehicle accidents or abuse.

5.1.11. Installation vehicle official use and idling policies.

5.2. 90 LRS/LGRV will perform vehicle assessment inspections as part of the VCP. The inspections will be used to assess operator care and unit/operator documentation requirements. Vehicle Management will conduct an inspection of at least 25 percent of the installation's vehicle fleet (AF owned or leased) every calendar year using AF Form 4431 (can be completed during vehicle recalls or inspection rodeos).

5.2.1. If 25 percent of assets are not scheduled for maintenance in a 12-month period, establish a schedule to accommodate the remaining vehicles needed to reach the 25-percent mark using AF Form 4431.

5.2.2. Inspections will emphasize documentation, safety items, unreported damage, and operator care. Any vehicle found to be in operation with a documented (noted on AF Forms 1800/1807) safety discrepancy is an automatic failure for that vehicle.

5.2.3. Emphasis should be placed on operator care and maintenance of the GSA leased fleet since AF vehicle maintenance personnel do not maintain these assets.

5.2.4. Individual vehicle scores for each unit will be averaged, covering the previous calendar year's assessment period, to produce an overall assessment score for each unit. NLT 1 March each year, VM&A will provide average score, analysis, comments and/or

trends to the using organization's VCO/VCNCO and commander or equivalent. Copies of AF Form 4431 will be provided to VCO/VCNCO or using organization's commander upon request. Inspection results will be provided within a reasonable time of a unit reaching their 25-percent goal to each unit commander or equivalent.

6. Permissible Operating Distance (POD):

6.1. In accordance with AFI 24-301, the following PODs are authorized and approved for F. E. Warren AFB:

- 6.1.1. North to Guernsey, Wyoming (100 miles)
- 6.1.2. South to Colorado Springs, Colorado (150 miles)
- 6.1.3. East to Ogallala, Nebraska (175 miles)
- 6.1.4. West to Jackson, Wyoming (450 miles)

6.2. All requests to exceed the POD must be reviewed and approved by 90 LRS/LGRV and the Vehicle Operations Chief Dispatcher.

7. U-Drive-it Policies & Procedures:

7.1. Permanent Party. Official use for active duty, reservists, and civilian personnel includes to or from AF scheduled appointments, i.e., Military Personnel Flight, records checks, and dental appointments. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. Stopping at private quarters for any reason or stopping for shopping is prohibited. All personnel must possess a valid government license for the type of vehicle they will be driving.

7.2. Temporary Duty members. A GOV may be operated between places where the member's presence is required for official business, or between such places and temporary lodging, eating establishments, drugstores, barber shops, places of worship, laundry cleaning establishments, and similar places required for sustenance of the member, installation bowling centers, officer and enlisted clubs, gymnasiums or any on-base Non-Appropriated Fund activity (golf courses). If used off-base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity to the installation. Reputable is defined as an establishment whose primary purpose is food service and not providing alcohol (establishments with "Bar" in name will be avoided). GOVs will not be taken to adult oriented establishments.

7.3. Tobacco products will not be used in GOVs. Alcoholic beverages will not be consumed in GOVs. Operators will not consume alcohol 8-hours prior to duty/operating any GOV. Operators are ultimately responsible for exercising good judgment by imposing additional time constraints. Use of hand-held wireless phones is prohibited while operating a GOV.

7.4. The operator is responsible for identifying vehicle discrepancies prior to operating the vehicle and departing the Vehicle Operations compound. Once the vehicle departs, it is considered serviced and free of any undocumented damage. The operator's organization is responsible for reimbursing 90 LRS for any damages (accident, wind, etc.). Operators are required to operate GOVs in accordance with AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and must perform the following:

7.4.1. Conduct a daily inspection of UDI vehicles using AF Form 1800, sign the form on the appropriate date.

7.4.2. Immediately report any damage or vehicle discrepancies to Vehicle Operations Control Center at (307) 773-1843, after duty hours at (307) 631-2804.

