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VEHICLE MANAGEMENT

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles.* It establishes Headquarters United States Air Force Vehicle Management procedures and describes the supporting data systems. Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) will expand or revise these procedures to fit local circumstances, within the intent of this instruction. Some objectives, policies and responsibilities of Vehicle Management are derived from overarching policy in DOD 4500.36-R, *Management, Acquisition, and Use of Motor* Vehicles, 16 March 2007, DOD 4140.50-R, *Management and Standards of DoD Locomotives*, 19 June 1985, DOD Instruction (DODI) C-4500.51, *Commercially Procured and Leased Armored Vehicle Policy (U)*, 25 July 2007 and DODI 4500.57, *Transportation and Traffic Management*, 18 March 2008. Send comments for suggested improvements on Air Force (AF) Form 847, *Recommendation for Change of Publication*, through the 441 Vehicle Support Chain Operations Squadron (441VSCOS) for review and forwarding to AF/A4LE for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the AF Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. This publication is applicable to the Air National Guard (ANG) as well as the Air Force Reserve (AFR); however, it does not apply to the Civil Air Patrol (CAP) or non-appropriated fund activities. The use of the name or trademark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the AF.

SUMMARY OF CHANGES

This document has been substantially changed and must be completely reviewed. Major changes include: Installation Support Centralization (ISC) updates to programs and procedures, reflecting the transition of Vehicle Management functional management responsibilities at the MAJCOM-level to 441st Vehicle Support Chain Operations Squadron (441 VSCOS) for Vehicle Management functional management at the enterprise-level; incorporating changes previously directed by AFI 24-302_AFGM1, 28 Feb 13; tier-level waiver codes; 441 VSCOS support of the Air Force Inspection System (AFIS); Refueling Maintenance and Fuel Support Equipment responsibilities; Green Procurement Program log update; Defense Property Accountability System (DPAS) information; specialized missile support vehicle maintenance arrangements; Expeditionary Vehicle Management and Vehicle Sourcing changes; VTAC Charter revision; USAFE Command Dangerous Goods Program requirements; revised scheduled maintenance requirements and planning information; updated Vehicle Custodian responsibilities; updated license plate and FMVRS guidance; updated "White Top" authorizations for wing commanders; revised GFE Vehicle guidance; PACAF VPSO guidance; vehicle fleet "Parking" guidance; vehicle "Must Buy" submission guidance; new guidance concerning vehicle "class" authorizations; increased VCO/VCNCO programmatic responsibilities; up-dates to the Vendor Product Evaluation and DoD Fleet Card programs; the addition of the Air Force Surplus Vehicles and Air Force Automotive Information Module, 2nd Generation (AIM2™) Program attachments; FIAR compliance accountability; vehicle posturing guidance; numerous administrative changes. This IC also revises AF Form 4427 and rescinds AF Forms 1807, 4353 and 4431; along with the Vehicle Assessment Program requirements. Newly revised material is identified with (|).

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Chapter 1

GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE AND ITEMS OF INTEREST

Section 1A—General Information and Administration

1.1. Principles of Vehicle Management. Use economical, reliable and up-to-date procedures to authorize, acquire, account for and maintain vehicles in a safe and serviceable condition throughout their lifecycle.

1.1.1. **Motor Vehicle Management Definitions** .

1.1.1.1. **Motor Vehicle.** Any vehicle, self propelled, drawn by mechanical power or electrically energized, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle.

1.1.1.2. **Military Design Motor Vehicle.** A Motor vehicle (excluding commercial design motor vehicles) designed according to military specifications to directly support combat or tactical operations or training for such operations.

1.1.1.3. **Commercial Design Motor Vehicle.** A motor vehicle procurable from regular production lines and designed for use by the general public.

1.1.1.4. **Reportable Vehicle.** Reportable vehicles include passenger carrying, cargo and utility, special purpose, low speed vehicle (LSV), fire fighting, aircraft refueling, material handling equipment (MHE) and base maintenance vehicles/equipment of commercial or military design. Vehicular type equipment that meets any of the following general descriptions is included in this definition.

1.1.1.4.1. Designed or used for military field training, combat or tactical purposes.

1.1.1.4.2. Used principally within the confines of an established AF installation, target range or depot.

1.1.1.4.3. Used by an agency in the performance of investigative, law enforcement or intelligence duties if the head of such agency determines that exclusive control of such vehicle is essential to the effective performance of such duties.

1.1.2. Congressional and Executive Order (EO) vehicle reportable categories and definitions for energy reporting.

Note: The General Services Administration (GSA), the Department of Energy (DOE) and the Office of Management and Budget (OMB) have the right to change the types of vehicles that are reported each year based on Congressional and Executive office of the President requirements.

1.1.2.1. Vehicle categories required for Congressional and EO reporting purposes (i.e., Annual Federal Automotive Statistical Tool (FAST), OMB Circular No. A-11, *Preparation, Submission, and, Execution of the Budget* (current edition), reports and Standard Form (SF) 82, *Annual Agency Report of Motor Vehicle Data*. The following vehicle categories include both commercially/GSA rental/leased and Agency Owned:

1.1.2.1.1. Light Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating (GVWR) of less than 8,501 pounds.

1.1.2.1.2. Medium Duty vehicles and trucks. Commercially designed over the road vehicles with a GVWR of more than 8,500 pounds and less than 16,001 pounds.

1.1.2.1.3. Heavy Duty vehicles and trucks. Commercially designed over the road vehicles with a GVWR over 16,000 pounds. Example, truck tractors, over the road dump trucks, structural fire trucks commercially designed for road travel would be reportable, however airport crash recovering firefighting vehicles would not.

1.1.2.1.4. Low Speed Electric Vehicles (LSEV). Commercially designed Low Speed Vehicles that are powered solely by a battery system and rechargeable on a daily basis.

1.1.2.2. Vehicles reported in FAST but exempt from Congressional and EO energy mandates. Data is used for the OMB Circular A-11 Section 33, Presidential Budget (PB) 41 and other OMB and Congressional data calls.

1.1.2.2.1. Law Enforcement vehicles: Law Enforcement vehicles are those that have been equipped or retrofitted with emergency lights/siren along with other modifications such as heavy-duty or high performance suspensions and drive trains. The Energy Policy Act (EPAct)/EO exemption also covers vehicles that may be used occasionally for the purpose of surveillance or undercover operations (i.e., Air Force Office of Special Investigations (AFOSI) vehicles) or that will be transferred into law enforcement service in the future.

1.1.2.2.2. Emergency vehicles such as ambulances and structural fire trucks.

1.1.2.2.3. Non-Tactical Armored Vehicles: OMB requires each agency to report their commercially designed armored vehicles and the armor classification. Armor levels classifications are as defined in National Institute of Justice (NIJ) Standard 0108.01, *Ballistic Resistant Protective Materials*, September 1985.

1.1.2.3. Vehicles not reported in FAST: Vehicles that do not fall under the data requirements of Public Law 102-486, Energy Policy Act of 1992 (EPAct 1992), October 24, 1992, Public Law 109-58, Energy Policy Act of 2005 (EPAct 2005), August 8, 2005, and EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, January 24, 2007, or the SF 82 include the following:

1.1.2.3.1. Military tactical vehicles: The Secretary of Defense has certified these vehicles types as exempt for national security reasons. Refer to **paragraph 1.1.1.2.**

1.1.2.3.2. Any off road vehicle (e.g., construction/engineering vehicles, tractors, mowers, MHE, forklifts, aircraft servicing/refueling, snow removal vehicles (plows), non-LSEV, etc).

Note: Non-LSEVs are vehicles that meet Federal Motor Vehicle Safety Standards for Low Speed Vehicles, but are not powered solely by electrical power, and are not licensable for use on federal highways.

1.1.2.3.3. Any other class or type of vehicles the OMB determines to be exempt from reporting requirements.

1.1.3. **Trailers.** Trailers centrally procured by Robins AFB Support Equipment and Vehicles Division (SE&V) (to include military design (tactical) trailers) are classified and managed as a registered vehicle IAW with this AFI. Any trailers meeting all elements of following criterion will also be classified and managed as a registered vehicle IAW AF standards. Robins AFB SE&V is the only authorized purchasing agent for AF registered vehicles (refer to **paragraph 3.10.6.**)

1.1.3.1. Measuring 6‘x12‘(width x length) or larger.

1.1.3.2. Has Department of Transportation (DOT) approved lighting.

1.1.3.3. Has at least two axles.

1.1.3.4. Has towing vehicle braking system or surge brakes.

1.1.3.5. Has a GVWR of over 6999 lbs.

Notes:

1. Vehicle Management is only responsible for the management and maintenance of the “registered” trailer itself. All equipment on the trailer that has a specific organizational use will be maintained by the using organization.

2. When the trailer is manufactured around a specific item that is “permanently attached” (meaning mounted items won’t be removed to configure trailer for transportation of other items) as an integral piece of a trailer, and the sole purpose of the trailer is for transporting that item, the trailer is automatically classified an equipment item and is not a vehicle by AF definition.

3. Refer to **paragraph 3.17.2.** for policy concerning trailers not classified as a “vehicle”. **Exception:** Trailers classified as Construction, Mining, Excavating and Highway Maintenance Equipment in Federal Stock Class Group 3800 (Examples e.g. concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers) will be classified as a vehicle. **(T-1).**

1.1.4. **Controlled vehicles.** Aircraft and ground support equipment tow tractors, major crash fire rescue vehicles, MHE, aircraft refuelers, compressed gas servicing equipment, special aircraft and missile cranes, personnel lifting mechanisms on high reach trucks or cranes, M-series tactical vehicles, support equipment and munitions MHE. Additional guidance is provided in AFI 91-103, *Air Force Nuclear Safety Design Certification Program*, for nuclear certified assets.

1.1.5. AF Executive Fleet. Authorizations/vehicles assigned to Wing Commanders and above.

1.2. Supplements to this Instruction. MAJCOMs must route all proposed supplemental guidance to AF/A4LR for consideration and approval prior to approved publication actions. **(T-1).**

1.2.1. Directive Instructions that issue specific guidance for use for ANG, FOA, DRU and units below the MAJCOM level are authorized IAW AFI 33-360, *Publications and Forms Management*, which is consistent and compliant with this AFI.

1.3. Changes to this Instruction. AF activities can submit suggested changes using AF Form 847 to AF/A4LR for consideration.

Note: Sample OIs can be found at AF Vehicle Management Neighborhood SharePoint (**VM Neighborhood**) site: https://cs3.eis.af.mil/sites/OO-LG-AF-66/default.aspx.

1.4. Operating Instructions (OI). Unit level Vehicle Management activities set and implement local guidance in the form of OIs, IAW AFI 33-360, *Publications and Forms Management*. Typically, OIs are established for hours of operation, housekeeping, safety, security, fire prevention, minimum essential repairs, quality control procedures, hazardous and solid waste management and pollution prevention procedures and to cover location or unit-unique operations. Maintain a master file of the OIs in a central location, readily available to all personnel.

1.4.1. Coordinate OIs with appropriate agencies as needed and review or update as required by the VFM/VMS.

1.4.2. In activities where foreign nationals are employed, establish bilingual (English and host country language) unless the ability to read and comprehend English is a condition of employment for all vehicle management employees. OIs not applicable to foreign national employees may be exempted from this requirement. If new OIs are introduced or when OIs are changed, foreign national employees may be verbally briefed on changes and briefings documented until written bilingual versions of these OIs are translated and available.

1.4.3. All assigned personnel will acknowledge in writing (i.e., initials or signature, and date) signifying they understand the OIs within 30 days of arrival, annually or when any instruction has been changed or added. **(T-1)**.

1.4.4. At a minimum, the VFM/VMS will establish OIs for the following areas:

1.4.4.1. Minimum essential repairs, to include but not limited to prescribing essential repairs to accomplish without written approval. **(T-1).** Define the repair authority by vehicle components or dollar value, and do not exceed the one-time repair allowance unless authority is granted by the VFM/VMS (refer to **paragraphs 1.6.**, **3.15.36.** and **4.6.13**). **(T-2).**

1.4.4.2. Quality assurance procedures (refer to **paragraphs 3.15.31.**, **3.23.** and **7.19**). **(T-1).**

1.4.4.3. Pollution prevention, IAW the installation Pollution Prevention Plan and Hazardous Waste Management Plan (refer to **paragraph 11.8.5.1**). **(T-1).**

1.4.4.4. Tire and battery procurement, issue, disposal and tire recapping policies and or procedures (refer to **paragraph 5.42**). **(T-1).**

1.4.4.4.1. VFM/VMS will ensure that tire/battery inventory controls are implemented to identify fraud, waste and abuse. **(T-1).**

1.4.4.5. Tool control and accountability procedures (refer to **paragraph 5.41.1.1**). **(T-1).**

1.4.4.6. "Maintenance Purposes Only" vehicle operator certification (refer to **paragraph 6.11**). **(T-1).**

1.4.4.7. Processes for ordering and the control/disposition of AF vehicle license plates (refer to **paragraph 4.66** and Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*). **(T-1).**

1.4.4.8. DOD Fleet Fuel Card Program administration (if applicable) will be managed IAW **Attachment 6**. **(T-1).**

1.4.4.9. Procedures for yard checks (refer to **paragraph 4.16**). **(T-1).**

1.4.4.10. Local Green Procurement policy and procedures (refer to **paragraphs 1.26.4** through **1.30.4**). **(T-1).**

1.4.4.11. Local Commercial Internet Service Provider (CISP) policy and procedures (if applicable) (reference **paragraph 1.22**). **(T-1).**

1.4.4.12. Local MRAP support policy and procedures to include IMDS use and local support (if applicable) (reference to **Chapter 12**). **(T-1).**

1.4.4.13. Battery Shop operations (if applicable); include safety, inventory/issue and battery carcass/acid disposal procedures (refer to AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*). **(T-1).** Coordinate OI with base bioenvironmental, civil engineering environmental and Occupational Safety offices. **(T-1).**

1.4.4.14. Seasonal rebuild programs (if applicable); must include start and completion dates. **(T-1).** VFM/VMS will ensure dates will be consistent with the using organization's mission and will be coordinated in writing (refer to **paragraph 3.14.8**). **(T-3)**.

1.4.4.15. Local rules and procedures for road testing vehicles for maintenance purposes. **(T-1).** All vehicles being road tested are to be properly identified by a placard/sign indicating "ROAD TEST" or "Operational Check". **(T-3)** Fully coordinate road test route with installation Occupational Safety and security forces units (**refer to paragraph 3.23.7.7**). **(T-3).**

1.4.4.16. Local procedures for On-Line Vehicle Interactive Management System (OLVIMS) maintenance and fleet module system back-up. **(T-1).**

Note: The above is not required for VM activities solely using DPAS.

1.4.4.17. Develop policy and procedures for managing and tracking vehicle condition "Waivers" (refer to **paragraph 3.23.4**). **(T-1).**

1.4.4.18. Vehicle abuse and accident procedures (for Vehicle Management use). **(T-1).** At a minimum this OI will include reimbursement procedures and tracking for all O&M funds expensed through the LRS Vehicle Management accounts for repairs associated with accident and abuse cases in other squadrons. **(T-1).** Refer to **paragraph 1.13** for general vehicle accident and abuse policies.

1.4.4.19. DELETED.

1.4.4.20. Develop an OI to establish procedures for the operation of Refueling Maintenance (RFM) shops to include, but not limited to, confined space entrance, purging of tanks, grounding of vehicles and when fuel tanks must be drained before working on pumping systems and general safety requirements. **(T-1).** Refer to AFI 91-203 for safety related information.

1.4.4.20.1. DELETED.

1.4.4.21. DELETED.

1.4.4.22. Hazards requiring fall protection (refer to AFI 91-203). **(T-1).**

1.4.4.23. Alternative parts/equipment procurement processes, e.g., GPC, BPA, or Contract. **(T-1).**

1.5. Use of Related Publications. See **Attachment 1** for a list of referenced publications. Management controls, records administration and forms documentation are described in many of these publications.

Section 1B—AF Vehicle Serviceability Standards and Types of Maintenance Used to Support Standard.

1.6. Serviceability Standards. Minimum serviceability standards for day-to-day operations are determined by the VFM/VMS based on his or her experience, manufacturers‘ specifications and applicable technical reference. The VFM/VMS is entrusted to manage/maintain AF vehicles in safe and serviceable condition. **(T-1).**

Note: Ensure GSA leased vehicles are maintained consistent with GSA schedules and standards; however, deficiencies affecting safety will be corrected at the GSA approved maintenance facility regardless of reimbursement (bill-back). **(T-0).**

1.6.1. The AF accepts the idea that as vehicles age a certain amount of wear and tear will occur and that AF vehicles cannot be maintained in a like-new condition.

1.6.2. Judge serviceability using the following factors:

1.6.2.1. Age and mileage of the vehicle.

1.6.2.2. Requirement for the type of vehicle and job it is designed to do.

1.6.2.3. Remaining service life.

1.6.2.4. Value of use returned in comparison with the cost of needed repairs.

1.6.3. Vehicles and vehicular equipment items identified on the USAF Master Nuclear Certification Listing (MNCL) are maintained IAW manufacture standards, TO 36-1-191 and other relevant vehicle maintenance technical orders and manuals. “Serviceability Standards” are the same for all USAF registered vehicles regardless of “nuclear certified” status. Special or more stringent standards for “nuclear certified” registered vehicles and vehicular equipment do not exist.

1.7. Organizational Maintenance. Organizational maintenance is accomplished by unit-level vehicle operators in the various squadrons and activities across an installation. Operators use the vehicle’s applicable Operator’s Inspection Guide and Trouble Report, applicable TOs or Owner’s manual when accomplishing organizational maintenance. Specific organizational responsibilities are outlined in **paragraph 3.19.**

1.8. Intermediate Maintenance. Intermediate maintenance is accomplished by the base Vehicle Management Flight, including major and minor repairs. The VFM/VMS determines shop capabilities and decides which source of repair to use. Manpower, total cost, mission requirements, Non- Mission Capable (NMC) time, shop tools, equipment and technical capability should influence this decision-making process. Normally done in fixed shops, intermediate maintenance includes:

1.8.1. Preventive Maintenance and Inspections (PM&I) and Special Inspections.

1.8.2. Repairing, fabricating or replacing unserviceable components.

1.8.3. Refinishing, modifying (as directed by TO), repairing accessories and auxiliary equipment and doing structural repair.

1.8.4. Furnishing technical assistance to using organizations.

1.8.5. When repair exceeds the base capability, maintenance may be performed:

1.8.5.1. By a local off-base contract.

1.8.5.2. At a nearby AF base. Comply with AFI 25-201, *Support Agreements*, if personnel adjustments are needed.

1.8.5.3. Under Inter-Service Support Agreement (ISSA) at nearby military or other government shops. Affected commanders or equivalents concur on cost and vehicle disposition issues.

1.9. Depot-Level Maintenance. This level of maintenance provides technical aid (see TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*) and overhaul of specific vehicles (refer to TO 36-1-191). Robins AFB SE&V manages depot-level maintenance for AF needs.

1.10. Mobile Maintenance. The nature of certain vehicle repairs requires maintenance support away from Vehicle Management. The vehicle repair technician will debrief the supervisor in charge or the vehicle operator concerning vehicle deficiencies. **(T-1).** Review the Operator‘s Inspection Guide and Trouble Report for annotated maintenance problems. **(T-1).**

1.10.1. Mobile Maintenance can be used to perform PM&I and Special Inspections on vehicles not easily brought to or unable to enter the maintenance shop due to size. Advance coordination is essential for proper planning and scheduling. Accomplish a complete inspection of the vehicle or vehicular equipment item at the time of the PM&I and Special Inspections. **(T-0).**

1.10.2. The Mobile Maintenance truck may be equipped with a tow attachment, a battery booster and power plant, per Allowance Standard (AS) 457. The truck may carry tools (AS 403 and 457) and spare parts so that full PM&I and routine unscheduled work can be done. This truck may be two-way radio and/or cell phone equipped.

1.10.3. The VFM/VMS have the option to expand Mobile Maintenance to include performing minor maintenance at selected units. It may be desirable to send a mobile maintenance truck to large organizations (Civil Engineer Squadron (CES), Security Forces Squadron (SFS), Aircraft Maintenance, etc.) on a scheduled frequency to perform minor repairs.

1.10.4. The VFM/VMS determines, and then justifies, the number of Mobile Maintenance trucks necessary to be assigned.

1.10.5. If the required repairs are beyond Mobile Maintenance capabilities, request wrecker assistance from Vehicle Operations. **(T-1).** During other than normal operating hours, Vehicle Operations will deliver the disabled vehicle to the Vehicle Management parking area. **(T-1).** The Operators Inspection Guide and Trouble Report reflect the vehicle‘s problem and must

accompany the vehicle. **(T-1).** During the next duty day, the using organization must formally turn the vehicle in to Vehicle Management. **(T-1).**

1.11. Scheduled Maintenance. Scheduled maintenance includes PM&I and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet.

1.11.1. DELETED.

1.11.2. DELETED.

1.11.3. DELETED.

1.11.4. DELETED.

1.11.5. DELETED.

1.11.6. DELETED.

1.11.6.1. DELETED.

1.12. Transient Vehicle and Equipment Maintenance. Provide maintenance priority to transient vehicles according to their mission or circumstance.

Note: The procedures for vehicle operators to have maintenance done on vehicles in-transit are in AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Operator*.

1.13. Vehicle Abuse and Accidents Maintenance. Vehicle and vehicular equipment abuse is considered damage caused by willful or negligent acts of improper operation or care. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object. The Logistics Readiness Squadron (LRS) Commander or equivalent will establish local reporting procedures and these procedures will be fully supported by all commanders to be totally effective. **(T-1).** Using organizations will fund for costs associated with government owned, rental/lease vehicle abuse and/or accident damage. **(T-1).**

Note: Publish these implementing instructions at wing–level or equivalents.

1.13.1. All Vehicle Management operation & maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, are reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner. This includes cost for repairs of all GMVs involved in the abuse or accident incident when multiple GMVs are involved.

1.13.2. Where responsibility cannot be determined, owning organizations are responsible for reimbursement. An Investigating Officer investigates accident/abuse incidences and completes Report of Survey (ROS) IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, when there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle or when the vehicle property records are (i.e. the vehicle is a total loss). Vehicle Management notifies the applicable commander or equivalent and Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Control Officer (VCNCO) of the unit involved, along with Base Legal, Finance and Safety Office (usually by form letter) as applicable. **(T-1).**

1.13.2.1. When accidents or abuses involve vehicles dispatched from the LRS U-Drive-It (UDI) fleet, the organization which operated the vehicle is considered the "using

organization" and subsequently responsible for accident/abuse repair reimbursement when fault cannot be determined. **(T-1).**

1.13.2.2. All accidents involving GSA vehicles, regardless of damage will be reported to the GSA Accident Management Center by the operator/owning organization IAW FMR §102-34.295. **(T-0).** The owning organization or party found liable for accident/abuse damage will be responsible for reimbursing the cost of repairs up front. **(T-0).** Which method to use is up to the organization managing the BOAC.

1.13.3. In the event of a government owned vehicle accident, include a copy of the accident report for Base Safety Office use. Vehicle Management commences repair within a locally established time frame unless notified otherwise by the using organization or ROS investigating official.

Note: If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence.

1.13.4. 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.

1.13.5. If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence. **(T-1).**

Section 1C—Railway Equipment

1.14. Railway Equipment. The following provides procedures for managing and operating AF-owned or operated railway equipment and follows the intent of DODI 4500.57. It applies to all AF organizations having custody of, using, operating, maintaining or controlling railway equipment. Railway equipment consists of locomotives, locomotive cranes, railway cars (including box, flat, gondola, hopper and tank cars) and special purpose vehicles operated on railroad tracks.

1.15. Acquisition of Railway Equipment. Railroad equipment shall not be acquired except when it is not practicable or cost effective to use commercially available equipment. Evaluation of a proposed new requirement for locomotives at a DoD activity shall be done IAW DoD Directive 4100.15, *Commercial Activities Program*, March 10, 1989

1.16. Specific Duties. AF/A4LR will establish broad program policies for locomotives and has designated Robins AFB SE&V as the USAF Component Program Manager for locomotive management.

1.16.1. Robins AFB SE&V will designate the USAF Railway Program Manager and Item Manager. The Program Manager will evaluate programs, review operation and maintenance, and provide a representative to serve as a member of the Interservice Locomotive Management Committee IAW DOD 4140.50-R.

1.16.2. Robins AFB SE&V maintains a worldwide inventory of locomotives (including contracted) and ensures railway equipment is accounted for. In addition, Robins AFB SE&V:

1.16.2.1. Shall report to the Interservice Locomotive and Car Management Committee the location, age, condition, and usage, future requirements, and redistribution of AF locomotives and captive cars.

1.16.2.2. Computes, budgets and defends the buy for USAF railway equipment and develops replacement plans.

1.16.2.3. Approves authorizations, makes initial assignments, transfers and replaces USAF railway equipment.

1.16.2.4. Authorizes the disposition of railway equipment when excess, obsolete or beyond economic repair.

1.16.2.5. Evaluates utilization reports to determine under-utilized equipment.

1.16.2.6. Maintains liaison with the Department of the Army on locomotive and captive car issues.

1.16.2.7. Develops and coordinates ISSA with the Department of the Army to provide other than organizational maintenance and schedule railway equipment for intermediate/depot-level repairs.

1.16.2.8. Assists AF installations in the operation, inspection and maintenance of railway equipment.

1.16.2.9. Catalogs and standardizes USAF railway equipment, and ensures all procurement actions are accomplished through the DoD executive agent for railway equipment.

1.16.3. 441 VSCOS will:

1.16.3.1. Validate authorizations for railway equipment at subordinate installations. **(T-1).**

1.16.3.2. Establish and inform subordinate units of information required to support requests for new authorizations and replacement assets. **(T-1).**

1.16.3.3. Furnish management reports. **(T-1).**

1.16.3.4. Notify Robins AFB SE&V yearly of the AF requirement for Mobile Rail Team support from the Army. **(T-1).**

1.16.3.5. Report excess railway equipment to Robins AFB SE&V for disposition. **(T-1).**

1.16.3.6. Account for railway equipment authorizations and assets in AFEMS. **(T-1).**

1.16.3.7. Coordinate with Robins AFB SE&V prior to relocating railway equipment. **(T-1).**

1.16.4. Installations will:

1.16.4.1. Prepare and submit all required reports as directed. **(T-1).**

1.16.4.2. Report excess equipment through the 441 VSCOS to Robins AFB SE&V. **(T-1).**

1.16.4.3. Account for assigned railway equipment through AFEMS. **(T-1).**

1.16.4.4. Ensure locomotive operators are properly trained and licensed IAW Federal Railroad Administration guidelines. **(T-0).**

1.16.4.5. Maintain licensing records for individuals qualified to operate locomotives. **(T-1).**

1.16.4.6. Prepare requests for new authorizations and replacements for current assets. **(T-1).**

1.16.4.7. Perform organizational-level maintenance. **(T-1).** See TO 36-1-191 for railway equipment inspection guidelines.

1.16.4.8. Notify 441 VSCOS annually of the installations requirement for Mobile Rail Team support from the Army. **(T-1).**

Section 1D—Items of Interest

1.17. Watercraft.

1.17.1. AF watercraft (boats or vessels) used to support an AF mission (to include watercraft/boat trailers) are requisitioned as organizational equipment items. All watercraft must be loaded in Air Force Equipment Management System (AFEMS) and accounted for by the owning organization‘s Custodian Account & Custodian Request Log (CA/CRL). **(T-1).**

1.17.2. DELETED.

1.17.3. DELETED.

1.17.4. Units with watercraft required for special operations/tactics, combat or covert operations are also accounted for on the owning organization‘s CA/CRL. These assets are managed and maintained according to user-community defined procedures.

1.17.5. Watercraft purchased with non-appropriated funds, such as Morale, Welfare and Recreation boats, are not governed by this publication and are not maintained by vehicle management personnel.

Note: DELETED.

1.17.6. When requested, and approved by VFM/VMS, Vehicle Management may assist organizations owning watercraft and associated watercraft/boat trailers not classified as a vehicle. All maintenance/parts support for these assets are on reimbursable basis only. Additionally, any service provided to these assets is on a “manpower/mission permitting” basis. Refer to **paragraph 3.17.** for additional information.

1.18. 441 VSCOS Support of the Air Force Inspection System (AFIS). Refer to AFI 90-201, *The Air Force Inspection System.*

1.18.1. Develop and manage HAF Vehicle Management Self-Assessment Communicator (SAC) located on the Management Internal Control Toolset (MICT) website.

1.18.1.1. Coordinate HAF SACs with ANG and AFRC.

1.18.1.2. Review HAF SACs annually, NLT 31 Jan.

1.18.1.3. Review and update if needed, affected HAF SACs NLT 10 days after change to an applicable VM AFI, Technical Order or AFI-mandated VM program has published IAW AFI 90-201.

1.18.2. Work with active component MAJCOM HQs to establish processes and agreements as necessary to facilitate the Unit Effectiveness Inspection (UEI) continual evaluation process.

1.18.2.1. DELETED.

1.18.2.2. DELETED.

1.18.3. Monitor and access MICT data of Regular Air Force (RegAF) Vehicle Management activities.

1.18.3.1. Analyze MICT data and other functional metrics to build awareness of unit performance.

1.18.4. Coordinate and approve Corrective Action Plans, on behalf of MAJCOM/CC, for unit-level CRITICAL and SIGNIFICANT deficiencies.

1.18.5. Provide, or help identify and arrange for, inspector augmentees with functional expertise as requested by MAJCOM/IG.

1.18.6. Conduct Staff Assistance Visits (SAV) when requested by a commander.

1.18.6.1. If needed, 441 VSCOS will coordinate/approve SME augmentation from qualified 2T3 Airman or civilians assigned to bases in the same geographical region.

1.18.6.2. All SAVs will be coordinated with the MAJCOM Gatekeeper.

1.19. Refueling Maintenance (RFM) Reintegration Implementation. With the exception of contractor-operated locations, all RFM activities across the AF are under the operational control of Vehicle Management.

Note: After reintegration, Vehicle Management will maintain the prime pieces of FORCE/FSE, however the hoses/kits and assorted support equipment “kits” will remain equipment and the responsibility of fuels management to maintain.

These assets will be identified in OLVIMS and all maintenance actions to include labor, parts, accident and contract maintenance costs will be entered into OLVIMS. See **Table 4.4., FORCE/FSE OLVIMS Code Information** for OLVIMS information.

1.19.1. In addition to refueling vehicle management/maintenance responsibilities, Vehicle Management/RFM will maintain the prime pieces of Fuel Support Equipment (FSE) identified below, however, the hoses/kits and assorted support equipment “kits” will remain the responsibility of the Fuels Management activity to maintain. **(T-1).**

a. R-18 Pumping Unit

b. R-19 Filter Separator

c. R-20 Servicing Platform

d. PMU-27 Trailer mounted Pump Module

e. R-14 Air Transportable Hydrant Refueling System

f. R-22 Fuels Transfer Pump

g. Aerial Bulk Fuel Delivery System

h. Forward Area Manifold Cart

i. Tactical Automated Service Station

j. FFU-15 Filter Separator

1.20. Minimum Configuration Standards Instructions. The Air Force Civil Engineer Center (AFCEC) will form working groups to establish Minimum Configuration Standards for base maintenance, construction and fire protection vehicles.

1.20.1. DELETED.

1.20.2. DELETED.

1.20.3. Following criteria established for Minimum Configuration Standards:

1.20.3.1. Requirement descriptions must be generic for competitive offers. Must not include manufacturer's name or model vehicle.

1.20.3.2. Separate page required for each national stock number (NSN).

1.20.3.3. Must contain at least one of the following use codes defined by AFCEC:

1.20.3.3.1. NM – Base Maintenance.

1.20.3.3.2. NR – Airfield Damage Repair (ADR).

1.20.3.3.3. NW- RED HORSE.

1.20.3.3.4. NG – Gunnery Range.

1.20.4. Completed Minimum Configuration Standards.

1.20.4.1. 441 VSCOS must provide AFCEC written concurrences for minimum Configuration Standards established by working group. **(T-1).**

1.20.4.2. AFCEC will establish Minimum Configuration Standards as outlined in **paragraph 1.20.3**. and coordinate with 441 VSCOS then forward concurrences to Robins AFB SE&V. **(T-1).**

1.20.5. 441 VSCOS will:

1.20.5.1. Furnish ordering data to Robins AFB SE&V IAW approved Minimum Configuration Standards. **(T-1).**

1.20.5.2. When Minimum Configuration Standards are applicable, furnish ordering data to Robins AFB SE&V that only contains NSN, Description, Buy Quantity, Use Code and options. **(T-1).**

1.20.5.3. Coordinate corrections or changes to Minimum Configuration Standards with AFCEC. As the Subject Matter Experts for Civil Engineer base maintenance, construction and fire protection vehicles, changes to the Minimum Configuration Standards will not be made without notification and approval from AFCEC. **(T-1).**

1.20.6. Robins AFB SE&V IPT.

1.20.6.1. Engineer/Equipment Specialist will:

1.20.6.1.1. Maintain file copies of all approved Minimum Configuration Standards. **(T-1).**

1.20.6.1.2. Prepare internal ordering data worksheet to include options excluded such as manuals, consignee delivery, military markings, etc. **(T-1).**

1.20.6.2. The Program Manager will ensure approved Minimum Configuration Standards are posted**. (T-1).**

1.20.7. Configuration standard changes and reviews**.**

1.20.7.1. Existing configuration standards will be reviewed annually and updated as required by AFCEC. The following procedure applies.

1.20.7.1.1. AFCEC notifies 441 VSCOS of any updated configuration standard requirements.

1.20.7.1.2. Once coordinated documents are attained, 441 VSCOS posts updated configuration standard on the **VM Neighborhood** and notifies Robins AFB SE&V.

1.20.7.2. Upon request by Robins AFB SE&V, existing configuration standards are updated as required to de-conflict procuring issues with existing standards. The following procedure applies.

1.20.7.2.1. Robins AFB SE&V notifies 441 VSCOS of issues/concerns with minimum configuration standards.

Note: Robbins SE & V will contact 441 VSCOS and AFCEC to resolve any issues/concerns with the Minimum Configuration Standards for CE or RED HORSE vehicles.

1.20.7.2.2. 441 VSCOS contacts AFCEC to discuss/resolve vehicle configuration standard issues.

1.20.7.2.3. Once resolution is attained, 441 VSCOS coordinates with affected functional activity, post updated configuration standard on the **VM Neighborhood** and notify Robins AFB SE&V. **(T-1).**

1.21. Vehicle Validation (VV) Process Review . During a program review, AF/A4L tasked 441 VSCOS to develop an action plan to reduce VV travel cost and time. As a result, AF/A4L has approved the 441 VSCOS to adapt and modernize the process to right size base vehicle fleets. The implementation of these enterprise processes has created leverage for current business intelligence capabilities and is integrated with the Logistics Installation and Mission Support Enterprise Vehicle View (LIMS-EV Vehicle View) as a fleet management decision support system (FMDSS). This FMDSS contains the required logic to facilitate the validation process by replacing the current method of face-to-face interviews at over 300 locations every three years. It also systematically generates a validated "core set" of authorizations and a target list of authorizations that could be further reviewed for validation using email and/or video-teleconference with the customer, or in rare instances a site visit by a small contingent of functional experts.

1.22. Commercial Internet Service Provider (CISP) for Vehicle Diagnostic Equipment.

1.22.1. **Overview.** The AF has more than 50,000 intelligent vehicles which use computer based diagnostics equipment. This equipment services on-board vehicle computers and performs malfunction diagnostics. Vehicle families have different types of diagnostic

computers, which must be connected to the manufacture's web site to download vehicle executable files and diagnose maintenance problems. Diagnostic equipment is unique to each vehicle with some devices running unique operating systems, which are not Standard Desktop Compliant (SDC). All devices download executable files from the vehicle vendor's web site for transfer to on-board vehicle computer systems. Consequently, vehicle diagnostic devices cannot connect to the manufacture's web site from AF networks. The only connection solution is through use of a CISP. As a result, the AF Chief Information Officer (SAF/CIO A6), in coordination with the Designated Accrediting Authority, has authorized the procurement and utilization of CISPs in support of AF vehicle diagnostic computers/equipment, provided AF/A4L policy and established Rules of Behavior are followed and enforced.

1.22.2. **AF/A4L Policy.** A vehicle management CISP connection is solely for connection of AF vehicle diagnostic equipment to vehicle manufacture and diagnostic equipment vendor's web sites for the purpose of maintaining AF vehicles and equipment. Computers configured with vehicle diagnostic software are authorized to use this connection but no other computer endpoint devices are permitted to connect to the CISP. Connection of unauthorized computer or other endpoint devices will be in violation of this policy and the Rules of Behavior and are subject to punishment under the Uniform Code of Military Justice or administrative consequences for Department of the AF civilians. Contractors violating the Rules of Behavior are subject to the terms of their contract.

1.22.2.1. DELETED.

1.22.3. **Rules of Behavior.** The "*Rules of Behavior For Commercial Internet Service Provider (CISP) Vehicle Diagnostic Equipment*" (CISP RoB) document contains policy as well as VFM/VMS and Vehicle Diagnostic Equipment User responsibilities. Each VFM/VMS and all vehicle diagnostic equipment users must sign a CISP RoB prior establishing a CISP access point or connecting vehicle diagnostic equipment to the CISP respectively. **(T-1).** Go to the **VM Neighborhood** for electronic version of CISP RoB.

1.22.4. **441 VSCOS Responsibilities.** The 441 VSCOS will:

1.22.4.1. Coordinate and manage all CISP access used for vehicle diagnostic equipment and to ensure each connection is physically secure. **(T-1).**

1.22.4.2. Coordinate request with local communication squadrons for CISP access point installation. **(T-1).**

1.22.4.3. Establish and maintain "CISP Program" an electronic file location containing the following:

1.22.4.3.1. List of responsible VFM/VMS controlling the CISP connection at each location under subordinate control. **(T-1).**

1.22.4.3.2. Signed copies of *Rules of Behavior For Commercial Internet Service Provider (ISP) Vehicle Diagnostic Equipment* for each authorized unit. **(T-1).**

1.22.4.3.3. CISP RoB template. **(T-1).**

1.22.4.4. Ensure the responsible VFM/VMS has signed user Rules of Behavior on file locally. **(T-1).**

1.22.4.5. Monitor subordinate vehicle management activity CISP utilization. **(T-1).**

1.22.4.6. Hold subordinate VFM/VMS accountable for control of the CISP. **(T-1).**

1.22.4.7. Provide reports as requested. **(T-1).**

1.22.5. DELETED.

1.22.5.1. DELETED.

1.22.5.2. DELETED.

1.22.5.3. DELETED.

1.22.5.4. DELETED.

1.22.5.5. DELETED.

1.22.5.6. DELETED.

1.22.5.7. DELETED.

1.22.5.8. DELETED.

1.22.5.9. DELETED.

1.22.6. **VFM/VMS Responsibilities.**

1.22.6.1. Document processes and procedures for management oversight of CISP. **(T-1).**

1.22.6.2. Physically secure the CISP connection to prevent unauthorized access and use. **(T-1).**

1.22.6.2.1. Control access to and use of the CISP connection to prevent all unauthorized connections to the Internet. **(T-1).**

1.22.6.3. Maintain signed User Rules of Behavior acknowledgement. **(T-1).** Retain signed copies locally (electronically or hard copy) until no longer needed (user no longer assigned/employed or no longer requires access) IAW Table and Rule T 33-07 R 07.00 in the AF RDS in AFRIMS. **(T-1).**

1.22.6.3.1. Do not permit use of CISP connection until user acknowledges responsibilities under the Rules of Behavior. Hold individual users accountable for user Rules of Behavior. Pursue necessary disciplinary action as appropriate, involving the chain of command when the Rules of Behavior are violated.

1.22.6.4. Ensure only vehicle diagnostic equipment is connected to the CISP connection. **(T-1).**

1.22.6.4.1. The VFM/VMS will ensure only vehicle manufacture‘s and diagnostic equipment vendor web sites are accessed for the sole purpose of vehicle maintenance. **(T-1).**

1.22.6.5. Monitor use of the CISP connection. **(T-1).** Maintain an on-site log of usage log which contains user information which corresponds to time of use. **(T-1).** Retain on-site usage logs for six-months. **(T-1).**

1.22.6.5.1. The VFM/VMS will conduct a semi-annual review of the vehicle management CISP connection logs for use violations. **(T-1).**

1.22.6.6. Coordinate CISP connection installation with 441 VSCOS. **(T-1).**

Note: At Joint Base locations special staffing actions may be necessary when network ownership is not maintained by the AF.

