

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 24-302**



2 MAY 2013

Transportation

***USE OF OTHER GOVERNMENT MOTOR
VEHICLE CONVEYANCES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 919 LRS/LGRV

Certified by: 919 LRS/CC
(Maj Jeffrey L. Vincent)

Supersedes: 919SOWI24-302, 20 March
2013

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*. This instruction extends the guidance of Air Force Instruction (AFI) 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Management*, and AFI 13-213, *Airfield Driving*. This instruction provides guidance and establishes responsibilities and prescribes procedures relative to the upkeep and use of assigned Other Government Motor Vehicle Conveyances (OGMVC). It applies to all units within the 919th Special Operations Wing (919 SOW) that operate and/or maintain other government motor vehicle conveyances. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This publication revision added important information on safety/maintenance inspection receipts. Added specific information on reflector tape and procedures concerning Eglin AFB's OGMVC

Purchase Request and Disposition Data Sheet. Changed the terminology "Flight line" to read "Airfield" throughout the instruction. A margin bar indicates newly revised material.

1. Other Government Motor Vehicle Conveyances: All other government motor vehicle conveyances (OGMVC) are for official use only. The instructions pertaining to government motor vehicle (GMV) abuse, misuse and modifications will apply. Per AFI 24-301, Official Use of Government Vehicles which includes OGMVC's is defined as "Restrict the use of all Department of Defense (DoD) motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted".

1.1. All group commanders will provide a listing by the end of each Fiscal Year (FY) to the 919 Logistics Readiness Squadron Vehicle Management Flight (919 LRS/LGRV) containing the following information:

1.1.1. Make

1.1.2. Model

1.1.3. Serial Number

1.1.4. Used for towing (yes or no) Note: If used for towing, list equipment authorized to be towed.

1.1.5. Vehicle shop of assignment

1.1.6. Vehicle Point of Contact (POC) (including office symbol, telephone number and equipment account code).

1.1.7. The date and a copy of the receipts showing when annual safety and maintenance inspections were performed.

1.2. 919 LRS/LGRV will send a composite listing annually to 919 SOW/Safety office (SE) No later than (NLT)31 Dec.

2. Use of Other Government Motor Vehicle Conveyances: OGMVCs are restricted from any Morale, Welfare and Recreation (MWR) locations or activities, unless supporting an official function. They are also restricted from dining halls and Base Exchanges.

3. Other Government Motor Vehicle Conveyance Inspections, Maintenance, and Servicing:

3.1. Maintenance and servicing will be completed in accordance with the OGMVC owner's operating/servicing manual.

3.2. The operator will complete pre-use inspections using the AF Form 1800, *Operator's Inspection Guide and Trouble Report*. This inspection will be annotated on AF Form 1800, maintained by the unit.

3.3. The AF Form 1800 will be utilized to monitor periodic requirements. The owning work center or designated representative will monitor the periodic service inspection schedule for assigned OGMVCs. They will ensure periodic inspections are complied with and annotated on the AF Form 1800. Automated tracking may also be used to assist in the monitoring of requirements.

3.4. The periodic inspections are conducted in accordance with the owners servicing manual and the AF Form 1800 at specified intervals such as daily, weekly, monthly, quarterly, semi-annually, and annually. Annual safety and maintenance inspections are mandatory.

3.4.1. Semi-annual and annual inspection and maintenance schedules will be accomplished by a trained OGMVC mechanic of the unit's choice. Payment for the services will be done with the unit's Government Purchase Card (GPC).

3.4.2. A copy of all annual maintenance inspection cost receipts will be forwarded to the 919 LRS/LGRV upon completion of the inspection/maintenance. **IMPORTANT:** Receipt must state safety inspection.

3.4.3. All annual maintenance will be tracked by the 96 LRS Fleet Management (LGRVM) via the 919 LRS/LGRV. **IMPORTANT:** Ensure the 919 LRS/LGRV is informed when the annual maintenance is accomplished on the OGMVC.

3.5. Refueling with unleaded gasoline will be done at the Duke Field gas station.

3.6. Each OGMVC (EZ., Go, Club Car, Golf Carts, Gators, etc.) must have its own individual fuel-purchasing key. No one is authorized to swap or joint use another's fuel purchase key.

4. Safety:

4.1. When parked, the vehicles will:

4.1.1. Have hill/parking brake set.

4.1.2. Ignition will be turned off and keys left in the ignition when parked on the flight line.

4.1.3. Place forward and reverse lever in neutral position to avoid unintentional starting. Vehicles without neutral position will have the direction lever placed in the forward position.

4.2. Occupancy will not exceed the OGMVC manufacturer's recommended seating capacity. If equipped, all occupants will wear seat belts. No occupants will ride in the bed portion of the vehicle. Carts without occupant protective devices, (seatbelts, etc...) will not be operated at speeds greater than 15 MPH.

4.3. A designated representative (explained in paragraph 6.1) will accomplish operator certification. It will be his/her responsibility to train and test operators before certification. Requirements of AFI 24-301 must be met to certify operators.