7.4.3. Brief all operators who will be operating the vehicle on all responsibilities.

7.4.4. Vehicles will be returned in the same condition as dispatched (i.e., fueled, all trash removed, and cleaned).

7.5. Fueling Procedures: Base government fuel station hours of operation are 24 hours a day at bldg 1265 Nebraska Avenue. Use the Vehicle Identification Link (VIL) key provided with your vehicle to activate the pumps. The keys are either Diesel or Mogas.

7.5.1. GSA Vehicles: Use the base fuel station or Army Air Force Exchange Service on-base service station. The pin number for each card is the six numbers located in the license plate (i.e., G42-12345M, pin number is 421234).

7.6. The wash rack is open 24 hours a day, 7 days a week and is located on the corner of Nebraska Avenue and South Frontier Road. The only exception is bad weather (below freezing/high winds) when the wash rack will be closed.

7.7. The operator is responsible for returning the vehicle on the date identified in the request. If the vehicle cannot be returned on time contact the Vehicle Operations Control Center Dispatcher no less than 24 hours in advance at (307) 773-2129.

8. E-470 Use & Procedures:

8.1. Colorado E-470 no longer has “manned” toll booths. Cameras on the toll way photograph the vehicle plate, and a bill is sent to the end owner/using organization.

8.2. GOVs are not authorized to use E-470 for any reason. All E-470 toll bills are sent to 90 LRS by the State of Colorado; and sometimes it takes months for the bill to arrive. GPC audits require 90 LRS to have specific information to pay this type of bill.

8.2.1. Reimbursement Procedures: Use of E-470 is not authorized for trips to Colorado Springs and Denver International Airport, since it is not the most direct route. If a unit does decide to use E-470, the following actions will occur:

8.2.1.1. Once the E-470 bill is received, 90 LRS Vehicle Dispatch will initiate paperwork (AF Form 20, direct reallocation of GPC funds or other means) to recover costs from the owning unit (costs to include late fees). All units are responsible for all E-470 costs, regardless of cause or how it occurred.

9. Lease with Option to Buy Vehicles:

9.1. IAW AFI 24-302, Vehicle Management requires all 90th Missile Wing units to coordinate all rental, lease, and lease with option to buy agreements through the Base Contracting Office, 90 LRS Commander, and VMS/VMM prior to execution of any agreement.

10. OGMVC, Trailers not Classified as a Vehicle and Non-Vehicular Equipment Procurement:

10.1. OGMVCs, trailers not classified as a vehicle and non-vehicular equipment procurement will be purchased IAW the Federal Acquisition Regulation (FAR), Defense FAR Supplement, AF FAR Supplement, and related AFIs, The Contracting System, and managed IAW USAF Supply Manual and AFI 91-207, (*Air Force Traffic Safety Program*). Purchase requests for these assets will be limited to no more than \$13,000 and will be processed through the Base Ground Safety Office (coordination), Contracting (coordination), Vehicle Management Flight (coordination), and 90 LRS Equipment Accountability Office (approval).

10.2. OGMVC authorizations will be set at a maximum of four vehicles per organizational flight. For units with no vehicle authorizations, OGMVC authorizations are capped at a maximum of two (2) each.

10.3. Wing/Installation Ground Safety will review each purchase and driver training plans.

10.4. 90 LRS/LGRV will review all unit requests of this type and forward purchase requests to VEMSO for clarification to ensure the desired asset is an equipment item and not a vehicle. Units must track any scheduled inspections on OGMVCs and non-registered vehicles/trailers for completion of pending maintenance actions and ensuring inspections are accomplished. OGMVCs and non-registered Low Speed Vehicles will be assigned X-registration numbers.

10.5. Units will request X-registration numbers from VEMSO. Owning organization will maintain the original warranty documents and specifications, and track assets on a supply equipment account prior to requesting an X-registration number.

11. Completion of Optional Form (OF) 345, Physical Fitness Inquiry for Motor Vehicle Operators:

11.1. IAW AFI 24-301, Department of Defense (DoD) civilian employees are required to undergo medical fitness assessments every 4 years in accordance with 5 *CFR*, Part 930, Subpart A, *Administrative Practice and Procedures* and 49 *CFR*, *Federal Motor Carrier Safety Administration*, Parts 391.41 through 391.49 to operate a GOV.