1.22.6.7. Provide reports as required. **(T-1).**

1.22.7. **Vehicle Diagnostic Equipment User Responsibilities. Users will:**

1.22.7.1. Use the CISP connection for vehicle maintenance purposes only. **(T-1).**

1.22.7.2. Connect only authorized vehicle diagnostic equipment to the connection. **(T-1).**

1.22.7.3. Report unauthorized use of this connection. **(T-1).**

1.22.7.4. Safeguard the connection from improper use while in your control. **(T-1).**

1.23. Green Procurement.

1.23.1. **Background.** IAW Section 6002 of the *Resource Conservation and Recovery Act* (RCRA), Section 9002 of the *Farm Security and Rural Investment Act* (FSRI) *of 2002*, and EO 13423, Federal agencies are directed to implement sustainable environmental practices for the acquisition of green products and services. As a result, Federal Acquisition Regulation (FAR), Subpart 23.4, *Use of Recovered Materials and Biobased Products*, current edition, provides policy and procedure towards the procurement of recycled-content and biobased products, such as United States Environmental Protection Agency (EPA)-designated recycled-content and Department of Agriculture (USDA)-designated biobased products, to include, EPA and USDA-designated antifreeze, refined lubricating oil, sorbents and vehicle tires.

1.23.2. The DOD Green Procurement Program (GPP) was established in 2004 and provides an agency-wide strategy for implementing an effective program. The purpose of the DOD GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and waste generation. Green procurement practices also play a key role in enhancing transportation efficiency and sustainable buildings. The DoD GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. This strategy does not directly address the compliance requirements of any specific component of the Federal Green Purchasing Program; rather it defines the management framework all DOD organizations will use to ensure compliance with procurement preference requirements as a routine part of day-to-day purchasing activities, and the AF/A4LR GPP policy maintains that same strategy.

1.23.3. An AF/CV Memorandum, *Air Force Green Procurement Program*, June 2, 2011, reaffirmed the requirements of existing executive and legislative mandates, and AF GPP policy, and required each functional activity to integrate GPP requirements into their respective instructions in order to instill a philosophy of sustainability throughout the AF.

1.24. Green Procurement Program. AF Vehicle Management activities will establish a GPP giving first preference (preferred procurement) to EPA-designated recycled-content vehicular products and USDA-designated biobased products and shall purchase designated products/items in the following categories to the maximum extent practical; meeting performance and safety standards set forth by vehicle manufactures and technical orders, while being procured in a cost-effective manner. **(T-0).**

1.24.1. Engine Coolants (EPA).

1.24.2. Engine Oil, Gear Oil, Hydraulic Fluids and Lubricants (EPA and USDA).

1.24.3. Sorbent Products (USDA).

1.24.4. Tires (EPA).

Notes:

1. DELETED.

2. Applicable designated item procurement guidelines may apply almost exclusively to CONUS, Alaska, Hawaii and U.S. territorial installations. However, Vehicle Management activities OCONUS (except Alaska, Hawaii and U.S. territories) are highly encouraged, but not required, to buy recycled-content products locally whenever these products meet technical needs, are readily available and are cost effective. The key requirement for OCONUS activities is to be aware that all purchases made in the U.S. for shipment to an overseas installation must comply with EPA Comprehensive Procurement Guidelines requirements, unless exception exist. **(T-0).**

3. All applicable vehicle management activities will utilize the GPP Log regardless of location or procurement source (**refer to paragraph 1.30.2**). **(T-1).**

1.25. General Exceptions. Vehicle Management activities will not purchase EPA-designated recycled-content or USDA-designated biobased products if any of the following conditions apply.

1.25.1. Item cannot be purchased within a reasonable timeframe and mission impairment is imminent.

1.25.2. Item does not meet performance standard or manufactures requirements. This exception includes specific restrictions listed in TO 36-1-191 (e.g., retreaded, recapped or regrooved tire use/application restrictions), or specific product requirements/restrictions listed by manufactures (e.g., the exclusive use of specialized coolants or motor oils).

Note: Refer to **paragraph 5.42.** for general tire procurement policies and procedures.

1.25.3. Item is not available at a price equal to/or less than the comparable non-EPA or USDA-designated product cost.

1.25.4. USDA-designated biobased items (i.e., hydraulic fluids and penetrating fluids) will not received preferred procurement for either of the following:

1.25.4.1. In support of spacecraft/launch support equipment.

1.25.4.2. In support of military-series or tactical vehicles designed or procured for combat or combat-related missions.

1.26. Program Responsibilities.

1.26.1. AF/A4LR will:

1.26.1.1. Provide policy and guidance on implementing the GPP.

1.26.1.2. Establish procurement data requirements and procedures to collect data that meet reporting requirements.

1.26.1.3. Utilize and analyze procurement data for the purpose of management evaluation of GPP performance.

1.26.1.4. Incorporate GPP requirements into AF compliance inspection checklist.

1.26.2. 441 VSCOS will:

1.26.2.1. Provide GPP oversight by validating program management requirements through Staff Assistance Visits and compliance inspection checklists. **(T-1).**

1.26.2.2. Recommend changes in policies or procedures to AF/A4LR to improve the GPP when necessary. **(T-1).**

1.26.2.3. Provide oversight of contracted vehicle management activity contracts to ensure green procurement requirements are addressed in accordance with the terms of the contract. **(T-1).**

1.26.3. **LRS Commander or Equivalent.**

1.26.3.1. Support the Vehicle Management GPP policy and plan. **(T-0).**

1.26.3.2. Ensure that required Vehicle Management personnel are trained in green procurement and such training is tracked and managed as necessary to ensure all personnel involved in the procurement process are knowledgeable and competent to comply with green procurement requirements relevant to their procurement/purchasing action(s). **(T-0).**

1.26.3.3. Conduct routine self-assessments of the effectiveness of GPP awareness training, the completeness and integrity of GPP performance data and the overall GPP. **(T-1).**

1.26.4. **Vehicle Management.**

1.26.4.1. Identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission. **(T-0).** The list of green procurement opportunities will be developed and maintained at a level within the activity where initial purchasing requirements are defined. **(T-0).**

1.26.4.2. Establish procedures to collect GPP data to support administrative requirements. **(T-1).**

1.26.4.3. Recommend changes in policies or procedures to 441 VSCOS to improve the GPP when necessary. **(T-1).**

1.26.4.4. Review and update GPP every three years or sooner if regulations or requirements change, new products are designated or operational changes affect procurement. **(T-1).**

1.26.4.5. Apply service lifecycle and procurement costs when determining effectiveness of green procurement decisions. **(T-1).** One example is recap tires versus new tires. If a new tire has a service life twice as long as a recap tire but only costs 20 percent more, then purchase of a new tire will save 40 percent overall and will be the obvious procurement choice.

1.26.4.5.1. If using life cycle data to warrant a green purchase exception (see **paragraph 1.25.3.**), ensure data is thorough, complete and well documented.

1.26.5. Purchase Request Originator, Purchaser and Supervisory Personnel. Includes personnel authorized to order items using ILS-S, section supervisors, Materiel Control personnel, Government Purchase Card (GPC) holders, supply technicians and the VFM/VMS.

1.26.5.1. Reviewing purchase requests to determine whether green products have been considered or requested. **(T-1).**

1.26.5.2. Determining if there is appropriate justification based on price, performance or availability for not meeting the purchasing requirements of the GPP. **(T-1).**

1.26.5.3. Ensuring that relevant green procurement requirements are identified prior to submission to Material Control or GPC card holder, so that final/approved purchase requests properly address all relevant green procurement requirements. **(T-1).**

1.26.5.4. Identifying opportunities for specifying environmentally preferable products. **(T-1).**

1.27. Training. Although Green Procurement training is required for all Government Purchase Card (GPC) users, Green Procurement training is also required for the VFM/VMS, Section Supervisors, personnel assigned to Material Control and any other personnel assigned to Vehicle Management with the authority to order or purchase parts and supplies every two years IAW the DOD Green Procurement Program. "Green Procurement" computer-based training is a Continuous Learning Course (CLC 046) available from the Defense Acquisition University (DAU). Once completed the course will be documented in the member's training record. Go to DAU's iCatalog web page **http://icatalog.dau.mil/** for more information and access to the course.

1.28. Purchasing Sources. When a requirement is established for a product in one of the categories listed above, Vehicle Management activities will review the following sources for Green Products/Services (designated items):

1.28.1. **Federal Supply.** These sources would include the Defense Logistics Agency (DLA) and U.S. General Service Agency (GSA) catalogs and/or websites. Procuring items through these sources offers the advantage of competitive bidding, compliance with EPA minimum content thresholds for recovered materials, and central tracking. These sources also provide an additional service through independent estimation, certification and verification of EPA-designated items containing recovered material, thereby reducing overhead costs for buyers to monitor vendor compliance with affirmative procurement requirements.

1.28.1.1. **DLA.** DLA's "DOD EMALL" is a web-based eCommerce site that allows authorized users to search, compare, and purchase commercial and noncommercial products and services through a single interface in an easy-to-use online format. DOD EMALL uses a "green tree" icon to identify environmentally preferable attributes. Products available include re-refined lubricating oil and reclaimed engine coolant. GPC card holder must register with the site before product catalogs can be viewed. Website login is at: **https://dod-emall.dla.mil**.

1.28.1.2. **GSA.** The GSA website contains a "Green Products Compilation" page that offers a downloadable workbook as a tool to facilitate the procurement of green products. The Green Products Compilation workbook is separated into areas to include Vehicle Products and Lubricants, Oils, Hydraulic Fluids and Greases. The workbook can be accessed at: **http://www.gsa.gov**.

1.28.2. **EPA-Designated Recycled-Content Vehicular Products.** The EPA Database of Environmental Information for Products and Services (**http://yosemite1.epa.gov/oppt/eppstand2.nsf**) provides a quick reference guide to the various programs and products involved in DOD's GPP. The EPA database provides links to contract language, specifications and policies; environmental standards and guidelines; vendor lists of product brands; and other useful sources of information (e.g., fact sheets, guidance, case studies). Additionally, the EPA's CPG program provides details concerning products listed in the Vehicular Products category, Product Resource Guides and Product Supplier Directories. Go to: **http://www.epa.gov/waste/conserve/tools/cpg/index.htm** to access information.

1.28.3. **USDA-Designated Biobased Products** . USDA BioPreferred® vendors can be found on the USDA BioPreferred website: **http://www.biopreferred.gov**. The site contains an electronic product catalog of USDA-designated biobased products, their manufactures and locations. Purchasing activities can browse the catalog by subject. Be sure to review all categories for potential products that fall into the procurement categories listed above.

Note: There will be some overlap between the EPA-designated items and the USDA list for biobased items. USDA states that procurements subject to CPG requirements (EPA-designated items) do not also have to satisfy the new biobased product requirements, if the two sets of requirements are inconsistent. However, this does not mean that EPA-designated items must automatically be purchased in place of biobased purchases. Purchasers must look at the benefits and costs of products and select the one that provides the best value overall.

1.28.4. **Local Vendors** . Activities may also purchase designated items from local vendors provided the items have: 1) the highest percent practical biobased material practical or exceed minimum USDA Biobased standards; or 2) have the highest percentage practical of recovered material or comply with the EPA's recommended recoverable materials content ranges. Standards and content ranges can be found under the product categories on the USDA and EPA website respectively. Material Control or authorized purchasers must thoroughly review and exhaust internet resources to find the least expensive products that meet Green standards and matches operational/manufactures' requirements. **(T-0).**

1.29. Procurement Standards.

1.29.1. **Tires** . Vehicle Management will purchase retread/recapped tires to the maximum extent practical before new tires are purchased from any source IAW Executive Order 12873, *Federal Acquisition, Recycling & Waste Reduction*. **(T-0)**. Procuring activities will establish preference programs consisting of one or both components listed below. **(T-0).**

1.29.1.1. Procurement of tire retreading services for the agencies' used tire casings. The EPA recommends that procuring agencies specify that tire repair and retread services must conform to Federal Specification ZZ-T-441H (or current version).

1.29.1.2. Procurement of tires through competition between vendors of new tires and vendors of retread tires. The EPA recommends that procuring agencies specify that retread tires must meet the requirements of Federal Specification ZZ-T-381, "Tires, Pneumatic, Vehicular (Highway) (New and Retreaded).

1.29.2. Refer to *DLA-Columbus, Cooperative Approved Tire List (CATL-1922)*, current edition, for a list of approved Cooperative Tire Qualification Program (CQTP) retread tire manufactures.

Note: There is no legal requirement or national government policy mandate for government agencies to use the CTQP or CATL list when purchasing retread tires.

1.29.3. **Engine Coolants** . Vehicle Management will use/procure recycled/reclaimed coolants (antifreeze) to the maximum extent possible. Manufacturer specifications must specifically state that recycled/reclaimed antifreeze can be used in the vehicle. **(T-1).**

1.29.3.1. Vehicle Management may establish a program for engine coolant reclamation (recycling) and reuse that consists of either reclaiming the spent engine coolants onsite or establishing a service contract for reclamation of the spent engine coolant for use in vehicles.

1.29.3.2. Vehicle Management may purchase reclaimed engine coolant when making direct purchases of this item, such as when necessary to make up for losses due to leakage or spillage.

1.29.3.3.1. Using recycled/reclaimed antifreeze would void the warranty. However, recycled/reclaimed antifreeze will be used if it meets the manufacturer's specifications.

Note: After the warranty period expires recycled/reclaimed antifreeze MUST be used exclusively if approved by the vehicle's manufacturer. **(T-1).** Tech data must specifically state that recycled/reclaimed antifreeze is approved for use in the vehicle. **(T-1).**

1.29.3.3.2. Some heavy equipment manufacturers do not recommend the use of reclaimed engine coolants, particularly in engines meeting the new Tier II and Tier III emissions requirements, e.g., the Halverson loader coolant requirement prevents the use of recycled/reclaimed antifreeze. Be sure to check manufacturer's specifications on the use of recycled/reclaimed antifreeze.

1.29.3.4. DLA Defense Supply Center Richmond (DSCR) sells both reclaimed and virgin engine coolant. DSCR requires that reclaimed engine coolant contain a minimum of 50 percent reclaimed ethylene glycol. DSCR offers reclaimed engine coolants containing either 100 percent reclaimed ethylene glycol or 60 percent and 50 percent blends of reclaimed and virgin ethylene glycol. As shown in **Table 1.1., Reclaimed Engine Coolant Available from DLA**, each blend is available in 1-gallon, 5-gallon and 55-gallon drum packaging, for a total of nine stock items. These products can be used in administrative vehicles, construction and material handling vehicles and equipment, and military ground combat tactical vehicles and equipment. DSCR currently contracts with Leeder Automotive for reclaimed engine coolant.

Table 1.1. Reclaimed Engine Coolants Available from DLA.

Type	Ethylene Glycol Content (Percentage)	Size	NSN
I	100	1 gallon	6850-01-464-9125
I	100	5 gallon container	6850-01-464-9137
I	100	55 gallon drum	6850-01-464-9152
IP	60	1 gallon	6850-01-464-9266
IP	60	5 gallon container	6850-01-464-9263
IP	60	55 gallon drum	6850-01-464-9096
50/50	50	1 gallon	6850-01-471-6530
50/50	50	5 gallon container	6850-01-471-6534
0/50	50	55 gallon drum	6850-01-471-6521

1.29.4. **Hydraulic Fluids.** Mobile Equipment, hydraulic fluids formulated for general use in non-stationary equipment, such as tractors, end loaders or backhoes - 44% - Minimum Biobased Content.

1.29.5. **Greases-Truck.** Lubricants composed of oils thickened to a semisolid or solid consistency using soaps, polymers or other solids, or other thickeners. Lubricants that are designed for use on the fifth wheel of tractor trailer trucks onto which the semi-trailer rests and pivots - 71% Minimum Biobased Content.

1.29.6. **Sorbents.** Materials formulated for use in the cleanup and automotive, industrial, or kitchen soils and oils, including grease, paint, and other coatings, from hard surfaces - 89% Minimum Biobased Content.

1.29.7. **Re-refined Oil** . Vehicle Management will use/procure re-refined lubricating oil to the maximum extent possible. **(T-0)**. The EPA recommends that procuring agencies set their minimum re-refined oil content standard at the highest level of re-refined oil, but no lower than 25 percent re-refined oil. Re-refined oil purchased through DLA meets that standard. DOD policy dictates that DLA automatically substitute re-refined oil when activities order certain grades of commercial oil. **(T-0).**

1.29.7.1. Vehicle management activities purchasing oil from sources other than DLA must comply with the legal requirements to use re-refined oil, meeting the re-refined oil content specified above, and is reminded that the central supply system is the preferred method of purchasing supplies. **(T-0).**

1.29.7.2. Approved re-refined oil, which can be used in most AF vehicles, will meet current American Petroleum Institute (API) standards, evidenced by the "Starburst" symbol on the container. **(T-1).**

1.29.7.3. Do not purchase or arrange for purchase of any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards.

1.29.7.4. Model year 2007 and newer diesel engines with new emissions requirements may use virgin API CJ-4 motor oil until it is available as a re-refined product.

1.29.7.5. Use of synthetic oils may extend component life, reduce oil consumption and minimize the waste stream. If supported by the vehicle OEM, substitute conventional petroleum oil with synthetic products to achieve these benefits. Use of synthetics may also help meet the management objectives of EO 13423 and contribute to waste reduction goals.

1.30. Administrative Requirements.

1.30.1. DELETED.

1.30.2. **Green Procurement Program Log** . All applicable Vehicle Management activities will use the virtual "Air Force Vehicle Management Green Procurement Program Log" to document data concerning the use/procurement of all items identified in the designated categories above (to include new/virgin/exempted items/products). **(T-1).**

1.30.2.1. The GPP log can be accessed using the following link: **https://www.vemso.hq.af.mil/environmental/gppl.html**.

1.30.2.2. Green Procurement resource information, directives and GPP Log User Guide web links can be found on the GPP Log website. After "current Location" is selected, the log and resource link will be visible.

1.30.2.3. Once GPP transactions are loaded into the GPP Log, leadership at all levels will be able to view GPP log entries and export historical data in a Microsoft® Excel spreadsheet format.

1.30.2.4. GPP Log entries will be available for three years.

1.30.2.5. DELETED.

1.30.2.6. DELETED.

1.30.2.7. DELETED.

1.30.2.8. DELETED.

1.30.2.9. DELETED.

1.30.2.10. DELETED.

1.30.2.11. DELETED.

1.30.2.12. DELETED.

1.30.2.13. DELETED.

1.30.3. DELETED.

1.30.4. **GPP Log Reporting.** Activities may complete (log) each virtual GPP Log entry at the time each transaction occurs, or they may utilize the GPP Log template available on the **VM Neighborhood** to locally document GPP transactions until they can be transferred to the virtual GPP Log. However, if the GPP Log template is used to temporarily annotate GPP transactions, those transactions will be logged onto the virtual GPP Log within two duty days of actual transaction. **(T-1).**

1.30.4.1. When tire purchases are logged, the National Stock Number associated with that tire size (if available) is to be filled in regardless of purchase source. This allows for comparison price analysis between local purchase and supply system tires.

1.30.4.2. The "Additional Information" cell on the GPP Log may be used to identify vehicle registration and work order number item was procured against (as needed), or for bulk purchase.

1.30.5. DELETED.

1.31. Mine Resistant Ambush Protected (MRAP) Vehicles. This AFI now contains the basic AF directive for MRAP Family of Vehicles (FoV) weapon system management. It provides the minimum essential guidance and procedures for safely and effectively maintaining and managing the MRAP weapon system. Managing the complete MRAP as a system-of-systems enables systematic configuration management while providing visibility of readiness and mission capability of the entire weapon system. The system used to track, collect and maintain data for MRAP configuration and life cycle sustainment is the Integrated Maintenance Data System (IMDS). For further details, refer to **Chapter 12, MRAP FoV Maintenance and Management**.

1.32. Specialized Missile Support. Some wings require unique maintenance arrangements for specialized missile support vehicles.

1.32.1. **Payload Transport tractors (PT) and Transporter Erector (TE) tractors** . Vehicle Management will maintain the cab, chassis and drive train components, including power take off units attached to the transmissions. **(T-1).** The owning/using organization will maintain the Auxiliary Power Unit, all hydraulic system components, including the hydraulic pump (i.e., Pneudraulics, PREL and mechanic shops). **(T-1).**

Note: All PT tractors are registered USAF vehicles and will be maintained by Vehicle Management IAW applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals IAW TO 36-1-191or applicable manufacturer requirements. **(T-0).**

1.32.2. **Payload Transport trailers (PT III) and Transporter Erector (TE) trailers** . Vehicle Management will maintain the running gear, brakes, air system, tires and lights IAW applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals. **(T-1).** Maintenance operations maintains the environmental control unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin and goose neck and frame structures, hydraulic actuators and environmental flaps attached to the outside of these trailer. **(T-1).**

1.32.3. **Preventative Maintenance Trailers (PMT)** . Vehicle Management will maintain the running gear, air system, brakes, tires and lights IAW applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals. **(T-1).** The using/owning organization will maintain the Auxiliary Power Unit, environmental unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin and goose neck and frame structures and items attached to the outside of the trailer. **(T-1).**

1.32.4. **Maintenance Van (M-Van).** Vehicle Management will maintain the cab, chassis and drive train components, including lift gates attached to the truck frame. **(T-1).** Missile Operation Squadrons will maintain the pneumatic, electrical and winch systems components inside the truck box as well as the box outer skin and items attached to the outside of the trailer. **(T-1).**

1.32.5. For Payload Transport trailers (PT III), Transporter Erector (TE) tractors/trailers and Preventative Maintenance Trailers (PMT), a Memorandum of Agreement between the Owning Organization and servicing vehicle management activity will be established if the owning organization is operationally assigned to a different MAJCOM and/or Wing than the servicing Vehicle Management Activity. **(T-1).** Agreement would include procedure for reimbursable aspects of maintenance support (e.g., parts and local contracted support/repairs). **(T-1).**

1.33. Defense Property Accountability System (DPAS). DPAS is the fleet management information system (FMIS) approved by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L). Per policy memorandum "*DOD Non-Tactical Fleet Management Information System*" dated 1 April 2014, use of any other FMIS must be approved by OSD via waiver request. Implementing the DPAS solution will require the Air Force to sunset the existing maintenance system On-line Vehicle Interactive Management System (OLVIMS) as well as migrating vehicle accountability from AF Equipment Management System (AFEMS) and Standard Base Supply System (SBSS) into DPAS; which is independently operated and hosted on the Defense Information Systems Agency (DISA) production environment. It has already been determined that DPAS meets requirements to support implementing the capabilities/requirements outlined in the Vehicle Enterprise, Services Development Delivery Process (SDDP) need statement. DPAS will be used by the AF Vehicle Management community as the primary system for performing all life-cycle management functions pertaining to the ground vehicle fleet including agency owned and leased assets.

1.33.1. DPAS Implementation. This effort consists of a single phase approach with capabilities to plan, schedule, and execute Vehicle Management processes. This effort represents a distinct set of capabilities which can stand alone upon implementation.

1.33.2. Fleet Management & Analysis. This effort concentrates on migrating functions currently performed by fleet managers pertaining to both accountability and work order processing. The three systems used today are OLVIMS, AFEMS and ILS-S. OLVIMS involves work order, labor tracking, costing and calculations; this translates to the Maintenance and Utilization (M&U) module in DPAS. Additionally, vehicle inventory records and accountable transactions currently preformed in ILS-S will also be subsumed to DPAS in the Accountability Property module. AFEMS is the authoritative source for the vehicle allowances; this is also available in the Accountability Property module.

1.33.3. Materiel Control. Another area are the tasks performed in the Materiel Control work center, this entails parts acquisition, consumable replenishments and tool issuing/tracking. Today, there is not a standard system utilized for Materiel Control but this capability will be managed in the Warehouse module in DPAS.

1.33.4. Vehicle Maintenance Technicians. This effort adds the capability for technicians to perform live updates on assigned work orders. This will require the additional 5K users to be trained and granted access but reduces the requirement to print hard copy work orders. **(T-0).** Additionally, 441 VSCOS continues to streamline the data upload process, requesting engineering assistance to resolve technical constraints, engineer products and, technical processes needed for management of vehicles.

Chapter 2

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

Section 2A—General Information

2.1. Introduction. This chapter establishes instructions for vehicle management activities tasked with a deployment mission, Air and Space Expeditionary Force (AEF) responsibility, War Reserve Materiel (WRM) management, vehicle deployment tasking and/or supporting Range of Military Operations (ROMO). Provisions of this chapter apply to direct and indirect mission support to include steady state, transition to surge, Major Theater War, sustainment and employment and reconstitution operations. All Vehicle Management personnel, regardless of rank, are to be familiar with the contents of this chapter.

2.1.1. This chapter contains guidance primarily for use prior to deployment, during deployment and is designed to assist deployed Vehicle Management personnel to establish and operate in a contingency environment. Its use is mandatory.

2.2. DELETED.

Section 2B—Overall Responsibilities

2.3. AF/A4LR. The AF will have sufficient motor vehicles, manpower, tools, facilities and shop equipment on hand to support the AF WMP, AEF operations and/or ROMO.

2.3.1. DELETED.

2.3.2. DELETED.

2.3.3. The Career Field Manager, who will be appointed in writing as the Headquarters Air Force Fleet Manager IAW DoDM 4500.36, Enclosure 2, *Acquisition, Management and Use of DoD Non-Tactical Vehicles,* will carry out responsibilities identified in Enclosure 3, DoDM 4500.36 that relate to the following **(T-0):**

2.3.3.1. Policy

2.3.3.2. Oversight

2.3.3.3. Reporting

2.4. Air Force Personnel Center (AFPC)/DPW:

2.4.1. Source personnel after receiving operational plan (OPLAN) or AEF tasking request from force provider.

2.4.2. Adjusts or forwards personnel tasking shortfalls as appropriate.

2.5. Robins AFB AFLCMC/WNZ (SE&V)

2.5.1. Implements procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations.

2.5.1.1. This does not relieve unit responsibility for maintaining duplicate, deployable printed or electronic copies of TOs for WRM and Mobility vehicles listed on the Vehicle

Authorization Listing (VAL) with the following "Use" codes: J – Vehicle Mobility, K – Vehicle Base Support, L – Vehicle Joint Use, M – Vehicle Pure WRM.

2.5.2. DELETED.

2.5.3. DELETED.

2.6. 441 VSCOS. Provides support necessary to equip expeditionary Vehicle Management forces with the best tools, equipment, parts, maintenance techniques and general support for deployed operations. This support is accomplished through research of available commercial products (via the Product Evaluation Program), capture and formalization of deployment lessons learned and review policy change recommendations. **(T-1).** Additionally 441 VSCOS will:

2.6.1. Research and develop management techniques, procedures and guidance necessary to guide Vehicle Management operations in an expeditionary, deployed environment. Tips and lessons learned will be captured, developed and distributed to enhance knowledge level of personnel subject to deploy. **(T-1).**

2.6.2. Develop vehicle deployment-condition standards to ensure maximum reliability in field conditions with minimal investment. Monitor condition of vehicles deployed through collection and dissemination of lessons-learned, per AFI 90-1601, *Air Force Lessons Learned Program* and other means to institutionalize readiness and maximize return on investment. **(T-1).**

2.6.3. Assist C-NAF/C-MAJCOM or deployed VM activities with emergency "reach-back" vehicle tech data support for deployed vehicle maintainers. **(T-1).**

2.6.4. Coordinate with bases to source Mission Capable (MC) vehicles after receiving validated tasking requests, e.g., Assigned and Unassigned Forces, Executive Travel request. **(T-1).**

Note: Since 441 VSCOS is not a force provider, Air Combat Command (ACC), as the air component to Joint Staff (JS35), will manage the scheduling and sourcing of forces (including vehicles) to meet the Combatant Commander's (CCDR) request for requirements through the AFPC/DPW. ACC/A4RF will work directly with 441 VSCOS to source required vehicle assets. The same process will be followed by other MAJCOMs who have air component/force provider responsibilities in their respective AOR.

2.6.5. Adjust or forward vehicle tasking reclama actions as appropriate per AFI 10-401, *Air Force Operations Planning and Execution*.

2.6.6. Establish minimum reporting requirements to identify on-hand vehicle assets and to identify shortages. **(T-1).**

2.6.7. Manage WRM vehicle assets IAW AFI 25-101, *War Reserve Materiel (WRM)Policies and Guidance,* and this publication.

2.6.7.1. Is a principal member of WRM Working Group (WRM WG).

2.7. MAJCOMs will:

2.7.1. DELETED.

2.7.2. Ensure Vehicle Management activities are supported by developing criteria for and monitoring readiness reporting, force posturing, analysis and execution activities. **(T-1).**

2.7.3. Program for and source 2T3XX personnel needed to support wartime and AEF missions. Contact the AF Installation Support Command for assistance with facilities, shop equipment, technical manuals and tools necessary to support organizational and intermediate management.

2.7.4. DELETED.

2.7.4.1. DELETED.

2.7.5. DELETED.

2.7.6. DELETED.

2.7.7. DELETED.

2.7.8. DELETED.

2.7.9. DELETED.

2.7.10. Supports MAJCOM Crisis or Contingency Action Teams (CAT) or equivalent. Identify, source and track deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility (ITV) to MAJCOM leadership as required.

2.7.11. When instructed, contact 441 VSCOS for additional vehicle requirements to support OPLAN, AEF or Deliberate/Crisis Action taskings and use the reclama process identified in AFI 10-401 section 10.21.

2.7.12. ACC is the lead command for Air Force CAF and conventional forces for combatant commander's contingency and exercise operations IAW 10-401, Air Force Operations Planning and Execution.

2.7.13. DELETED.

2.7.14. **Vehicle Posturing:** Most individual vehicle types are identified with a UF-Series UTC. AF planners require visibility of Mobility/WRM vehicle UTCs to effectively support COCOM requirements. In the interest of providing visibility of Air Force vehicle capabilities, MAJCOMS will posture vehicles IAW the following guidance (**T-1**):

2.7.14.1. **Prepositioned WRM Vehicles:** Validated WRM vehicles on the Master Vehicle Report (MVR) and identified with a Standard Base Supply System (SBSS) Use Code "D" will be postured with the appropriate UFW vehicle UTC within the UTC Availability Listing (UTA).

2.7.14.2. **Mobility Vehicles:** Vehicles identified with a SBSS Use Code "A" will be postured with the appropriate UFM vehicle UTC within the UTA.

2.7.14.3. All "A" and "D" coded vehicles will be postured in BLKYR with a DW posturing code.

2.8. Home Station Base-Level and WRM Deploying Activities will:

2.8.1. Maintain WRM vehicles according to guidelines established in this chapter, related AF TOs, Vehicle Management publications and AFI 25-101. **(T-1).**

2.8.2. Comply with the provisions of TO 36-1-191 and other shipping instructions as provided by Robins AFB SE&V or 441 VSCOS. **(T-1).**

2.8.3. DELETED.

2.8.4. DELETED.

2.8.5. Select best (newest/most serviceable and maintainable) vehicles for deployment. Ensure each deployment-tasked vehicle is accompanied with set of spare key(s) and an assembled spare wheel/tire. **(T-1).** Spare wheel/tires will be provided by the owning organization or Vehicle Management if not available. **(T-1).** In addition, each commercially designed light and medium duty vehicle (see **paragraph 1.1.1.**) and military designed prime mover must also be equipped with lug wrench(es), jack and jack handle. **(T-1).**

2.8.5.1. Transfer accountability for vehicles that have been deployed from home station to the gaining accountable record (MVR) with 034 authorizations. The gaining unit accepts accountability for vehicles deployed to their AOR. After accountability has been transferred, the losing base can initiate replacement action with 441 VSCOS. Transfers from AFR and ANG must comply with DODI 1225.6, *Equipping the Reserve Forces*, 16 May 2012. **(T-0).**

2.8.6. Ship current printed or electronic copy of TO and any other necessary technical data for maintenance with each vehicle, unless directed otherwise by the Combatant Command or 441 VSCOS. When several vehicles of the same make/model/type are deployed as a package, each vehicle will be accompanied with a complete TO set. This ensures availability of technical data if vehicle is redistributed, diverted or forward deployed. If a unit is tasked to deploy a vehicle and has only one TO for the vehicle, the unit ships that TO or a photocopy with the vehicle if electronic copy cannot be attained. **(T-1).**

2.8.7. Assemble Temporary Mission Support Kits (TMSK) as directed. TMSKs will be affixed to the vehicle or shipped against the appropriate vehicle‘s contingency Transportation Control Number (TCN). **(T-1).** Refer to **paragraph 2.14** for TMSK guidance.

2.8.8. Fuel availability at deployed locations (such as Ultra-Low Sulfur Diesel) must also be taken into consideration when determining which vehicle(s) to deploy. **(T-1).**

2.8.9. Maintain knowledge of current Designed Operational Capability (DOC) statement, OPLANs, Base Support Plan (BSP), Base Support and Expeditionary Site (BaS&E) planning tool and UTC Mission Capability (MISCAP) statements.

2.8.10. Deploy with sufficient skilled personnel and equipment resources to satisfy all contingency wartime and AEF requirements.

2.8.11. Document costs to prepare vehicles, spare parts and tech data for shipment. Units will retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.8.12. Monitor the Time Phased Force Deployment Data (TPFDD) to ensure tasked vehicles are shipped to the correct location on time. **(T-1).** For ITV, units are required to provide 441 VSCOS with the following information concerning vehicle equipment: Deployment TCN (F-Prefixed), Unit Line Number (ULN), UTC, vehicle registration number and departure and delivery dates within the allotted transit times. **(T-1).** See AFI 24-203, *Preparation and Movement of Air Force Cargo*, for allotted transit times.

2.8.13. DELETED.

2.8.14. Deploying units are to ensure individual members are trained as required and equipped for contingency operations.

2.8.15. Fill or shortfall personnel OPLAN or AEF tasking as appropriate.

2.8.16. Refer to "Vehicle Fleet Manager's Pre-Contingency Checklist" for assistance on pre-deployment planning, located on the **VM Neighborhood**.

Section 2C—Steady-State Operations

2.9. Training:

2.9.1. Repair Operations: Although difficult to predict the actual operating environment at a contingency location, it is possible to exercise personnel in a simulated or practice deployment.

2.9.1.1. Deployable personnel need to be prepared for flexible operations under adverse conditions. They must also be well trained in the use of all tools and shop equipment.

2.9.1.2. Pre-deployment training is not required unless specifically addressed via tasking "Line Remarks".

2.9.2. Contingency Environment: Operations in a contingency environment will expose vehicle maintainers to many situations and problems not encountered in normal peacetime operations. Training provides the required knowledge and skills to plan for, respond to, and recover from conventional and irregular warfare CBRNE events. To complement the training, installations must include realistic exercises and scenarios demonstrating the level of proficiency required for operating in a contingency environment and for evaluation purposes. Refer to AFMAN 10-2503 for additional training information.

2.10. WRM Vehicle Storage. WRM vehicles are authorized and maintained separately from the active peacetime vehicle fleet and are normally preserved in storage. IAW AFI 25-101 the WRM WG evaluates storage and maintenance concepts, while the WRM Manager is responsible for overseeing storage requirements for WRM vehicles assigned to the organization.

Note: Specific storage concepts for FSE are at the direction of the Global WRM Management office.

2.10.1. Vehicles are stored in active (ready to roll) or inactive (deep stored) categories. For basic planning, the following guidance applies:

2.10.1.1. Active stored vehicles: Vehicles stored outdoors, under partial cover or vehicles required to support initial incoming forces are preserved to Level C as described in TO 36-1-191.

2.10.1.2. Inactive stored vehicles: Vehicles will be stored in an enclosed building and preserved to Level A storage as described in TO 36-1-191. **(T-1).**

2.10.2. Vehicles are controlled according to AFI 25-101, as supplemented.

2.10.3. DELETE.

2.10.4. WRM vehicles are rotated into the active peacetime fleet (where like-vehicle peacetime authorizations exist) to ensure equipment dependability/life cycle management and to equalize utilization.

2.10.5. Develop a parking plan for each storage location.

2.10.6. Fire extinguishers and chocks are mounted to or located in each vehicle, or positioned in the vehicle storage area.

2.10.7. When inside storage cannot be provided, outside storage areas that are well lit, have adequate drainage and are secured by a chain link or equivalent fence may be used.

2.10.8. Exceptions to Storage Policies. Fuel servicing, fire fighting, aircraft cargo loaders and certain other vehicles are equipped with systems that must be exercised more frequently. To the maximum extent practicable, fully exercise operational systems on these vehicles every 30 days.

2.11. WRM Manpower Determination. Vehicle Management and Manpower Office consider the following factors when developing manpower requirements supporting vehicle storage:

2.11.1. The quantity and complexity of vehicles to be stored (vehicle equivalents).

2.11.2. The storage level (active storage requires more manpower than inactive storage).

2.11.3. Frequency of inspection and the average amount of time required for each inspection.

2.11.4. Age of the Fleet. Older vehicles may require more maintenance than pre-positioned new vehicles.

2.11.5. The degree and frequency of vehicle fleet involvement in exercises (that is, used to support Joint Chiefs of Staff (JCS), intra-theater or local exercises).

2.11.6. Rotation. This will affect the number of Limited Technical Inspections (LTI) required.

2.11.7. If applicable, the amount of time required for vehicles to be placed in or removed from storage.

2.11.8. Hours of operational coverage, e.g., 24 hours a day, 7 days a week.

2.11.9. Material handling and surface movement of cargo to, from and between operating locations in support of surge and sustainment operations at bare base versus fixed facilities.

2.11.10. Fleet size for management and dispersed locations.

2.12. Contractor Operated Storage. Contractor operated storage is the AF Standard. Explore the use of military personnel only if local environment and political conditions prevent contract establishment. Vehicle Management and Manpower Office also consider manpower ceilings, contractor availability, cost, location, and duration of storage as governing factors. Assign technically competent (7-level personnel in AFSC 2T3) AF vehicle repair technicians as Contracting Officer Representative (COR) and ensure COR-specific training is provided. See **Chapter 9** for additional information on COR.

Section 2D—Transition to Surge/Deployment Preparation

2.13. Personnel.

2.13.1. Closely review all deployment tasking MISCAPs and line-remarks. Current MISCAP information can be obtained from the Unit Deployment Manager (UDM). Contact the Installation Deployment Officer (IDO) for assistance if UDM is unavailable.

2.13.1.1. The MISCAP describes the performance level required by the tasked UTC. The tasked unit is responsible for ensuring deploying personnel can meet all MISCAP requirements.

2.13.2. If the unit cannot support the tasking, forward a shortfall request through appropriate channels immediately.

2.13.3. Personnel with AFSCs 2T3X1, 2T3X1A, and 2T3X1C will be prepared to deploy with an ITK of standard and metric hand tools as directed by line-remarks**. (T-1).** ITK must also include any AFSC-specific tools required to fulfill possible MISCAP requirements. **(T-1).** See **VM Neighborhood** for recommended items.

Note: ITKs must be assembled as light and compact as reasonably possible to help ensure commercial air transportation capability. Some domestic flights may have a 50-pound weight limit. Ensure excess baggage allowance is authorized on deploying member's orders if the member is deploying with an ITK.

2.13.3.1. Personnel with AFSCs 2T371, 2T390 will be prepared to deploy with minimum publications and forms listed on **VM Neighborhood** if directed to do so. **(T-1).** Ensure all publications and forms are the most current versions. **(T-1).** Electronic copies (CD, external hard-drives, etc.) are preferable if computer support capable of reading media is confirmed.

2.13.4. Personnel with AFSC 2T3X7 will be prepared to deploy with an ITK consisting of laptop, all-in-one printer/ scanner/fax, 30 days of administrative office supplies and current versions of electronic publications and forms listed on **VM Neighborhood** if specifically directed by line-remarks. **(T-1).**

2.13.4.1. The 2T3X7 ITK will consist of a functional, fully tested and modern laptop computer with current AF Standard Desktop configuration that is capable of joining a ".mil" domain. **(T-2).** Laptop will be exercised before departure to ensure full serviceability and internet access capability. **(T-1).** A compatible printer with extra ink or toner cartridges will accompany the Fleet Management & Analysis (FM&A) laptop. **(T-1).** Go to **VM Neighborhood** for additional 2T3X7 ITK list/guidance.

2.13.4.2. If required, the deploying unit will send an in-use OLVIMS computer and printer. Replacement computers can be easily sourced for home station use. It is imperative the deploying members be able to establish and operate OLVIMS at the deployed location as soon as practical.

2.13.5. Deploying units may also be tasked to assemble and ship an ITK to support Materiel Control operations. The ITK will consist of items listed on **VM Neighborhood**. The ITK will include administrative office supplies and current versions of electronic publications and forms listed in the **VM Neighborhood,** unless specially authorized to deviate by C-NAF/C-MAJCOM. **(T-2).**

2.13.6. The C-NAF/C-MAJCOM may direct ITKs for all AFSCs to be left in place during rotations. If this happens, the C-NAF/C-MAJCOM must notify inbound forces that ITKs are not required for that operating location.

2.13.7. Mobility processing functions are responsible for ensuring each deploying member has all required individual equipment. Items such as steel toe boots, safety glasses/goggles,

reflective belts and hearing protection are mandatory. **(T-0).** Refer to list on **VM Neighborhood** for suggested individual deployment items member consider taking if not directed to or issued.

2.14. TMSK.

2.14.1. If approved by higher headquarters or stated as a line-remark on Vehicle Redistribution Order **(**RDO), deploying vehicles will be shipped with a TMSK. **(T-1).**

2.14.2. Each TMSK assembled is designed to support one vehicle for 30 days with common and high-use items in the event of minor malfunctions before the supply chain and/or shop stocks are established at the deployed/forward location. Refer to **VM Neighborhood** for an example listing of possible TMSK items.