4.3.1. All operators of other government motor vehicle conveyances will have documented airfield drivers training before operating the vehicles on the airfield.

4.3.2. Using organization will complete an Operational Risk Management (ORM) evaluation to authorize use of these vehicles in traffic, industrial, or pedestrian environments. Minimum ORM requirements are outlined in AFI 91-207, *The US Air Force Traffic Safety Program*, paragraph 2.2.5.3.

4.4. Vehicles will have a beacon light/flashers installed for use during hours of darkness or inclement weather in airfield areas, or when visibility by other vehicles may be limited.

4.5. Reflector tape must be installed on front, rear, and both sides of the vehicle to increase visibility. Reflector tape must be a minimum of 2 inches wide and 3 inches in length.

4.6. Operators should avoid top-heavy loads. The center of gravity of a load should never exceed 15 inches above the floor of the cargo bed.

5. Towing:

5.1. Personnel must be trained on towing with other OGMVC by reading and understanding the information in this section.

5.2. Other government motor vehicle conveyances used for towing will have the maximum tongue weight and maximum towing weight stenciled or a sticker installed near the pintle hook.

5.3. Personnel using vehicles for towing must use extreme caution and comply with the following:

5.3.1. Do not exceed 10 MPH while towing.

5.3.2. Be familiar with and adhere to towing limits outlined in Attachment 2. Maximum towing capacity includes weight in cargo bed.

5.3.3. Perform towing within the confines of the airfield and airfield perimeter road only.

5.3.4. No one will ride on the towed equipment.

5.3.5. Avoid sudden starts and stops and tight turns when towing.

5.3.6. Use flashers/beacon lights while towing.

6. Training:

6.1. Each group commander will designate by letter all trainers for driving or towing other government motor vehicle conveyances. See sample letter Attachment 4. A copy of this letter will be forwarded to 919 LRS/LGRV annually NLT 30 Sep. 919 LRS/LGRV will forward a copy of the letters to 919 SOW/SE NLT 31 Dec.

6.2. Each trainer will maintain a copy of the current wing lesson plan for drivers' training. This plan is available on the local SE public drive.

6.2.1. All training will be certified on an AF Form 483, *Certificate of Competency*, using the information in Attachment 3 as required. All personnel are required to carry the AF Form 483 on their person when operating the vehicle.

6.2.2. Personnel must possess a U.S. Air Force motor vehicle operator's identification card with Duke Airfield certification when operating on the airfield.

7. Accountability:

7.1. All units owning OGMVC's will comply with the following regarding equipment accountability:

7.2. All OGMVC's will be listed on the owning unit's equipment account (R-14), Custodian Authorization/Custody Receipt List (CA/CRL). If the unit does not have an equipment account, one will have to be established through the 96 LRS Equipment Management

Element or the unit may have the OGMVC added to another unit's existing account as long as the OGMVC is hand-receipted to the using organization.

7.3. OGMVC's can only be removed from the unit's account by either transferring it to another equipment account or turning it into the Defense Reutilization and Marketing Office (DRMO) at Eglin AFB. DO NOT just give these equipment items away.

7.4. Before turning in or transferring the OGMVC, you must fill out the OGMVC Disposition Data Sheet provided by 96 LRS and forward this letter to the 919 LRS/LGRV.

7.5. New purchases will only be authorized as replacements for existing OGMVCs, pending approval from all applicable offices listed on the OGMVC Purchase Letter. No additional OGMVCs are authorized.

7.6. The OGMVCs marked for replacement will be prepped and turned into the Base Defense Reutilization and Marketing Office either prior to or upon receipt of its' replacement OGMVC. A copy of the completed DD Form 1348-1A, *Issue Release/Receipt Document*, will be submitted to 919 LRS/LGRV as soon as possible.

8. OGMVC Procurement:

8.1. Requests for OGMVC purchases must be routed through all the appropriate offices utilizing the OGMVC purchase request worksheet provided by 96 LRS.

8.1.1. The requesting unit will complete Part 1 of the worksheet and submit with any supporting documentation to 919 LRS/LGRV via e-mail.

8.1.2. 919 LRS/LGRV will then submit the 96 LRS worksheet and documentation to the 96 LRS/LGRVM for base and MAJCOM approval.

8.1.3. Once 919 LRS/LGRV receives the approved documentation, they will then submit to 919 SOW Safety for approval. Once Safety approves the unit may then procure the approved OGMVC.

8.2. Upon receipt of all the completed required OGMVC documentation from the SE office, the original approved worksheet with serial number, make and model, and a copy of the applicable warranty documents will be routed back to the 96 LRS/LGRVM via 919 LRS/LGRV. The 96 LRS/LGRVM will then forward the approved request to 96 LRS Equipment Management. The owning unit's equipment custodian will then be required to complete an AF Form 2005, *Issue Release/Receipt Document*, adding the OGMVC to their equipment account.

8.3. Due to limitations on the approved quantity of OGMVCs for the 919 SOW, no new assets will be purchased without one being turned into DRMO. When turning in the OGMVC, the disposition data and purchase request worksheets, provided by the 96 LRS office, will be submitted simultaneously.