11.2. Commanders will automatically refer their civilian employees for further evaluation by appropriate medical authorities to determine if they are physically or mentally qualified for driving based on affirmative responses to OF Form 345, section 6. The owning VCO and commander can approve items from section 6 without a physician's approval as long as the State of Wyoming issued a civilian license to the employee (i.e., corrective lenses, hypertension, reduced hearing, minor arthritis) when these conditions do not impact the driver's abilities. However; if the employee's medical condition and driving limitations are in doubt, the VCO and commander will refer the employee to a physician for a referral.

11.3. Civilian employees with medical (pathological, psychological, or physiological) restrictions that would limit their ability to operate GOVs or equipment are responsible for reporting these restrictions to their commander or VCO as soon as they are known.

11.4. Civilian employees may still be qualified to drive if, in the opinion of the medical authorities, weaknesses may be corrected or compensated for with counseling or other corrective measures prior to licensing. These provisions will not be used to disqualify

civilian operators who meet the standards for civilian motor vehicle operators and incidental operators listed in the 5 CFR, Part 930.

11.5. Procedures for obtaining/reviewing the OF 345 are:

11.5.1. The unit VCO will provide the form to any civilian employee in their organization before they operate a government vehicle and possess an AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*. The employee will complete Blocks 1 through 10, and return the form directly to the VCO. If the employee answers "Yes" to any of the questions in Block 6, the individual will provide a statement in Block 7 describing why they answered "Yes".

11.5.2. The unit VCO or the employee's supervisor are responsible for completing the "Review and Certification by Designated Official" block on the form. If the employee answers "Yes" to any of the questions in Block 6, review the statement(s) in Block 7 describing why the employee answered "Yes". For some items marked "Yes" (i.e., corrective lenses, hypertension, reduced hearing, minor arthritis) the owning VCO and commander can approve the OF Form 345 as long as the State of Wyoming issued a civilian license without sending the member to see a physician, all other states refer to their respective regulations. If there is any doubt, the VCO will require the employee to provide a statement from their personal physician indicating that they are or are not currently under medical care for the identified condition, and that they are/are not capable of safely operating a government vehicle. The VCO will then complete Block 3 of the "Review and Certification by Designated Official".

11.5.3. If the employee answers "No" to all questions in Block 6, the VCO or commander will complete Block 3 of the "Review and Certification by Designated Official".

11.5.4. If the employee refuses to provide a statement from their personal physician, the VCO will complete block 2 of the "Review and Certification by Designated Official".

11.5.5. Once the form is properly completed and reviewed, the VCO must maintain the form in a separate file for each individual. These files must be kept under lock and key since the forms contain Privacy Act data and medical information. VCOs will keep a record, or documentation when the OF Form 345 was reviewed and results of the review. Destroy OF Form 345 three years after separation of employee.

12. Commercial Driver License (CDL):

12.1. Civilian employees that drive on-base only in CDL required vehicles do not have to complete medical Department of Transportation (DoT) certificate as long as they provide a letter on wing letterhead from their unit commander stating they are a federal employee and drive on base only.

12.2. If civilian employees drive a CDL required vehicle off base, then they are required to have the medical DoT certificate. The doctor who performs the exam must be certified to perform the medical certifications. The most current local requirements are at the links below:

<http://www.fmcsa.dot.gov/rules-regulations/topics/medical/medical.htm>

<http://www.fmcsa.dot.gov/rules-regulations/topics/medical/aboutDOTexam.htm>

<http://nrcme.fmcsa.dot.gov/disclaimer.aspx>

12.3. CDL holders must supply information about the type of driving they do (self-certify) and the status of their medical certificate/card to their state driver's licensing agency. Neglecting to complete these tasks will mean serious consequences for CDL holders. Non-compliance means the driver will lose CDL privileges. The driver's license will be downgraded to a non-CDL class, so they can't operate vehicles that require a CDL until full CDL privileges have been reestablished. In many cases, this process will be very time-consuming and costly.

12.3.1. If the Air Force Standard Core Personnel Document for the civilian position requires a CDL, the employee must pay all fees and complete all medical clearance for the CDL as the CDL is conditional to their employment.