2.14.3. TMSKs are individually assembled, boxed, and shipped within the cab, trunk, and truck bed or on the forks of each vehicle, if physically possible. If this is not feasible, consider placing the most critical items (TO and critical parts) in the cab or other vehicle compartments. If items shipped inside the vehicle are not readily visible (e.g., inside high reach or telephone maintenance truck compartments), identify location with a prominently placed label. Over-sized kits must be shipped IAW **paragraph 2.16** to ensure the kit arrives at the same location with the vehicle.

2.14.3.1. If more than one vehicle of the same type is deploying to the same location, those kits can be consolidated into a larger kit. When consolidating kits, quantities and breadth of the kits must be increased. This ensures availability of items if vehicles are redistributed, diverted or forward deployed.

2.14.4. Mark each TMSK exterior with vehicle make, model, registration number, shipping unit, gaining unit (if known) and shipping unit POC with Defense Switch Network (DSN) phone number. Each TMSK item inside the kit will be individually labeled with part number, NSN, description, vehicle type and model year.

2.14.5. DELETED.

2.15. Tools and Equipment Deployment.

2.15.1. Vehicle Management leadership at all levels are to be aware of 2T3XX UTC tasking(s). This information is available from the UDM, base-level Readiness Flight or the MAJCOM Logistics Plans and Readiness function.

2.15.2. Tasked units build and deploy tool and equipment kits from host Vehicle Management shops as necessary to meet wartime tasking(s) when directed by line-remarks or spelled out tasking order. **(T-1).** UTC UFMXK, Transportation Vehicle Management Support Kit, is designed to support Vehicle Management operations for 30 days. If the UFMXK support kit exceeds 45 days of being deployed, the owning unit UDM/IDO will inquire as to the status of the kit to determine if it will be permanently transferred to the deployed locations equipment account. **(T-1).** If the kit is transferred, the owning unit's equipment account must be cleared, seek funds reimbursement through Resource Advisor, and begin to re-constitute a replacement kit. **(T-1).**

Note: Verify required contents with UDM or IDO. The most current inventory list can be accessed in Logistics Module (LOGMOD). Additional items for unique situations can only be added after MAJCOM Vehicle Management Staff's approval.

2.15.3. DELETED.

2.15.4. Deliver kits in air transportable tool storage cabinets to facilitate shipping and secured storage at pre-positioned and contingency locations.

2.16. Vehicle Sourcing Processes.

2.16.1. Vehicle Process Flow. Go to the **VM Neighborhood** to view current process flow charts for: "Assigned Forces Vehicle Sourcing", Unassigned Forces Vehicle Sourcing" and Executive Travel Vehicle Sourcing". Further guidance can be found in AFI 10-401, section 9.9.7.

2.16.1.1. DELETED.

2.16.1.2. DELETED.

2.16.1.3. DELETED.

2.16.1.4. DELETED.

2.16.1.5. DELETED.

2.16.1.6. DELETED.

2.16.1.7. For all "unassigned forces vehicle sourcing" in response to RFFs, AFPC sends requests to ACC/A4RF to provide sourcing by Unit Identification Code (UIC). ACC/A4RF sends request to 441 VSCOS who in turn reviews required delivery dates/location to identify the most efficient way (cost/time/lift) to support the request.

Note: As AMC is the lead for Non-Airborne aircraft loader weapons systems, 441 VSCOS coordinates with AMC to provide sourcing solutions for those type assets upon receipt of RFF.

2.16.1.8. For all "assigned forces vehicle sourcing" with RDD greater than 72 hours from notification, the tasked C-NAF/C-MAJCOM will send request to 441 VSCOS who in turn reviews required delivery dates/location to identify the most efficient way (cost/time/lift) to support the request.

2.16.1.8.1. For taskings with an RDD within 72 hours of notification, the tasked C-NAF/C-MAJCOM will develop the sourcing solution if 441 VSCOS cannot be contacted within one-hour of notification. The tasked C-NAF/C-MAJCOM will then notify the users of sourced vehicles and 441 VSCOS as soon as possible.

2.16.1.9. In all vehicle sourcing efforts 441 VSCOS will coordinate with using and owning MAJCOMs to ensure there are no operational impacts as a result of vehicle taskings. **(T-1).**

2.16.1.10. 441 VSCOS coordination with AFPC validates TPFDD tasking and the request systematically flows to tasked base/unit via Deliberate and Crisis Action Planning and Execution Segment (DCAPES). 441 VSCOS also provides tasking and shipping information to VFM/VMS based on TPFDD and advises VFM/VMS to contact IDO and/or UDM for specific tasking details/timelines that are not generally passed via non-secure networks.

2.16.1.11. MAJCOM staff tracks TPFDD deployment actions and operates MAJCOM CATs or equivalent.

2.16.2. DELETED.

2.16.3. Vehicles or vehicular equipment will not be deployed/shipped from an installation without a TCN or ULN and coordination through the servicing FM&A activity and IDO/IDRC, as appropriate. **(T-1).** Units deliver vehicles to Vehicle Management for an LTI to ensure suitability for deployment. **(T-1).** The VFM/VMS, or designated representative, will inspect and approve each vehicle and documentation package prior to shipment to ensure suitability and compliance with TO 36-1-191. **(T-1).** Unsuitable vehicles are either repaired or replaced with another vehicle. 441 VSCOS will be notified of vehicles that are tasked to deploy and owed under other UTCs (i.e. CRGs, ASOGs, and other like entities). **(T-1).**

Note: If not previously notified by 441 VSCOS of impending taskings, the servicing FM&A will contact 441 VSCOS to validate the unit identified or non UFXXX-series vehicle shipments.

2.16.4. Funding. For Tasked units, vehicle management function funds all costs to place vehicles into safe and serviceable condition (refer to TO 36-1-191, **Chapter 1** and/or manufacture specifications) and build TMSKs from their O&M budgets, unless otherwise provided in the shipping instructions. Units document and retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.16.5. Preparation for Shipment: Units ensure that only their best (newest/most serviceable and maintainable) vehicles are shipped to meet OPLAN, AEF or ROMO shipment tasking(s). Rotate vehicles as necessary within the wing to satisfy home station priority needs. Leasing may be required. The following steps will be accomplished prior to vehicle shipment:

2.16.5.1. Perform an LTI.

2.16.5.2. Place vehicle in safe and serviceable condition (refer to TO 36-1-191, **Chapter 1** and/or manufacture specifications).

2.16.5.3. Service vehicle fluid systems or perform scheduled PM&I and/or Special Inspections if due within 90 days or within 10 percent of projected interval standards listed in TO 36-1-191 (Tables 3-1 and 3-2) of the required shipment date. Additionally, complete all Time Compliance Technical Orders (TCTO), Service Bulletins (SB), One-Time Inspections (OTI), Manufacturer Recalls and delayed maintenance prior to shipment. Contact 441 VSCOS and UDM, IDO or IDRC for guidance if unable to comply before the shipment date.

2.16.5.4. Notify the Fuels Service Center to add the vehicle being shipped to the Automated Fuel Service Station lockout listing if vehicle is assigned VIL Key or has AIM2 components installed. **(T-1).** Remove AIM2 components from vehicles before shipping and store for return use or reassignment to another vehicle. **(T-1).**

2.16.6. DELETED.

2.16.7. When deploying aircraft refueling vehicles, the losing organization will contact the gaining organization for specific fuel type, filters and/or additives used at the deployed location. **(T-1).** Vehicle Management will to install appropriate filters prior to aircraft refuelers being shipped. **(T-1).**

2.16.8. Upon satisfactory completion of LTI, FM&A prepares a deployment package consisting of: appropriate Operator's Inspection Guide and Trouble Report, Waiver Card, DD Form 518, *Accident Identification Card,* AF Form 1297**,** *Temporary Issue Receipt,* Standard

Form (SF) 91, *Motor Vehicle Accident Report*, copy of LTI, Vehicle Historical Record and DD Form 1348-1A, *Issue Release/Receipt Document*. See **paragraph 2.46** for more specific guidance. Secure data package and spare keys in cab or operator's compartment for shipment. **(T-1).** If shipped data and/or keys are not readily visible, identify location with a prominently placed label.

2.16.8.1. FM&A personnel will ensure the agency directing the vehicle shipment provides the Emergency and Special Program (ESP) code, or written approval from the appropriate transportation account code (TAC) manager, to charge shipping costs and that this documentation accompanies the vehicle shipping package when the asset is delivered to the Deployment and Distribution Flight (DDF). **(T-2).**

2.16.8.2. A final "hands-on" inspection by the VFM/VMS or designated representative and his/her signature is required on LTI prior to release for shipment from the Vehicle Management Flight.

2.16.9. Prepped vehicles are delivered to the Cargo Deployment Function (CDF) or DDF as directed by local policy. Vehicle Management may be responsible for transporting TMSKs if not affixed to the vehicle. The Installation Deployment Plan will provide additional guidance on air and surface shipment standards and deploying unit UDM responsibilities. **(T-1).**

2.16.10. Any vehicle or equipment shipped against a TPFDD tasking will have a contingency TCN automatically generated from the LOGMOD IAW AFI 10-403, *Deployment Planning and Execution*. **(T-1).** The UDM or IDO will be able to determine if a vehicle is tasked against the TPFDD. **(T-1).** The TCN for a TPFDD shipment begins with "FF" when generated correctly.

2.16.10.1. If LOGMOD is unavailable, use the following guidance to ensure correct TCNs have been manually generated: The TCN for each vehicle is built using the ULN from the TPFDD. Contingency TCNs are identified by "$" symbols in the 7th and 8th position of the 17-character data element. Refer to Defense Transportation Regulation (DTR) 4500.9-R, Part II, *Cargo Movement*, June 2008, and Part III, *Mobility*, July 2011, for additional guidance.

2.16.10.2. Any vehicle or vehicular equipment not shipped against a TPFDD tasking will have a standard TCN created**. (T-1).** Do not have a standard TCN created for a TPFDD-tasked vehicle shipment. **(T-1).**

2.16.11. Vehicle Management will closely coordinate with deploying unit UDM when TMSK is not affixed to the vehicle. TMSKs shipped with, but not attached to, vehicles are moved as multi-piece shipments. Ensure pieces are correctly marked (i.e., item 2 of 2) against shipment's contingency TCN. Also, ensure the proper priority and Required Delivery Date (RDD) is assigned to all TMSKs that are shipped separately. This ensures the kit will arrive in time to support the vehicle if needed.

2.16.11.1. This data is entered into the Cargo Movement Operations System (CMOS) or Global Air Transportation Execution System (GATES) and initiates ITV through the Global Transportation Network (GTN).

2.16.12. Document and retain all TCNs for deploying vehicles and related cargo. **(T-1).** Monitor all shipments and provide all data to 441 VSCOS and the gaining unit. **(T-1).**

2.16.13. Surface Movement: Do not move vehicles to seaport until contacted by Surface Deployment and Distribution Command with a call forward date .

2.17. DELETED

2.18. Home Station Survival. Deployment and AEF tasking(s) can impact home station operations beyond sustainability. The following paragraphs give VFM/VMS possible options to mitigate the impact of heavy deployment tasking(s). Refer to the **VM Neighborhood** for additional survival tips and examples. Ensure leadership is informed and approves implementation of any operational changes.

2.18.1. Manpower.

2.18.1.1. Augmentation. Explore the use of civilian over hires, or ANG and AFR backfills. Contact Base Civilian Personnel Office for guidance on civilian over hires. Contact nearest ANG or AFR base for possible augmentation. Additionally, contact MAJCOM POC for Individual Mobilization Augmentee (IMA) support. Manning Assistance can also be requested through the MAJCOM. Requesting unit is responsible for funding Temporary Duty (TDY) costs. A contingency Emergency and Special Program (ESP) code may be available for reimbursement.

2.18.1.2. Training. Prior to deployment, accelerate 5-level upgrade training while the majority of trainers are still available. Compensate for reduced capability by training non-deploying members in critical shop operations. This should help maximize shop productivity during heavy deployment periods.

2.18.2. Shop Operations.

2.18.2.1. FM&A will develop and implement a vehicle-parking plan when required. Identify serviceable, non- essential vehicles to be parked. **(T-1).** Identification method could be from across the base, focused on deploying unit‘s vehicle fleet, commander‘s or equivalent‘s option or by number/type of mechanics deployed. If the last option is selected, compute the total number of vehicle equivalents earned by the deploying mechanics, then park the proper fleet mix based on the total vehicle equivalents. Extensive coordination with base leadership must occur before implementing any type of parking plan. The following guidance must be used if a parking plan is implemented.

2.18.2.1.1. The vehicles are to be stored in a controlled and monitored environment. They must be parked for the duration of the deployment. A parking plan and map are recommended.

2.18.2.1.2. Ensure parked vehicles are preserved to the appropriate storage level IAW TO 36-1-191.

2.18.2.1.3. Do not cannibalize from parked vehicles.

2.18.2.2. Focus on quality of maintenance performed. Use the approved vehicle Minimum Essential Levels (MEL) and **paragraph 3.32.** as a gauge to develop maintenance priorities and establish in-house MC rate goals. Established goals will be thoroughly briefed and approved by the commander.

2.18.2.3. Contract Maintenance. Preplanning potential contract maintenance is crucial. Contact local Contracting Office to set up Blanket Purchase Agreements (BPA) or short-term maintenance contracts. Maximize use of ESP codes for funding support.

2.18.2.4. ISSA. If available, contact local DOD components or government maintenance operations. Discuss establishing an ISSA for Vehicle Management support during contingencies and/or AEF rotations. Ensure any ISSA address AF unique requirements for priority, types of maintenance and quality of services.

Section 2E—Deployed Location Operations

2.19. VFM/VMS. After the initial phase of all contingencies, the deployed VFM/VMS implements responsibilities outlined in **Chapter 1** and **Chapter 3** of this instruction at the deployed location**.** When the deployed LRS does not have a VFM/VMS assigned, the senior ranking military member with AFSC 2T3XX assumes those duties.

2.20. Safety. Vehicle Management operations will observe and follow all applicable safety policies and AFI 91-203. **(T-0).** The Vehicle Maintenance Safety Handbook is available electronically to all vehicle management personnel at deployed locations.

Note: VM Safety Handbook is available for download on the **VM Neighborhood**.

2.21. Qualification Training. Initiate immediately if needed. The senior deployed 2T3XX ensures personnel are qualified on available shop equipment, local safety procedures, emergency response actions and assigned vehicle fleet**.**

2.22. Mission Critical Vehicle List. Each deployed Vehicle Management operation employs a maintenance priority system which considers current battle conditions and requirements. The deployed VFM/VMS assigns priorities as necessary.

Note: DELETED.

2.23. Materiel Control. Basic Materiel Control functions are specified in **Chapter 5.**

2.23.1. Materiel Control personnel will follow standard supply procurement procedures and utilize ILS-S when procuring repair parts and supplies. **(T-1).** Materiel Control personnel can also coordinate with the servicing Contracting Office to establish vehicle parts procurement via local purchase. Innovations in information technology, worldwide commercial delivery and government reforms have made internet parts sourcing through commercial vendors with BPA and the Government Purchase Card (GPC) a viable alternative to traditional parts acquisition methods. Aggressive use will be made of commercial style transportation parts delivery alternatives.

2.23.2. The C-NAF/C-MAJCOM specifies how to accomplish follow-on spare parts support to the theater of operations.

2.23.2.1. DELETED.

2.23.3. Aggressively follow up with local ELRS Materiel Management function or C-NAF/C-MAJCOM to establish contact with the appropriate Air Force Sustainment Center.

2.24. FM&A.

2.24.1. A 2T3X7, or qualified vehicle maintenance technician, is responsible for AF Form 1823/-1 preparation and ensuring vehicle repairs are accomplished consistent with priorities established by the VFM/VMS**.**

2.24.2. DELETED.

2.24.3. All maintenance performed on vehicles requires documentation and reporting IAW procedures established by this AFI. **(T-1).** The HAF approved Fleet Management Information System (FMIS) is implemented and used as soon as practical, normally within 30 days.

2.24.4. Establish a vehicle control point upon arrival at a forward operating location. The vehicle control point's primary function is to establish and maintain accountability for the base vehicle fleet as soon as possible. Vehicle fleet size is controlled by AS 034 and/or vehicle sets identified in the "Force Module Construct".

2.24.5. Establish a VCO/VCNCO program at enduring locations. **(T-1).** Generate VCO/VCNCO list with 24-hour contact information. **(T-1).** Brief VCO/VCNCO (in mass or individually as mission permits) on official use, accident and abuse procedures, use of DD Form 518 and SF 91, *Motor Vehicle Accident Report,* accountability, host nation/local use restrictions, weather/geographic related conditions, driver's license requirements, discrepancy reporting, add-on equipment requests, other vehicle management procedures, and vehicle related items listed in AFI 24-301, *Vehicle Operations* (mainly driver's license requirements), AFMAN 24-306_IP and **Chapter 10** of this AFI. **(T-1).**

2.24.6. Manage fleet using LIMS-EV Vehicle View (refer to **Attachment 4**), and the Vehicle Enterprise Dashboard (VED) (refer to **paragraph 4.25.8**.)

2.24.7. Create and maintain a tracking system for all commercial rented/leased vehicles. At a minimum, the system will contain: license/tag number, rental/lease date, rental/lease length, using organization, monthly rental/lease cost, monthly miles traveled, fuel consumption by fuel type, PM&I and Special Inspection intervals.

2.24.8. Create a contingency vehicle MEL and VPRL if not already established. If both listings are already in place, review for accuracy and update if required. Route vehicle MEL and VPRL to Expeditionary Mission Support Group (MSG) Commander for final approval. Brief vehicle MEL and VPRL purpose and procedures to VCOs and VCNCOs, and to Unit Commanders as needed.

2.24.9. DELETED.

2.24.10. DELETED.

2.25. Reporting Requirements. Host C-NAF/C-MAJCOM or other AF agencies may require information for decisions necessary to support a deployed unit. Vehicle Management activities will report as directed.

2.25.1. DELETED.

2.25.1.1. DELETED.

2.25.1.2. DELETED.

2.25.1.3. DELETED.

2.25.1.4. DELETED.

2.25.1.5. DELETED.

2.25.2. DELETED.

2.25.3. DELETED.

2.25.4. DELETED.

2.26. Facilities.

2.26.1. Facilities at forward operating locations may consist of host nation buildings, expandable structures, tents, or other appropriate mobile units. Vehicle Management facilities support PM&I, Special Inspections, unscheduled and intermediate levels of maintenance. Care needs to be taken in planning to include utilities (electric and water), wash facilities, exhaust ventilation and a compressed air source. For planning purposes, shop-working areas must accommodate approximately 5 percent of the fleet at one time in addition to ancillary functions. **(T-1).** Refer to AFMAN 32-1084, *Facility Requirements*, for exact space authorization.

2.26.2. The Vehicle Management facility is a component of the AS 159 (Basic Expeditionary Airfield Resources (BEAR) Order of Battle) BEAR Vehicle Maintenance/Operations UTC (XF*VC). It comes in two different configurations, either Air (XFAVC) or Surface (XFSVC). It is specifically for Vehicle Maintenance, Vehicle Operations and Management Operations. This UTC comes with one small shelter. For "maintenance" operations task two each 4K Dome UTCs (XF*AB - also comes in Air or Surface) along with AM-2 Matting (XF*AM) for flooring.

2.26.3. When geographically feasible, facilities must be accessible to the key functions supported, e.g., sortie-generating (flight line) and Air Terminal Operations Center (ATOC). **(T-1).** It may be necessary to establish dispersed Vehicle Management locations.

2.26.4. A separate facility for refueling vehicles is highly desired. Some contingency locations may not have the capability to establish a separate Refueling Maintenance facility. Those operating locations may be forced by necessity to combine maintenance operations. Combined maintenance operations can only be conducted under strict adherence to the following guidelines:

2.26.4.1. Applies only to vehicles transporting diesel or aviation fuel.

2.26.4.2. Properly train all assigned personnel in fuels management safety procedures.

2.26.4.3. Maximum of one fuel truck inside shop at any time. **(T-1).** Repairs and service will be limited to the actual prime mover only (chassis, exterior, drive train, etc.). **(T-1).**

2.26.4.4. Properly ground vehicle using the vehicle's static discharge grounding reel.

2.26.4.5. No smoking, spark or flame within 50 feet of vehicle or shop area. **(T-0).**

2.26.4.6. DELETED.

2.26.4.7. A truck or trailer mounted refueling system will not be opened inside the main shop. **(T-1).** Repairs and service will be limited to the actual prime mover only (chassis, exterior, drive train, etc.). **(T-1).** Refueling system repairs must be accomplished in designated area/shop and will not be accomplished inside a combined Vehicle Management shop. **(T-1).** Drain refueling system's fuel storage tank as much as possible prior to entering shop to reduce mass spill potential. **(T-1).** If the storage tank/system cannot be

drained, ensure fuel system is completely closed and there are no leaks before entering the shop. Comply with all installation spill containment procedures. **(T-1).**

2.27. Tools and Equipment:

2.27.1. UTC UFMXK, Vehicle Management Support Kit (see **paragraph 2.15.2**), is designed to support maintenance operations at a bare base location in the 1-30 day range. It is a light, lean, air transportable kit limited to one aircraft pallet position. Contact local DDF, ATOC, Reception Control Center, C-MAJCOM/NAF to determine the UTCs actual location. If known, the TCN expedites tracking efforts.

2.27.2. DELETED

2.28. Parts Organization. Assorted vehicle parts may be on hand from vehicle TMSKs and/or UTC UFMXK packages. It is imperative that all parts be inventoried and organized as soon as possible. Parts must be secured at any time the shop is unoccupied. **(T-1).**

2.29. Organizational Maintenance. Increased level of operator maintenance is essential during wartime. Although this expanded role of operation is viewed as a battlefield reality, the vehicle mechanic will continue to perform the bulk of the intermediate maintenance workload. The scope of increased operator maintenance and level of maintenance support (parts, tools, etc.) is determined by the using organization's VCO/VCNCO and the local VFM/VMS.

2.30. Mobile Maintenance. The number of Mobile Maintenance vehicles needed depends on size and scope of operation, mission, location and threat. Vehicles may be tasked to set-up as a base of operations in an alternate location if main shop is destroyed. Vehicles must be adequately set-up for any possible tasking. **(T-3).**

2.30.1. Expanded Mobile Maintenance. On-scene support is the goal of this concept. When implemented, the expanded Mobile Maintenance concept positions Vehicle Management personnel in key areas throughout the base to provide quicker response to major users as well as dispersed Vehicle Management assets. An example may be positioning a Mobile Maintenance vehicle at or near an aircraft ramp area in support of air freight or aircraft maintenance vehicles if a permanent outlying shop cannot be established and/or fully manned.

Note: Ensure Mobile Maintenance vehicle fuel tank level is always maintained above ½ tank. Fuel shortages, enemy action or increased Force Protection Condition (FPCON) may interfere with resupply actions.

2.31. Vehicle Recovery. Vehicle Operations normally provides this service though it may be performed by Vehicle Management as locally determined. Ensure only qualified personnel operate wreckers if local guidance requires Vehicle Management to perform this function.

2.32. Minor/Intermediate Maintenance. If a maintenance capability does not exist at deployed locations, a minimum essential maintenance capability is established using the following guidelines:

2.32.1. PM&I and special inspections are performed only if the capability exists and operational mission tempo allows.

2.32.2. To the maximum extent, unscheduled maintenance is accomplished at dispersed locations prior to the onset of hostilities.

2.32.3. During contingency situations, repairs not affecting safe operation or operational capabilities may be deferred or waived. The senior on-site 2T3XX maintenance technician determines acceptable vehicle safety and serviceability standards.

2.32.4. Extensive use of cannibalization may be required to compensate for parts shortages and the uncertainty of resupply.

2.33. Repairs Which Exceed Local Capability: Contact C-NAF/C-MAJCOM for procedures when repairs exceed local capability (including other military and contract sources).

2.34. Battle Damage Assessment. All assigned personnel must be familiar with vehicle battle damage assessment. **(T-1).** They must be able to respond and assess vehicle damage caused by air and ground attacks. **(T-1).** All battle damage assessments need to be reported through the appropriate channels and relayed to the installation leadership. Fast and accurate damage assessment is the key to critical decision making. Refer to TO 36-1-181, *Recovery/Battle Damage Assessment and Repair*, for additional reference information.

2.35. Vehicle Triage. Closely related to damage assessment, and done in conjunction with it, is vehicle triage. Based normally on Priority I and II vehicle MELs, triage is accomplished as part of the damage assessment process. Triage is the process of assessing damage, putting the priority vehicles first, and doing cannibalization or whatever it takes to get those vehicles back in commission. TO 36-1-191 standards may be waived as necessary during active conflict. Field repairs may be the norm. Many vehicles can still do their job without a fender or non-critical part/component. Refer to TO 36-1-181 for additional reference information.

2.36. Destroyed Vehicle Replacement: Vehicles may be destroyed or rendered unusable by conventional, chemical, biological, radiological or nuclear weapons during combat. Rotate vehicles from lower to higher priority authorizations to maintain base operations. **(T-2).** Leasing may be required to fill shortages. Contact 441 VSCOS AF component to obtain replacement vehicles if necessary.

2.37. Maintaining Other Government Motor Vehicle Conveyances (OGMVC) in Contingency Environments. All OGMVCs will be inspected and maintained to manufacturer specifications. **(T-0).** This ensures both safe operations and full life expectancy from AF equipment. Owning organizations will have OGMVCs and non-ILS-S (not on a vehicle account) reportable LSVs maintained through a local vendor contract. If a local contract is not a viable option, Vehicle Management will be responsible for maintaining these assets as workload permits. **(T-1).**

2.38. Continuity. At enduring locations, establish continuity books, folders, files, etc. as appropriate for the location. **(T-1).** Continuity is the key to seamless transition as personnel are replaced. Confusion over local/unique Vehicle Management procedures can create delays in personnel departure, cause inefficient repair operations and hamper mission accomplishment. Sample information can be located at the **VM Neighborhood**/ACC/USAFCENT Contingency Units folder.

2.39. Contaminated Environment Operations. Detailed guidance for Vehicle Management operations in a CBRNE environment are contained in AFMAN 10-2503.

2.40. Contamination Control Team (CCT). Unit CCT activation is not normally required for wartime immediate and operational levels of decontamination. All personnel are expected to

perform these levels of decontamination using the M291 and M295 decontamination kits or expedient methods. Vehicle, equipment, munitions, aircraft maintenance and base populace personnel are expected to execute immediate and operational decontamination on their assigned assets. The installation commander will have to decide if the accomplishment of thorough decontamination is likely to produce an operationally-beneficial result, and if the time and resources required conducting decontamination operations is worth the effort to increase operational tempo or reduce the MOPP level. The installation commander will determine if there is a need for an installation CCT or if those units identified to establish CCTs are required to conduct those decontamination operations. For example, if there are a large number of vehicles that must be decontaminated; the installation commander can decide to have the LRS conduct the decontamination operation or set up a team from several base agencies with an LRS representative to oversee the operation. Teams will receive just-in-time training from the Readiness and Emergency Management Flight when the requirement for CCTs is established. Additional CCT guidance is contained in AFMAN 10-2503.

2.41. Hazardous Material (HAZMAT). Coordinate with the Civil Engineering (CE) Environmental Section and HAZMART Pharmacy for the purchase of HAZMAT and waste storage containers if the site is projected to remain open more than 30 days. **(T-1).** Also coordinate procedures for collection and disposal of hazardous waste with the CE Environmental Section. Download Material Safety Data Sheets/Safety Data Sheets for HAZMAT used in the work center from the website: **https://hmirsmsds.logisticsinformationservice.dla.mil/HMIRS**.

2.41.1. Units stationed or deployed in the EUCOM AOR must comply with HAZMAT and hazardous waste programs established under DOD 4715.05G, *DOD Overseas Environmental Baseline Guidance Document (OEBGD)*, and the final governing standards for specific countries in the EUCOM AOR. **(T-0).** Additionally, units preparing or moving hazardous material or hazardous waste on or crossing public roads must follow USAFEI 23-104, *USAFE Command Dangerous Goods Program*. **(T-1).** Units may contact USAFE AFCEC/CFEE for country specific guidance.

2.42. Forward Vehicle Deployment. Forward vehicle deployment refers to moving vehicles from one forward operating location to new or captured bases. The unit may have minimal response time to meet forward deployment tasking(s). New or captured bases will be operating with minimal support functions. It is imperative that the best vehicles and equipment are forward deployed. To ensure full MC; the following vehicle shipment standards apply:

2.42.1. Perform an LTI and service all fluid systems. Vehicle must be safe and serviceable. Vehicle must be able to perform assigned mission with no or very minimal support. Vehicle will be shipped with an assembled spare wheel/tire and all applicable TOs. Commercially designed light and medium duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handle.

2.42.2. Assemble TMSK as directed. See **paragraph 2.14.** for TMSK shipment guidance.

2.42.3. Secure OLVIMS data, TOs and spare key(s) in cab or operator's compartment. Shipping base will maintain copy of historical data until gaining location accepts and loads vehicle. If shipped data and/ or keys are not readily visible, identify location with a prominently placed label.

2.42.4. DELETED.

Section 2F—Reconstitution

Note: "Reconstitution" in the context of this publication refers to drawdown and base closure operations after hostilities have ended. Reconstitution includes activities at home station and the deployed location.

2.43. Personnel (Home Station).

2.43.1. Training. Evaluate training status after personnel have returned to home station. **(T-1).** Initiate training for any appropriate areas. **(T-1).** Ensure all personnel supporting OPLAN and AEF tasking(s) can fulfill MISCAP requirements. **(T-1).**

2.43.2. Reporting. IAW AFI 10-201, *Status of Resources and Training Systems (SORTS).* Accurately report status of all personnel UTCs in the Air and Space Expeditionary Force Reporting Tool (ART). Ensure training status and skill level concerns are reflected in the comments section. Reporting in SORTS does not fulfill ART reporting responsibilities.

2.44. Vehicles (Deployed Location):

2.44.1. Accountability. Maintain accountability of all vehicles that have been redeployed from closing locations. **(T-1).**

2.44.2. Disposition Authority. For non-critical vehicles that are replacement eligible or have exceeded the one-time repair limit, this decision is made by 441 VSCOS . Units will submit request and receive disposition instructions through the TRT. For the AFCENT AOR, forward disposition requests to the USAFCENT/A4RV, e-mail: **AFCENTA4RVShawDistro@afcent.af.mil** prior to submission to 441 VSCOS. **(T-1).**

2.44.3. Defense Logistics Agency – Disposition Services (DLA-DS) Procedures. Contact Regional or Zone DLA-DS Manager for processing guidance after a vehicle has been approved for DLA-DS. Notify 441 VSCOS if unable to locate a Regional or Zone DLA-DS Manager for the current theater of operations. **(T-1).** If DLA-DS representation is not able to assist with disposal, 441 VSCOS will direct disposal IAW DOD 4160.21-M, *Defense Materiel Disposition Manual*, DLA-DS 18 August 1997, **Chapter 8**, Abandonment or Destruction (A/D). **(T-0).** Some general guidance is listed below:

2.44.3.1. Property cannot be A/D without proper confirmation that necessary Defense Militarization (DEMIL) has been completed and certified. DOD 4160.21-M outlines DEMIL procedures and certification official criteria. Some A/D Officer and witnessing party guidance is listed below.

2.44.3.1.1. The A/D Officer may not be the Accountable Officer, responsible Property Officer or serve as a witnessing party to A/D actions.

2.44.3.1.2. The witnessing party shall attest to having observed actual accomplishment of A/D action. The witnessing party will normally not be involved in the receipt, classification or accounting of property.

2.44.3.2. The "accountable activity" shall document all actions on or attached to, DD Form 1348-1A. The 1348-1A will be used to credit the appropriate account.

2.44.3.3. FM&A personnel will forward copy of DLA-DS issued 1348-1A (for each approved asset) to 441 VSCOS.

2.44.3.4. Refer to DOD 4160.21-M and **http://www.dla.mil/DispositionServices.aspx** for more guidance.

2.44.4. **Vehicles Sent to DLA-DS (USAFCENT AOR Only).** All ILS-S transactions for the AOR are processed at 441 VSCOS. Before 441 VSCOS will salvage a vehicle in ILS-S they require a signed 1348-1A for their records, and this form will have to be generated locally. **(T-1).** Once the form is filled out and signed by all parties, forward copy to **AFCENTA4RVShawDistro@afcent.af.mil** and **441VSCOS.AF.VehMgt@us.af.mil**.

2.45. DELETED.

2.46. FM&A Vehicle Deployment Processing. The following paragraphs outline vehicle-processing requirements for deployments. It is essential that all the following steps are completed correctly.

2.46.1. Some of the supplies needed during vehicle processing are large envelopes, black markers and tape.

2.46.2. The following are the required documents:

2.46.2.1. AF Form 1800 or 4427 (operated inspected and signed for current day).

2.46.2.2. Waiver card.

2.46.2.3. DD Form 518.

2.46.2.4. AF Form 129.

2.46.2.5. SF 91.

2.46.2.6. Copy of Vehicle LTI.

2.46.2.7. Vehicle Historical Data Record.

2.46.2.8. DD Form 1348-1A (copy #2).

2.46.3. Review the following source documents:

2.46.3.1. Schedule of Events (SOE).

2.46.3.2. Any document the UDM submits that includes the UTC and the deploying vehicle.

2.46.3.3. VAL from LIMS-EV Vehicle View with UC "A" if applicable. Not all deployment tasked vehicles are loaded UC "A".

2.46.4. Complete the following steps for vehicle package preparation:

2.46.4.1. Collect and prepare all documents that go into the envelope.

2.46.4.2. Ensure the AF Form 1800 or 4427 is signed off for current day.

2.46.4.3. Have deploying equipment custodian sign DD Form 1348-1A in the appropriate block.

2.46.4.4. Place copy #2 of DD Form 1348-1A into the envelope.

2.46.4.5. Keep copy #1 for FM&A files.

2.46.4.6. Issue a signed copy of AF Form 1297 to the deploying equipment custodian and retain signed original for FM&A files.

2.46.4.7. Place all the following documents into folder:

2.46.4.7.1. AF Form 1800 or 4427 (signed for current day).

2.46.4.7.2. Waiver card.

2.46.4.7.3. DD Form 518.

2.46.4.7.4. AF Form 1297.

2.46.4.7.5. SF 91.

2.46.4.7.6. Copy of vehicle LTI.

2.46.4.7.7. Vehicle Historical Data Record.

2.46.4.7.8. DD Form 1348-1A (copy #2).

2.46.4.8. Mark outside of envelope with vehicle registration # in large black letters.

2.46.4.9. Instruct deploying equipment custodian to tape envelope on inside of vehicle window with registration # showing outside of window; do not block out the driver‘s vision.

2.46.4.10. Fill out the actions processing log for deploying vehicles.

2.46.4.11. If vehicles are being permanently shipped process request via the TRT.

Chapter 3

THE OBJECTIVES, RESPONSIBILITIES, ORGANIZATION AND PRINCIPLES OF MANAGING THE AF VEHICLE FLEET

Section 3A—Objectives

3.1. Objectives of Vehicle Management. Use economical, reliable and up-to-date procedures for life cycle management of the AF Vehicle Fleet.

3.2. Application of this Chapter. Managers at all levels use this chapter to ensure adherence to the responsibilities, objectives and principles of Vehicle Management.

3.3. Professional Development. Key to AF Vehicle Fleet Manager's success is professional development through continuing education in areas such as asset management, financial management, fleet information management and business management. Below are "Must Attend" events for AF Vehicle Fleet Managers:

3.4. Vehicle Transformation Acquisition Council (VTAC). Key council stakeholder representatives are: Vehicle Management (2T3) Air Force Career Field Manager (AFCFM) as VTAC Chair and the 441 VSCOS Director, Air Force Life Cycle Management Center (AFLCMC) Support Equipment and Vehicles Division Chief, and the Air Force Installation and Mission Support Center (AFIMSC) Logistics Division Representative (2T3 MFM from a detachment) as the VTAC Co-Chairs.

3.4.1. The mission of the VTAC is to optimize combat capability of the AF through effective transformation of vehicle management policy by exploiting emerging technologies while ensuring functional and professional development, and sustainment of enlisted Combat Logistics Readiness Vehicle Management Airmen to meet home-station and expeditionary wartime requirements.

3.4.2. The VTAC also assesses and advocates business rule changes to organizational, functional and personnel policy as it affects the AF Vehicle Management Enterprise. The vision is to exploit technology and the best business practices to provide effective, energy efficient vehicle services and assets necessary to operate our bases and support Combatant Commander requirements.

3.4.3. Additionally, the VTAC advocates, develops and recommends functional policy to develop and enhance operational and leadership skills of vehicle management Airmen and civilian personnel in the areas of:

1) Policy.
2) Budget.
3) Asset Management.
4) Maintenance and Repair.
5) Energy.
6) Requirements.

3.5. Air Force Logistics Readiness Board (AFLRB). The AFLRB serves as the focal point for implementing materiel management, vehicle operations, vehicle maintenance, fuels management, distribution and deployment policies and procedures throughout the AF.

3.6. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet). FedFleet is a unique General Services Administration annual conference that consolidates a comprehensive collection of government fleet managers, automotive vendors and automotive educational sessions into a single venue. The focus is on attaining the asset management goals of becoming more accountable, effective, energy efficient and financially responsible for government vehicle fleets.

3.7. Specialty Equipment Market Association (SEMA) and Automotive Aftermarket Products EXPO (AAPEX). SEMA shows consists of a diverse group of manufacturers, distributors, retailers, automotive training and publishing companies that use this annual venue to show and demonstrate new automotive technologies. The accompanying AAPEX represents and displays new technologies, tools and equipment products from the $395 billion global motor vehicle aftermarket.

Section 3B—Responsibilities

3.8. AF/A4L Responsibilities.

3.8.1. Set policy for life cycle management of AF vehicles and vehicular equipment.

3.8.2. DELETED.

3.8.3. Manage personnel, training and manpower matters for the career fields.

3.8.4. Analyze, improve and implement vehicle automated management systems.

3.9. 441 VSCOS Responsibilities. 441 VSCOS provides and directs centralized enterprise vehicle fleet management processes in order to logistics readiness operations in conducting the most effective manner throughout the Air Force and enhances the management and situational awareness of the Air Force's seven billion dollar vehicle fleet. Specific information regarding 441 VSCOS can be found in **Chapter 8** of this instruction.

3.9.1. Develop vehicle management requirements, allowances, sourcing plans, repair plans, equipment and prioritization plans to include budget formulation, except for equipment procured under the capital purchase program.

3.9.2. Perform enterprise requirements determination: provide planning, programming, budgeting and execution (PPBE) support for all Air Force class of supply VII vehicles, both day-to-day/enduring and readiness-based requirements, to include those driven by United States Special Operations Command's (USSOCOM) major force program-11 (MFP-11) funding.

3.9.3. Establish enterprise-level management of all Air Force vehicle authorizations worldwide via centralized processes.

3.9.4. Provide vehicle fleet management expertise and information for the AF/A4LR and/or MAJCOM crisis action team pertaining to contingency and day-to-day operations to support war fighting capability and natural disaster responses.

3.9.5. Oversee the Nuclear Certified Equipment (NCE) program for registered vehicles and vehicular equipment. Provide liaison between field units and Robins AFB SE&V, Air Force Nuclear Weapons Center and MAJCOM NCE Manager.

3.9.6. Primary liaison between, functional organizations/activities, field units or outside/non-AF agencies and Robins AFB SE&V, HAF or outside/non-AF agencies for all vehicle management issues; except those responsibilities delegated otherwise within this AFI.

3.10. Robins AFB SE&V Responsibilities. Robins AFB SE&V provides Vehicle Management aid in wartime for AF forces worldwide when needs are beyond the C-NAF/C-MAJCOM capability. They implement procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations. Responsibilities include:

3.10.1. Support central logistics of registered vehicles.

3.10.2. Provide central logistics support of registered vehicle and vehicular equipment items .

3.10.3. Implement warranty policy and managing its result.

3.10.4. Implement manufacturer defect notification and measuring its impact.

3.10.5. Manage depot-level maintenance for AF vehicle needs.

3.10.6. Act as the central procurement agency for all AF vehicle purchases.

3.10.7. USAF Component Program Manager for locomotive management

3.10.8. Provide operational, safe, suitable & effective (OSS&E) engineering determinations for new vehicle configurations prior to purchase, lease or testing. **(T-1).**

3.11. MAJCOM Functional Manager (MFM) Responsibilities.

3.11.1. DELETED.

3.11.2. DELETED.

3.11.3. DELETED.

3.11.4. DELETED.

3.11.5. Determine, submit, and distribute Air Education and Training Command (AETC) annual mission readiness training requirements and allocations.

3.11.6. Coordinate with base-level units and submit annual mobile training team (MTT) host locations with AETC.

3.11.7. Assist HAF 2T3 career field manager (CFM) with career field education and training plan (CFETP) updates and publication.