ANTHONY J. COMTOIS, Colonel, USAFR
Commander

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 Jul 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 24-302, *Vehicle Management*, 26 June 2012
AFI91-207, *The US Air Force Traffic Safety Program*, 21 Oct 2011
AFMAN 23-110, *USAF Supply Manual*, 1 Apr 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPAM 91-210, *Contract Safety*, 14 Feb 1994
AFI 13-213, *Airfield Driving*, 1 Jun 2011
TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 20 July 2007

Adopted Forms

AF Form 483, *Certificate of Competency*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1800, *Operator's Inspection Guide and Trouble Report*
AF Form 2005, *Issue Release/Receipt Document*
DD Form 1348-1A, *Issue Release/Receipt Document*

Abbreviations and Acronyms

AAC—Air Armament Center
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
CA/CRL—Custodian Authorization/Custody Receipt List
DoD—Department of Defense
DMR—Designated Manifesting Representative
DRMO—Defense Reutilization and Marketing Office

e-Publishing—the e-Publishing website (www.e-publishing.af.mil, will convert to www.af.mil/e-publishing on AF Link)

FY—Fiscal Year

GMV—Government Motor Vehicle

GPC—Government Purchase Card

HQ—Headquarters

IAW—In Accordance With

LGRV—Vehicle Management Flight

LGRVM—Fleet Management

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MPH—Miles per hour

MWR—Morale, Welfare and Recreation

MXG—Maintenance Group

NLT—Not Later Than

POC—Point of Contact

OGMVC—Other Government Motor Vehicle Conveyances

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

ORM—Operation Risk Management

PPLAN—Programming Plan

RDS—Air Force Records Disposition Schedule

SE—Safety Office

SEG—Ground Safety Officer

SOW—Special Operations Wing

Attachment 2

**OTHER GOVERNMENT MOTOR VEHICLE CONVEYANCES DRAWBAR PULL
CHART FOR TRAILING LOADS**

MAKE	TONGUE WEIGHT	MAX GROSS TRAILING LOADS
EZ-GO		
2 Cycle	150 LBS	1,100 LBS
7.5 GX I 800		
EZ-GO		
4 Cycle	150 LBS	1,100 LBS
8.5 HP		
9.0 HP GX 1 804		
CLUB CAR	150 LBS	1,100 LBS
Carry All 11		
11 BP		
4 Cycle		
GATOR		
4X2	100 LBS	750 LBS

THE CHART BELOW CONTAINS A LIST OF THE ONLY EQUIPMENT AUTHORIZED
TO BE TOWED WITH THE LOW SPEED VEHICLE:

GROUND SUPPORT EQUIPMENTWEIGHT

150LB HALON FIRE EXTINGUISHER 325 LBS

B-1 STAND 1100 LBS

B-4 STAND 570 LBS

B-5 STAND 750 LBS

A/C RADOME DOLLY 640 LBS EMPTY, 840 LBS WITH RADOME*

A/C PROP DOLLY 575 LBS EMPTY ONLY

A/C TOW BAR 980 LBS

A/C AXLE JACK 350 LBS

A/C NOSE JACK 750 LBS

A/C TIRE DOLLY 240 LBS EMPTY, 642 LBS WITH TIRE

A/C GTC STAND 520 LBS EMPTY, 722 LBS WITH GTC

A/C SOAP-VEHICLE 740 LBS
A/C HYD SERVICING VEHICLE 300 LBS
DIRCM PORTA LOADER 1030 LBS
GES29 QEC Kit Trailer 550 LBS
GES24 QEC Kit Trailer 550 LBS
DRUM COMPACTER TRAILER 850 LBS

CANNOT BE TOWED WITH GATOR NOTE: TOWING WILL BE DONE ON LEVEL SURFACES ONLY (I.E. AIRCRAFT PARKING RAMP). THE TOWING OF GROUND SUPPORT EQUIPMENT MUST COMPLY WITH ALL AFOSH STANDARDS AND TECH ORDER REQUIREMENTS.

Attachment 3

SAMPLE AF FORM 483

Figure A3.1. Sample AF Form 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME (<i>Last, First, Middle Initial</i>)		DATE
COMMAND AFRC	INSTALLATION Eglin AFB Fld 3, FL	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF Other Gov't Motor Veh Conv (OGMVC)		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF IMT 483, 19850201, V2

Attachment 4

SAMPLE TRAINER APPOINTMENT MEMO

(AFRC Letterhead)

Date

MEMORANDUM FOR 919 SOW/SEG

FROM: Name of Unit

SUBJECT: Other Government Motor Vehicle Conveyances (OGMVC) Trainer(s)

1. The following individuals are assigned as OGMVC trainers and are authorized to issue AF Forms 483, Certificate of Competency:

Name	Rank	Unit/Workcenter	Duty Phone
------	------	-----------------	------------

2. This letter supersedes all previous letters for (Name of Unit), same subject. If you have any questions, please contact (Name of Trainer) at (Phone Number).

Name of Appointing Commander
Commander