12.3.2. If the Air Force Standard Core Personnel Document for the civilian position does not require a CDL, the employee may request assistance from their organization for fees and cost of medical clearance for the CDL as the CDL is not conditional to their employment.

13. Garage/Parking of POVs:

13.1. IAW AFI 24-302, POVs may be temporarily garaged in bldg. 1240 & 1245 after all GOVs are garaged first (space available only).

13.2. POVs may park in the Vehicle Management compound only for official functions as deemed necessary by the VMS/VMM. POVs shall not be serviced or repaired in any vehicle management facility/shop or in any building where government property is stored.

14. Idling Policy:

14.1. In order to meet mandates established by EPAct, DoD, Public Law, and Executive Orders, Air Force Global Strike Command/A4R has been directed to instruct each LRS to establish a local policy listing procedures to reduce fuel costs, prevent engine wear, and reduce vehicle emissions. Specifically, vehicles not in use must be turned off and vehicles shall not idle when not in motion. Both of these practices unnecessarily consume fuel, clog diesel exhaust particulate filters, increase engine wear, and produce harmful emissions. By shutting vehicles down, operational and maintenance costs will decrease across the wing and the Air Force.

14.1.1. All units must ensure their personnel do not idle vehicles for periods of time in excess of 5 minutes. Unnecessary idling includes, but is not limited to, pre-heating or cooling down the operator compartment prior to operation, conversing with others when the vehicle is parked and loading or unloading cargo while the vehicle engine is operating. An occupied vehicle will not be left idling more than 5 minutes, or 10 minutes in extreme heat or cold conditions (temperature above 90 degrees or below 32 degrees). Diesel engines should never be idled more than 10 minutes due to possible severe engine damage. Emission control devices on 2003 and later diesel engines do not operate efficiently while idling and can clog emission filters which in turn can cause engine failure. An unoccupied vehicle should never be left idling.

14.1.2. Mission needs will be taken into consideration. Emergency response vehicles, i.e., fire trucks and security forces vehicles, may be left running while parked during

emergency response actions. Other exceptions to this policy include security forces vehicles transporting K-9s, launch facility operations while performing maintenance and security, and vehicles undergoing maintenance.

14.1.3. Unnecessary idling wastes limited funds that can be better utilized. Failure to embrace this initiative could ultimately lead to mission degradation and decreased mission effectiveness.

TRACEY L. HAYES, Colonel, USAF
Commander

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

AFI 24-301, *Vehicle Operations*, 01 November 2008

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

AFPD 64-1, *The Contracting System*, 7 December 2006

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFMAN 23-110, *USAF Supply Manual*, 01 April 2009

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

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

AFPAM 91-210, *Contract Safety*, 14 February 1994

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

DoD—Department of Defense

FAR—Federal Acquisition Regulation

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GSA—General Service Administration

IAW—In Accordance With

ICBM—Intercontinental Ballistic Missile

IMT—Information Management Tool

JA—Judge Advocate

LGRDDO—Vehicle Operations Section

LGRV—Vehicle Management Flight

LRS—Logistics Readiness Squadron

LSV—Low Speed Vehicle

MEL—Minimum Essential Level

MW—Missile Wing

MWI—Missile Wing Instruction

OF—Optional Form
OGMVC—Other Government Motor Vehicle of Conveyance
POD—Permissible Operating Distance
REMS—Registered Equipment Management System
SAV—Staff Assistance Visit
SF—Standard Form
UCMJ—Uniform Code of Military Justice
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VCP—Vehicle Control Program
VEMSO—Vehicle and Equipment Support Office
VIL—Vehicle Identification Link
VM&A—Vehicle Management and Analysis
VMM—Vehicle Management Manager
VMS—Vehicle Management Superintendent

Terms

Blue Fleet—Government Owned and Maintained Vehicle

E—470--Colorado Toll Road

Prescribed and Adopted Forms—Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms:

AF20, *Repair Cost and Repairable Value Statement*, 11 March 2003

AF847, *Recommendation for Change of Publication*, 22 September 2009

AF4355, *Vehicle Incoming Inspection*, 09 September 2013

AF4431, *Vehicle Assessment Inspection*, 26 June 2012

Standard Form 91, *Motor Vehicle Accident Report*, February 2004