3.11.8. Assist AF/A4LR with career field conferences, program reviews, utilization and training workshops and career field re-engineering efforts.

3.11.9. Perform duties and responsibilities associated with career field training and progression.

3.11.10. Provide data as directed by AF/A4LR or 441 VSCOS.

3.11.11. **(ANG and AFRC only)** Assume responsibilities (as designated by the AFCPM) as the Activity Program Coordinator (APC) for the DOD Fleet Fuel Card Program for base-level organizational accounts within their MAJCOM.

3.11.12. DELETED.

3.11.12.1. DELETED.

3.11.12.2. DELETED.

3.11.13. DELETED.

3.11.14. DELETED.

3.11.15. DELETED.

3.12. Wing and Center Commanders or Equivalents Responsibilities.

3.12.1. Recognize the policies and procedures in this AFI.

3.12.2. Responsible for the management of vehicles and vehicular equipment.

3.12.3. Direct organizational maintenance according to technical directives.

3.12.4. Publish installation vehicle abuse and accident prevention policy. **(T-1).**

3.13. MSG Commanders or Equivalents Responsibilities.

3.13.1. Approve the installation VPRL and the vehicle MEL annually. **(T-3).**

3.13.2. Review vehicle distribution and sourcing plan to support the Emergency War Order (EWO) and/or other contingency tasking during the ESP/BSP process. **(T-1).**

3.14. LRS Commanders or Equivalents Responsibilities. At the installation or activity level, ensures vehicles and equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material. Be familiar with LIMS-EV Vehicle View (See **Attachment 4**). Additionally, LRS Commanders or equivalents will ensure:

3.14.1. Vehicle Management facilities are adequately programmed to eliminate deficiencies and appropriate status is maintained for vehicle repair projects in the military construction program. **(T-1).**

3.14.2. Material is available to support Vehicle Management. **(T-1).**

3.14.3. Vehicle Management quality assurance standards comply with AF policy. **(T-1).**

3.14.4. Vehicle Management budget programs are accurate and submitted on time. **(T-1).**

3.14.5. Personnel are available, according to mission requirements, to prevent disruption of the shop workflow. **(T-2).**

3.14.6. Personnel are properly trained to progress in the 2T3XX Air Force Specialty (AFS).

3.14.7. The rotation of 2T3XX personnel outside Vehicle Management is limited to a period no longer than 12 months within a 3-year period, or 24 months when assigned to a Logistics QA position per AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program (LRS QA)*. **(T-1).**

3.14.8. Target dates are established for beginning and completing repairs on off-season vehicles and equipment to ensure their readiness when seasonal needs require their use. This responsibility can be delegated to VFM/VMS.

3.14.9. DELETED.

3.14.10. Administration of the installation's vehicle abuse and accident program.

3.14.11. Approves short-term vehicle leasing up to 120 days. **(T-0).**

3.14.12. Appoint primary and alternate custodians in writing for all vehicle accounts in his or her organization. **(T-1).** Custodians should be individuals in appropriate position or office; VFM/VMS, or FM&A. Contractors can be custodians (if specified in contract). Local wage rate (LWR) employees (foreign employees in host countries) may also be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable. Provide appointment letter to 441 VSCOS. **(T-1).**

3.14.13. Ensure all vehicles are accounted for, inventoried, and Custodian Authorization/Custody Receipt Listings (CA/CRL) listing is signed annually by their appointed vehicle custodian. **(T-1).** The LRS Commander or equivalent will review and endorse the CA/CRL after Vehicle Custodian has accomplished the inventory. **(T-2)**. Self-registration as a Customer in ES-S is required to sign CA/CRL.

3.14.13.1. The service date, for each individual vehicle, will be used to update the Date Of Last Inventory (DOLI) on applicable in-use detail (201 record). The CA/CRL signed dates will only be used to update DOLI, if service date data is not available. **(T-2).** The 441 VSCOS will process required transaction/s, in either case.

3.15. VFM/VMS Responsibilities. The VFM/VMS are responsible for overall vehicle fleet management. Responsibilities are as follows.

3.15.1. Ensure maintenance facilities and programs for deficiency elimination are adequate and establish a layout for work centers; considering such factors as workflow, equipment, tools and supplies. **(T-1).**

3.15.2. Coordinate on all correspondence above unit-level dealing with Vehicle Management issues. **(T-2).**

3.15.2.1. Classified locations will coordinate limited vehicle data requirements through 441 VSCOS. **(T-1).**

3.15.3. Assign responsibilities and give authority to supervisors to ensure all functions within Vehicle Management operate effectively.

3.15.3.1. Resolve technical problems or ask for technical aid to solve problems that involve maintenance beyond local capabilities. **(T-1).**

3.15.4. Ensure personnel are available to meet workload demands and productivity of assigned personnel is maintained.

3.15.5. Assume the responsibilities of the Functional Commander or Functional Director for the Contractor-Operated Parts Store (COPARS) contract.

3.15.5.1. Authorize personnel to order and receive parts from the COPARS store. **(T-1).** Keep authorizations to a minimum consistent with effective management and control. **(T-1).**

3.15.5.1.1. A current, up-to-date listing of those personnel authorized to purchase parts must be posted in the store and a copy kept in the contract file. The list reflects the printed name and sample of the individual's signature by organization (as a minimum, first and last name) and includes personnel from other organizations using COPARS

when authorized. Changes are given to the COPARS contractor and Materiel Control as they occur.

3.15.6. Authorize the use of the GPC and ensure its use conforms to prescribed directives. **(T-1).**

3.15.6.1. Authorize personnel to request GPC purchases and receive parts purchased using the GPC. **(T-1).** Keep authorizations to a minimum consistent with effective management and control. **(T-0).**

3.15.6.1.1. Maintain a current, up-to-date listing of those personnel authorized to request parts purchases and receive parts purchased with the GPC must be maintained by the GPC holder(s). **(T-1).** The list reflects the printed name, duty section and sample of the individual's signature (as a minimum, first and last name).

3.15.7. Coordinate with the Materiel Management Flight to make sure required supplies are available.

3.15.8. Approve NMCS requisitions. **(T-1).**

Note: Responsibility listed may be delegated to Vehicle Maintenance Foreman in writing.

3.15.9. Approve or disapprove all cannibalization requests. **(T-1).**

Note: Responsibility listed may be delegated to Vehicle Maintenance Foreman in writing.

3.15.10. Assign responsibility for the technical publications library to the section that can maintain it most effectively. **(T-1).**

3.15.11. Perform organizational quality control for AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply.*

3.15.12. Develop continuity folders to track major problems, construction projects, long-range plans, approved waivers and/or deviations, and unique operating requirements and past maintenance practices.

3.15.13. Develop and submit an annual Vehicle Management budget. **(T-1).** Control expenditures during the budget year and act as Cost Center Manager. **(T-1).**

3.15.14. Evaluate training requirements and request formal training by:

3.15.14.1. Checking training progress and needs by personal observation and coordination with supervisors, using FM&A analysis of workload output, reviewing recurring maintenance reports, evaluating skill levels and assessing training status reports.

3.15.14.2. Ensuring On-the-Job Training (OJT) is conducted according to AFI 36-2201, *Air Force Training Program,* and chooses a qualified person to set up and administer the training program. Ensure an Air Education and Training Command (AETC) Form 156, *Training Quality Report* (TQR) is submitted when technical graduates do not meet the training proficiency level of the approved Career Field Education and Training Plan (CFETP). Submit an AETC Form 156 also when deficiencies are identified in Career Development Courses (CDC). Refer to AFI 36-2201 for specific instructions.

3.15.14.3. Submitting requests for formal training to appropriate MFM.

3.15.15. As requested, assist idea submissions as local vehicle management Continuous Process Improvement expert IAW AFI 38-402, *Airmen Powered By Innovation*.

3.15.16. Establish a Vehicle Control Program and provide VCO/VCNCO orientation. **(T-1).** See **Chapters 4** and **10** for further guidance/information.

3.15.17. Understand, use and ensure FM&A utilization of LIMS-EV Vehicle View for vehicle fleet management. Refer to **Chapter 4** and **Attachments 4**.

3.15.18. Maintain liaison with and visit using activities. In addition, be aware of their mission and operation; provide technical assistance for organizational maintenance.

3.15.19. Develop and distribute local policy and procedures concerning procurement coordination as it relates to OGMVC, trailers not classified as a vehicle and non-vehicular equipment. **(T-1).** Refer to **paragraph 3.17** for further details.

3.15.20. Ensure full advantage of part and vehicle warranties is taken.

3.15.21. Control the contract maintenance program IAW Performance-Based Work Statement (PWS).

Note: Not applicable to Air National Guard vehicle management activities.

3.15.22. Ensure proper documentation of vehicle accident and abuse repairs.

3.15.23. Ensure vehicle deficiency reports (DR) are processed. Reviews information accuracy prior to the submission of DRs.

3.15.24. Ensure FM&A maintains vehicle active and historical data IAW **paragraph 7.6** and **paragraph 7.6.3.**, and retains/disposes active and historical data IAW Table 24 – 03 in the AF-RDS in AFRIMS.

3.15.25. Analyze reports received from FM&A (e.g., manpower, MC rates, cost, etc.) to find weak or deficient areas, and develop/implement corrective policies and procedures. **(T-1).**

3.15.26. Review sustainment cost and deferred workload data in LIMS-EV Vehicle View.

3.15.27. Review workloads, schedule work assignments, leave schedules, standby rosters and recall rosters. **(T-1).**

3.15.28. Assess outgoing vehicle inspections and quality control findings with supervisors and take corrective action when needed. **(T-1).** Identify specific vehicles, vehicle types or users that require an excessive amount of maintenance effort and initiate corrective actions, as needed. **(T-1).**

3.15.29. Conduct production meetings weekly with section supervisors to identify and solve maintenance problems, review workload and discuss production issues. **(T-1).**

3.15.30. Conduct "Roll Call" at least monthly with all Vehicle Management employees. (T-2). These weekly meetings help keep Airmen and civilians informed on current issues, clear up confusion and dispel rumors, brief technical and safety tips and provide additional face-to-face communication between management and their teams.

Note: The weekly Roll Call requirement is not applicable to contracted vehicle management operations.

3.15.30.1. Schedule meetings to discuss safety and hazards at least twice a year.

3.15.31. Ensure LTIs are prepared promptly and accurately. **(T-1).**

3.15.32. Stay current on environmental matters associated with Vehicle Management.

3.15.33. Promote and ensure risk management (RM), safety and occupational health and fire prevention. At a minimum:

3.15.33.1. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, for Vehicle Management safety standards, practices and procedures.

3.15.33.2. Create and maintain Job Specific Training Outline and AF Form 55, *Employee Safety and Health Record*, for all assigned personnel IAW AFI 91-202. **(T-1).**

3.15.33.3. Refer to AFI 90-802, *Risk Management*, for RM program management, practices and procedures.

3.15.33.4. Ensure surveys of shop noise levels, lighting, fume, and exhaust, paint booth and welding extraction systems are performed by the Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) by regulation, or whenever a major change in shop operations occurs that creates a hazardous condition. **(T-1).**

3.15.33.5. Ensure at least two people are in the work center when repairing vehicles. When after duty hours and/or by mobile maintenance repairs are required, a qualified operator for the type of vehicle being repaired satisfies the two-person requirement when the mechanic is a five skill-level or higher.

3.15.33.6. Ensure satisfactory completion of safety spot inspections IAW AFI 91-202, using the "Motor Vehicles-Operations and Maintenance Checklist", and other appropriate checklist, listed in AFI 91-203. **(T-1).**

3.15.34. Prepare seasonal vehicular equipment for use at the start of the operating season. **(T-1).**

3.15.35. Ensure FM&A updates tenant units in OLVIMS annually with reimbursement distribution code (R/D) 3 or 4. **(T-1).**

3.15.36. Reviews all repair requests exceeding the OTRL and determines if the asset is economical to repair in relation to installation mission requirements. **(T-1).** Vehicles determined economical to repair will be retained and repaired with minimum essential repairs only. **(T-1).**

3.15.36.1. If the VFM/VMS determines an asset is uneconomical to repair, submit a condition LTI to 441 VSCOS for review.

3.15.36.2. 441 VSCOS will review the LTI and issue disposition instructions.

3.15.37. Review and provide recommendation for all vehicle authorizations requests prior to submitting to 441 VSCOS. **(T-1).**

3.15.38. Review annual Vehicle Prioritization Model output. **(T-1).** Refer to **Chapter 8** and **Attachment 5.**

3.15.39. Monitor and ensure utilization of the VED to review data integrity and initiate correction. Refer to **Chapter 4**.

3.15.40. 1 Ensure AIM2™ components are retained from vehicles that are being sold, sent to DLA-DS, or leases being turned in to GSA. **(T-1).**

3.15.41. Establish "VFM/VMS Distribution List". Distribution list will be used to disseminate Vehicle Management related correspondence and data calls from C-NAF, MAJCOM, 441 VSCOS and Air Staff. For example **1lrs.vfm.vms@us.af.mil**. **(T-1).**

3.15.41.1. VFM/VMS will immediately advise 441 VSCOS of distribution email address when established or changed. **(T-1).**

3.15.42. Establish "All Flight Personnel" Distribution List. Distribution list will be used to disseminate Vehicle Management related correspondence internally and from C-NAF, MAJCOM, 441 VSCOS and Air Staff. **(T-1).** For example "**1lrs.allvehmaint@us.af.mil**".

3.15.42.1. VFM/VMS will immediately advise 441 VSCOS of distribution email address when established or changed. **(T-1).**

3.15.43. Contracted locations will ensure that Vehicle Management COR will be included in each distribution list outlined above. **(T-1).**

3.16. Primary Responsibility for Vehicle Management Activities.

3.16.1. Provide safe and serviceable motor vehicles and vehicular equipment to meet the war fighter's requirements.

3.16.2. Vehicle Management is responsible for service, inspection and repair of the AF vehicle fleet.

3.16.2.1. Paint and mark vehicles following guidance in TO 36-1-191, **Chapter 2**.

3.16.2.2. Use TO 36-1-191, **Chapter 5** to determine the logistics supportability of obsolete vehicles. Perform an LTI and make a repair decision when logistics supportability is in question.

3.16.3. Vehicle Management is responsible for the management and accountability of the AF vehicle fleet. Ensure the current AF Property System (AFPS) is used to properly account for vehicles. **(T-1).** Utilize LIMS-EV Vehicle View/TRT, and DPAS for management purposes. Refer to **Chapter 4**.

3.16.4. Maintain or replace attachments that come originally with a vehicle/registered piece of equipment for which Vehicle Management has prime responsibility.

3.16.4.1. If the using organization purchases additional attachments for the same vehicle/registered piece of equipment, it is the using organization's responsibility to maintain and replace those attachments. Associated O&M costs are paid by the owning organization.

3.16.5. Maintenance on major specialized systems mounted on standard vehicle chassis is the responsibility of the using organization. Additionally, using organizations are responsible for ensuring that specialized systems meet all required AF, DOD, Federal or International standards or agreements (e.g. frequency management). Specialized systems include, but are not limited to, communications equipment, munitions maintenance systems, environmental systems, special hoists and sensitive test equipment. Using organizations arrange for in-house

or contract repair of the equipment. Vehicle Management is only responsible for maintaining the basic vehicle body, chassis and power train.

3.16.6. Special tools designed for operator preventive maintenance shipped with a specific piece of equipment are transferred with the equipment to the using organization.

3.16.7. Where no repair criterion is established by the Item Manager (IM), the one-time repair limit is the lesser of:

3.16.7.1. 75 percent of the acquisition cost.

3.16.7.2. Multiply the replacement cost by two and divide the result by the vehicle's age in years.

3.16.8. When applicable, provide support to the USAFE Command Dangerous Goods Program. Reference USAFEI 23-104.

Note: Additional program management publications and current list of ADR certified vehicles can be found on the **VM Neighborhood** site.

3.16.8.1. For AF vehicles identified as requiring ADR support, FM&A will load all annual/tri-annual/sexennial vehicle ADR certification requirements into OLVIMS BZ screen as special inspections indicating that the inspection is an ADR requirement as follows: **(T-0).**

- Annual renewal (ADR Road Vehicle Approval Certificate and Brake test). **(T-0).**
- Every 3 years on refueler tank (hydro-test). **(T-0).**
- Every 6 years on refuelers (internal tank inspection). **(T-0).**

Notes:

1. First "hydro-test" will be due 6 years after the tanks date of construction/manufacture. **(T-0).**
2. The first "internal tank inspection" is completed with the first "hydro-test" and then concurrently with every other "hydro-test". **(T-0).**

3.16.8.2. FM&A will ensure an electronic notification is disseminated to using organizations and Installation Dangerous Goods Advisor informing them of upcoming ADR inspection requirements, and when the asset becomes non-compliant. **(T-2).**

3.16.8.3. Using organizations retain responsibility for funding initial and reoccurring certifications transport to and from the inspection activity and for all documentation associated with certification. The using organization is responsible for scheduling recertification with the Installation Command Dangerous Goods Advisor IAW USAFEI 23-104. **(T-2).** Within five working days of inspection completion, the unit will forward the original tank record, certificate of approval for vehicles carrying certain dangerous goods and copies of certifications to FM&A for placement into permanent portion of the vehicle's record jacket or electronic file. **(T-2).**

3.16.8.4. FM&A will then update all inspection dates into OLVIMS. **(T-2).** Format original tank record or equivalent IAW USAFEI 23-104. The inspection due date for re-occurring inspection is one month prior to the expiration date and no later than one month after the expiration date listed on the ADR Certificate of approval for Vehicles Carrying Certain Dangerous Goods.

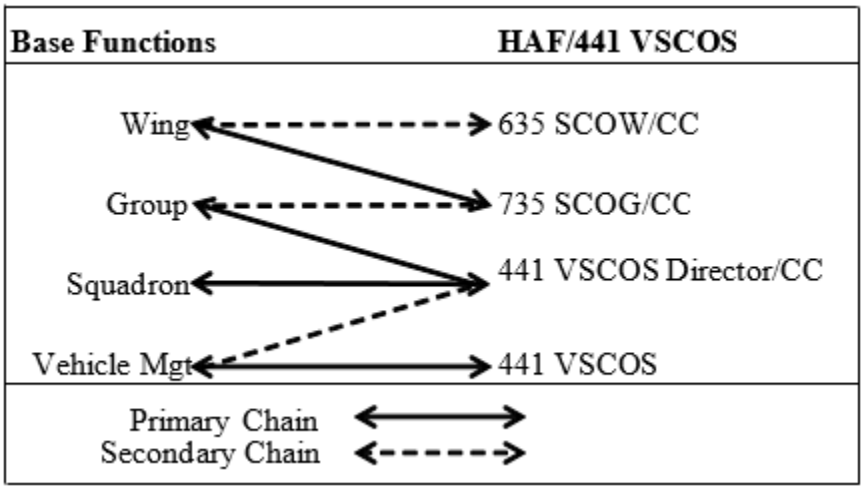
3.16.9. Vehicle Management functions/activities are granted direct liaison authority (DIRLAUTH) with 441 VSCOS to assist in day-to-day management and execution of vehicle management responsibilities. As such, Vehicle Management functions/activities will be the communication liaison between their customers and 441 VSCOS when staffing readdresses of vehicle management related issues. Every effort must be made to solve any issues at the lowest level.

3.16.9.1. If at any time a unit does not agree with a decision that has been rendered regarding their vehicles they can contact their host Vehicle Management activity to request a readdress of the decision.

3.16.9.2. If after further discussion a satisfactory agreement is not reached, base units in coordination with their Vehicle Management activity are encouraged to use the communication chain as presented in **Figure 3.1.** to forward their grievances.

3.16.10. For ANG vehicle management actions, activities and request DIRLAUTH remains at the ANG-level, but will otherwise follow standard AF processes.

Figure 3.1. ISC Communication Map



3.17. Vehicle Management Assistance . When requested, and approved by VFM/VMS, Vehicle Management may assist organizations owning non-registered vehicles (OGMVCs, ATV or trailers not classified as a vehicle). All maintenance/parts support for these assets will be on a reimbursable basis only. Additionally, any service provided to these assets will be on a "manpower/mission permitting" basis.

Note: The following guidance is not applicable to non-appropriated funded activities and assets.

3.17.1. Vehicle/Equipment Determination. Vehicle Management will review all purchase requests for non-registered vehicles to ensure asset is not a registered vehicle. **(T-1).**

3.17.1.1. OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, electric stand-up, etc.) that DO NOT meet specifications of 49 CFR Part 571 (FMVSS) or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at Robins AFB SE&V, to be an OGMVC by AF definition.

3.17.1.2. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFPD 64-1, *The Contracting System*; and will manage IAW AFI 23-101, *Air Force Material Management*, and AFI 91-207, *Air Force Traffic Safety Program*. **(T-1).** Purchase requests for OGMVCs will be processed through the Wing/Base Occupational Safety Office (coordination), Contracting (coordination), Vehicle Management (coordination) and LRS Equipment Accountability Office (approval) at any time during the solicitation phase and/or prior to purchase. **(T-1)**. Wing Occupational Safety will review each purchase of OGMVCs reportable IAW Air Force Pamphlet (AFPAM) 91-210, *Contract Safety*, paragraph 7.1.4. **(T-2).**

3.17.2. **Trailers Not Classified as Vehicles.** Trailers **not** meeting all "registered vehicle" criterions established in **paragraph 1.1.3.** will be identified as an equipment item. **(T-1).**

3.17.2.1. Properly routing local purchase requests for trailers. Purchase request must be reviewed by the VFM/VMS to ensure the desired trailer is an equipment item and not a registered vehicle. **(T-1).**

3.17.2.2. When needed, forward trailer specifications, pictures and/or appropriate information to the appropriate Robins AFB SE&V IPT Program Manager, through 441 VSCOS , for determination to ensure the desired asset is not a centrally procured registered vehicle trailer. The IPT Program Manager makes the final vehicle or equipment determination.

3.17.2.3. The following trailers will not be classified as vehicles regardless of definition: horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stages. **(T-1).**

3.17.3. **Organizational Responsibilities.** Organizations owning OGMVCs or trailers not classified as vehicles will:

3.17.3.1. Manage as equipment items. **(T-1).**

3.17.3.2. Fund and manage all aspects of initial procurement and replacement. **(T-1).**

3.17.3.3. Work to secure and fund a local maintenance agreement for all asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection, to include all safety related systems, at least annually. **(T-0).**

3.17.3.4. Coordinate purchase of license plate with local LRS/FM&A. **(T-1).**

3.17.3.4.1. Owing units will fund all license plate purchases. **(T-1).**

3.17.3.5. Ensure assets that operate on public roads, off an installation, are in compliance with the following:

1) Affix two license plates per asset, one front and one rear as per FMR 102-34.130: "Display official U.S. Government license plates on the front and rear of all assets. **(T-0).** The exception is two-wheeled motor vehicles and trailers, which require rear license plates only. **(T-0).**
2) Registered in FMVRS and plated with AF approved UNICOR license plates.
Note: Owning units will fund any and all registration and/or license plate cost. Vehicle Management will provide UNICOR license plate procurement and FMVRS assistance as requested.

3.17.3.5.1. Ensure assets that solely operate on base roadways are plated with AF approved UNICOR license plate AF09 (vanity blue) or AF08 (vanity blue).

3.17.3.6. Salvage Procedures. Owning units will process assets for disposal IAW local DLA-DS procedures. **(T-0).** UNICOR procured license plates will be turned in to Vehicle Management for disposition as "accountable items" and returned to UNICOR for destruction. **(T-0).**

3.17.4. **Vehicle Management Support.** If the VFM/VMS has approved maintenance support, the following support will be provided by Vehicle Management. FM&A will:

3.17.4.1. Request "X"-registration numbers. FM&A requests "X"-registration numbers, via the **VM Neighborhood**'s "X/Z" Registration Request tool. **(T-1).**

3.17.4.2. Load assets and manufacture's PMI schedule into OLVIMS. **(T-1).**

3.17.4.3. Establish Vehicle Historical Record for each asset. **(T-1).**

3.17.4.4. Notify the owning organization of pending maintenance action due dates. **(T-1).**

3.17.4.5. Request "Z"-registration numbers. FM&A requests "Z"-registration numbers, via the **VM Neighborhood**'s "X/Z" Registration Request tool when OGMVCs, utility trailers and other non-vehicular equipment are not maintained by Vehicle Management. **(T-1).**

Note: Vehicle Management **WILL NOT** establish separate OLVIMS site code, request/assign X-registration number, load PMI schedule into OLVIMS or establish Vehicle Historical Record for OGMVCs, trailers not classified as vehicles, motorcycles or other types non-vehicular equipment when Vehicle Management **DOES NOT** provide maintenance support (refer to **paragraph 3.17**). **(T-1).**

3.17.5. **Motorcycles.** Although motorcycles are classified in Title 49, Code of Federal Regulations (CFR), Part 571, *Federal Motor Vehicle Safety Standards* (FMVSS), current edition, as vehicles, Vehicle Management is not responsible for the management of motorcycles. Indigenous vehicle management maintenance actions (other than operator's maintenance) will not be performed. **(T-0).** Owning organizations must secure and fund a local maintenance agreement for all asset maintenance above the operator level. **(T-1)**

3.17.5.1. For specific owning organization responsibilities refer to **paragraph 3.17.3.**

3.17.6. DELETED

3.17.6.1. DELETED

3.17.6.2. DELETED

3.17.6.3. DELETED

3.18. Prohibited Vehicle Management Activities.

3.18.1. The following vehicles shall not be serviced, repaired, garaged or stored in any vehicle management facility/shop or in any building where Government property is stored:

3.18.1.1. Privately Owned Vehicles (also known as "POV").

3.18.1.2. Non-appropriated fund motor vehicles.

3.18.1.3. Vehicles disposed of to DLA-DS.

3.18.1.4. Vehicles appropriated and/or owned by state or local government agencies.

Note: The above restriction to POVs and non-appropriated fund vehicles does not apply to authorized auto hobby shops.

Exceptions:

1. National Forest Service vehicles.
2. CAP vehicles as outlined in AFPD 10-27, *Civil Air Patrol*.
3. POVs and non-appropriated fund vehicles may be garaged temporarily just prior to, during and just after severe weather if approved by the installation MSG Commander or equivalent.
4. POVs may park in the Vehicle Management compound only with written approval of the LRS Commander or equivalent.

3.18.2. Do not use government owned tools, equipment or supplies purchased from appropriated funds to service or repair leased (GSA or commercial), rental, non-appropriated fund or POVs. **(T-1).**

Exceptions:

1. Vehicle Management activities authorized by 441 VSCOS to provide maintenance on AF leased vehicles.
2. The use of government owned tools, equipment and supplies purchased from non-appropriated funds for use at authorized auto hobby shops.
3. Vehicle Management activities are authorized to perform installation, removal, programming and diagnostics related to AIM2™ system components on applicable GSA leased vehicles.

3.19. Organizational Responsibilities. Vehicle operators and using organizations are responsible for and will perform at a minimum the following inspections, servicing, and maintenance:

3.19.1. Using as a guide, and documenting completion on the applicable AF Forms (AF Form 1800, (*Operator's Inspection Guide and Trouble Report)* or AF Form 4427 (*Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicle and Equipment))*, 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, Table 3-1, or applicable TO for FSE (when the fuel support equipment is not in WRM storage). **(T-1).** Refer to **Chapter 7** for documentation instructions .

3.19.1.1. During the "documented" vehicle serviceability/functional check, operators will check all fluid levels IAW applicable operator/owner's manual or TOs. **(T-0).** General-purpose vehicle operators will check and service fuel, engine oil, and the windshield washer reservoir. **(T-1).** 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. **(T-1).** Vehicle Management checks non-operator serviced automatic and manual transmissions and differential fluid levels at PM&I intervals. Additionally, for special purpose vehicles, vehicle operators check and service hydraulic fluid reservoirs on special units or attachments. **(T-1).**

Notes:

1. Some vehicle types do not require a documented "full" serviceability/functional check daily, and/or before use. However, vehicle operators will perform a visual inspection or "walk-

around" prior to use. The vehicle operator will ensure the vehicle does not have unreported damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle.
2. Vehicle operators are responsible for checking and servicing Diesel Exhaust Fluid (DEF) levels for vehicles that require that product.

3.19.1.2. Tire pressure checks/adjustments will be accomplished at intervals listed in TO 36-1-191, Table 3-1, and documented on the applicable Operator's Inspection Guide and Trouble Report form. **(T-1).** Vehicles equipped with electronic Tire Pressure Monitoring System (TPMS), are not exempt from performing this requirement. **(T-1).** Refer to **Section 7B—Operator's Inspection Guide and Trouble Report Forms** for further guidance.

Note: During tire pressure check/adjustment, operators will check spare tire pressure and adjust as needed (if applicable).

3.19.1.3. Keep vehicles clean at all times to include the interior. Vehicle management will not accept dirty vehicles. **(T-1).** If excessively dirty vehicles are towed in, the using organization must clean the vehicle prior to being accepted in the CSC. **(T-1).**

3.19.1.4. Keep tires properly inflated and change flat tires. Operators may request assistance from Vehicle Management for removal and installation of outsized tires.

3.19.1.5. Operators assist tire shop personnel in the removal and installation of tires on vehicles when vehicles are taken to Vehicle Management for tire-only repair work.

3.19.1.6. Unit VCO/VCNCO will ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. **(T-1).** Spare tire and wheel assemblies received with new vehicles will be given to the using organization. **(T-1).** If no spare is included with a vehicle as original equipment and a unit requires a spare, or if a unit requires more spares, then the unit must purchase the initial requirement, and vehicle maintenance covers the cost of replacement tires after the original purchase. **(T-1).**

3.19.1.7. Tighten loose nuts, bolts and screws, install light bulbs and windshield wiper blades (with CSC assistance).

3.19.1.8. Using organizations are responsible for purchasing wire-ropes/cables on assigned vehicles equipped with these items. Operators of these vehicles are responsible for replacing defective wire-ropes/cables. Operators will notify and provide recertification paperwork to FM&A as soon as possible after making the replacement. **(T-0).** They also make adjustments to mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc.). Inspect and grease vehicles as required by the TO or manual, and report any problems to vehicle management. **(T-0).**

3.19.1.9. Fire truck operators maintain and replace accessory firefighting equipment such as power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment and portable lights or lighting systems even if equipment is shipped as part of the vehicle purchase.

3.19.1.10. Medical personnel maintain and replace non-vehicular medical equipment such as life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment, even if they are shipped as part of the vehicle purchase.

3.19.1.11. Organizations assigned tracked vehicles procure and replace track shoes.

3.19.1.12. Base communications or contract maintenance (arranged for by the using organization) repairs two-way mission radio and intercom systems, even if these are shipped as part of the vehicle purchase.

3.19.1.13. Maintenance of locally procured vehicle-mounted equipment and attachments. Organizations must coordinate with the VFM/VMS before vehicle-mounted equipment and attachments are acquired. Associated O&M costs are paid by the owning organization. This topic will be briefed at VCO/VCNCO meetings.

3.19.1.14. Include maintenance and parts publications in the request to locally purchase equipment to be supported by Vehicle Management. Send the publications to Vehicle Management after the equipment is received. The VFM/VMS do not assume management responsibility for locally purchased equipment without the necessary technical data if, in their opinion, inspection, servicing, adjustment or repair work cannot be performed properly.

3.19.1.15. Buying jacks, jack handles, lug wrenches, wax, highway warning kits, spare tires, wheels, tire chains, fire extinguishers, wheel chocks, placards, shoring, dunnage, lubricants, lubrication equipment, starting fluid, windshield washer fluid, special tools, and accessories to meet operating requirements.

Note: When equipment operators are responsible for lubricating equipment before and during use, Vehicle Management will advise operators regarding the lubricant to be used, tools needed and frequency of lubrication. The using organization procures required tools and lubricants, and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair.

3.19.1.16. Security Forces funds for various vehicle add-on equipment needed for operational security needs (refer to **paragraph 3.34**). This includes funding speedometer calibration cost w/ local vendors on organizational vehicles. Security Forces will coordinate with Vehicle Management before any service is performed on vehicles. **(T-1).**

3.19.1.17. AF Organizations operating vehicles on public roads within the European Command (EUCOM) area of responsibility are responsible to review and ensure strict compliance with the requirements of USAFEI 23-104 when carrying/transporting hazardous goods and/or waste. **(T-2).**

3.19.2. **Vehicle Discrepancies and Maintenance Turn-In.**

3.19.2.1. Vehicle operators record all discrepancies as they perform inspections, or when discovered in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report. All non-safety related discrepancies/items will be reported to Vehicle Management within one normal duty day.

3.19.2.2. When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles/equipment (as referenced in **paragraphs 3.19.2.2.1** thru **3.19.2.2.7**) the operator will discontinue use, record discrepancy on the appropriate Operator‘s Inspection Guide and Trouble Report and report the discrepancy to Vehicle Management as soon as possible. **(T-1).** If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use, record discrepancy and notify Vehicle

Management the next duty day. **(T-1).** Discrepancies for the following items are considered "Safety related" and reported to Vehicle Management immediately:

3.19.2.2.1. Tires or brakes.

3.19.2.2.2. Steering mechanisms.

3.19.2.2.3. Operating levers controlling power transmission, hoisting, dumping and tripping devices. Warning lights such as turn signals, brake lights, emergency and rotating flashers.

3.19.2.2.4. Headlights, reflectors and clearance lights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).

3.19.2.2.5. Windshield wipers and defrosters (when weather conditions require them to be operated).

3.19.2.2.6. Other similar safety and warning equipment and devices peculiar to special purpose units.

3.19.2.2.7. Any other condition reasonably deemed a safety hazard.

Note: The above list is not all-inclusive or may not cover all vehicle type. Vehicle operators must contact Vehicle Management if there are any questions concerning vehicle discrepancies and/or safety. **(T-0).**

3.19.3. Using organizations will ensure the nuclear certification status and configuration of vehicles identified on the MNCL prior to the vehicle being used for operations involving nuclear weapons or nuclear weapon systems. **(T-1).** Additionally, using organizations will be responsible for vehicle data plate inspections, as directed by the MAJCOM NCE Program Manager. Refer to AFI 63-125, Nuclear Certification Program. **(T-1).**

3.19.4. CES Responsibilities**.** Civil Engineering (CE) personnel will:

3.19.4.1. Change the broom, filter bags, skid plates and deflectors on all sweepers. **(T-1).** Maintain correct adjustment of brooms, deflectors and caster wheels on all sweepers. **(T-1).** Change the moldboard cutting edges and shoes on earth-moving and snow-removal equipment. **(T-1).** Sharpen and change blades and deflectors on grass-cutting equipment. **(T-1).** Conduct or arrange for weight and dielectric tests and provide documentation to FM&A. **(T-1).** Fund/replace wire ropes/cables on assigned equipment. **(T-1).** The unit VCO/VCNCO or primary operator will notify and provide recertification paperwork to FM&A as soon as possible after making the replacement. **(T-1).** The user and Materiel Management Flight ensure these requirements get appropriate requisitioning priorities according to the mission being supported.

Note: The using organization funds for and buys these items and associated hardware such as nuts and bolts.

3.19.4.2. Maintain installed equipment related to the normal CE function, such as stoves, refrigerators, heaters, air-conditioners, sanitary facilities, similar CE items mounted in government-owned trailers (including house trailers) and truck cargo compartments.

3.19.4.3. Fund for and maintain real and non-real property equipment assigned on the CES Equipment Authorization Inventory Data (EAID) and tenant equipment assigned to CES

according to AFI 25-201 agreements. This includes mobile (wheeled or skid-mounted) engine-driven utility-type generator sets, pumps, air compressors, liquid gas generators, house and office trailers, and so forth, to which USAF/AFEMS vehicle registration numbers have not been assigned.

3.19.4.4. Store and inspect seasonal equipment not in possession of Vehicle Management every month during off-season months, using the applicable Operator's Inspection Guide and Trouble Report. Operationally check motorized equipment fully during this inspection.

Section 3C—Organization

3.20. Organization of Vehicle Management. Organize the Vehicle Management activity IAW AFI 38-101, *Air Force Organization*. Follow the guidance in AFI 38-101 if directed to contract Vehicle Management (See **Figure 3.2** for a typical shop organization chart). All Vehicle Management functions are consolidated under the VFM/VMS. AF/A4LR is the approval authority for requests to deviate from consolidation.

Exception: Mobile units with organic maintenance capability, having separate Vehicle Management facilities, sufficient manpower and an organizational structure, usually including FM&A and Materiel Control, maintain their own equipment when in garrison. These units may be consolidated under the installation VFM/VMS; however, they do not require AF/A4LR approval to operate independently.

3.21. Maintenance Work Centers. Establish work centers as focal points for the labor, parts and tools needed to do the job. Determine the number of work centers by the type and quantity of vehicles to be serviced and the location of shop buildings. The work center supervisor is responsible for all work done in the work center.

3.22. Administration Section. If applicable, the administration section performs administrative functions as directed by the VFM/VMS.

3.23. CSC. CSC is the POC between the vehicle user and Vehicle Management. CSC technicians debrief vehicle operators and perform incoming inspections on vehicles for determining maintenance requirements. The VFM/VMS determines (in an OI) the extent of completed work to be inspected, what types of repairs and services are inspected, and by whom. The skill level of personnel, the vehicle complexity and critical mission support are determining factors. Generally, all completed PM&I, steering and brake repairs receive an outgoing inspection. The technician in charge of this section is well experienced in all aspects of Vehicle Management. In this section, consideration of the needs of the using organization is given to avoid unnecessary vehicle downtime and increase MC time by providing service within the shortest turn-around time possible. Quality and service is the byword of this section; it must be readily accessible and recognizable to the customer. VFM/VMS ensures this section provides timely service. When necessary, personnel from other sections are used during peak workload periods. Specific responsibilities of CSC include the following:

3.23.1. Provide fast and dependable service to the user.

3.23.2. Debrief vehicle operators.

3.23.3. Verify malfunctions and perform a complete inspection using diagnostic test equipment when required. Use AF Form 4355 to document vehicle's condition.

3.23.4. Determine if the malfunction is a result of suspected accident or abuse, and if so, take proper action; "Waiver" only non-essential work. Using the appropriate series Operator's Inspection Guide and Trouble Report as a permanent waiver card is optional at the discretion of the VFM/VMS. Alternatives for tracking waivered items will be established using a computer listing, card file index, etc. (at the discretion of the VFM/VMS).

3.23.5. Delay work when necessary, only when safety defects are not involved and when deficiencies will not cause further damage to or problems with the vehicle. Complete delayed/deferred work as soon as is practical, i.e., parts are on hand and vehicle is in the shop.

3.23.6. Perform minor maintenance as required. Portable test equipment and a small working/bench stock enhance the CSC operation. The CSC and outlying work centers use AF Form 1827, *Minor Maintenance Work Order,* for repairs that take no more than two total labor hours time for all jobs required and requires only the installation of low-cost stock parts. Do not use the AF Form 1827 for PM&I, Special inspections, TCTOs, SBs and OTIs. The AF Form 1827 will not be used when the total repair time (including awaiting maintenance, awaiting parts and actual labor) exceeds two hours. A normal work order will be processed to capture NMC downtime exceeding the two-hour limit. The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair period. Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS.

3.23.7. Vehicle and Equipment Work Order and Vehicle Processing (Main Shop). When the vehicle operator reports to the CSC/shop with the vehicle inspection guide, the operator stays with the vehicle until the inspection and debriefing are complete. Operators will perform required operator care (refer to **paragraph 3.19**), to include interior and exterior cleanliness, before turning the vehicle over to the CSC. **(T-1).** Processing steps essentially follow the pattern below (the VFM/VMS may adjust procedures for vehicle in processing as necessary to meet local conditions and mission):

3.23.7.1. Using the Operator's Inspection Guide and Trouble Report form along with the AF Form 4355, the inspector makes a complete inspection to verify the vehicle's malfunctions, validate waived items and to ensure repairs that effect safe vehicle operation are addressed. CSC personnel use the proper diagnostic and test equipment to identify and isolate the malfunctions when required.

3.23.7.2. The CSC determines if there are any delayed/deferred or scheduled inspections due; installs delayed parts that have been received, workload permitting.

3.23.7.3. The CSC will initiate an AF Form 1823/-1 if the vehicle requires any one of the following:

3.23.7.3.1. PM&I, Special Inspections, TCTO, SB or OTI are required/due.

3.23.7.3.2. Repair action takes two or more hours to complete.

3.23.7.3.3. Vehicle/vehicular equipment NMC downtime has been longer than two hours (refer to **paragraph 3.35**.)

3.23.7.3.4. If required part used is other than low-cost bench/working stock.

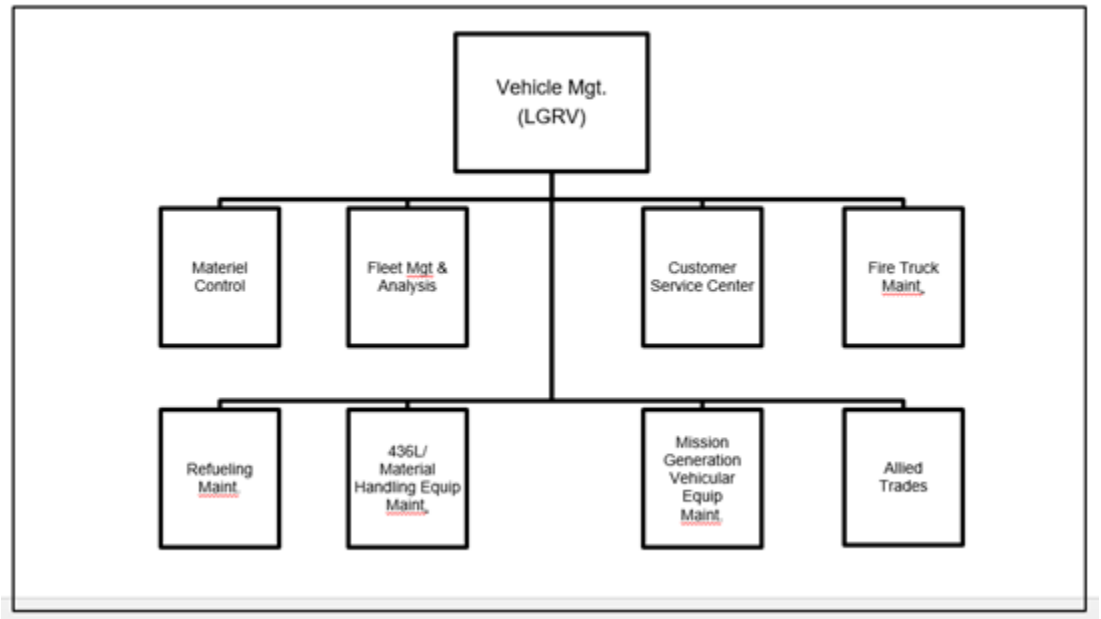
3.23.7.4. The CSC enters the actual/suspected malfunctions on the AF Form 4355, to include all tests that have been performed, and the direct labor-hours spent to perform the inspections and tests, and forward (and AF Form 1823/-1 if processed in the CSC) to FM&A. **(T-1).**

3.23.7.5. The "look phase" of PM&I, lubrications and oil filter changes may best be performed by the CSC section. Enter labor-hours for this work on the AF Form 1823/-1.

3.23.7.6. The VFM/VMS determines which outgoing quality inspections will be done.

3.23.7.7. Perform road tests as needed. Ensure road test locations are approved in advance through SFS and wing safety.

Figure 3.2. Sample Vehicle Management Organization Chart



3.24. Tire Repair Section:

3.24.1. Repair all vehicle tires.

3.24.2. Maintain all assigned tire repair and servicing equipment in a safe operating condition.

3.24.3. Ensure strict compliance with safety standards.

3.24.4. Personnel assigned to the Tire Shop will be thoroughly trained in all aspects of tire inspection and repair procedures. **(T-1).** Document training certification on AF Form 55, Employee Safety and Health Record, for civilian employees and training records for military personnel. **(T-1).** TO 36-1-191 will be readily available, electronically or hard-copy, within the vehicle maintenance/service facility. **(T-1).** Personnel must be familiar with the instructions outlined in these publications. **(T-1).** Employees must exercise extreme caution when working with split-rim wheels. Refer to AFI 91-203 for additional guidance. **(T-1).**

3.24.5. The vehicle operator has primary responsibility for removing and installing mounted tires; however, Vehicle Management personnel remove and install mounted tires once the

vehicle has been accepted into the shop, unless it has been previously agreed upon that the operator will provide assistance.

3.25. Battery Shop.

3.25.1. Maintain an adequate stock of batteries to give quick service.

3.25.2. Test, fill and charge all batteries.

3.25.3. Keep all batteries under lock and key to prevent theft.

3.25.4. Keep all assigned equipment, such as battery chargers, tools and safety equipment in good operating condition. Comply with all applicable safety standards.

3.25.5. Refer to AFI 91-203 for additional guidance .

3.26. Shop Facilities:

3.26.1. The AF has a large investment in Vehicle Management shops because the majority of intermediate maintenance is done in these fixed facilities. Productivity is increased by using new methods and procedures to get the most out of personnel, tools and space. For example, to have good workflow, locate FM&A and the CSC in places that are easy for customers to reach. Ideally, related work centers are located close together.

3.26.2. Use AFI 32-1024, *Standard Facility Requirements*, as a guide to compute total space needs to provide adequate facilities, to identify deficiencies in the shop, and as the basis to initiate corrective action.

3.26.3. Send requests for real property construction, modification or changes to the CES on AF Form 332, *Base Civil Engineer Work Request.*

3.26.4. Send requests for maintenance or repair of real property facilities to the CES.

3.26.5. Activities that do not have standard AF shops develop a plan to use the shop areas to gain the most efficiency and productivity. The VFM/VMS consider the following in their plans:

3.26.5.1. Type, size and number of vehicles to be worked on.

3.26.5.2. Type of work and service to be done.

3.26.5.3. Time needed to do a job.

3.26.5.4. Space required for each type of repair.

3.26.5.5. Locations of water, air, electrical outlets and exhaust fume ventilators.

3.26.5.6. Location of shop tools, such as hydraulic floor jacks, transmission jacks, portable lubrication equipment, etc.

3.26.5.7. Locations of COPARS, FM&A, CSC and Materiel Control are as close to each other as possible. Be sure that the CSC section is easy for vehicle users to find.

3.26.5.8. Size of the shop parking area.

3.26.5.9. Location of vehicle publications.

3.27. VM Training Leader. The Vehicle Management Training Leader develops and administers a training program as outlined in **Chapter 6** and AFI 36-2201.

3.28. FM&A. FM&A is the focal point for determining repairs and authorizing the expenditure of manpower and material through the work centers. It is also the focal point for the movement of vehicles and equipment to and from the work centers and for commercial contract repair activities. FM&A will be accessible and recognizable to its customers.

3.28.1. FM&A ensures the efficient and economical operation of the base vehicle fleet.

3.28.2. FM&A oversees the VCP, Fleet Analysis and vehicle management/maintenance data integrity.

3.28.3. FM&A personnel will use LIMS-EV Vehicle View or CRIS Tool for hand receipts, the VED for data integrity and the CRIS Tool for requesting IL-S transactions. **(T-1).**

3.29. Work Center Supervisors. Work center supervisors are responsible for:

3.29.1. Coordinating with FM&A to ensure priorities are met and maintenance tasks are completed on time.

3.29.2. Assigning work to personnel commensurate with their skills.

3.29.3. Ensuring that proper tools and equipment are readily available and serviceable, and that subordinate personnel are properly trained in their use. The supervisor reports shortages and deficient equipment to the VFM/VMS.

3.29.4. Ensuring technicians comply with safety procedures and technical data.

Note: Complying with technical data does not mean an open book reference for each repair task. It does require the technician to be familiar with the procedures for each job. Complex repair tasks, performance specifications, torque ratings, special tolerance adjustments and so forth, do require reference to technical data, and, in some cases, repeated reference at the job location. Technical data for vehicles or vehicular equipment serviced must be current. Any of the following data sources, in printed or digital form, are acceptable: TOs; commercial manuals, printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1® or its equivalent**.**

3.29.5. Inspecting incoming vehicles and equipment not processed through CSC. The supervisor coordinates with FM&A if additional repairs not listed on the AF Form 1823/-1 are required and revises the Estimated Time In-Commission (ETIC) as needed.

3.29.6. Inspecting repaired vehicles and equipment to ensure all vehicles are in a safe serviceable condition.

3.29.7. Briefing newly assigned personnel.

3.29.8. Assigning personnel to duty positions to ensure full use and progression opportunities.

3.29.9. Determining the most efficient and economical means of returning vehicles to service. The supervisor will carefully consider the repair or replacement of individual assemblies or subassemblies and components to make effective use of resources. In addition, adhere to any safety and serviceability standards, and avoid “over-maintaining” the vehicle.

3.29.10. Informing FM&A of the requirement for more work so that maximum productivity may be obtained from assigned personnel.

3.29.11. Checking with Materiel Control on parts requirements and availability.

3.29.12. Accounting for labor hours for work center.

3.29.13. Determining training needs, sending training requirements to the VFM/VMS and assisting in OJT.

3.29.14. Ensuring parts received for vehicles during the work phase are properly protected and not improperly stored on the vehicle's seat or other soft trim.

3.29.15. Ensuring vehicles in Non-Mission Capable Supply (NMCS) status are preserved at storage level "C" as prescribed in TO 36-1-191, **Chapter 8**, Storage and Shipment, unless stored inside, or if the vehicle is expected to be in NMCS status for less the 30 days.

3.29.16. Assisting FM&A by providing accurate data/information in order to properly complete and transmit DRs.

Section 3D—Principles

3.30. Cannibalization Rules. The VFM/VMS use cannibalization primarily to meet mission goals. Cannibalization action is documented according to **Chapter 7** and proper cost accounting will be done.

3.30.1. 441 VSCOS or Robins AFB SE&V may direct the repair of critical vehicles pending disposition. Cannibalization of the major components or assemblies of critical vehicles pending disposition instructions must be approved by 441 VSCOS. **(T-1).**

3.30.2. The AFEMS (C001) provides an on-line query, with the exception management code ID (IIEM), to determine the vehicle criticality. A critical vehicle is identified by the critical code "C".

3.30.3. The Vehicle Management Index File (VMIF) also identifies vehicles as critical or non-critical.

3.31. Contract Operated Vehicle Management Activities. All PWSs for vehicle management will be performance-based. **(T-0).** VFMs at all levels will use this AFI (citing specific chapters and/or paragraphs) as the basis for developing a PWS. **(T-0).** Also, **Chapter 9** will be reviewed for additional information concerning contract activities.

3.31.1. All PWSs for contractor operated vehicle management activities will be coordinated with 441 VSCOS. **(T-1).**

3.32. Maintenance Priorities. Each Vehicle Management activity applies priorities to support the mission and customer needs as follows:

3.32.1. Routine Priority: Vehicle Management normally assigns "Routine" priority to all vehicles, regardless of type or use. However, vehicles requiring scheduled maintenance actions (e.g., PMI, TCTO, Special Inspections or OTI) will receive preferential action over routine non-scheduled maintenance actions.

3.32.2. Red (Urgent) Priority: Vehicle Management assigns "Red" priority when one or more of the following conditions apply:

3.32.2.1. A unit is below the established MEL for a particular vehicle/equipment type; further loss of vehicles or equipment will degrade mission support and other base assets cannot fulfill the need of a particular vehicle.

3.32.2.2. A special project requires a certain type of vehicle in service.

3.32.2.3. Severe weather or other natural circumstances create a need for certain types of vehicles.

3.32.3. Installed emergency warning lights, military radios or other such accessories do not automatically cause a vehicle to be a higher priority. Like and possibly dissimilar vehicles without such accessories are generally sufficient to perform the mission until the equipped vehicle is returned to service.

3.32.4. When a replacement vehicle is temporarily given to a user, the prime vehicle receives a routine maintenance priority.

3.32.5. Direct Mission Support Vehicles/Equipment: Vehicles and equipment which are used to support combat, tactical or airfield operations. MELs for these vehicles will be developed and verified each year between using organization requirements and the vehicle management activity. **(T-1).** The MEL shows the number of vehicles or vehicular equipment, by authorized type and any substitutes, needed in mission capable status to complete the user's mission.

3.32.5.1. The VFM/VMS review the vehicle MEL for maintenance priorities and for backfilling primary vehicles when vehicles are in Vehicle Management. This list serves as the vehicle maintenance priority repair list which the VFM/VMS can use as a guide for day to day fleet management.

3.32.5.2. Vehicle Management ensures that minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities. Within Vehicle Management, it may be necessary to consolidate the work force, work overtime, cannibalize parts, delay work or make temporary repairs to return priority vehicles to service.

3.33. Vehicle Modification Policy. Vehicle modifications are any alterations to a vehicle that will change the original configuration or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, lifting, power train or restraint systems of a vehicle.

3.33.1. Modification request should only be forwarded when the customer needs cannot otherwise be met; either through vehicle rotation or leasing.

Note: Secondary restraint systems (airbags) will not be disabled unless approved by the National Highway Transportation Safety Administration (NHTSA). **(T-0).** Vehicle Management, Wing and MAJCOM Safety will validate requests for such action prior to submission to the NHTSA. **(T-0)**.

3.33.2. All requests for modifications will be submitted to FM&A and routed through 441 VSCOS for appropriate IPT. **(T-1)** The IPT ensures the configuration changes to special mounted equipment are documented in appropriate technical data and that necessary adjustments are made to logistics support plans.

3.33.2.1. Permanent local modifications to special mounted equipment are usually not approved unless required to correct isolated problems.

3.33.3. All modification correspondence/approvals will be maintained in the permanent portion of the vehicle historical record.

3.33.4. Additional guidance is provided in AFI 91-103 for nuclear certified vehicles.

Note: Unapproved modifications to nuclear certified vehicles will probably result in the vehicle being classified as "restricted use".

3.34. Vehicle "Add-On" Equipment Policy. Adding manufactures' optional equipment or after-market optional part/accessory to meet certain operational needs is not considered a modification if the vehicle is still used for its original purpose and can be returned to original condition within a reasonable amount of time (i.e., 24 hours) with little or no expense.

3.34.1. Generally, an add-on will not change the original configuration, or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, steering, lifting, power train or load carrying/restraint systems of a vehicle. Examples of vehicle add-on equipment include (but is not limited to): light bar/emergency lights, siren, two-way radio, pintle hook and trailer-hitch assemblies.

3.34.2. Requesting organizations must submit written add-on equipment justification to Vehicle Management. Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation.

3.34.2.1. Organizational justification request for add-on equipment to government controlled rented or leased assets will also be sent to Vehicle Management. If approved, FM&A will submit to leasing agency (i.e., GSA) to obtain approval for installation of add-on equipment to vehicle. **(T-0).** Leasing agency's concurrence or non-concurrence will be maintained in the requesting organization's vehicle control records in FM&A. **(T-1).**

3.34.3. Add-on equipment will not be installed prior to VFM/VMS approval. **(T-1).**

3.34.3.1. If approved, when workload and resources permit, Vehicle Management may elect to install these items.

3.34.4. Vehicles will be placed back into original configuration if vehicle is rotated/shipped, and at using unit's cost.

3.34.5. Regardless of maintenance responsibilities, all add-on equipment will be assigned vehicle equivalents and captured in OLVIMS using the AE screen and loaded via the AV screen for government owned assets. **(T-1).** Vehicle Fleet Managers will use the AF Vehicle Equivalent List located at **https://www.vemso.hq.af.mil/vehicleEquivalents/vehequiv.html** to assign equivalents and consider the following guidance when deciding whether to claim additional equivalents for locally added or factory-installed optional equipment. **(T-1).**

3.34.5.1. Items are only claimed once, regardless of how many are on the vehicle. Examples are pintle hooks on bobtails, roof mounted air conditioning units on buses, etc.

3.34.5.2. Some examples of items not to count as add-on equipment are standard (original equipment) shelving, bins, flashing lights, additional wiring on ambulances, standard plows and blades on snow plows and graders, standard AM/FM radios, anti-lock brakes, air bags, mud flaps and electronic fuel injection systems.

3.34.6. Any requests for add-ons to nuclear certified vehicles will be routed to the Base Safety Office for approval. **(T-1).** For informational purposes, all add-on requests will be courtesy copied to 441 VSCOS. **(T-1).** For additional guidance on modifications of nuclear certified vehicles reference AFI 91-103 and AFI 91-107.

3.34.7. File approved authorization to install add-on equipment in the permanent portion of the vehicle record jacket or scanned copy in equivalent electronic file.

3.34.8. AIM2™ system components are considered add-on equipment. However, written request/justification for use and VFM/VMS approval for installation is not required, to include installation on nuclear certified vehicles. FM&A will maintain a record of AIM2™ component installation and removal in the permanent portion of the vehicle's record jacket, and **VM Neighborhood** listing. **(T-1).** An additional VE of "0.1"will be added to the vehicle in OLVIMS.

3.34.8.1. AIM2™ components will be installed on applicable GSA leased vehicles if the system is available. **(T-1).** The AF has received blanket approval from GSA allowing AIM2™ installation/use. The FM&A requirement to obtain approval from GSA for installation is not required.

3.35. NMC Hours. NMC hours start on the date and time entered on the Operator's Inspection Guide and Trouble Report (the date/time that the discrepancy is reported to Vehicle Management) or when a request for mobile maintenance (roadside) support is received.

3.35.1. When initiating a work order, the CSC will adjust the NMC start time to account for actual downtime which began with any mobile maintenance or wrecker support request. As needed, adjustments will be coordinated with FM&A and/or Vehicle Operations Dispatch to confirm the operator's original request for repair/wrecker assistance.

3.35.2. Vehicles awaiting accident, abuse and repair decisions/repairs will draw downtime.

3.35.3. Upon VFM/VMS request, FM&A provides an NMC report reflecting hours controlled by Vehicle Management (in-house) and repair hours not controlled by Vehicle Management (contract, warranty, etc.).

3.35.4. NMC time ends after completion and verification of all maintenance actions.

3.35.5. NMC hours reporting exclusions:

3.35.5.1. Exclude reporting NMC hours for Awaiting Disposition vehicles in status code D, E, I, or N and ensure they are opened as "4000" work orders. Repairs of seasonal equipment during the off-season such as snow removal, deicing equipment and lawnmowers will also be opened as "4000" work orders and will not report NMC hours. Refer to **paragraph 4.28** for definition of status codes mentioned above.

3.35.5.2. Exclude reporting NMC hours for vehicles owned or under the control of the Air Force Research Laboratory (AFRL). These vehicles are placed in fleets around the AF to collect O&M data in an effort to develop and perfect new technologies for AF use. Significant NMC hours are expected during these tests.

3.35.6. NMCS vehicles are not normally repaired until all the parts have been received, unless approved by the VFM/VMS. For example, an engine received for a crash fire fighting vehicle may be installed even though a required converter has not been delivered. After the engine is

installed, the status of the vehicle reverts to NMCS. The supply priority for the converter is not downgraded.

Note: Vehicles on NMCS status will be prime candidates for corrosion control repairs. Remove the vehicle from NMCS status in OLVIMS only until the corrosion repairs are completed, then return the vehicle to NMCS status until the parts are received.

3.35.7. Use MC data to support manning, shop equipment, vehicle replacement criteria, new vehicle buy budgets and reliability and deployment programs.

3.36. Reclamation Procedures:

3.36.1. Accomplish reclamation to the extent necessary before or after processing to DLA-DS. FM&A coordinates with using organizations for removal of organizational equipment prior to transferring a vehicle to DLA-DS. Document removed parts on AFTO Form 91. Authority is granted to retain vehicles for parts reclamation or training purposes after instructions have been received to transfer an asset to DLA-DS for disposition within the following guidelines:

3.36.1.1. No more than two like vehicles (same management code, make, model, and year) shall be retained for retention at the same time.

3.36.1.2. Vehicles will not be retained longer than 90 days after receipt of disposal instructions. **(T-1).** If special circumstances exist which warrant longer retention, request a waiver of the 90-day retention limit from 441 VSCOS. **(T-1).**

3.36.1.3. Vehicles retained for parts reclamation will be properly identified and stored separately from other vehicles in the vehicle maintenance compound. **(T-1).** Use the TRT (Transaction Request Tool) to notify 441 VSCOS to place vehicles retained for reclamation in status code "E", ASC code 048??EG (Special Retention).

3.36.1.4. Recover and recycle refrigerant from air conditioning systems categorized as ozone depleting substance (ODS). **(T-0).** Verify refrigerant has been evacuated and document such in accordance with local DLA-DS procedures.

3.36.1.5. Remove any compressed gas cylinders/bottles, e.g., portable fire extinguishers or fire suppression system agent tanks. **(T-1).** Return portable fire extinguishers to the using unit if an “add-on”. Contact local Occupational Safety Office for proper disposal procedures for others.

3.36.1.6. Cancel bench stock/special levels and remove technical manuals from file when there is no other like vehicles assigned.

3.36.2. Withdraw vehicles from DLA-DS for special projects or an authorized need upon written 441 VSCOS approval. **(T-1).** VFM/VMS provide technical assistance in selecting vehicles to be withdrawn. Procedures for withdrawing vehicles from DLA-DS are in AFI 23-101.

3.36.3. VFM/VMS will monitor the repair and turn-in of vehicle parts to ensure serviceable parts with a foreseeable need are not turned in for disposal. To reduce the potential for fraud, waste and abuse, inventory and store serviceable, non-credit turn-in parts for which there is a projected need, as work order residue.

3.37. DELETED.

3.38. Shop Publications. Necessary technical literature, including TOs and service manuals will be available at all times. Technical data for vehicles or vehicular equipment must be current. Any of the following data sources, in printed or digital form, are acceptable: Current TO or commercial manual; printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1®. When conflict occurs between technical data sources, or questions arise about the accuracy of any technical data, repair procedures or replacement parts, other than AF-directed inspection criteria, the final decision authority lies with the representative or dealer for the manufacturer of the vehicle or vehicular equipment item in question. Rationale being the manufacturer or their representative must have the latest procedures and parts information available.

3.38.1. Establish and maintain a Technical Order publication file, commonly referred to as a TO Library, accessible to all work centers. The TO Library will be managed and inspected IAW TO 00-5-1-WA-1, *AF Technical Order System*.

3.38.1.1. Geographically separated work centers will have access to current publications such as AFOSHSTDs, TO 36-1-191, etc., available in printed or digital form to prevent wasted travel time to the central library. The work center supervisor determines which publications are needed in their work center.

3.38.2. Order commercial books or TOs when new vehicles are received without publications, using the emergency ordering procedures in TO 00-5-1-WA-1.

3.38.3. Report deficiencies of AF technical publications to 441 VSCOS using AFTO Form 22 IAW TO 00-5-1-WA-1 and the AF "Tech Order Recommended Change Processing" SharePoint site.

Chapter 4

FLEET MANAGEMENT & ANALYSIS

Section 4A—General Responsibilities

4.1. Generally, FM&A is responsible for the efficient and economical operation and maintenance of the base vehicle fleet. The element is responsible for fleet accountability, management/maintenance analysis, preventative maintenance and special inspection scheduling and establishing and managing the vehicle control program. Some specific responsibilities of FM&A include (but are not limited to) the following areas and programs.

Note: Refer to Section 4B for corresponding procedures.

4.1.1. Capture, process and use OLVIMS data as prescribed by Air Force Computer System Manual (AFCSM) 24-1, *On-Line Vehicle Interactive Management*, and this instruction.

4.1.1.1. OLVIMS will be replaced with DPAS beginning in early 2016. DPAS will be used by the Air Force Vehicle Management community as the primary system for performing all functions pertaining to vehicle fleet management including agency owned and leased assets. **(T-0).**

4.1.1.2. DPAS is the FMIS approved by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L). Per policy memorandum" DOD Non-Tactical Fleet Management Information System" date 1 April 2014, use of any other FMIS must be approved by OSD via waiver request. **(T-0).**

4.1.1.3. Implementing the DPAS solution will require the Air Force to sunset the existing maintenance system (OLVIMS) as well as migrating vehicle accountability from ILS-S into DPAS; which is independently operated and hosted on the Defense Information Systems Agency (DISA) production environment.

4.1.1.4. Organizations using DPAS are not required to duplicate efforts in OLVIMS, ILS-S or AFEMS. When units discontinue OLVIMS processing, all transactions must be completed in DPAS. **(T-0).**

4.1.2. Manage and maintain vehicle historical record files (refer to **Chapter 7**.)

4.1.3. Monitor and manage repetitive maintenance, warranty, contract, and authorized repairs.

4.1.4. Ensure economical repair of all vehicles,

4.1.5. Oversee Accident and Abuse Program.

4.1.6. Develop base-level Depot program in coordination with 441 VSCOS. **(T-1).**

4.1.7. Prepare and submit deficiency, warranty and unsatisfactory reports. Use procedures provided in TO 36-1-191, **Chapter 7**.

4.1.8. Develop and manage the MEL and the VPRL.

4.1.9. Review all new and assigned vehicle data plate information to determine nuclear certification status. Refer to **paragraph 4.13.** for additional information.

4.1.10. Develop and maintain a continuous 18-month scheduled maintenance plan quarterly for vehicles and vehicular equipment that require PMIs by "date and/or mileage/hour reading" only IAW TO 36-1-191, Table 3-1 and 3-2; e.g., aircraft cargo loaders and trailers. **(T-1).**

Note: Plan may need to consider assets during the manufactures' warranty period.

4.1.11. Ensure ETICs are accurate.

4.1.12. Conduct weekly yard checks.

4.1.13. Ensure a safety inspection is conducted annually via AF Form 4355 being completed for each vehicle. **(T-1).** Review/correct quarterly report provided by 441 VSCOS that will list vehicles that have not had an AF Form 1823/-1 reported within the past year.

4.1.14. Verify parts charges in OLVIMS daily.

4.1.15. Manage TCTO, Service Bulletin, Manufacture Recalls and OTIs.

4.1.16. Manage reimbursable maintenance program. Ensure reimbursable units are coded correctly in OLVIMS and perform follow up actions for financial recoupment.

4.1.17. Monitor vehicle modification and add-ons programs.

Note: Refer to **paragraphs 3.33** and **3.34.**

4.1.18. Provide Fuels Management a quarterly, or as required, master list depicting all assigned vehicles and organization codes to include a break out of all vehicles that have changed since the previous list.

4.1.19. Review, validate and process vehicle authorization requests.

Note: Special attention should be given to specific authorization requirements of tenant units.

4.1.20. Monitor vehicle data integrity/quality/accuracy using LIMS-EV Vehicle View, TRT and VED.

4.1.21. Use TRT to request ILS-S updates.

4.1.22. Fill vehicle authorizations with the most suitable asset.

4.1.23. Manage Awaiting Disposition vehicles. Ensure the accountable record reflects the proper vehicle status code of vehicle's current place in the disposition process.

4.1.24. Manage installation vehicle rental and lease requests.

4.1.25. Correct errors on data system reconciliation listings identified on the VED.

4.1.26. Upload daily, monthly and quarterly files to the **VM Neighborhood** or designated location.

4.1.27. Process LTIs for disposition.

4.1.28. Ensure Vehicle accounts are loaded under the proper Organizational Cost Center Records (518 record). Submit update request to appropriate section in Materiel Management Branch as needed.

4.1.29. Responsible for acquiring, signing and forwarding any AFPS accountable document to the applicable office responsible for document control responsibilities. This includes providing supporting justifications and/or documentation for supply reports such as "M-10".

The AF Vehicle Fleet Support Branch (AFVFSB) of 441 VSCOS provides "RVP" and "FCH" documents to FM&A. Local FM&A is the liaison between AFVFSB and LRS Materiel Management Branch.

4.1.30. Serve as " Chief Inspector" for vehicles (Registered Equipment) Appointment of individual/s is by LRS Commander or equivalent position in corresponding organization having Accountable Property responsibility.

4.1.31. Perform needed vehicle management and maintenance analysis as required by the VFM/VMS.

4.1.32. Reviewing base support and OPLANs with Installation Deployment Readiness Center (IDRC). Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

4.1.33. Establish, execute, initiate and conduct all vehicle recalls.

4.1.34. Manage the installation VCP.

4.1.34.1. Provide vehicle status to the using organization's VCO/VCNCO.

4.1.34.2. FM&A maintains a complete and current list of VCO/VCNCOs to include:

4.1.34.2.1. Name, grade, telephone number and email address of the person(s).

4.1.34.2.2. Name of the organization, its assigned code and mailing address. **Note:** Reference **Chapter 10** for further information regarding VCO/VCNCO requirements.

4.1.35. DELETED

4.1.36. FM&A will administer the DOD Fleet Fuel Card Program IAW **Attachment 6.(T-1)**

4.1.37. Utilize DLA Energy programs to process vehicle ground fuel procurement transactions into OLVIMS (e.g., Fuels Enterprise Server (FES), Enterprise External Business Portal (EEBP). Refer to **Paragraph 4.56.**

4.1.38. Use all enterprise solutions unless specifically waived via contract guidance or by 441 VSCOS. **(T-1).**

Section 4B—General Procedures

4.2. OLVIMS Maintenance Module Monthly Processing. Procedures before, during and after OLVIMS maintenance module new month processing:

4.2.1. Before submitting a new month parameter (YK) transaction, FM&A will:

4.2.1.1. Backup OLVIMS "database" folder and "print files" folder. **(T-1).**

4.2.1.2. Validate the accuracy of the tire recapping percentage. **(T-1).**

4.2.2. After the new month parameter transaction is submitted, but before closing out the previous month (Dual Month Status) via the YB transaction, FM&A will:

4.2.2.1. Review the Work Order Master File. Ensure all work order numbers marked "partially closed" are closed completely. **(T-1).** Verify work order(s) identified as "open excessive time" or "Special Action Required" is accurate. **(T-1).** Review work orders marked "Awaiting Contract Cost" for accuracy of status. **(T-1).**

4.2.2.2. Input indirect employee time for the previous month. **(T-1).**

4.2.2.3. Ensure employee master list changes are input.

4.2.2.4. Ensure Geographically Separated Unit (GSU) AF Form 1823/-1 data is input, when applicable. **(T-1).**

4.2.2.5. Input minor maintenance actions for the previous month. **(T-1).**

4.2.2.6. Run Man-hour Utilization Report for the previous month. **(T-1).**

4.2.2.7. Input all previous month parts and fuel charges. **(T-1).**

4.2.2.8. Contract operated maintenance elements input overhead cost IAW AFCSM 24-1 (VZ Transaction). **(T-1)**

4.2.2.9. Review/update mileage inconsistencies and miles per gallon estimators on the Quick Reference Listing (PCN 63). **(T-1).**

4.2.2.10. Backup OLVIMS "database" folder and "print files" folder. **(T-1).**

4.2.2.11. Use approved removable storage media to store monthly processing files. **(T-1).**

4.2.3. After closing out the previous month (YB), FM&A will:

4.2.3.1. Print, file or electronically store monthly products and reports. **(T-1).**

4.2.3.2. Validate data contained in the refundable/reimbursable file. **(T-1).** Process refund and reimbursable costs according to local accounting and finance rules. **(T-1).**

4.2.3.3. Upload the Halverson and Tunner loader OLVIMS monthly data to the **VM Neighborhood** after completion of monthly processing, but NLT the 5th duty day of the month (if applicable). **(T-1).**

Note: If no work orders were opened during period, upload separate file (Excel) with the vehicle registration number, hour and odometer meter reading to the **VM Neighborhood**.

4.3. OLVIMS Maintenance Module Quarterly Processing. Procedures for OLVIMS maintenance module quarterly processing:

4.3.1. After making quarterly corrections to the PCN SB004-56 (Quarterly Corrections Listing), perform an "XN" transaction.

Note: The OLVIMS Vehicle Report Region code which depicts Metropolitan Statistical Areas (MSA) must be accurate. The following numerical values are the only characters that will be entered into the OLVIMS "YJ" transaction for the "VEH REPORT REGION" code: 1=Non-MSA, 2=Foreign, 3=Non-MSA other/US territories and 4=MSA. Units can go to the Department of Energy's website to determine if they are in an MSA: http://www.eere.energy.gov/vehiclesandfuels/epact/state/progs/dyn_msa.cgi

4.4. Maintaining Historical Data.

4.4.1. Ensure all required OLVIMS data fields are populated and accurate. At a minimum, the data fields referenced in **Table 4.1, Minimum OLVIMS Data Field Requirements**, will be populated. **(T-1).**

Table 4.1. DELETED.

4.5. Manage and Monitor Repetitive, Warranty, Contract and Authorized Maintenance.

4.5.1. Before sending an AF Form 1823/-1 to the shop, the FM&A Workload Controller:

4.5.1.1. Reviews the AF Form 1823/-1, Vehicle Historical Record and the OLVIMS repetitive maintenance screen for repetitive maintenance.

4.5.1.2. Decides whether the repair is covered by a new vehicle warranty or a previous contract, COPARS or other parts warranty.

4.5.1.3. Print the warranty screen (F2) from OLVIMS and attach to the work order to readily identify all parts and assemblies under warranty. **(T-1).** All warranty provisions will be tracked in the OLVIMS Maintenance module regardless of cost. **(T-1).**

4.5.2. Procedures for Processing Contract Maintenance Repairs.

4.5.2.1. FM&A keeps active and inactive files on contract maintenance work order correspondence, coordinates with the VFM/VMS and the work center supervisor, plans the workload, monitors the funding status and keeps files on work specifications.

4.5.2.2. FM&A initiates AF Form 1823/-1 and funding documents, i.e., AF Form 9, *Request for Purchase*, or GPC purchases request form, for all work done commercially. Documents will include work specifications and other data as needed. **(T-1).** The completed documents are sent to the VFM/VMS, or designee, for review and signature.

Note: Vehicle down time for contract work orders, including awaiting contract action, is NMCM time.

4.5.2.3. After the funding documents are certified or signed, one copy is retained.

4.5.2.4. FM&A arranges vehicle/component transport to the vendor.

4.5.2.5. FM&A monitors contracted requirement and informs the VFM/VMS if requirement/timeline has changed.

4.5.2.6. Once completed, the contracted repairs or service are inspected for compliance with agreement, estimate and/or industry standard requirements by a qualified technician. The VFM/VMS, or designee, checks the AF Form 9 (if used) and the vendor's invoice for accuracy against the AF Form 1823/-1.

4.5.2.6.1. The original invoice is attached to the original voucher for submission by the Accounting Liaison Office (ALO). A copy of the invoice is attached to the ALO copy of the voucher and another copy returned to the vendor with the payment. (Not applicable if using the GPC).

4.5.2.7. A "JZ" transaction is accomplished in OLVIMS to input the repair cost. Upon receipt of the vendor's invoice, compare the cost to the agreed price and change OLVIMS if necessary (not applicable if using the GPC). If an actual vendor's invoice is not received with the vehicle, use the price on the contract document.

4.5.2.8. The ALO develops and certifies SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, (original and three copies) to pay the vendor. The ALO

reports discounts for prompt payment or other changes to the original invoice cost to FM&A for adjustment to the original input to OLVIMS (not applicable if using the GPC).

Notes:
1. Warranty provisions are entered during "JZ" transaction processing. Additional warranty information will be entered in the remarks area of the closed AF Form 1823/-1.
2. Estimates repair costs (for major repairs and repairs that may cause the one-time repair limit to be exceeded) and ensure repairs are authorized according to TO 36-1-191.
3. When applicable, monitor contract repair funds and advise the VFM/VMS and Cost Center Manager as appropriate.

4.6. Ensure Economical Repair of All Vehicles.

4.6.1. Scheduling Maintenance. FM&A exercises flexibility in scheduling work into the shop. Parts availability, work center manning and the needs of the customer are considered when FM&A plans, schedules and adjusts the shop workload. However, all scheduled maintenance must be initiated before or when due. **(T-1)**.

4.6.1.1. Schedule vehicles for needed inspections, services and repairs. An appointment system is recommended.

4.6.1.2. Inform the work center supervisor of scheduled work, TCTOs, SBs, OTIs, Manufacturer Recalls, completed defers and other needs.

4.6.2. Ensure work is authorized before it is started and notify the VFM/VMS of any estimated repair costs that exceed the one-time repair limit for the vehicle.

4.6.3. Assign Work Priority. Refer to **paragraph 3.32.** Notify the VFM/VMS when mission essential vehicles fall below MEL. PCN SB004-008 can be used to aid in this requirement.

4.6.4. Perform Workload Control Board duties.

4.6.4.1. Initiate and route AF Form 1823/-1 to the work centers.

4.6.4.2. Monitor workload status and control work flow through the work centers.

4.6.4.3. Consider maintenance in progress, backlog maintenance and work awaiting shop when an ETIC is requested. The FM&A Workload Controller and the applicable work center supervisors jointly determine the ETIC to be assigned.

4.6.4.4. Update the workload control board with vehicle and personnel status as required by the VFM/VMS.

4.6.5. Delay work when needed. Check the delayed workload and schedule vehicles for work when the shop capability and needs of the customer permit.

4.6.6. Recommend, in coordination with the work center supervisor, contract repair action when repair work or the workload becomes too excessive. Initiate contract documents after approval is received from the VFM/VMS. See **paragraph 4.5.2.**

4.6.7. Ensure that vehicle and parts warranties are utilized.

4.6.8. Monitor cannibalization.

4.6.9. Assist work centers in preparing LTI forms..

4.6.10. Ensure repairs for TCTOs, SBs, OTIs and Manufacturer Recalls are scheduled, tracked, accomplished and recorded.

4.6.11. Establish and control Vehicle Management labor hour reporting in OLVIMS as prescribed by AFCSM 24-1.

4.6.12. Process OLVIMS Maintenance data, as prescribed by AFCSM 24-1, while ensuring 100 percent OLVIMS and vehicle data accuracy to include: Vehicle Identification Number (VIN), make, model, serial number, fuel code, fuel consumption and mileage/hour reading.

4.6.13. Closely monitor repairs on vehicles displaying replacement codes A through J .

Note: Replacement codes are used as a maintenance management economical tool only. Perform only minimum essential repairs on these vehicles to keep them in service until replacements are received.

4.7. Accident and Abuse Work Order Processing. Refer to **paragraph 1.13.** for program policy. The following will take place when the shop receives a vehicle with actual or suspected accident or abuse damage:

4.7.1. CSC personnel will notify the VFM/VMS and initiate the appropriate "estimate" AF Form 1823/-1. **(T-1).** The "estimate" work order will be used to estimate accident/abuse repair cost only. **(T-1)**.

Note: When computing estimated cost for repairing accident damage, indirect cost is included only to determine one-time repair limitations.

4.7.2. Actual repairs will be documented using an "Accident or Abuse Actual" AF Form 1823/-1, and will not be initiated until the organization of responsibility "releases" the vehicle for repairs. **(T-1).** Only accident or abuse related repairs will be documented on the "actual" work order. **(T-1).** Any other unscheduled repairs or scheduled services will be completed on an unscheduled or scheduled maintenance work order to follow. **(T-1).**

4.7.3. FM&A will prepare an AF Form 20, Repair Cost and Reparable Value Statement, when required by local policy or requested by the Surveying Officer. **(T-1).**

4.8. Develop Depot Maintenance Plan.

4.8.1. FM&A is responsible for the effective use of the depot program.

4.8.2. DELETED.

4.8.3. Vehicles at depot will draw downtime. Retain vehicle record in master file while vehicle is undergoing depot rebuild so that vehicle downtime is accurately documented.

4.8.4. Downtime begins when vehicle is removed from service and shipping LTI is accomplished (a "4000" work order will remain "open"). Downtime ends after the vehicle returns from depot, acceptance LTI is accomplished and the vehicle is available for use.

Note: Vehicle will not draw downtime if vehicle is not being returned to the shipping base.

4.8.5. Capture depot rebuild cost. Process a "JZ" transaction to capture the cost of depot rebuild when the vehicle returns from depot ("JZ" transaction is generated by the "JZ" screen" that may be seen on the PCN SB004-005, edit list. "JZ" is used to charge the contract cost and establish contract warranty information). The cost will include transportation and actual depot

repair costs. **(T-1).** "JZ" transactions are limited to $99,999 per month/quarter. If depot and shipping costs exceed $80,000, split the cost evenly and capture the remaining cost the following two quarters. Depot cost is provided by Robins AFB SE&V to 441 VSCOS , which subsequently forwards the cost data to the base. Contact servicing DDF for the shipping cost to depot. Use this same shipping cost for the return cost from depot.

4.8.6. Ensure depot rebuild date is captured and properly loaded via the "AZ" (years and months) in OLVIMS to prevent premature movement into replacement codes A-J, reference AFCSM 24-1 ("AZ" transaction used to load/update/delete a vehicle (static data)).

Note: AF license plates must be removed from vehicles prior to departure for depot. **(T-1).** License plate(s) will be stored in the vehicle's records jacket (or in FM&A if vehicle records are stored electronically). **(T-1).** If vehicle is being transferred to another location after depot repairs, FM&A will ship the plates to the new location via registered mail. (Refer to TO 36-1-191). **(T-1).**

4.9. Vehicle Shipment to Depot Repair. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203. **(T-1).** Criteria for these vehicles are contained in TO 36-1-191, **Chapter 9**. 441 VSCOS will provide shipping instructions for vehicles scheduled for depot repair. **(T-1).** Three vehicle status codes apply to depot shipments. Status codes "B" and "G" (accountability not retained by the shipping base) require processing of turn-in documents. Input of either of these two codes will automatically create shipping documents. Status code "R" (vehicle programmed for return to the base) requires preparation only of an off-line "DO NOT POST" shipping document. An "FCI 2C" transaction is required to enter status code "R" into the ILS-S records.

4.10. Capture/Input Maintenance Historical Data in OLVIMS from Supported Outlying Work Centers and GSUs.

4.10.1. Work Order and Vehicle Processing for Outlying Work Centers. The operator debriefing and incoming inspections are completed in the work center and repair needs are validated. The de-briefer gives the information to initiate the AF Form 1823/-1 to the FM&A Workload Controller and makes sure any scheduled maintenance and delayed requirements are known. The work center supervisor (or a designated technician) accomplishes final inspections, which will be shown on the AF Form 1823/-1.

4.11. Prepare and Submit Deficiency, Warranty and Unsatisfactory Reports. Submit and prepare reports using the Joint Deficiency Reporting System (JDRS) in conjunction with TO 00-35D-54-WA-1, *USAF Deficiency Reporting and Investigating System*, and TO 36-1-191 Chapter 7. **(T-1).** Additionally, curtesy copy all JDRS packages to 441 VSCOS for situational awareness.

Note: JDRS user login is mandatory. The JDRS website is located at http://www.jdrs.mil/.

4.12. Develop and Manage MEL and VPRL.

4.12.1. In conjunction with using organizations, vehicle MELs are established by vehicle type/Mgt Code, to include any substitutes to reflect the minimum number of vehicles needed in service to complete the user's mission. MELs will be verified by using organizations and the vehicle management activity annually. **(T-1).Note:** Use Code D pure WRM (integrated or stored) will not be included in MEL formulas. MEL formulas will be developed utilizing peacetime authorizations only. **(T-1).**

4.12.2. Using organizations will provide justification data to support requested MEL to vehicle management. **(T-1).**

4.12.3. FM&A reviews request, analyzes utilization data and maintenance history and provides the VFM/VMS with recommendations. The VFM/VMS reviews proposed MEL with the using organization VCO/VCNCOs before MSG Commanders approval and final publication of the list. The MSG Commander is the final authority for an unresolved MELs.

Note: It is not realistic to have 100 percent of any vehicle type in an organization listed as the MEL. Allowance must be made for scheduled maintenance, normal breakdowns, etc.

4.12.4. The approved MEL list serves as the vehicle maintenance priority repair list when the vehicle types identified are below the MEL.

4.12.5. FM&A manages and executes vehicle priority recalls for the base.

4.12.5.1. Vehicles listed on the VPRL are grouped by unit and vehicle type and consists of vehicles that exceed the MEL required for a unit to accomplish its mission. This listing will serve as a recall tool to use for short-term vehicle needs.

4.13. Review and Verify Nuclear Certified Vehicle Certification and Records.

4.13.1. FM&A will validate, document and ensure the accuracy of nuclear vehicle certification status by completing the following actions. **(T-1).** These actions are sufficient for accountable reporting and management actions under AFI63-125, *Nuclear Certification Program*, unit-level program binders are not required.

Note: 441 VSCOS has centralized the NCE vehicle program, the procedures below satisfy NCE requirements at or below the installation level. Overall program management and guidance, MNCL updates and associated actions will be routed by Vehicle Management activities through 441 VSCOS. **(T-1).**

4.13.1.1. New vehicles. During initial inspection of new vehicles, FM&A will verify nuclear certification status by comparing the vehicle data plate, shipping documents, NIIN, make and model information against the MNCL. **(T-1).** If the vehicle is nuclear certified, enter the nuclear certified vehicle identifier "N" into OLVIMS "AZ" screen (refer to **Table 4.1**). **(T-1).**

4.13.1.2. During scheduled PM&I. Validate the data plate information on Nuclear Certified vehicles (to include data plate legibility) and ensure the data matches vehicle information contained on the MNCL. Review OLVIMS to ensure the nuclear certified status of the vehicle is correctly identified. Reference AFCSM 24-1, section 5.3.11.1.

4.13.1.3. Additionally, review the permanent portion of the records jacket/file for documentation concerning nuclear certified vehicle modification request, DULL SWORD reporting and subsequent certification actions (e.g., "Restricted Use").

4.13.1.4. Document actions on AF form 4354 and maintained in the active portion of the records jacket/file.

4.13.1.5. Foreign made vehicles that are Nuclear Certified (IAW AFI 91-103) may not have "Data Plates" affixed when delivered new. In this instance, and thereafter during scheduled PM&I, FM&A will verify nuclear certification status by comparing the available documentation against the MNCL. **(T-1).** Data Plates may be locally manufactured and

affixed to these vehicles. Data Plates will reflect: Model Number, NSN, Part# and Vehicle Registration Number.

4.13.2. Individual vehicles that have been listed on the MNCL by vehicle registration number as "not authorized" for use during nuclear operations by the AFSC will have the "N" designator removed from the "NUC IND" field on the OLVIMS "AZ" screen for that registration number. **(T-1).** If the AFSC removes the vehicle's "not authorized" status from the MNCL, then the "N" designator will be reapplied in OLVIMS at that time. **(T-1).**

4.13.2.1. The use of the "NUC IND" field is for maintenance reference/decision purposes only by Vehicle Management personnel. IAW AFI 63-125 the "sole authority" for NCE status is the MNCL.

4.13.3. All DULL SWORD reported vehicles will also be documented through JDRS for Deficiency, Warranty and Unsatisfactory reports as noted in section 4.11. **(T-1).** Additionally, courtesy copy all DULL SWORD packages to 441 VSCOS for situational awareness.

4.13.4. FM&A will notify the 441 VSCOS NCE Program Managers of vehicles requiring decertification/recertification actions. **(T-1).** Send an unclassified e-mail with registration numbers and pictures, as needed, along with short narrative justification describing desired actions and rationale for decertification/recertification to **441VSCOS.AF.VehMgt@us.af.mil**.

4.13.5. FM&A will monitor vehicle MNCL data report on **VM Neighborhood** that identifies data fidelity errors in activity-level generated reports; this report is "informational only" and not a system of record. **(T-1).**

4.14. Scheduled Maintenance Requirements and Planning.

4.14.1. Scheduled maintenance includes PM&I, Vehicle Condition Inspections and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet. All PM&I will be conducted using the AF Form 4354, *Vehicle Preventive Maintenance and Inspection (PM&I)* in conjunction with applicable manufacturer maintenance requirements, at intervals established in TO 36-1-191. **(T-1).**

4.14.1.1. Do not delay PM&I, Special Inspections or any special scheduled maintenance actions.

4.14.1.2. Using organizations will make vehicles available for PM&I and Special Inspections or make other arrangements with servicing vehicle management activity *before* due. **(T-1)** Using organizations that exhibit a trend of failing to provide vehicles for scheduled maintenance when due or at the scheduled time will be reported to the next command level (i.e., Mission Support Group Commander, Wing Commander, etc.) for corrective action.

4.14.2. Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of vehicles or vehicular equipment with PMI requirements when developing a scheduled maintenance plan. All shops will use On-Line Vehicle Integrated Management System (OLVIMS) products or other automated listings to help complete work on time. Scheduled maintenance has priority and is not delayed. **(T-1).** When necessary, resort to a two-shift operation, overtime or contract to fulfill this need.

4.14.3. Vehicles used as static training aids (not operated on base or public highways) are exempt from scheduled maintenance. In addition, vehicles such as mobile communication vans positioned in a semi-permanent or permanent site are exempt. Perform scheduled maintenance before operating these vehicles over public roads. **(T-1).** Training aids are accountable on equipment account list.

4.14.4. Develop, as necessary, work cards and checklists for certain vehicle types or special inspection and servicing requirements. Bilingual work cards and checklists may be mandatory when local national employees are not required to read and speak English.

4.14.5. **Vehicle Condition Inspections** . Technicians must use AF Form 4355, *Vehicle Incoming Inspection*, to verify a vehicle's condition when initiating an AF Form 1823, *Vehicle and Equipment Work Order*, or AF Form 1823-1 (computer generated) *Vehicle and Equipment Work Order*, and accepting a vehicle in to maintenance. **(T-1).**

Notes:
1. The completion of an AF Form 4355 is not required for "Tire-Only Work Orders" or "Follow-On" warranty/contract work orders.
2. AF Form 1823 is used only in the event that OLVIMS is not available. AF Form 1823-1 is an OLVIMS computer generated Vehicle and Equipment Work Order and is the preferred form for documenting vehicle maintenance associated data/information. However, specific use and documentation requirements listed in this AFI are identical. For this reason, the term "AF Form 1823/-1" is used in this AFI to signify that the context of information is applicable to either form.

4.15. Ensure ETIC Accuracy.

4.15.1. ETICs will represent the "best estimate" on when all vehicle repairs are accomplished and the vehicle is projected to be returned to use.

4.15.2. The new ETIC field in OLVIMS will be populated for all vehicles with an open work order. **(T-1).** Once a work order is open a new ETIC will be established. **(T-1).** Blank "new ETIC" fields are not authorized for any vehicle with an open work order.

4.15.3. ETICs for vehicles awaiting disposition instructions will be the projected date that the vehicle will receive the highest level of disposition instructions. **(T-1).**

4.15.4. The new ETIC will not have a historical date (yesterday or older). **(T-1).** ETICs will be updated as needed to ensure most accurate estimates are projected. **(T-1).**

4.16. Conduct Yard Checks Weekly.

4.16.1. From home screen press Alt F2, then press Alt F6.

4.16.2. Select all options and print Yard Check Listing.

4.16.3. Walk through the VM compound, yard(s) or controlled area and validate all vehicles listed on Yard Check Listing are in VM control and the status is accurate in OLVIMS. If not, research and take appropriate action to correct.

4.16.4. Identify all vehicles in the compound not reflected on the Yard Check Listing. Ascertain reason the vehicles are not on the Yard Check Listing and take appropriate action to correct as needed.

4.16.5. Yard checks will be completed weekly or more often as determined by the VFM/VMS. **(T-1).**

4.17. Ensure Annual Serviceability Inspections are Conducted Using AF Form 4355.

4.17.1. FM&A will ensure that an AF Form 4355 has been performed (via processing an AF Form 1823/-1) for each registered vehicle annually. **(T-1).** Completion of the inspection can be accomplished via mobile maintenance or shop visit; provided an AF 1823/-1 is initiated in OLVIMS. The use of AF Form 4355 will satisfy the AF obligation to inspect a vehicle's ability to operate safely at least once within a 12-month period, IAW DODM 4500.36. Refer to **paragraph 7.37** for AF Form 4355 completion instructions.

4.17.2. 441 VSCOS will distribute reports quarterly to respective bases for compliance verification action. **(T-1).**

4.17.2.1. The report will list vehicles that have NOT had an AF Form 1823/-1 reported (opened) within the proceeding12-month period. **(T-1).** FM&A will review the report and take action to ensure compliance. **(T-1).**

4.17.2.2. Report will contain MAJCOM, OLVIMS Base/Site Code, vehicle registration number, Base and Unit details. **(T-1).**

4.18. Verify Parts Charges in OLVIMS Daily. Refer to **paragraphs 5.2.20.** and **5.14.**

4.19. Manage TCTOs, Service Bulletins, Manufacture Recalls and OTIs. Control of TCTOs, SBs and OTIs. TCTOs are managed differently than regular TOs. They must be requisitioned individually and as a series they must be identified for automatic distribution. TCTOs, SBs and OTIs are managed IAW the following procedures:

4.19.1. Robins AFB SE&V or FSE Item Managers notifies 441 VSCOS of newly released TCTOs, SBs and OTIs. 441 VSCOS provides base-level Vehicle Management a list of vehicles/FSE requiring the TCTO, SB or OTI action.

4.19.2. Units must ensure they are on TO distribution listing for each TCTO series. **(T-1).** These series are listed in the "-36" index for the type of vehicle they pertain to. The TO monitor must review the "-36" index on receipt and ensure that for each type of vehicle assigned, if there is an applicable TCTO series that it is on distribution. **(T-1).** This ensures TCTOs published under that series are sent to the unit.

4.19.3. FM&A must date stamp each TCTO, SB or OTI once received (electronically dated e-mail/message traffic is sufficient); determine TCTO, SB or OTI action and/or parts kit requirement by reviewing the TCTO, SB or OTI cover page for affected vehicle registration numbers; and notify Materiel Control to order required parts kits after determining and verifying base requirements. **(T-1).**

4.19.3.1. Use "T" prefix for work order numbers when a TCTO will be completed on that work order.

4.19.3.2. Use "S" prefix for work order numbers when a SB or OTI will be completed on that work order.

4.19.3.3. Use "B" prefix to order parts (if required).

4.19.4. Robins AFB SE&V requires verification that correct TCTO or SB part(s) have been ordered before parts(s) are released for shipment. Contact the appropriate Program Manager or Equipment Specialist for the affected vehicle type by telephone, fax or electronic mail, provide vehicle registration numbers and requisition due-in document numbers, obtained from Materiel Control, to enable part(s) release.

4.19.5. Take continuous supply follow-up action until kits are received.

4.19.6. Complete TCTOs, SBs and OTIs actions as soon as possible, before the required completion (suspense) date. TCTO, SB or OTI not completed by the "completion date" will be considered "outstanding" and places the vehicle's serviceability in jeopardy.

4.19.6.1. When directed by the Robins AFB SE&V, vehicles with "outstanding" actions will be removed from service until the subject TCTO, SB or OTI is accomplished. **(T-0)**

4.19.7. Record the completion of the TCTO, SB or OTI on the computer-generated Vehicle Historical Record (OLVIMS PCN SB004-828). 441 VSCOS will collect completion/compliance reporting via LIMS-EV Vehicle View monthly data files for completed TCTOs and SBs. **(T-1).** Urgent action TCTO and SB completion reporting will be included with all others, however they may require manual completion reporting depending on time constraints and fleet safety concerns. **(T-1).** 441 VSCOS will notify applicable units and ANG as the need arises. **(T-1).**

4.19.8. When closing "T" or "S" prefixed work orders (after F3 key is pushed), FM&A personnel must ensure the TCTO/SB number entered into OLVIMS is **identical** to the TCTO/SB number shown in LIMS-EV Vehicle View/TCTO view for that registration number. **(T-1).** If they do not match, the TCTO/SB will still show as due in LIMS-EV Vehicle View.

4.19.9. Maintain active master TCTO, SB and OTI files. A rescinded file will be maintained when needed for special programs and projects. **(T-1).** When a rescinded TCTO is needed, it can be obtained by following the procedures in TO 00-5-1-WA-1.

4.19.9.1. The master file will consist of a binder separated into active and inactive sections. **(T-1).** These sections will be subdivided into four sections: TCTOs, Service Bulletins, One-Time Inspection Letters/ Messages, and Recalls/Campaigns (separate binders for each type may also be used). **(T-1).** The active section will have an index of all active items and include document number (TCTO number, bulletin number, or date/time group), document title/description, and status. Inactive files can be purged 1 year after rescission date. Electronic files are permissible.

4.19.10. Verify TCTO status via LIMS-EV Vehicle View. The TCTO view depicts four separate, but linked, TCTO requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, the viewer will have an informed look at an individual TCTO or the status of a larger TCTO program completion level within a filter set.

4.19.10.1. Access LIMS-EV Vehicle View and click the TCTO tab.

4.19.10.2. Data points and definitions.

4.19.10.3. Total required. Depicts the sum vehicles required to have a TCTO completed on them within the filter set. Source of the vehicle count is a sum of the registration numbers listed in the TCTO table that matches the filter set.

4.19.10.4. Complete. Depicts the sum of vehicle registration numbers listed within the filter set that have a "TCTO COMPLETED DATE" listed.

4.19.10.5. Due/On-Time. Depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has not passed the "MUST BE DONE DATE". Will be reflected when within 60 days of due date.

4.19.10.6. Overdue. Depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has passed the "MUST BE DONE DATE".

4.19.11. Can toggle between numerical values or percentages in the chart. If a TCTO/SB has been completed, and a monthly OLVIMS file has passed to LIMS-EV Vehicle View, and the TCTO. SB is not showing complete, the TCTO/SB may not match between what was input into OLVIMS and what was listed on the TCTO/SB.

4.19.12. To correct, edit, add or delete TCTO data, use "CZ" transaction. Must edit "C record" in OLVIMS to match ("CZ", "CV" and "ZH").

4.19.13. OLVIMS data crossed in monthly file uploaded to 441 VSCOS (VYHK0D2T.ZIP).

4.20. Ensure Reimbursable Units are Coded Correctly in OLVIMS and Perform Follow Up Actions for Financial Recoupment.

4.20.1. Receive Responsibility Center/Cost Center (RC/CC) code for reimbursable units from Finance.

4.20.2. Send "?ARAD6C.DA1" file monthly to Finance Budget Office.

4.20.3. Once file is returned from DFAS, reconcile for accuracy.

4.20.4. Resubmit reconciled "? ARAD6C.DA1" file back to Finance Budget Office for recoupment.

4.20.5. Monitor reimbursement via resource advisor.

Note: Refer to **paragraph 7.49.** for additional information.

4.20.6. For OCONUS locations where civilian labor is paid for by host-nation support, delete all affected civilian labor transactions before submitting the OLVIMS accounting and finance file for reimbursement. Only parts and appropriate civilian labor transactions will be reimbursed for these locations.

4.21. Ensure Accurate Man-Hour/Labor Accounting. Refer to **Chapter 7**.

4.22. Vehicle VIL Key and AIM2™ Modules. Quarterly (or as required), FM&A will provide Fuels Management a master list depicting all assigned vehicles and organization codes to include a break out of all vehicles that have changed since the previous list. **(T-1).**

4.22.1. The list must include the vehicle registration number, unit, all grades of product that will be used (e.g., MUR, MRR, DL1, DL2, CNG, LNG, etc.) and if it is alternative fuel capable. **(T-1).**

4.22.2. Written operation procedures will be developed between FM&A and Fuels Management to ensure notification of VIL Key data field changes or vehicle nontaxable status. **(T-1).**

Notes:

1. Installation Fuels Management is responsible for the Automated Fuel Service Station (AFSS) equipped for VIL or AIM2™ technology.
2. VIL key or AIM2™ module requirements/policy for alternative fuel vehicles is located in **paragraph 11.6.4.**

4.23. Recording Taxable Fuel Consumption. Current Internal Revenue Service (IRS) guidance identifies fuel for government vehicles operated solely on government installations as exempt from Federal and some state levied taxes. In order to ensure the DOD obtains appropriate tax credit for the fuel consumed by these vehicles the following procedures must be followed. **(T-0).** If any vehicle uses a county, state or federal highway one or more times during a fiscal quarter, fuel consumed by that vehicle is taxable for that period. Crossing over a county, state or federal highway at an intersection does not count as use. All off-road vehicles, e.g., graders, forklifts and K-loaders, qualify. Defense Logistics Agency (DLA) Energy is responsible to issue guidance clearly outlining taxable and non-taxable guidelines for DOD fuel use. Additional information can be found on the DLA Energy website.

Note: If any vehicle uses a county, state or federal highway one or more times during a fiscal quarter, fuel consumed by that vehicle is taxable for that period. Crossing over a county, state or federal highway at an intersection does not count as use. All off-road vehicles, e.g., graders, forklifts and K-loaders, qualify. Defense Logistics Agency (DLA) Energy is responsible to issue guidance clearly outlining taxable and non-taxable guidelines for DOD fuel use. Additional information can be found on the DLA Energy website.

4.23.1. VCOs and VCNCOs, in conjunction with FM&A, must verify and list all vehicles designated for travel off the installation during the upcoming quarter. **(T-1).**

4.23.2. Once finalized, FM&A then forwards the list of vehicles expected to travel off the installation to Fuels Management. Fuels Management then verifies each VIL or AIM2™ module is encoded to properly reflect taxable status of fuel to be consumed by the vehicle. Fuels Management will use this list to encode the VIL with a UC.

Note: Recording of taxable fuel consumption and coding VIL keys accordingly is not a requirement for Air National Guard units.

4.23.3. Fuel Tax Refund Requests. The AF is not authorized to seek reimbursement for DLA Energy owned fuel or fuel purchased under a GSA lease as they are purchased under standard pricing. For information on obtaining reimbursement of fuel taxes on non-DLA Energy owned fuel or fuel purchased under a GSA wet lease, contact the local Accounting and Finance office.

4.24. Review, Validate and Process Vehicle Authorization Requests.

4.24.1. Vehicle Authorization Review Authority. Only the minimum number of vehicles necessary to support the mission will be authorized. The VFM is the vehicle authorization review authority for the installation. The VFM or equivalent:

4.24.1.1. Reviews and validates vehicle requirements and vehicle change requests.

4.24.1.2. Recommends increases or decreases in vehicle authorizations.

4.24.2. Considers the following to address additional vehicle authorizations:

4.24.2.1. Use of vehicles from the U-Drive It (UDI) fleet, priority recall, or short term lease/rental to satisfy short duration or sporadic mission requirements.

4.24.2.2. Types and quantities of vehicles must clearly be the minimum number to accomplish the mission. **(T-1).**

4.24.3. Do not authorize vehicles for reasons of grade, prestige, personal convenience or to individual persons except as previously stated.

4.24.4. Use LIMS-EV to review vehicle utilization.

4.24.5. The AS is a seven-digit code which describes the AS used, Base Code and User Code. For example, the AS Code for a registered fleet vehicle (010) belonging to Langley AFB (LA), LRS Vehicle Mgt Flt (EG) would be: "010LAEG".

4.24.6. All additions or changes to vehicle authorizations, require an authorization request to be processed through 441 VSCOS. **(T-1).** To request a new authorization, or to request updates to an existing authorization, send request to 441 VSCOS via the TRT. 441 VSCOS will work with FM&A for clarification as needed.

Note: Authorization requests applicable to USCENTCOM AOR will be processed through USAFCENT/A4RV, IAW USAFCENT VM Pamphlet 24-302. **(T-1).**

4.24.6.1. Authorized quantity increase due to mission change. Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., OPLAN, Provisional Plan (PPLAN), Executive Order (EXORD), Fragmentary Order (FRAGO), base layout, operation moved to a different location on base, added a ramp, etc. **(T-1).**

4.24.6.2. All new or increased authorizations will be coordinated with functional community. **(T-1).** If approved, functional community will request vehicle procurement funding for the initial validated vehicle requirements and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars. **(T-1).**

4.24.6.3. Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. **(T-1).** Even if an offset authorization is provided, the requesting vehicle management activity must provide sufficient justification to support changing the authorization by answering the questions in **paragraph 4.24.9**. **(T-1).** Additionally, the vehicle type being requested must be in line with the "core set" of authorizations for the using organization. **(T-1).** All adjustments to authorization quantities must be approved by 441 VSCOS. **(T-1).** Additionally, all approved new or increased authorizations (including those resulting from a PROTAF/SATAF and alike) will not be added to the Accountable Property System of Record (APSR) until the using organization/functional community transfers procurement funds to the central procurement agency for the initial vehicle requirements. **(T-1).**

4.24.6.3.1. Units with a requirement and funds will contact servicing Vehicle Management activity. **(T-1).**

4.24.6.3.2. Vehicle Management ensures requirement has: valid authorization, current vehicle is replacement eligible, or authorization is vacant.

4.24.6.3.3. Vehicle Management works with 441 VSCOS to ensure requirement is procurable (not on Robins no buy list.)

4.24.6.3.4. Vehicle Management obtains sample MIPR from 441 VSCOS and provides (with instructions) to requesting unit RA/FM for completion. **Note:** One MIPR per NSN request.

4.24.6.3.5. After authorization is validated, asset is deemed procurable, Vehicle Management forwards completed to 441 VSCOS for processing. **(T-1).**

4.24.6.3.6. 441 VSCOS works with Robins to complete order.

4.24.6.3.7. Vehicles are tracked using LIMS-EV Due-In screen until arrival.

4.24.6.4. Offset authorization(s) must be equal to or greater than the purchase price of the authorization(s) being requested. **(T-1).** The purchase price to be used for comparison is the unit cost listed in the VMIF for the I&S NSNs of the authorizations being compared, regardless of whether the authorization is for a government owned or lease vehicle.

4.24.6.5. Purchase price for offset authorization request will not be considered if the authorization being requested is more environmentally friendly than the offset authorization and of similar/smaller size/type.

Note: Refer to **paragraph 4.76.2.** for SUV offsets.

4.24.7. Authorization Analysis. The objective of the analysis is to validate the requirement and determine whether a more effective avenue, such as short-term leasing or co-utilization of assets, can satisfy the requirement without adding additional authorizations. The VFM will use the conclusions of the analysis to make approval/disapproval. **(T-1).**

4.24.8. Justification Requirements. The following data is required on all new authorization and change request. Any request that does not contain all required data available will be returned for completion.

4.24.8.1. Indicate if the request is for new, increase, reduction or deletion.

4.24.8.2. SRAN.

4.24.8.3. Org and Shop Code.

4.24.8.4. Document Number for existing authorization adjustments.

4.24.8.5. NSN (Prime NSN only, no asset NSNs) and standard price from the VMIF.

4.24.8.6. Use Code.

4.24.8.7. UTC (for Use Code A authorizations).

4.24.8.8. Increment Code for Use Code C and D authorizations. For use code “C”, populate with two- digit Base Code and two-digit User Code. For use Code “D”, populate with two-digit Base Code and an Org code of “BS” (for BEAR) or “WM” (for WRM).

4.24.8.9. AID.

4.24.8.10. AS. ASs prescribe the required authorizations for vehicles to accomplish functional and organizational missions. ASs constitute authorization and approval authority for vehicles.

4.24.8.10.1. AS information contained in request must match the as is information loaded in LIMS-EV Vehicle View and AFEMS. **(T-1).** If requesting 012, state if lease

will be GSA or commercial. A commercial lease request must be accompanied with a cost comparison study indicating the cost of the commercial lease is more cost effective than GSA. **(T-1).** Refer to AFI 65-501, *Economic Analysis* and DoDM 4500.36, Appendix 2 for cost comparison study requirements and procedures. Request with mismatched or missing AS will be returned for clarification. Review **Table 4.2, Authorized Vehicle AS Codes**, for ASs used for vehicle authorizations.

Note: ASs are identified in ILS-S.

Table 4.2. Authorized Vehicle AS Codes.

AS	NOMENCLATURE	DESCRIPTION
010	Vehicle Fleet (Registered)	Basic allowance standard for all AF owned fleets.
011	Watercraft	Allowance standard is a source document only and does not solely constitute authorization or approval authority for watercraft.
012	Vehicle Fleet (Leased)	Basic allowance standard for all lease fleets. **Note:** Only leased vehicles will be used to fill these authorizations. No AF owned vehicles allowed.
034	Vehicle Fleet (Contingency)	Reports authorizations at contingency locations (non-normalized) worldwide.
037	Vehicle Fleet (AF provided and replaced contractor Support)	Use when AF vehicles are Government Furnished Property (GFP) to a contractor and will be replaced by the AF.
048	Special Retention Authority (Excess)	Unauthorized equipment on hand.
051	AF Vehicles for Non-AF Activity (AF provided but not AF replaced contractor support)	Use when AF vehicles are GFP to a contractor and will not be replaced by the AF. FM&A will not rotate vehicles to/from a contractor authorized/assigned under AS 051. Authorizations under this allowance will be reduced/deleted upon final disposition of the vehicle.
054	Special Project Vehicles	Use to report authorizations supporting a MAJCOM or USAF approved special project/program. **Note:** 054 authorizations **<u>will not exceed one year</u>**. If the authorization is needed beyond the termination date, MAJCOMs will establish permanent authorizations using another AS or the authorization will be deleted.

4.24.8.11. Current In-Use Quantity (must match what is in LIMS-EV Vehicle View). **(T-1).**

4.24.8.12. Current Authorized Quantity (must match what is in AFEMS). **(T-1).**

4.24.8.13. New Authorized Quantity.

4.24.8.14. Number Required.

4.24.8.15. Registration Number. The registration number is needed when increasing or adding authorizations and an on-hand asset will be used to fill. Provide registration number, and document number where vehicle is currently postured.

4.24.9. In addition to the required data listed in above, requesting vehicle management activities must answer and respond to the following questions:

4.24.9.1. Does the justification provide the directive, project or publication that generated the request, if appropriate?

4.24.9.1.1. Does the justification cite the mission critical need for the vehicle? Describe the tasks performed that necessitate the need for an additional vehicle.

4.24.9.2. Does the justification identify expected utilization information? Specifically: estimated monthly miles/hours, frequency of trips, amount of cargo hauled, amount of passengers hauled per trip and ratio of personnel to vehicle.

4.24.9.2.1. What type of driving conditions will the vehicle be utilized in? Include all applicable: on base, city, highway, off road and climate.

4.24.9.2.2. List equipment/supplies needing towed/hauled (to include dimensions and weight) and any special movement requirement (e.g., air ride suspension).

4.24.9.2.3. Does the vehicle need any special equipment (e.g., aftermarket add-ons not standard to commercial vehicles)?

4.24.9.2.4. Will the vehicle be used for any type of response? What will it respond to? What is the required response time?

4.24.9.3. Does the justification list the number of vehicles currently authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements?

4.24.9.4. Can the mission be completed using alternatives to owning or leasing a vehicle? Specifically, can Vehicle Operations (taxi or UDI) satisfy the vehicle requirement (OLVIMS data must substantiate lack of support)? Is shuttle bus or public transport available? Will short term rental, when needed, fulfill the requirement?

4.24.9.5. Does the justification include a mission impact statement on the organization, base or wing if the request is denied?

4.24.9.6. Does the justification cite any actions taken to realign other authorizations to accommodate the requirement?

4.24.9.7. When available, Alternative Fueled Vehicles (AFV) must be utilized. **(T-0).** Is there access to alternative fuel within 5 miles or 15 minutes of the vehicle's garaged location? If so, where is it located and what type of alternative fuel is available? Will an AFV satisfy this requirement? If not, state why.

4.24.9.8. What is the emission level of the vehicle being replaced? Go to **www.gsa.gov** then search AFV Product Guide, open the PDF, identify the vehicle type and locate the GHG Score column.

4.24.9.9. Where will the new vehicle be parked? Include base, squadron and building number.

4.24.10. If an authorization request is disapproved by 441 VSCOS , the unit will be unable to resubmit the same authorization request for one year. If units wish to resubmit after one year, they must provide sufficient justification (e.g., UDI requests, commercial rentals, mission changes) to validate a requirement for a new authorization. **(T-0)** AF/A4L is the appeal authority for all disapproved requests.

4.24.11. An approved request will have a TACR (Transaction Allowance Change Request) submitted by 441 VSCOS (allowance change request) in AFEMS. **(T-1).**

4.24.11.1. After the TACR is approved (AFEMS updated by the AS manager at Robins AFB SE&V) 441 VSCOS emails the approved request back to the unit. **(T-1).**

4.24.11.2. 441 VSCOS updates ILS-S with the changes in the approved request and notifies the base of completed action.

4.24.11.3. 441 VSCOS will retain copies of approved and disapproved justifications for all authorizations as required. **(T-1).**

4.24.12. An authorization request is not required for Awaiting Disposition assets; 048??EG is the approved AID.

4.24.13. DELETED.

4.24.13.1. DELETED.

4.24.13.2. DELETED.

4.24.13.3. DELETED.

4.24.13.4. DELETED.

4.24.13.5. DELETED.

4.25. Monitor Vehicle Data Integrity/Quality/Accuracy. This will be accomplished using LIMS-EV Vehicle View, the TRT and the VED. **(T-1).**

4.25.1. LIMS-EV Vehicle View is a "Data Service" that serves as the overarching gateway to AF/A4 enterprise reporting and analysis. LIMS-EV Vehicle View provides a consolidated look at vehicle accountability and sustainment data. Data comes from the Integrated Logistics System-Supply (ILS-S) and OLVIMS and is merged with supplemental tables that are maintained by 441 VSCOS. As a result, all information is placed into a usable and accessible format. (See **Attachment 4** for LIMS-EV Vehicle View navigation details).

4.25.2. All sustainment data comes from base level OLVIMS files, all inventory/accountability data comes from ILS-S.

4.25.3. Units will upload "Daily" and "Monthly" OLVIMS files onto the **VM Neighborhood**. **(T-1).** Monthly files must be updated by the 15th of the month. **(T-1).** On the 21st of each month, the previous month's data will be displayed in LIMS-EV Vehicle View.

4.25.4. ILS-S data is brought into LIMS-EV Vehicle View daily from the AF data warehouse.

4.25.5. Robins AFB SE&V will use the Consolidated Analysis and Reporting System (CARS 2.0) program to update the due-in information into LIMS-EV Vehicle View. **(T-1).** This is daily feed. Twice a day LIMS-EV Vehicle View conducts an Extract Transform Load (ETL) (0830 and 2030 US Eastern Time) and pulls in data from the **VM Neighborhood** and the data

warehouse or other designated location. At that time, files that were uploaded to the **VM Neighborhood** or designated location are checked for errors.

4.25.6. If errors exist, files will be ignored and the last "good" file will continue to be displayed.

4.25.7. Units will check the VED and ensure their current files were updated. **(T-1).** If a file was uploaded, and is not reflected in LIMS-EV Vehicle View, contact 441 VSCOS.

4.25.8. VED. The VED is located on the **VM Neighborhood**. The dashboard is broken down into tabs and is updated once a month (ILS-S Reports, OLVIMS Reports, Data Upload Metrics and Applications). The only exception is the ILS-S Reports (Vacancies/Overages Panel) which is updated daily. Each tab contains specific panels with a built-in search. All panels open to full screen and contain moveable/filterable columns that are exportable. Data files can be download in Excel, however all filters must be removed before download will execute or a download error will occur.

4.26. Using the TRT to Request ILS-S Updates.

4.26.1. ILS-S is the "accountable" system for all AF managed vehicles. 441 VSCOS will accomplish all vehicle transactions in ILS-S. **(T-1).**

4.26.2. The TRT is the transaction-requesting interface between FM&A and 441 VSCOS .

4.26.3. Access CRIS Tool via LIMS-EV VEHICLE VIEW or save link for accessing directly.

4.26.4. FM&A will use the TRT to request updates to ILS-S for the following transactions: **(T-1).**

Note: Lease vehicles can fill vacant Government Owned authorizations. Government (Blue Fleet) vehicles will not be used to fill open leased vehicle "AS 012" authorizations.

4.26.4.1. Receiving a new vehicle. Prior to assigning a vehicle to an authorization (Load Asset); verify an opening exists. **(T-1).**

4.26.4.2. Rotating a vehicle to an existing authorization. Prior to assigning a vehicle to an authorization; verify an opening exists. **(T-1).**

4.26.4.3. Shipping a vehicle. **(T-1).**

4.26.4.4. Clearing a vehicle from the AF inventory (e.g., DLA-DS, transferring to other services, nations or governmental agencies, etc.). **(T-1).**

4.26.4.5. Placing a vehicle in Awaiting Disposition. Select Excess Request. **(T-1).**

4.26.4.6. Changing registration number. **(T-1).** Select Update Asset.

4.26.4.7. Changing NSN. **(T-1).** Select Update Asset.

4.26.4.8. Changing status code. **(T-1).** Select Update Asset.

4.26.5. To perform CRIS Tool transactions (additional information located in **Chapter 8**):

4.26.5.1. Select base.

4.26.5.2. Select request type (i.e., rotate asset).

4.26.5.3. Select registration number or DOC# from drop down menu (if applicable). All asset and authorization data for the registration number selected will be displayed.

4.26.5.4. Type in requested information, then click submit button.

Note: All data fields in the TRT must be populated and with correct data. Incomplete or incorrect data will significantly delay requests being processed. **(T-1).**

4.26.5.5. Once request is submitted, it moves to "Awaiting" status and an automated email notification is sent to 441 VSCOS.

4.26.5.6. 441 VSCOS will process requests in ILS-S within three business days of submission. **(T-1).**

4.26.5.7. Once processed, 441 VSCOS will mark request as complete and request will move to "Completed" status. **(T-1).**

4.26.5.8. Local FM&A is the liaison between AFVFSB and supply. Local FM&A/bases are responsible for all "accountable" supply documents to include completing local and MAJCOM forms. IL-S access is required to attain accountable documents. See local Supply Document Control for accountable documents lists and local form requirements. See base supply for details. AFVFSB will provide "RVP" and "FCH" documents to FM&A. **(T-1).**

4.26.5.9. DELETED.

4.26.5.10. Completed requests are updated real-time in the TRT after requests are initiated. Each installation's ILS-S data is passed to the warehouse on different intervals. Contact the servicing Supply Customer Service section for base specific times/intervals.

4.27. Filling Vehicle Authorization with Most Suitable Asset.

4.27.1. FM&A MUST fill vehicle authorizations with assets that match the prime authorized vehicle type if available in the fleet (B200 authorization filled with B200 asset). **(T-1).** If a prime vehicle is not available, fill the authorization with the most suitable asset in the inventory.

4.28. Managing Vehicles Awaiting Disposition.

4.28.1. Vehicles awaiting disposition are vehicles, no longer having a local authorization, which cannot be redistributed to fill vacant authorizations or be reassigned to replace less serviceable and/or maintainable (usually older) vehicles eligible for replacement. Vehicles in this status will not be assigned to organizations waiting approval for additional vehicle requirements. VM will have physical possession of these vehicles and FM&A will control vehicles pending disposition direction. **(T-1).**

4.28.2. When authorization is no longer warranted, and reassignment to another base activity is not possible, request vehicle be moved to 048??EG authorization via the TRT. Status codes for Awaiting Disposition vehicles are as follows:

4.28.2.1. **D--** Disposition instructions have been received, pending shipment, maintenance, transfer to DLA-DS, sale, etc.

4.28.2.2. **E--** Vehicle is unserviceable. Accountability is maintained until transfer to DLA-DS. Cannibalization is authorized prior to transferring to DLA-DS.

4.28.2.3. **I--** Vehicle is awaiting LTI, Vehicle is unserviceable and disposition instructions have been requested from 441 VSCOS.

4.28.2.4. **N** -- Vehicle is awaiting disposition instructions from 441 VSCOS. LTI and/or justification request for special retention have been submitted.

4.28.3. Accomplish LTI and forward to 441 VSCOS requesting disposition instructions within 30 calendar days from the date the vehicle became excess on the CA/CRL.

4.28.4. Initiate follow-up action 30 calendar days after the date the LTI was sent to 441 VSCOS.

4.28.5. Awaiting Disposition assets will not be used for deployments or special projects without 441 VSCOS approval. **(T-0).**

4.29. Review, Validate and Process Rental/Lease Requests.

4.29.1. Vehicle rental/leases are vehicles on loan from a local vendor with payment made on a recurring basis.

4.29.2. Vehicle rental/lease administration.

4.29.2.1. Starting in FY14, all leasing of passenger carrying vehicles will occur through the LRS. Funding will be consolidated to the **542f PEs under cost category 43100 and 43200. Units with new leasing needs will coordinate their requirements thru the LRS.

4.29.2.1.1. Recruiting rental/lease requirements will be coordinated/processed through 441 VSCOS. **(T-1).**

4.29.2.2. LOG Panel/LRS funding for long term leases have been centralized to a 441 VSCOS account.

4.29.2.3. Units with new leasing requirements will coordinate requirements thru the LRS. **(T-1).**

4.29.2.4. LRS will determine where funding origination stream lies to pay for lease vehicles (unit or LOG Panel). 441 VSCOS can provide assistance with funding source determination as requested.

4.29.2.5. If LOG Panel/LRS funded source has been determined, the requesting unit will work with their functional community PEM, who will in-turn work with LOG Panel PEM to transfer funding across the FYDP to 441 VSCOS, prior to vehicles being leased, or for GSA vehicles being moved to BOAC 5738SY. **(T-1).**

4.29.2.6. This does not imply that all AF leases are funded through LOG Panel/LRS.

4.29.2.7. Units outside the LOG Panel have vehicle lease funding.

4.29.3. When a GSA vehicle is not available, DOD components may rent/lease motor vehicles from a commercial vendor when any of these conditions exist:

4.29.3.1. An Economic Analysis (EA) verifies a cost benefit to the government. Reference AFI 65-501 and DoDM 4500.36, Appendix 2, for EA requirements and procedures.

4.29.3.2. Vehicle support is required due to unforeseen or scheduled event which is unsupportable with existing vehicles on-hand and cannot wait for acquisition through normal procurement.

4.29.3.3. Local laws or Status of Forces Agreements (SOFA) prevent using government vehicles.

4.29.4. The rental/lease of passenger sedans, station wagons, mini-vans and sport utility non-tactical vehicles (NTV) shall be limited to only those designated as Class I, II and III by GSA; the VFM will only obtain rental/lease vehicles that are the minimum body size and have the maximum fuel efficiency to meet mission. **(T-0)**. Refer to **paragraph 4.75** for vehicle class authorization details.

4.29.4.1. DELETED

4.29.5. FM&A validates all requests for rentals/leases for installation activities. Coordinate with contracting to ensure vehicles are not rented/leased without prior validation regardless of who funds for the rental/lease. Rental/leases may be executed with an AF Form 9 or GPC where guidance allows. A copy of the validated AF Form 9 or related GPC documents will be retained in FM&A. **(T-1).**

4.29.6. FM&A will maintain a log of all rentals/ leases. **(T-1).** The log will list each purchase request in numerical sequence and the reason for its initiation. **(T-1).** All commercial lease data will be reported during quarterly 441 VSCOS data call. **(T-1).**

Note: No units or functional activities are exempt from this requirement.

4.29.6.1. AFOSI fleet manager will maintain a log for AFOSI vehicles. **(T-1).**

4.29.7. Requesting units/users provide funds for each rental/lease.

4.29.7.1. Vehicle rental/leases will not be charged to the Medical Treatment Facility (MTF) Defense Health Program (DHP) appropriations (O&M, Procurement, or Research, Development, Testing & Evaluation). **(T-1).** Vehicle rental/leases must be charged to the O&M funds of the installation the MTF supports, or as directed by AF/A4LR **(T-0).** MTFs are not authorized to establish vehicle rental/leases outside of those established by the installation. All vehicle requirements, whether rented/leased or purchased, are the responsibility of AF/A4LR.

4.29.8. The LRS Commander or equivalent will coordinate on all rental/lease requests prior to submission to contracting. **(T-1).**

4.29.8.1. The AFOSI Fleet Manager may approve short/long term rental/lease request supporting OSI requirements and does not require LRS Commander coordination.

4.29.9. Upon termination of a vehicle rental/lease FM&A verifies charges.

4.29.10. Short-Term Rental/Lease. Use GSA short-term lease/rental program when economically advantageous to the AF. **(T-1).** LRS Commanders or equivalents may authorize vehicle rentals/leases to meet peak workloads and unusual or emergency requirements. **(T-1).** Vehicle leases/rentals are funded by unit O&M funds. Rentals/Leases will not exceed 120 days. See AFI 65-601, Volume 1, *Budget Guidance and* Procedures, Section 10M, for guidance pertaining to leases. **(T-1).** When available and meets mission operational requirement, short-term rental/lease vehicles will be an AFV. **(T-1)**

4.29.10.1. Do not use this authority to provide transportation for normal or routine purposes, when vehicles are available.

4.29.10.2. 441 VSCOS will be notified if any rental/lease vehicle is required for more than 60 days. **(T-1).** 441 VSCOS will provide a "short-term lease form" to be completed by local fleet manager. **(T-1).** When notifying 441 VSCOS, FM&A will specify the vehicle type, quantity and anticipated duration of the rental/lease requirement. **(T-1).** Rentals/leases that exceed 120 days are not authorized unless a valid authorization has been established. Rental/leases that exceed 18 months must be coordinated with contracting and must be justified IAW Defense FAR Supplement (DFARS) Part 207, *Acquisition Management*, current edition. **(T-0).**

4.29.10.3. Use GSA vehicles when available. Confirm non-availability from 441 VSCOS before executing a non-GSA commercial rental/lease exceeding 60 days for general-purpose vehicles. Keep non-availability certification documents for the duration of the lease period.

4.29.10.4. Consecutive short-term rentals/leases are not authorized.

Note: All requests for rental/leases request exceeding 120 days are justified using the 441 VSCOS-approved vehicle justification request format and forwarded to 441 VSCOS for action before entering into a rental/lease agreement through contracting. Approved requests must be retained for the duration of the lease period. **(T-1).**

4.29.11. Long-Term Rental/Lease. Leasing over 120 days is generally to fill open authorizations not filled through normal acquisition procedures. Leased assets must be the same type and class as the authorization to which they are assigned. **(T-0).** When the appropriate size vehicle is not available through GSA or a local vendor to fill an approved lease authorization, a smaller or larger class (not to exceed a class restriction) vehicle may be temporarily substituted as long as there is no additional cost to the government and approved by 441 VSCOS. A non-availability statement must be obtained from the leasing agency and kept on file to support the unauthorized class vehicle being provided. **(T-0).**

Note: When available, long-term rental/lease vehicles will be an AFV.

4.29.11.1. Funding for Long-Term rental/leased Vehicles. Vehicle rentals/leases are funded by unit O&M funds.

4.29.12. DELETED.

4.29.12.1. DELETED.

4.29.13. Insurance Coverage and Maintenance for Rented/Leased Vehicles.

4.29.13.1. "For Hire" solicitations and resulting contracts provide insurance coverage as prescribed by applicable portions of the FARs. Unless the rental/lease company requires purchasing insurance, rented/leased vehicles are obtained with the AF providing self-insurance.

Note: The U.S. government is self-insured for loss of damage to government property and the liability of government employees for actions within the scope of their duties. Claims for injury or death of third parties, or damage to third party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act.

4.29.14. Vehicle operators conduct daily operator care on rented/leased vehicles unless otherwise specified in the contract.

4.29.15. GSA approved local vendors perform all maintenance on rented/leased vehicles, unless prior agreements are made showing it is more economical for the AF to perform maintenance or for matters of military necessity. All waivers must be submitted and approved by AF/A4LR prior to any maintenance action taken on the vehicle fleet. **(T-0).** AF/A4LR will only approve waivers based on the lack of a commercial maintenance facility within the local area or within permissible operating distance from the base. **(T-1).**

4.29.16. Installation of Radio Equipment in rented/leased vehicles. When two-way radio sets are required, rent/lease vehicles with radio equipment already installed. Install radio sets in rented/leased vehicles when it is not economical to rent/lease the radio equipment, or use portable or non-fixed radios when feasible.

4.29.17. Exceptions for Acquiring, Renting or Leasing Foreign Made Buses. Federal law requires the armed forces to use US manufactured buses to satisfy requirements, unless their use is not economical or not in the best interest of the US Government. The rule applies when a purchase, rent/lease or contractual arrangements are made for transportation services. Exceptions to Federal Law are:

4.29.17.1. When US manufactured buses are not available to meet requirements that cannot be postponed, foreign manufactured buses may be used temporarily. However, the rental/lease contract agreement time frame must not exceed the lead-time required for acquiring and delivering US manufactured buses. **(T-1)** A waiver request will be sent to 441 VSCOS if it is not economically feasible to rent/lease US manufactured buses. **(T-1).**

4.29.17.2. Where foreign manufactured buses are available at no direct or indirect acquisition cost to the US Government.

4.29.17.3. When lease or procurement of indigenous foreign buses are necessary to comply with FP/AT mission/personnel transportation security requirements in vulnerable operating regions/locations. In this case, request for waiver to DFAR Subpart 225.7004 will be processed through the head of the MAJCOM/AFICA contracting agency for approval. **(T-2).**

4.29.18. GSA will send annual lease list to 441 VSCOS for review/approval. 441 VSCOS will ensure leased assets comply with energy policies (right size, etc.) and return AF approved list to GSA for execution. **(T-1).** Refer to **paragraph 8.11.1.1.**

4.29.19. Each host base fleet manager will provide customer fleet management support for GSA lease vehicles regardless of assigned unit or BOAC/funding source, unless otherwise directed by regulations or executed contract operation. **(T-1).**

4.30. Correct Errors on Data System Reconciliation Listings Identified on VED.

4.30.1. To correct OLVIMS organization code, FM&A must first request a new organization code list from 441 VSCOS. **(T-1).**

4.30.2. Using the "new organization code list" identify organization codes for loading in OLVIMS using a highlighter.

4.30.2.1. This is easily accomplished by printing out the vehicle master list in LIMS-EV Vehicle View.

4.30.2.2. The last two characters of the allowance source code (ASC) will identify the organization codes used on a specific base. For example: ASC "010SWJP": **"**010"—identifies Registered Fleet (012 identifies Leased); "SW"—identifies Shaw as the assigned base; "JP"—identifies the using org code JP, which is CES Operations Flight.

4.30.2.3. Using the "OZ" transaction in OLVIMS create the new Organization Codes

4.30.2.4. During the process, validation of the following should occur:

4.30.2.4.1. Validate the "RC/CC Code" with the Financial Management Flight.

4.30.2.4.2. Validate the "Owning" and "Using Commands" with MAJCOM or 441 VSCOS.

4.30.2.4.3. Validate the "R/D code" with the Financial Management Flight.

4.30.2.4.4. Validate the "Force Activity Indication (FAD) Code" with the LRS Supply Customer Service Section.

4.30.2.5. After creating new organization codes using the "OZ" transaction, FM&A must process an "AT" transaction in OLVIMS for each vehicle assigned, by registration number, to include those that are in Awaiting Disposition status. **(T-1).**

4.30.2.5.1. "AT" transactions are not accepted for vehicles with open work orders or those previously transferred in the current month. For those with open work orders, there are two options to accomplish the "AT" transaction:

4.30.2.5.1.1. Option 1 (easiest but harder to track) – Accomplish the "AT" transaction after the work order closes.

4.30.2.5.1.2. Option 2 (more difficult, however accomplishes the entire fleet) – Close open work orders, accomplish the "AT" transaction and then re-open each work order 1-minute after it has been closed.

4.30.2.6. Use a copy of PCN 24 as checklist to validate "AT" transaction on all vehicles loaded in OLVIMS.

4.30.2.6.1. Once validation is complete, use a new PCN 24 and re-validate, looking specifically for the former organization codes.

4.30.2.7. Using the "OT" transaction in OLVIMS delete all old organization codes.

4.30.2.8. MELs will have to be updated in OLVIMS using the "OE" transaction since they are linked to organization codes.

4.31. DELETED.

4.32. Process LTIs.

4.32.1. Process requests for repair authority and disposition instructions for vehicles to the using OLVIMS AFTO Form 91 Automated LTI function.

4.32.2. Guidelines for determining repair allowances and approval levels are in TO 36-1-191.

4.32.3. All LTIs for disposition/maintenance repair consideration will be sent to 441 VSCOS via upload to the LIMS-EV Vehicle View/Transaction Request Tool (TRT) for decision. **(T-1).**

Note: To request disposition instructions for AFOSI vehicles FM&A will forward AFTO Form 91, Limited Technical Inspection-Motor Vehicle to HQ AFOSI, e-mail: lg.office@ogn.af.mil. AFOSI Command Fleet Manager will submit LTI for disposition instructions through the TRT, then forward instructions to the local requesting FM&A. **(T-1).**

4.32.3.1. Only direct labor and parts costs for actual repairs related to serviceability/functioning of asset will be used to determine if a vehicle is economically repairable. Do not include aesthetics such as corrosion control, paint complete, etc.

4.32.3.2. 441 VSCOS forwards all LTIs for AF M-Series vehicles in Awaiting Disposition status to the IM for disposition action.

4.32.4. Vehicles requiring an LTI for acceptance, disposition action and repair decisions are processed within 10 duty days of requirement. LTIs for shipping must be completed as soon as practical in order to meet RDO requirements (refer to **paragraph 8.5.6**). **(T-1).**

4.32.5. VFM/VMS must ensure vehicles are shipped in the condition directed by 441 VSCOS. **(T-1).**

Note: If parts are removed or additional discrepancies are identified during or after RDO instructions are received the losing unit will make all repairs not reflected on the initial LTI prior to shipment. **(T-1).**

4.32.5.1. The VFM/VMS will personally inspect all vehicles prior to shipment. **(T-1).** Final shipping inspection responsibility may be delegated to the most senior-ranking shop supervisor during the absence of the VFM/VMS. For contracted vehicle maintenance units, vehicles must be inspected and documentation completed IAW the PWS. **(T-1).** Ensure the agency directing the vehicle shipment provides complete fund citation information or written approval from the appropriate transportation account code (TAC) manager for use of the TAC to charge shipping costs. **(T-1).**

4.32.5.2. When validated by 441 VSCOS, the losing unit, including contracted vehicle maintenance units, are obligated to reimburse gaining unit for unserviceable conditions not reflected on the LTI used by 441 VSCOS to determine shipment and damage not caused by shipping.

4.32.5.3. When a vehicle is shipped, it is the losing FM&A responsibility to contact the gaining FM&A and provide date shipped, document number, registration number and mode of shipment. It is the gaining FM&A responsibility to follow up on vehicles in shipment. In transit visibility will be through normal shipment modes not ILS-S or LIMS-EV VV.

4.32.6. For vehicles awaiting disposition, when their repairs exceed their dynamic One Time Repair Limit (OTRL), the Transaction Request Tool (TRT) will provide a DLA-DS or RESALE decision. Prior to submitting to 441 VSCOS, the local VM will have the authority to override the decision to retain the asset and Return To Service (RTS). **(T-1).** If the asset is RTS, the asset will have its life expectancy extended by three years in the Accountable Property System of Record (APSR). However, if the asset is not RTS and there's not a projected due-

in within three years, the decision to salvage the asset will result in a decrease of the asset's authorization or an offset authorization will be required (refer to **paragraph 4.24.6.4.**).

Note: The above does not apply to excess vehicles and those that the repairs were caused by accident or abuse.

4.32.7. Vehicles being disposed of though the AF Surplus Vehicle Sales Program (AFSVSP) will be managed IAW **Attachment 7, Air Force Surplus Vehicle Sales Program**. (**T-1)**

4.33. Establish and Update Supply Organizational Cost Center Records (OCCR) 518 Record.

4.33.1. Only one (1) 518 Record for vehicles per base is allowed, unless managing vehicles used by more than one MAJCOM, then establish a separate vehicle 518 Record for each using MAJCOM. **(T-1).** A separate OCCR must be established for vehicle account/s; independent of other type of accounts (Equipment, Bench Stock, etc.). **(T-1).**

4.33.2. When reviewing 518 Record, ensure the following fields are complete and correct:

4.33.2.1. "Organization ID" field contains the organization ID of the Unit managing/signing vehicle account; normally LRS. For example, if the 63rd LRS manages/signs account (CA/CRL), organizational ID is "0063LGR70000".

4.33.2.2. The "MAJCOM" field is automatically populated by servicing supply function based on organization ID provided. Data is acquired from ROF record in AFEMS.

4.33.2.3. The "Using Command" field contains the command that programs replacement for the vehicles assigned to a particular account. This is the true owner of the vehicle assets.

4.33.2.4. The "Organization Title" field is automatically populated by servicing supply function based on organization ID provided. Data is acquired from ROF record in AFEMS.

4.33.2.5. The "Type Organization" field will have a "V" assigned. This identifies OCCR is only used for vehicle account(s).

Note: Contact the servicing supply function for assistance.

4.34. Accountable Document Responsibilities. FM&A is responsible for acquiring, signing and forwarding any AFPS accountable document to the applicable office responsible for document control responsibilities. **(T-1).** This includes document in R59 listing and providing supporting justifications and/or documentation for supply reports such as "M-10". The AF Vehicle Fleet Support Branch (AFVFSB) of 441 VSCOS will provide "RVP" and "FCH" documents to FM&A. **(T-1).** Local FM&A is the liaison between AFVFSB and LRS Materiel Management Branch.

4.34.1. The "R-59" is an accountable system generated report which contains accountable documents required for processed transactions (documents become delinquent five days after transaction date).

4.34.2. The "M-10" is an Inventory Adjustment Document register (Monthly) which contains all inventory adjustment records (IAD) and identity changes (FCH) for the previous month. This list is managed by Materiel Management Branch and briefed to LRS Commander for his/her signature.

4.34.3. DELETED.

4.34.4. DELETED.

4.35. Serve as Inspector for Vehicle Equipment Account and Receive Required Training. This requirement is outlined in AFI 23-110.

4.35.1. A person (or personnel) from FM&A will be appointed in writing by LRS Commander. **(T-1).**

4.36. Perform Analysis. FM&A is the focal point for collecting, storing, analyzing and correcting vehicle data used for analysis.

4.36.1. Effective vehicle management includes continuous process improvement by constantly assessing customer needs, analyzing services and monitoring efficiency, economy, utilization and cost of the vehicle fleet. The VFM/VMS are responsible for ensuring the analysis for evaluating fleet performance is accomplished. Fully document decisions, process improvements or corrective action taken as a result of analyst recommendations. Monitoring and controlling performance indicators (metrics) are usually done by exception when requested by VFM/VMS; however, the following indicators will be monitored monthly:

4.36.1.1. NMC rates. **(T-1).**

4.36.1.2. Costs (per mile, per vehicle, and total). **(T-1).**

4.36.1.3. Maintenance (scheduled, delayed, and unscheduled). **(T-1).**

4.36.1.4. Labor-hours (direct, indirect productive and indirect non-productive). **(T-1).**

4.36.1.5. Utilization analysis. **(T-1).**

4.36.2. VMIF. This file is the source document for several data elements used in FM&A for management of the vehicle fleet. Section II of the file provides NSN, management code, replacement criteria and standard pricing information for all vehicles. Use of this section helps correct programming of OLVIMS vehicle master records and communications compatibility between VMIF and ILS-S functions within the LRS. This file provides information for identifying suitable substitutes for similar vehicle types.

4.37. Degree of Analysis. Circumstances will dictate varying degrees of analysis. VFM/VMS makes the call as to what performance indicator(s) will be analyzed, charted, plotted or otherwise trended, and sets the frequencies for such analysis. OLVIMS PCN SB004-115 will satisfy the data display requirements. LIMS-EV Vehicle View also can display data requirements.

4.37.1. The level of performance achieved or the symptomatic condition of the indicator dictates which analysis action to follow.

4.37.1.1. An indicator well within a set standard may not need any more analysis for that reporting period.

4.37.1.2. An indicator just barely within a standard will need some analysis for that reporting period; it may need some analysis to find out why, whether corrective action is needed or other areas it may affect.

4.37.1.3. An indicator that points to poor performance, worsening trends or unfavorable effects that may go on if not stopped, calls for in-depth analysis. In-depth analysis is "analysis that shows a performance deficiency or failure to reach a goal, explains why,

shows the effect of the deficiency or substandard performance and outlines action that will help reach the goal.

4.37.2. Analysis of the areas set by commanders or equivalents, 441 VSCOS and the VFM/VMS make up most of the analysis effort by FM&A. The analyst must be aware of the savings in manpower and material cost, and the greater mission capabilities that may be gained by a more detailed analysis. **(T-1).** During an in-depth analysis, certain factors perceived as the primary cause of the problem may not be the root of the problem. The scope of the analysis then is expanded, the true cause determined and corrective action is identified.

4.37.3. Independent studies and analyses may not provide a definite conclusion when viewed alone. There are times when a larger base of data is needed; a sampling may need a longer span of time; a first look shows nothing significant is expected to result; or when the end can be confidently predicted without doing a formal study.

4.37.4. Studies and analyses may take the analyst out of the office. The analyst goes where the data is or where the process is conducted; this requires reviewing vehicle records jackets and vehicle historical records in FM&A, material cost data in Materiel Control, and sometimes working with a supervisor in the work center.

4.38. Using Analysis Products. The use of analysis helps management project existing capabilities into plans and schedules and institute controls against variation. The results of the review and analysis of collected data are needed in all successful planning phases. To be of benefit, analysis and recommendations are used as soon as possible after completion. Presentations are brief, factual, easily understood and must show the picture as it presently exists. **(T-1).** Most effective analysis is in response to VFM/VMS requests for special studies.

4.38.1. AF/A4LR, may impose standards or develop goals for performance measurement.

4.38.1.1. Standards or goals developed by a MAJCOM are tempered with considerations such as geographical location, seasonal peculiarities, deployment tempo, military and civilian staff mix, fleet age or composition, and parts availability.

4.38.1.2. A large part of resource management is based on comparing a computed average to set standards that allow the significance of a bulk of data to be understood in a single value. An average may be the usual amount, rate, quality or time.

4.38.2. A goal is a measure taken by general consent to be a basis for comparison. A standard may be based on analyzing past data alone, past data weighed with known values or on expert opinion. In any event, the criterion for making a valid standard or goal is founded on objectivity, suitability and reality. Some sources from which realistic goals may be set are: existing programs, maintenance reports, historical reports/records and unit plans and needs.

4.38.3. The analysis process addresses two distinct phases that may or may not be used together. These are “production analysis” and “deficiency analysis”.

4.38.3.1. Through data gathering and surveillance, production analysis is used to identify problems, highlight any that need additional study and identify areas that may represent a standard of excellence.

4.38.3.2. The real troubleshooting is done through deficiency analysis as a key part of the analysis process. Perform deficiency analysis to whatever degree is needed to highlight and bring undesirable performance to an acceptable level.

4.38.4. Use LIMS-EV Vehicle View to produce utilization analysis report as follows:

4.38.4.1. From the LIMS-EV Vehicle View start-up page, click on the “Status” drop-down menu and select “Utilization”.

4.38.4.2. Go to “Time Increments” and click on the drop-down menu and select “Fiscal Year”. Pull slide to highlight or encompass the year that data analysis is needed.

4.38.4.3. Click the “All Organizations” drop-down menu and select desired base; click “Update”.

4.38.4.4. In the “Grid View Buy” filter, select “Reg Number”. Next, select “Organization” in the “Group By” filter.

4.38.4.5. The data-grid will now display utilization information for each registration number assigned to the organization selected. A “child row” for each registration number displayed will indicate if the vehicle is “over” or “under” Fiscal Year (FY) mean mileage totals.

4.38.4.6. DELETED.

4.39. Method of Presentation. For standardization, a way to present each performance indicator is given as part of that indicator. For each of the indicators, the level of performance achieved needs to be graphically displayed in chart form.

4.39.1. If an indicator does not meet the established standard or goal, the VFM/VMS is informed and determines if an in-depth analysis is needed.

4.39.2. The analysis or study narrative addresses such things as the primary cause of the problem, factors that affect it, recommendations for correcting the deficiency and anticipated time required for correction. A narrative may be required on all standard indicators each month by the VFM/VMS.

4.40. Presentation of the Analysis. Some general presentation rules are:

4.40.1. Understanding that the value of management information lies in its being used while it is still valid and current. Strive for its use by the appropriate personnel.

4.40.2. Use flexible rules and techniques. There are circumstances when it may be impossible to show a result properly if forced to conform to a rigid method. When possible, comply with the rules, but deviate if it allows better analysis.

4.40.3. Make a briefing which covers the collected data in a professional way. Briefings address such things as "what, where, how, when and why" and suggest corrective or preventive actions. Briefings are concise, clear and easily understood by those to whom they are directed.

4.40.4. Set up a program to coordinate analysis findings with the VFM/VMS before the formal presentation to the LRS Commander or equivalent each month or as scheduled.

4.40.5. Show statistical or narrative data in some usable form. Properly tabulate and arrange data for analysis or projection. Data credibility suffers when shown in a confusing or unfamiliar way. Keep it simple and key the presentation to those who will review it. The following aids in making graphic presentations:

4.40.5.1. Plan the construction in advance; keep it simple, honest and accurate. Do not give the wrong impression.

4.40.5.2. Start scale values at zero, or bracket the reference point, and keep the background clear of unnecessary gridlines.

4.40.5.3. Name the presentation fully and accurately; use one subject at a time to keep from crowding the material.

4.40.5.4. Use short but complete notes where necessary and be sure the presentation is informative.

4.41. Performance Indicators (Metrics).

4.41.1. The OSD has issued guidance (DoDM 4500.36) to measure and monitor labor-hour productivity within DOD Vehicle Management activities for the following purposes:

4.41.1.1. To support vehicle repair decisions and develop budgets at base level.

4.41.1.2. To determine the number of delayed work-hours attributed to lack of available personnel.

4.41.1.3. To identify training needs, job performance evaluations, shop equipment, tools and facility upgrades.

4.41.1.4. To determine the management efficiency of individuals, work centers, management activities and higher headquarters.

4.41.1.5. To determine if Vehicle Management personnel are being used efficiently.

4.41.2. The VFM/VMS, LRS Commander or equivalent, MAJCOM or 441 VSCOS makes use of these indicators, or develop their own indicators to meet their own circumstances. Indicators are analyzed as prescribed by the VFM/VMS and recommended actions are provided if the performance does not meet minimum standards. Standard performance indicators have been automated and can be obtained each month by producing "PCN SB004-115" (OLVIMS Automated Analysis) or using LIMS-EV Vehicle View.

4.42. Specific Performance Indicators Products. Various OLVIMS products that will be reviewed/monitored monthly, with analysis performed as needed, are listed below in **Table 4.3, Specific Performance Indicator Products**. See AFCSM 24-1 for explanations and examples of performance charts that are part of the OLVIMS Automated Analysis Report.

Table 4.3. Specific Performance Indicator Products.

PRODUCT	DESCRIPTION
Transaction Listing (PCN SB004-005)	Use this report daily to do a line-by-line edit of work orders. Correct any data mismatches.
Delayed Maintenance Report (PCN SB004-015)	Use this report monthly to verify delayed work order status and delayed parts. In addition, monitor work orders in VDP/NMCS status.

Vehicle Master List (A) (PCN SB004-023)	Produce monthly and use to monitor static data and changing data such as cumulative meter readings and one-time repair limits.
Vehicle Static Maintenance Data List (PCN SB004-048)	Use this report as needed verify static data for vehicles not updating on the schedule maintenance listing.
Cost Analysis	O&M analysis is required to ensure that money and manpower are not wasted. The analysis must identify unfavorable cost trends and prime vehicles or groups of vehicles using large amounts of labor or material. O&M costs are combined and shown as a single cost. Costs are also available via LIMS-EV VEHICLE VIEW.
Average Cost Per Unit is Indicator #1 on PCN SB004-115	See rules 1 through 31, **Attachment 6**, for analysis procedures.
Average cost Per Mile (Administrative Fleet) is Indicator #2 on PCN SB004-115	See rules 1 through 31, **Attachment 6**, for analysis procedures.
Delayed Parts Received (Bin Location)(PCN SB004-062)	Monthly use this report with Materiel Control to jointly verify parts received and bin location of parts.
NMCM Hours to Direct Labor-Hours Percentage.	A shop's ability to respond to workload may be measured by use of this indicator. It checks the percentage of direct productive labor-hours in relation to the number of NMCM hours on AF Forms 1823/-1. The intent is to keep the spread of these two factors to a minimum.
NMCM Hours or Direct Labor-Hour Ratio (Closed Work Orders) is Indicator #3 on PCN SB004-115	See rule 32, **Attachment 6**, for analysis procedures.
Number of PM&Is Overdue is Indicator #5 on PCN SB004-115	See rules 66 through 71 of **Attachment 6** for analysis procedures.
Number of Work Orders Opened is Indicator #6 on PCN SB004-115	See rules 12 through 14 and 31 through 46 of **Attachment 6** for analysis procedures.
Number of Hours in Delay Code "C" is Indicator #7 on PCN SB004-115	See rules 61 through 52 of **Attachment 6** for analysis procedures. As a minimum, these shops will manually accumulate the total backlog hours and track, chart, or analyze at least two categories, hours with parts on hand

	and other delayed hours. Over a 12-month period, these shops should be able to develop an acceptable level of backlog hours, which will result in efficient shop management.
Percent Direct Labor is Indicator #8 on PCN SB004-115	See rules 54 through 58 of **Attachment 6** for analysis procedures.
Percent Indirect Labor Productive is Indicator #9 on PCN SB004-115	See rule 59 of Attachment 6 for analysis procedures.
Percent Indirect Labor Nonproductive is Indicator #10 on PCN SB004-115	See rule 60 of **Attachment 6** for analysis procedures. FM&A personnel will use rules 54 through 60 in **Attachment 6** and the data in OLVIMS PCNs SB004-029 and SB004-032 to check on labor usage by work center.
Percent of Fleet NMCM is Indicator #11 on PCN SB004-115	See rules 31 through 46 in **Attachment 6** for analysis procedures.
Percent of Fleet NMCS is Indicator #12 on PCN SB004-115	See rules 47 through 53 in **Attachment 6** for analysis procedures.
Percent of Fleet NMC is Indicator #13 on PCN SB004-115	See rules 31 through 53 in **Attachment 6** for analysis procedures.
Percent Hours NMC by Vehicle Group or Category is Indicators #14 through #22 on PCN SB004-115	See rules 31 through 53 in **Attachment 6** for analysis procedures.
Non-registered Vehicles and Equipment (USAF management codes that begin with a numeric character)	See rules 31 through 53 in **Attachment 6** and the data in OLVIMS PCN SB004-008 or SB004-032 to see which vehicles or groups of vehicles have abnormal NMC rates.
Indicator #4 on PCN SB004-115	This indicator is longer valid and should be disregarded.

4.43. Other Indicators. There is a continuing need to check and measure motor vehicle related statistical and historical data beyond that outlined in this chapter. There is almost no end to the material to be reviewed, just as there is no end to the need to improve customer service and save resources. While some of the following areas may be used as part of any major analysis, they also lend themselves to independent tests and analyses. In some way, each of the areas affects the outcome of the total vehicle management effort. They are not listed in priority order, nor can any be singled out as being more important than the other. The analyst must weigh each on a basis of what the goal is at a given time. **(T-1).** The remainder of this paragraph covers "other indicators" that will be monitored at the direction of 441 VSCOS and/or the VFM/VMS who will set goals to gauge the effectiveness of these indicators. **(T-1).**

4.43.1. Repeat Maintenance. This is often found to be one of the main causes of high costs and low MC rates. A high occurrence of repeat maintenance may indicate improper scheduling, inadequate quality control, failure to use test equipment to diagnose malfunctions or the need

for training. Use PCN SB004-032 - Part 10 to see which vehicles or equipment items are in and out of the shop too often. Also, see Rule 14 in **Attachment 2** for analysis guidance.

4.43.2. Contract Maintenance and Other Government Agency costs. By analyzing these costs, it may be possible to identify inadequate manning, skill levels, shop layout, tools and equipment, and the extent to which in-house capabilities may be improved. It may be best to check these indicators in major vehicle categories. See PCN SB004-032 for the data to be used in this review. See rules 35 and 36 of **Attachment 2** for analysis guidance.

4.44. Other Areas to Monitor. The following areas do not need to be charted, but must be checked by FM&A:

4.44.1. Vehicle and Equipment Work Order Status. Remove appropriate AF Forms 1823/-1 from the Work Order Master File Status Report (PCN SB004-018) on a timely basis. **(T-1).** Validate AF Forms 1823/-1 on the list 45 days or longer. **(T-1).**

4.44.2. Transient Vehicles. Mail, fax or electronically transmit the vehicle repair transaction report (PCN SB004-019) and fuel report to the vehicle‘s home base as soon as they are received. **(T-1).**

4.45. Controlling and Evaluating Problem Areas. When unfavorable trends or indicators are present, FM&A will use **Attachment 2** to identify problem areas and their causes and effects. **(T-1).** **Attachment 2** also reflects suggested review procedures and preventive measures. When performing analysis, refrain from using inflation as a cause for increased cost-per-mile, the aging fleet for increased NMCM rates or other often used “crutches”.

4.45.1. When investigating the cause of poor performance or when trying to isolate the prime reasons for a bad trend, try all the procedures listed in **Attachment 2**.

4.45.2. All situations are not in **Attachment 2**; conditions that are command or base related may affect a situation in one case and may not in another.

Section 4C—Reviewing Base Support and OPLANs with IDRC

4.46. Interservice Vehicle Support. Interservice support among DOD components will be used where economies can be realized without impairing mission effectiveness. **(T-1).** DoDI 4000.19, *Support Agreements*, 25 April 2013, implements policy concerning interservice support. As a rule, the DOD component having the greater AOR (equipment and manpower) furnishes the support requested to the extent capabilities and military commitments permit. **(T-2).**

4.47. Arranging for Interservice Vehicle Support. Arrangements for Interservice support generally provide that DOD components furnishing the service will not assume any liability whatsoever for personal injury or property damage caused by any vehicle while it is in the custody of the using component. The using DOD components must:

4.47.1. Assume the cost of picking up and delivering vehicles. **(T-1).**

4.47.2. Properly operate, maintain and use vehicles in their custody. **(T-1).**

4.47.3. Take administrative action relating to damage/theft of the motor vehicle in their custody. **(T-1).**

4.47.4. Assume responsibility for any damages resulting from accidents, abuses or incidents while the vehicle is in their possession. **(T-1).**

4.48. Activity Pooling. A transportation and equipment (vehicle motor) pool:

4.48.1. Operates where it will be most economical or provides the most satisfactory transportation service.

4.48.2. Pools full or partial transportation assets of separate activities. The pool segments are located within an area most convenient to the majority of the vehicle users.

4.48.3. Is administered by a lead activity designated by the components. It may be subdivided locally as necessary. Agreements for activity pooling are sent through channels to AF/A4LR for coordination. **(T-1).**

4.49. Establish, Execute, Initiate and Conduct All Vehicle Recalls. Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

Section 4D—Vehicle Support Resulting From Terrorist Threats

4.50. Overview. Because of terrorist activities, the AF has a program to provide heavy and light armored vehicles, domicile-to-duty transportation, and vehicle painting and marking exceptions for threatened key personnel and senior officers. AF Criminal Investigation & Counterintelligence (SAF/IGX) consolidates and validates all requests for these special vehicles or marking waivers in response to terrorist threats.

4.51. Submission Procedures:

4.51.1. The requesting MAJCOM, DRU or FOA Staffs submits all requests for special vehicle requirements to 441 VSCOS who will forward to SAF/IGX. **(T-0)**

4.51.2. SAF/IGX validates special vehicle requirements based on terrorist threats. Once validated, SAF/IGX provides a recommendation to AF/A4L and A4P.

4.52. Armored Vehicle Requirements.

4.52.1. New Armored Vehicle Procurement. AF/A4PR ensures the recommendation is consistent with public law, EOs and DODDs and approves the recommendation. Procurement, both quantity and unit cost, must be authorized by Congress. If approved, 441 VSCOS allocates necessary 3080, BP8200 funds in applicable MBPAC funding line.

4.52.2. Light Armored Vehicles. 441 VSCOS, FOAs or DRUs may request SAF/IGX approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

4.52.3. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

4.52.4. Agreements provide separate funding for vehicles and armor.

4.52.5. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

Section 4E—VCP

4.53. Establishing and Managing Installation VCP.

4.53.1. FM&A personnel will develop a training plan and thoroughly train newly appointed VCO/VCNCOs on their duties (Refer to **Chapter 10**). **(T-1).** Training will include LIMS-EV Vehicle View to show VCO/VCNCOs how to view ETICs, generate hand receipts and master reports. **(T-1).** The training will also include how to build "saved views". **(T-1)**

4.53.1.1. Introduction to duties will include a briefing on current wing vehicle management or vehicle use policies; such as wing accident/abuse policy or installation idling policy (refer to **paragraph 10.4.14**). **(T-3).**

4.53.2. A knowledge test will be administered to new VCO/VCNCOs after training. **(T-1).** A passing grade of 70 percent or higher is required in order to assume duties. **(T-3).** A sample test can be downloaded from the VCP folder within the **VM Neighborhood**. FM&A personnel may modify or add to the questions on the test to meet local requirements.

4.53.3. Associate units will participate in and support the host VCP. Associate unit VCPs are subject to assessment by the host command Inspector General (IG).

Note: AFOSI vehicles leased through GSA in Continental United States (CONUS) are exempt from inspections.

4.53.4. All units are required to have a VCO/VCNCO if the unit has registered vehicles assigned. **(T-1).** VCO/VCNCOs refer to **Chapter 10** for more information concerning duties and responsibilities.

4.53.5. DELETED.

4.53.5.1. DELETED.

4.53.5.2. DELETED.

4.53.5.3. DELETED.

4.53.5.4. DELETED.

4.53.6. LIMS-EV Vehicle View provides capability to view utilization data. To access the "Utilization View" within in LIMS- EV Vehicle View, click on the "STATUS" drop down and select "Utilization". Next, apply the applicable organizational and vehicle related filters. Results will display selected vehicles and associated mileage along with other asset attributes.

4.53.7. FM&A will conduct a VCO/VCNCO meeting at least once a year. **(T-1).** Topics will include: preventative maintenance, official use guidance, safety, operator care and any other information deemed necessary by Vehicle Management. **(T-1).**

4.53.8. DELETED.

4.53.8.1. DELETED.

4.53.8.2. DELETED.

4.53.8.2.1. DELETED.

4.53.8.3. DELETED.

4.53.8.3.1. DELETED.

4.53.8.3.2. DELETED.

4.53.8.4. DELETED.

4.53.8.5. DELETED.

4.53.8.6. DELETED.

Section 4F—-Additional FM&A Guidance and Program Management Responsibilities

4.54. Establish FM&A Distribution List. Distribution list will be used to disseminate Fleet Management and Analysis related correspondence and data calls from C-NAF/C-MAJCOM, 441 VSCOS and Headquarters AF. For example "**1lrs.fm&a@us.af.mil**". **(T-1).**

4.54.1. FM&A immediately advises 441 VSCOS of distribution email address when established or changed.

4.54.2. Satellite FM&A functions may establish separate email distribution list or be included in the host FM&A distribution list.

4.55. DOD Fleet Fuel Card Program and Account Management. Refer to **Attachment 6.**

4.56. Utilize DLA Energy Fuel Accountability Program. Attain vehicle fuel procurement data for OLVIMS input from the Enterprise External Business Portal (EEBP). Download frequency will be at least weekly. **(T-1).** OLVIMS error deck will be cleared each time fuel data is downloaded. **(T-1).**

4.57. Comply with OLVIMS Legacy User Access Log Policy. To comply with OLVIMS-Legacy systems data auditing and access control measures, Air Force Network Integration Center system certification and accreditation requirements and to ensure system use and data input is performed by authorized OLVIMS-Legacy personnel only, FM&A sections will utilize the OLVIMS Input Transactions report (PCN-SB004-05) daily to ensure transaction inputs are correct. **(T-1).** Additionally, the PCN SB004-05 and a hard-copy user's log will be retained by FM&A for a one-year period. **(T-1)** The hard copy user log will include the following information:

4.57.1. User Name. **(T-1).**

4.57.2. Date/Tim logged in. **(T-1).**

4.57.3. Date/Time logged out. **(T-1).**

4.57.4. Remarks block stating general functions performed or OLVIMS screen accessed (e.g., loaded employees, closed work order or AZ, BZ, CZ, etc.). **(T-1).**

4.58. Procedures for Distributing and Processing Commercial Sales Slips. The Vehicle Management activity establishes filing and retention procedures for commercial sales slips as it pertains to the tracking of expenditures, warranties and vehicle historical repair documentation.

4.58.1. Distribute sales slips as follows:

4.58.1.1. One copy is retained by Materiel Control for retention IAW applicable program requirements (e.g., GPC program).

4.58.1.2. DELETED.

4.58.1.3. For warranty tracking purposes, one copy may be attached to the filed copy of the AF Form 1823/-1.

4.58.1.4. Other copies are distributed according to documentation needs.

4.58.2. Sales Slip Processing. Materiel Control checks for the following data elements on sales slips each duty day for obvious errors:

4.58.2.1. Date.

4.58.2.2. DELETED.

4.58.2.3. Nomenclature.

4.58.2.4. Quantity.

4.58.2.5. DELETED.

4.58.2.6. DELETED.

4.58.2.7. No changes have been made on the slip.

4.58.2.8. DELETED.

4.58.2.9. Part number.

4.58.2.10. DELETED.

4.58.2.11. Unit price, discount and total price by line item.

4.58.2.12. Warranty (if applicable).

4.58.2.13. DELETED.

4.58.2.14. DELETED.

4.58.2.15. Validate total charges on sales slips and attached to parts request.

4.58.3. DELETED.

4.58.4. Process commercial sales slip transactions through OLVIMS each duty day.

4.58.4.1. FM&A processes the sales slip cost data by line item (except L9999) into OLVIMS.

4.58.4.2. FM&A verifies the sales slip line items with PCN SB004-005 and makes corrections as necessary. These sales slips are then returned to Materiel Control for filing.

4.58.4.3. Input all discounts or charges such as premium communications and transportation, to OLVIMS, as identified by Materiel Control.

4.58.4.4. FM&A adjusts cost data in OLVIMS, as identified by the ALO for such things as prompt payment discounts or other financial adjustments.

4.58.5. When a part costing more than $100 comes with a warranty FM&A records the provisions in OLVIMS on the "PZ" transaction, which can then be monitored using the PCN 49. Specific warranties are noted on the sales slip. VFM/VMS determines if warranty tracking is accomplished for parts costing less than $100.

4.59. Vehicle Custodian Responsibilities.

4.59.1. Vehicle custodians have an inherent responsibility for the management of assigned property. AF policy states they may be held financially liable for the mismanagement of property under their control. Custodian Authorization/Custody Receipt Listing (CA/CRL) is used to account for AF vehicles.

4.59.2. The VFM/VMS, or representatives from FM&A, will be appointed (in writing) by the LRS Commander or equivalent as primary and alternate custodians for their vehicle accounts. Appointment letter is to be forwarded to 441 VSCOS . **(T-1).**

4.59.3. Vehicle Custodian will:

4.59.3.1. Verify data on CA/CRL accurately represents vehicle information and quantities. **(T-1).**

4.59.3.2. Ensure all vehicles accounts are inventoried and signed annually. **(T-1).** A floor to book will be the process to accomplish the inventory. Sign CA/CRL listing via ES-S. The signed date will not exceed CA/CRL production date by more than 15 calendar days. **(T-1).** Once listing is signed by custodian, LRS Commander or equivalent will review and sign CA/CRL. **(T-1).** Signed CA/CRL listing will be forwarded to 441 VSCOS. **(T-1).** Retain copy for filing in Custodian folder. The copy must be legible with required signatures. **(T-1).**

Note: Self-register as customer in ES-S is required to retrieve and sign accountable document as well as CA/CRL.

4.59.3.3. Maintain a custodian folder for each account under their responsibility. **(T-1).**

4.59.4. Custodian folder will contain:

4.59.4.1. Tab A – Custodial Delegation. **(T-1).**

4.59.4.1.1. Appointment letter. **(T-1).**

4.59.4.2. Tab B – Custodian Authorization/Custody Receipt Listing. **(T-1).**

4.59.4.2.1. Current signed CA/CRL with original or CAC signatures from either the Primary or Alternate custodian and the organization commander. **(T-1).**

4.59.4.2.2. Memorandums from LRS/Organizational Commanders to 441 VSCOS requesting for extension to current annual CA/CRL inventory requirements, if applicable. **(T-1).**

4.59.4.3. Tab C - Master Vehicle Reports/Hand Receipt. **(T-1).**

4.59.4.3.1. Signed copy of Master Vehicle Report/Hand Receipt from each VCO/VCNCO. **(T-1).**

4.59.4.3.2. DOC statement (Unclassified) from each organization having vehicle mobility requirement/s. Statement will reflect vehicle UTC and quantity supported. **(T-1).**

4.59.4.4. Tab D – Information File. **(T-1).**

4.59.4.4.1. Any host wing MOAs or MOUs pertaining to Vehicle account, if applicable. **(T-1).**

4.59.4.4.2. Copy of ROS document. Maintain until asset is removed and new CA/CRL reflecting quantity change is in file. **(T-1).**

4.59.4.4.3. Copy of current and previous FMDSS questionnaire. **(T-1).**

4.60. Turning In Vehicles to DLA-DS. Policy and processes associated with turning in vehicles to DLA-DS are covered in AFI 23-101. Additional information is available at **http://www.dla.mil/DispositionServices.aspx**.

4.61. Withdrawing Vehicles from DLA-DS.

4.61.1. 441 VSCOS must approve vehicles withdrawn from DLA-DS to be placed in the AF inventory. **(T-1).** Vehicle Management must certify a vehicle as economically repairable and warrants withdrawal action. **(T-1).**

4.61.2. Vehicles previously loaded in the AF inventory can be withdrawn for use in AF training courses as a Vehicle Management training aid for non-over-the-road use with approval from 441 VSCOS. Submit request through the LRS Equipment Liaison Office.

4.62. Vehicle End-Of-Life (EOL) Determination.

4.62.1. Vehicle EOL (when the vehicle should be retired and replaced with a new asset) is a calendar year (CY) value (e.g., 2012, 2013, etc). Vehicle EOL values are available in LIMS-EV Vehicle View. Click "Status" and select "Requirements". View by searching on registration number or any other asset attributes. The EOL model incorporated into LIMS-EV Vehicle View was designed using a similar methodology as used in civilian industry. EOL model provides a more dynamic logic that includes flat line depreciation and sustainment costs. Two assets purchased in the same procurement year could have different EOL values depending on sustainment costs for each vehicle.

4.62.2. Methodology or Logic:

4.62.2.1. The model uses the NSN, management code and standard price to depreciate a vehicle 15 percent each year over a 20-year period, based on the established depreciative value of the prior year. For vehicles that have a standard price over $250,000, the depreciated value will be 20 percent a year based on the established depreciative value of the prior year.

4.62.2.2. The model uses previous year's O&M costs and increase by three percent each year for 20 years. Obtain the baseline Operations and Maintenance cost data from the monthly VEA files by summing the following fields: Contract Maintenance Costs, Total Direct Labor, Total Parts Cost, Other Government Agency Cost, Contract Costs (Exclude any figure over $50,000 because the depot rebuild costs are used as a part of the direct maintenance costs will temporarily cause the life expectancy to decrease).

Note: If a year's worth of data is not available, then for estimating the annual direct operations and maintenance costs the model will use what is currently available.

4.62.2.3. The EOL value will be determined when projected operations and maintenance costs exceed the depreciative value of the vehicle. The actual estimated replacement year will be the year that the direct operations and maintenance costs exceed the depreciative value of the vehicle. Then subtract the X number of years needed for budget forecasts purposes.

4.62.2.4. When viewing an asset EOL in LIMS-EV VV there are three values tied to the vehicle: “Replace Year”, “Calculated Replace Year” and “Calculated Life In Years”.

4.62.2.4.1. Replace Year - Indicates the CY that an asset may be funded for replacement. It will always be the current CY or out years. All vehicles that have already reached EOL but continue to be utilized will have a replace year equal to current CY. Any vehicle not at EOL will have a replace year equal to the calculated replace year.

4.62.2.4.2. Calculated Replace Year - The CY year an asset reaches EOL. This value will match “Replace Year” when the projected EOL value for the asset is equal to or beyond current CY.

4.62.2.4.3. Calculated Life In Years - The expected life in years an asset will be utilized and is dependent upon the acceptance year and EOL year.

Note: Refer to **Attachment 5**, **Capability Based Funding and Vehicle Prioritization Model**, for additional information.

4.63. Interagency Motor Pools and Systems.

4.63.1. IAW *Title 40 United States Code Section 601*, the Administrator of GSA has the actual responsibility for the establishment and operation of interagency motor pools and systems. GSA develops necessary data and cost statistics to determine the economic feasibility of establishing a motor pool in an area. DOD components are notified if consolidation is feasible.

4.63.2. Managing GSA Vehicles. Use GSA vehicles for official purposes only. **(T-0).** If leasing GSA vehicles is more expensive than using AF-owned vehicles, or the AF cannot resolve operational problems with the interagency Motor Pool, AF activities will send full details through channels to AF/A4LR for resolution. **(T-1).**

4.63.3. Discontinuing Interagency Motor Pools. The Administrator of General Services shall discontinue a motor vehicle pool or system if there are no actual savings realized (based on accounting as provided in 40 USC § 605) during a reasonable period of no longer than two successive fiscal years.

4.64. Fuel Support Equipment. FSE is identified in OLVIMS and all maintenance actions to include labor, parts, accident and contract maintenance costs are entered into OLVIMS.

Table 4.4. DELETED.

Section 4G—Registration Numbers, License Plates, FMVRS Requirements, Special Identification and Marking

4.65. Registration Numbers.

4.65.1. REM reportable registration numbers are assigned to motor vehicles and designated non-motorized vehicular equipment. Registration numbers are also required for all AF activities (including the ANG and the AFR) that record vehicles on any type of property account.

4.65.1.1. Use the “N” Registration Lookup tool on the **VM Neighborhood** to determine “N” registration numbers for newly assigned GSA vehicles.

4.65.1.2. To request "N" registration numbers for new commercial leased assets, use the "N" Registration Lookup tool's commercial lease function. 441 VSCOS will assign "N" registration numbers to these assets upon receipt of request.

4.65.1.3. When Air Force owned vehicles are received without registration numbers contact 441 VSCOS for assistance. Provide the following details: NSN, vehicle management code, nomenclature, model year or year of manufacture, cost and chassis serial or VIN of the vehicle.

4.65.2. The following items do not require ILS-S reportable vehicle registration numbers:

4.65.2.1. Vehicles that are withdrawn from DLA-DS (IAW paragraph 3.36.)

Note: Vehicle assets in DLA-DS are not eligible for X-registration numbers. If such assets are to be withdrawn and placed into service, requirements in **paragraph 3.36.2** must be complied with and asset is assigned a normal registration number.. **(T-1).**

4.65.2.2. Non-self-propelled MHE. Examples include two- or four-wheeled hand trucks, warehouse trailers or hoists.

4.65.2.3. Aerospace ground or hanger equipment. Examples include bomb lift trailers, trailer-mounted air conditioners and oxygen or nitrogen-servicing carts.

4.65.2.4. Vehicle attachments. Examples include bulldozer and snowplow blades or refuse containers.

4.65.2.5. Non-motorized bicycles.

4.65.2.6. Non-self-propelled agricultural implements.

4.65.2.7. Mobile homes or house trailers.

4.65.2.8. Vehicles earmarked for the Military Assistance Program (MAP).

4.65.3. REMS reportable vehicle registration numbers will be assigned by the AFEMS (C001) after the vehicle IM has made assignment request to 441 VSCOS, 441 VSCOS will use the on-line transaction registration number assignment (IARN) screen in AFEMS. **(T-1).** The item manager will provide the model/manufacturer year, purchase unit price, stock number and quantity to 441 VSCOS. **(T-1).** Additionally, the vehicle IM will provide the procurement instrument number, supplemental procurement instrument number (as appropriate) and contract line item number if the vehicle is new procurement. **(T-1).**

4.65.4. FM&A requests "X" registration numbers, via the **VM Neighborhood**'s "X/Z" Registration Request tool, from 441 VSCOS considered by the IM as not requiring ILS-S control and when the VFM agrees to provide maintenance support for the asset. "X"-registration numbers are not reportable in ILS-S (not on a vehicle account).

4.65.4.1. FM&A requests "Z" registration numbers, via the **VM Neighborhood**'s "X/Z" Registration Request tool, from 441 VSCOS considered by the IM as not requiring ILS-S control and when vehicle management **DOES NOT** provide maintenance support for the asset.

4.65.4.2. Vehicles changed by modification to a different basic type must have old registration numbers canceled by the losing IM and new registration numbers assigned by the gaining IM. **(T-1).**

4.65.4.3. The responsible IM obtains registration numbers for vehicular support equipment from Robins AFB SE&V. These numbers must have an alpha "W" in the third position. **(T-1).** They are not reportable in ILS-S (not on a vehicle account).

Note: Before plate procurement of "X/Z" registration number asset, reference **paragraphs 3.17.3.5.** and **3.17.3.6.**

4.65.5. If not previously assigned (e.g., new vehicle locally purchased, test programs, etc.), the VCO/VCNCO submits a request for a registration number to FM&A. The VFM/VMS forwards approved recommendations through 441 VSCOS to the appropriate IM at Robins AFB SE&V for any vehicle that does not have a registration number but meets the above criteria. If doubt exists, VFM/VMS requests a registration number. The IM either assigns the number or advises VFM/VMS to request an X/Z registration number from 441 VSCOS.

4.65.5.1. Registration number requests will include NSN, vehicle management code, nomenclature, model year or year of manufacture, cost and chassis serial or VIN of the vehicle. **(T-1).** AF Form 86, *Request for Cataloging Data/ Action*, lists this information if the vehicle does not have a valid NSN.

4.65.5.2. As soon as practical after the receipt of registration number, order the applicable AF license plate(s) from UNICOR with the registration number embossed on the plate(s).

Note: Before plate procurement of ILS-S registered vehicles reference **paragraph 4.66.1.**

4.65.6. Robins AFB SE&V will:

4.65.6.1. Assign registration numbers or advises activities to request an X/Z registration number from 441 VSCOS via the **VM Neighborhood**'s "X/Z" Registration Request tool. **(T-1).**

4.65.6.2. Makes sure a current listing of reportable vehicle NSNs is maintained.

4.65.6.3. Makes sure that other AF publications citing definitions or registration techniques conform to this AFI.

4.65.7. Vehicle Management will:

4.65.7.1. Ensure registered vehicles display registration numbers using appropriate AF approved UNICOR license plate(s). **(T-1).** When use of plates is impractical, installation vehicle fleet managers may authorize the use of die-cut letters/numbers or by stenciling on vehicles with "D" registration numbers (graders, front-end loaders, etc.) and "E" registration numbers (K-loaders, forklifts, etc.) IAW TO 36-1-191.

4.65.8. Remove license plate(s) and return to UNICOR for destruction and/or obliterate registration number stencil, IAW TO 36-1-191 when vehicles are removed from the AF inventory and transferred to: **(T-1).**

4.65.8.1. The DLA-DS. **(T-1).**

4.65.8.2. Another agency for other than repair and return. **(T-1).**

4.65.8.3. A MAP. **(T-1).**

4.65.8.4. Conversion to a training aid. **(T-1).**

4.66. Vehicle License Plate Program. Additional information can be found in **paragraph 8.8.** and TO 36-1-191.

4.66.1. Procurement. UNICOR is the only source for AF approved license plates for AF registered vehicles, OGMVCs, trailers not classified as a vehicle or motorcycles. Vehicle Management personnel must request authorization to order/purchase AF approved license plates. **(T-1).** 441 VSCOS approves unit license plate purchaser request.

4.66.1.1. Bases must purchase and affix two license plates per vehicle, one front and one rear as per FMR 102-34.130, "Display official U.S. Government license plates on the front and rear of all Government motor vehicles. **(T-0)** The exception is two-wheeled motor vehicles and trailers, which require rear license plates only." Additionally, ensure registered vehicles, OGMVCs, trailers not classified as a vehicle or motorcycles that operate on public roads, off an installation, are in compliance with the following: 1) Registered in FMVRS and plated with AF approved UNICOR license plate AF05 (white) or AF13 (white-trailers only). The exception is tactical vehicles, which do not require FMVRS registration and are plated with AF06 (green) or AF07 (tan) plates.

4.66.1.2. Ensure registered vehicles, OGMVCs, trailers not classified as a vehicle or motorcycles that solely operate on base roadways are not registered in FMVRS and are plated with AF approved UNICOR license plate AF09 (vanity blue/numbers) or AF08 (vanity blue/blank).

4.66.1.3. Tactical vehicles (M-Series), base maintenance equipment, Bobtails and MB4's are plated with AF06 (green) or AF07 (tan).

Note: All FMVRS registered vehicles displaying a single AF05/AF05R (white) license plate procured before June 2012 are exempt from displaying two license plates. However, subject vehicles must display two AF05/AF05R (white) plates if new license plates are acquired due to loss or expiration. **(T-0)** All UNICOR procured plates are issued as pair except AF13 (white-trailers only) and AF08 (vanity blue/blank).

4.66.2. To become an authorized license plate purchaser go to the **VM Neighborhood** and complete the UNICOR new purchaser request; email to **441VSCOS.AF.VehMgt@us.af.mil** upon completion. Once the request has been finalized and approved by UNICOR, users will receive email notice from UNICOR with detailed instructions on how to set-up account.

Note: UNICOR limits authorized purchasers to two per unit.

4.66.3. Disposition of plates. Vehicle Management will return all UNICOR procured plates back to UNICOR for destruction for all vehicles being disposed of (no longer belonging to the AF) or having expired license plates. Senders will need to fill out the "Federal Motor Vehicle License Plate Return Form" located on the **VM Neighborhood**. **(T-1).**

4.66.3.1. DELETED.

4.66.4. The status of all AF05/AF05R (white)and AF13/AF13R (white-trailers only) plate(s) must be changed to "PD-Pending Destruction" in FMVRS. **(T-1).**

4.66.4.1. UNICOR will update plate(s) status to "DS-Destroyed by UNICOR" in FMVRS once AF05/AF05R (white) and AF13/AF13R (white-trailers only) plate(s) is/are received

4.66.4.2. AF06 (green), AF07 (tan), AF09 (vanity blue/numbers) and AF08 (vanity blue/blank) plates require no further action once sent back to UNICOR for destruction.

Note: UNICOR provides Vehicle Management a certificate of destruction. FM&A will establish a license plate program management file (electronic or hard copy) for the storage of all UNICOR correspondence to include certificates of destruction. **(T-1).**

4.67. Lost or Stolen AF License Plates. IAW GSA directives, under the authority of the Department of Home Land Security, UNICOR cannot remake or reissue duplicate pre-stamped plates until such time the original plates are returned to UNICOR.

4.67.1. If new (replacement) plate(s) are needed because the original plate(s) cannot be recovered, Vehicle Management will be required to order replacement license plates through UNICOR web site.

4.67.2. All orders for AF05R (replacement white) or AF13R (replacement white-trailers only) replacement plate(s) require approval from 441 VSCOS prior to UNICOR acceptance. The following steps must be taken to secure the AF05 (white) or AF13 (white-trailers only) plate(s):

4.67.2.1. Notify local authorities (SF and OSI). **(T-1).**

4.67.2.2. Change lost/stolen plate status to "MS" (missing) in FMVRS. **(T-1).**

4.67.2.3. Send 441 VSCOS a copy of the Police report or a letter from the Squadron Commander authorizing the purchase of replacement plate(s). **(T-1).** UNICOR will not send replacement plate(s) until the AF Program Manager "441 VSCOS" has validated the requirement on "R" plate(s) orders.

4.67.2.4. Login to UNICOR and order AF05R (white replacement) or AF13R (white replacement-trailers only) plate(s) (this plate is located under the "Replacement Tags" option on top of website) following AF Program manager “441 VSCOS” validation/approval.

Notes:
1. AF05R (white replacement) and AF13R (white replacement-trailers only)plate(s) are not required for "damaged" plate replacement. Damaged AF05 (white) or AF13 (white-trailers only) plate(s) will be exchanged for replacement AF05 (white) or AF13 (white-trailers only) plate(s) with UNICOR.
2. Replacement plates for AF registered vehicles, OGMVCs, trailers not classified as a vehicle or motorcycles that are not registered in FMVRS (all plates except AF05/AF05R and AF13/AF13R) still require unit to notify local authorities and submittal of police report or letter from Squadron Commander to AF Program Manager (441 VSCOS) prior to ordering new (replacement) plate(s) through UNICOR.

4.68. FMVRS Registration Requirements. FM&A personnel are required to utilize FMVRS (website **https://fmvrs.fas.gsa.gov/**) to manage and update vehicle and AF license plate status. (T-1). Refer to paragraphs 4.66.1.1. and 4.66.1.2. for further guidance.

Notes:
1. DELETED.
2. AFCENT locations are exempt from FMVRS.
3. Additional information concerning FMVRS requirements and UNICOR plate ordering registration can be found on the VM Neighborhood.

4.68.1. To register for an FMVRS account (or have an account unlocked) contact 441 VSCOS at **441VSCOS.AF.VehMgt@us.af.mil**.

4.68.1.1. FMVRS accounts are established for vehicle fleets, not individuals.

4.68.2. Loading vehicles into FMVRS.

4.68.2.1. Access FMVRS and click the "Vehicle and Tag Detail" option from Records menu.

4.68.2.2. Search vehicle VIN to verify vehicle is not already loaded.

4.68.2.3. Fill in all required fields under vehicle and contact details indicated by an asterisk.

4.68.2.4. Click "add" within the Search VIN option.

Notes:
1. DO NOT enter the vehicle registration number in the "Tag" field, under vehicle details, during vehicle load. The actual vehicle registration number can be entered in the "Equipment Number" or "Additional Tag" field.
2. If vehicle fails to load do to "failed" VIN verification, verify VIN is correct, if so select override VIN option "yes" under vehicle details and resubmit.
3. For organizational equipment (X/Z-Registration) refer to **paragraphs 3.17.3.5.** and **3.17.3.6.** for further guidance.
4. If a VIN is entered incorrectly contact the AF Program Manager "441 VSCOS" in order to change erroneous VIN entry.1. DO NOT enter the vehicle registration number in the "FEDTAG" field during vehicle upload. The actual vehicle registration number can be entered in the "Equip Number" or "Additional Tag" field.
5. When a vehicle is received from another installation and already loaded in FMVRS, ensure vehicle status reflects "Active" and update contact information to your location.

4.68.2.5. When plates are removed, update the license plate status to "DA-Destroyed by Agency" or "PD-Pending Destruction" for plates being returned to UNICOR.

4.68.2.6. Change vehicle status to "SD-SOLD" for all vehicles sent to DLA-DS.

4.68.3. Assigning tags to vehicles in FMVRS 4.68.3.1. Access FMVRS and click the "Vehicle and Tag Detail" option from Records Menu.

4.68.3.1. Search tag to verify tag is loaded.

Note: All AF05 (white), AF05R (white replacement), AF13 (white-trailers only) and AF13R (white replacement-trailers only) plates are preloaded by UNICOR upon procurement. If tag is not loaded, contact AF Program Manager "441 VSCOS".

4.68.3.2. Under tag details, "status" field, ensure the tag is either in "SH-Shipped to Agency" or "RC-Received by Agency". If not, change status to "RC-Received by Agency" and click "modify".

Note: Vehicle tags cannot be associated with a VIN if the tag status is in any status other than "SH-Shipped to Agency" or "RC-Received by Agency".

4.68.3.3. Under tag details, click "associate", within pop-up window enter vehicle VIN that tag is associated with and click "submit".

4.68.3.4. Once an asset is loaded in the FMVRS with a tag assigned to the VIN, units will generate a Vehicle Identification Card to be kept with the asset any time it is in operation. **(T-1).** Vehicle Identification Cards can be printed from the "Vehicle Identification Cards" option from the records menu in FMVRS.

4.68.4. For Locations exempted from identification markings due to force protection measures or SOFA agreements, AF05 (white) or AF13 (white-trailers only) plate(s), will be removed and stored in a secure location and update FMVRS tag detail status to "RC- Received by Agency". **(T-1).** When FPCON conditions no longer apply to vehicle, reattach vehicle plate(s) and update FMVRS tag details status to "AT – Attached to Vehicle".

4.69. Special Identification .

4.69.1. General and Flag Officer Identification. Plates indicating the occupancy of a vehicle by a general or flag officer are affixed to the front of the vehicle. In addition, AF Commanders or equivalents at the installation group level or above, and other persons as designated by MAJCOM /CC may display distinguishing metal plates on their motor vehicles.

4.69.2. "White Top" Vehicles. MAJCOMs will have the option to allow "White Tops" for vehicles authorized for use by Wing Commanders with overall responsibility for operations and/or installation security. **(T-2).** Approved White Top authorization requests will be maintained by the servicing VFM. **(T-1).** Commercial or GSA leased vehicles will not be altered prior to receiving approval from GSA or the leasing agent. **(T-0).**

4.69.2.1. Operational Wing Commander vehicles currently with a "White Top" may retain current color scheme provided MAJCOM authorization has been received.

4.69.2.2. Additionally, the using organization is responsible for all cost incurred during installation and removal, including vehicle damage or paint mismatch caused by the 3M™ Controltac™ Plus Graphic Film (or equivalent) during the removal process on GSA-leased vehicles.

Note: In an agreement between HQ USAF/A4LR and HQ GSA-Fleet, the only authorized "White Top" on Wing Commander's GSA-leased vehicle is 3M™ Controltac™ Plus Graphic Film or other approved equivalent.

4.70. Markings.

4.70.1. All markings must comply with TO 36-1-191. **(T-0).**

4.70.2. Remove all vehicle markings when the vehicle is permanently disposed of.

4.70.3. Exemptions from Identification Markings. Vehicles which are exempt from DOD identification markings (**paragraph 4.50.**) shall be registered and inspected IAW the laws of the State, Commonwealth, territory or possession in which they are primarily used.

4.70.4. Motor vehicles regularly used for intelligence, investigative or security purposes, and other vehicles when approved, are exempt from identification and marking provisions. These include vehicles:

4.70.4.1. Used by the AFOSI.

4.70.4.2. Required to be exempted under a SOFA.

4.70.4.3. Approved for indigenous plating due to an increased criminal or terrorist threat.

4.71. Complying with International Agreements. When required by the North Atlantic Treaty Organization (NATO) or other international agreements, AF vehicles must contain the markings prescribed in standards that have been ratified by the US commands having jurisdiction over the military activities in these countries. **(T-0).** Unless AF/A4LR instructs otherwise, logistics readiness officers must make sure military activities comply with these international agreements. **(T-0).**

4.71.1. Refer to STANAG 2454, and Allied Movement publication 1 in its most current version for country specific information published by NATO countries in the EUCOM AOR.

Section 4H—Financial Improvement Audit Readiness (FIAR)

4.72. Overview. Federal law controls the purchase of vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing of certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline or vehicles in depot maintenance. **(T-0).** Meet peak workload and unusual requirements for vehicles by borrowing from other government agencies, renting or leasing vehicles from GSA or commercial sources. When approved, POVs may be used on a reimbursable basis according to the JTR.

4.72.1. Robins AFB SE&V initiates vehicle acquisitions for the AF through the vehicle buy program. Robins AFB SE&V is the central procurement agency for all AF vehicle purchases. AF agencies will not purchase vehicles without prior coordination and written approval from Robins AFB SE&V Program Manager. Annually, Robins AFB SE&V will:

4.72.1.1. Provide 441 VSCOS with specific vehicle buy submission instructions/guidelines. **(T-1).**

4.72.1.2. Compare 441 VSCOS vehicle buy submissions against requirements stated in AFEMS (DSDC001) and jointly resolve any AFEMS inventory discrepancies with 441 VSCOS. **(T-1).**

4.72.1.3. DELETED.

4.72.1.4. DELETED.

4.72.1.5. Is the authority for reviewing and approving specifications, purchase options, purchase descriptions and standards for procuring AF vehicles.

4.72.1.6. Coordinates shipment of assets acquired. **(T-1).**

4.72.1.7. Specification Review. Robins AFB SE&V forwards the vehicle specifications as needed to 441 VSCOS for coordination through the lead command, if needed, for use during the following FY buy process. The lead command is usually the dominant user of a specific vehicle type. Robins AFB SE&V does not review specifications for: Vehicles bought through GSA, M-series vehicles or vehicles on an optional or multi-year contract for the follow-on FY.

4.72.2. 441 VSCOS will annually:

4.72.2.1. Compile and prioritize AF and ANG vehicle requirements via LIMS-EV Vehicle View Prioritization Model (refer to **Attachment 5**). **(T-1).**

4.72.2.2. Work with Robins AFB SE&V to resolve any inventory data discrepancies. **(T-1).**

4.72.2.3. Provide Robins AFB SE&V with special specification requirements. **(T-1).**

4.72.2.4. Monitor due-ins via LIMS-EV Vehicle View (Due in).

4.72.3. DELETED.

4.72.3.1. DELETED.

4.72.3.2. DELETED.

4.72.3.3. DELETED.

4.72.4. DELETED.

4.72.4.1. DELETED.

4.72.4.2. DELETED.

4.73. Vehicle Fleet Growth Policy. The AF vehicle fleet represents a tremendous investment for the corporate AF. The vehicle buy program provides funding for programmatic replacement of existing assets, but is not funded to purchase vehicles for new requirements (start-ups). 441 VSCOS must closely scrutinize any request to increase the size of the vehicle fleet. Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., OPLAN, Provisional Plan (PPLAN), etc. **(T-1).** The functional community requesting additional vehicle authorizations will fund the initial purchase of the vehicles, and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars, or provide funding annually for leased assets. **(T-0).** Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. Authorization decreases resulting from VVs or previous mission changes (unit deactivation) will not be used as offsets. All adjustments to authorization quantities must be approved by 441 VSCOS or other AF/A4LR designated enterprise management authority. **(T-0).**

4.73.1. Non-cataloged vehicle request. Prior to requesting cataloging action, 441 VSCOS will consider offsets, current authorizations and right sizing of the vehicle requirement. 441 VSCOS will also coordinate with the appropriate Item Manager/Equipment Specialist to determine if there is an AF stock listed vehicle to satisfy the requirement. If a requirement for cataloging action still exists after completing the considerations and coordination above, submit an AF Form 601 with item specifications and justification to 441 VSCOS. **(T-1).** 441 VSCOS will review and submit approved requests to the AF AS Manager for cataloging action and AS inclusion.

4.74. Major Program Codes, Major Mission Types and Definitions. The AF owned

Table 4.5. AF Vehicle Fleet Major Program Codes

Major Program Code	Major Mission Type	Definition
NUC000	Nuclear	All Vehicles that are assigned to and directly support a specific Nuclear Mission

ACP000	Aircraft Platforms	All Vehicles that directly support a specific Aircraft Platform Mission. These include everything from aircraft servicing vehicles to maintenance support vehicles
FRP000	First Responders	Vehicles that directly support a mission role as a first responder to any type of emergency response to include natural disasters.
CEM000	Civil Engineer	All vehicles that perform installation maintenance on infrastructure, roadways, water and sewer systems, etc. Vehicle types include loaders, graders, dozers, dump trucks, etc
TAC000	Tactical	All conventional tactical M-Series type vehicles to include Up-Armored Vehicles (HMMWV) and Mine Resistant Ambush Protected (MRAP) Vehicles
FCS000	Force Support	Vehicles that do not directly support a specific mission but support a variety functions at an installation to include MWR, Administrative, etc. These vehicles are mostly passenger or cargo carrying vehicles, sedans, pickups, tractor trailers, etc

4.74.1. In addition to major program codes, sub category codes have been developed. The sub category codes will aid in substantiating requirements for the major program codes. See **Table 4.6. AF Vehicle Fleet Sub Category Codes**.

Table 4.6. AF Vehicle Fleet Sub Category Codes.

Major Program Code	Sub Category Codes	Specific Mission
NUC000	NUC001	ICBMs
	NUC002	Non-ICBMs, Specific Bomber missions
ACP000	ACP001	Fighters
	ACP002	Bombers
	ACP003	Refueling
	ACP004	Airlift
	ACP005	Training
	ACP006	Recon/Special Ops
	ACP007	Helicopters

	ACP008	Non-Nuclear Missions/Conventional
FRP000	FRP001	Fire Fighting
	FRP002	Medical Transport
	FRP003	Security Forces
	FRP004	Electrical Infrastructure Repair Vehicles
	FRP005	Explosive Ordinance Disposal Vehicles
CEM000	CEM001	Base Maintenance
	CEM002	RED HORSE Missions
TAC000	TAC001	Tactical Armored Vehicles, HMMWV
	TAC002	Tactical Non-Armored
	TAC003	MRAP
FCS000	FCS001	Installation Support
	FCS002	Training - Non Aircraft Missions, i.e. VM School, BC3, Convoy, etc.
	FCS003	Joint Base Support
	FCS004	Non-Installation Activities, e.g., AFOSI, Recruiting and AFRL functions/activities

4.74.2. FCS003 will only be used by AF supporting component Joint Base (JB) BSV&E activities to identify all vehicles used in support of JB activities/functions IAW with the *Department of Defense Initial Guidance for BRAC 2005 Joint Basing Implementation* and JB specific Memorandum of Agreement. **(T-0).**

4.75. Class I, II, III, IV, and V NTV Authorizations. See **Table 4.7. GSA NTV Classifications**. Passenger NTV's are defined according to GSA classes and subparts 102-34.35 and 102-34.45 of Title 41, Code of Federal Regulations, "Federal Management Regulation," current edition.

4.75.1. **Class I, II and III.** The authorization of NTVs (passenger sedans, station wagons, mini-vans and sport utility vehicles (SUV)) by purchase, lease, or other means will be limited to those designated as Class I, II, and III. **(T-0)** All NTVs obtained will be limited to "the minimum body size" and "maximum fuel efficiency" needed to meet the mission. **(T-0)** Additionally, all NTV acquisitions will be conducted in a manner consistent with applicable laws and Executive orders unless specifically exempted. **(T-0)**

4.75.2. **Class III Midsize Sedans.** The use of Class III sedans are only authorized for the following AF and DoD officials:

4.75.2.1. Under Secretaries of Defense.

4.75.2.2. Vice Chairman of the Joint Chief of Staff.

4.75.2.3. Vice Chief of Staff of the AF.

4.75.2.4. Four star officers.

4.75.2.5. Directors of Defense Agencies.

4.75.3. **Class IV.** Restrict the use of Class IV sedans and SUVs to these DOD officials and visiting foreign officials of comparable rank, based on security and highly essential needs (Title 41, CFR, ”Federal Management Regulation”, current edition):

4.75.3.1. The Secretary of Defense.

4.75.3.2. The Deputy Secretary of Defense.

4.75.3.3. The Chairman, JCS.

4.75.3.4. Secretary of the AF.

4.75.3.5. Chief of Staff of the Air Force.

4.75.3.6. Vice Chief of Staff of the National Guard Bureau.

4.75.4. DELETED.

4.75.4.1. DELETED.

4.75.4.2. DELETED.

4.75.4.3. DELETED.

4.75.4.4. DELETED.

4.75.4.5. DELETED.

4.75.5. DELETED.

4.75.6. **Law Enforcement Sedans.** The class/size of NTVs authorized for use for law enforcement shall be the minimum size available needed to support equipment add-ons necessary to meet mission requirements. **(T-0).**

4.75.7. DELETED.

Table 4.7. GSA NTV Classifications.

Classification - Vehicle Types
Class I – subcompact sedan, station wagon and SUV
Class II – compact sedan, station wagon, SUV and 7-8 passenger mini-van
Class III – intermediate/midsize sedan, station wagon and SUV
Class IV – large sedan, station wagon, SUV and 15 passenger mini-van
Class V – limousine sedan

4.75.8. **MWR and Services.** Services staff engaged in direct administrative support may use general-purpose vehicles acquired with appropriated funds. Do not acquire vehicles with appropriated funds justified either partially or wholly for transportation support of Morale, Welfare and Recreation (MWR) activities. See AFI 65-106, *Appropriated Fund Support for Morale and Recreation and Nonappropriated Fund Instrumentalities (NAFIS)*, for additional guidance.

4.76. DELETED.

Table 4.8. DELETED.

4.77. DELETED

Table 4.9. DELETED.

4.78. Vehicle Redistribution. Ensure vehicles and vehicular equipment designated for shipment are in the condition reflected in the LTI that shipment is approved by 441 VSCOS. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203, **Chapter 7**. **(T-1).** Ensure the agency directing the vehicle shipment provides complete fund citation information or written approval from the appropriate transportation account code (TAC) manager for use of the TAC to charge shipping costs. The VFM/VMS certifies on an AFTO Form 91 that the vehicle being shipped is still in the same condition as reflected on the approved LTI.

4.79. First Article Testing (FAT). FAT ensures that a contractor can furnish a product that conforms to all PWS requirements for acceptance. Refer to FAR Subpart 9.3, *First Article Testing and Approval*, current edition, and AFMCI 64-110, *First Article Management*, for further information.

4.79.1. When required, a PWS will state that the vendor/contractors must develop at least one first article vehicle for full testing. **(T-0).** Commands or end-users may observe and participate in these tests. 441 VSCOS will observe and participate in tests; as well as provide liaison between command or end-user and Robins AFB SE&V in this effort. **(T-1).**

Note: For base maintenance/construction and fire protection vehicles, AFCEC will observe and/or participate in first article testing with 441 VSCOS and the lead command.

4.79.2. **Test Parameters.** When specified by the PWS, contractors define the test parameters for in-plant FAT. When possible, Robins AFB SE&V provides a copy of the parameters to the lead command 15 days prior to the test. Robins AFB SE&V can address questions about the test parameters.

4.79.3. **Test Procedures.** For tests in the factory, the manufacturer normally accomplishes the tests and the Defense Contract Administration Service (DCAS) monitors those tests.

4.79.3.1. Robins AFB SE&V can require a second first article vehicle. Lead commands may assist in making that decision. Request a second prototype at the same time the specification review response is made. The lead commands provide recommended user test parameters and pass or fail criteria. Send the second prototype to the AF base designated by Robins AFB SE&V and the lead command.

4.79.3.2. AF personnel and the manufacturer conduct tests at a base. The lead command ensures the primary users of the vehicle participate in the tests.

4.79.3.3. The lead command forwards a report of the test results to Robins AFB SE&V 15 days after the test is complete.

4.79.3.4. Robins AFB SE&V makes the final decision on specifications, revisions, user test parameters and “pass/fail” criteria.

4.79.4. **Operational Test and Evaluation (OT&E).** Use OT&E procedures on major MHE, aircraft tow vehicles, large refueling vehicles and most crash fire equipment. The lead command and the Vehicle System Program Manager coordinate the use of OT&E on vehicle types within six weeks after the Annual Buy Budget Review.

4.80. Furnishing Government Equipment–Vehicles. Contractors are normally required to furnish all property necessary to perform Government contracts, this includes Government Furnished Equipment–Vehicles (GFV). Requesting activities and Contracting Officers must obtain 441 VSCOS approval prior to including any government-owned vehicles as GFP in a PWS or contract. **(T-1).**

4.80.1. If GFV is approved by 441 VSCOS, assets will only be loaded in the vehicle accountable system under one of the following GFV AS Codes:

4.80.1.1. AS032: Vehicle Fleet (AF provided and replaced contractor support). These vehicles are provided as "Agency-Peculiar" GFP (with Special Allowance Flag "X") and the AF is responsible for providing replacements. Agency-Peculiar GFV are vehicles that are not available on the open-market and specifically required to support or complete a contract task; e.g., 60/25K Aircraft Cargo Loaders, R-11 Aircraft Refuelers, MB-2/MB-4 Aircraft Tow Vehicles or Flight-Line Tow Tractor (when AF Technical Orders call for specific tow vehicles types), M-Series and any other Mil Spec vehicle.

Note: Refer to **Table 4.2** for AS Code descriptions.

4.80.2. If GFV use is approved, but assets are not available, the functional activity requesting GFVs submits requests new authorizations from 441 VSCOS, through servicing Vehicle Management activity. Request must include procurement funding (fund code 573080), sourced by the requesting activity. Once authorization is established and funding provided, 441 VSCOS will coordinate procurement with Robins AFB SE&V. **(T-0).**

4.80.2.1. GFP vehicles with residual value may be offered/transferred as GFP vehicles on subsequent contracts at the same location. Current GFP available for transfer to the contractor will be included in the PWS. At a minimum, the list will include: vehicle make/model, VIN, and AF registration number. A memorandum stating the GFV will be available prior to or on the contract start date is to accompany the PWS. **(T-1).**

4.80.2.2. Use of AF O&M funds (573400) to procure vehicles is strictly prohibited. Activities procuring reportable vehicles without prior authorization from 441 VSCOS and/or without fund code 573080 monies will be subject to possible Anti-Deficiency Act (ADA) investigation. **(T-0).**

4.80.2.2.1. DELETED.

4.80.2.2.2. DELETED.

4.80.2.2.3. DELETED.

4.80.2.3. The AF will ensure the vehicles are identified and retained on the contract GFV listings.

4.80.3. 441 VSCOS may authorize cost-reimbursement contractors to obtain GSA Fleet leased vehicles and related services if the contracting officer has:

4.80.3.1. Determined that the authorization will accomplish the AF's contractual objectives and achieve demonstrable economies. **(T-0).**

4.80.3.2. AF provided/funded GSA leased vehicles are not authorized to fill GFV authorization.

4.80.3.3. Arranged for periodic checks to ensure that authorized contractors are using GFVs and related services exclusively under cost-reimbursement contracts. **(T-0).**

4.80.3.4. Ensured that contractors establish and enforce suitable penalties for their employees for unofficial use of U.S. Government vehicles. **(T-0).**

4.80.3.5. Received a written statement that the contractor will assume, without the right of reimbursement from DoD, the cost or expense of any use of GSA fleet leased vehicles and services not related to the performance of the contract. **(T-0).**

4.80.3.6. Contractor funded BOACs must be established under the AF's Agency Code. **(T-0).**

4.80.4. IAW 41 CFR Part 101-38, government furnished vehicles are for official use only.

4.80.5. GFP vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by 441 VSCOS. **(T-1).**

4.80.6. AS051 GFV will not be rotated with non-GFV. **(T-1).**

4.80.7. IAW DOD 4500.36M, contractors will assume sole responsibility for all associated utilization costs of the GFP vehicles, including: operations, maintenance, repair, and licensing/registration requirements and replacement of AS051 GFV. **(T-1).**

4.80.8. The contractor will determine if AS051 GFV has reach end-of-life and is no longer cost effective to maintain based on industry standards and/or best-business practices. However, the contractor will not be bound to purchase a replacement vehicle if the contractor deems it unnecessary. Contractors have the option to lease or rent vehicles/equipment at their own expense.

4.80.8.1. The Government procurement process will not be used to purchase contractor owned replacement vehicles for contractors. **(T-0).**

4.80.9. AS037 "Agency Peculiar" GFP will be managed and maintained IAW this AFI, TO 36-1-191 and other applicable TOs or directives.

4.80.10. The AF maintains fiduciary responsibility over GFP. The "equipment" assets are managed within AFEMS; guidance and procedures are located in AFI 23-101. The APSR for GFM assets is the Stock Control System and procedures are located in AFI 23-101. Additional policy is contained in AFI 23-119.

4.80.11. The installation Contracting Officer, COR or designee, will coordinate with the servicing Vehicle Management activity concerning disposal of GFP vehicle assets. **(T-1).** The servicing Vehicle Management activity will request disposition instruction from 441 VSCOS using standard procedures. **(T-1).**

4.80.12. Contractor-acquired property (CAP) vehicles are acquired or provided by a contractor for performing a contract, and to which the Government has title, if the CAP vehicle is specified as a deliverable on the PWS/Contract.

4.80.12.1. Authorizations must be approved prior to procurement. **(T-1).** If vehicle authorization is not approved, the AF will not accept vesting of title, provide accountability and/or accept responsibility to support/sustain or dispose of the asset(s).

4.80.13. Vehicles owned or provided by the contractor are not subject to the management policies contained in this instruction. In very rare instances, Vehicle Management may provide maintenance support on a reimbursable basis only, if approved by 441 VSCOS.

4.80.14. If the Most Efficient Organization (MEO) is the successful bidder, assets will revert to the original authorizations under the respective AF AS. However, there is potential for 441 VSCOS to direct reductions based on MEO bid proposals.

4.81. Vehicle Fleet Parking. The following paragraphs establish AF policy regarding parking serviceable/unserviceable vehicles to mitigate sustainment funding issues that affect mission capabilities.

4.81.1. LRS Commander or equivalent will notify the Wing Commander or equivalent when sustainment funding shortages may lead to implementation of a vehicle parking plan in order to deter/delay maintenance costs. **(T-1).** The Wing Commander or equivalent will be notified prior to parking vehicles as part of a "parking plan". **(T-1).**

4.81.2. FM&A will coordinate parking plan issues or request guidance from 441 VSCOS to ensure thorough management and accountability of parked vehicles, as needed. **(T-1).**

4.81.3. FM&A will use the MEL and VPRL to determine the number and types of vehicles to be parked. **(T-1).**

Note: MELs must be maintained for direct mission support vehicles. **(T-1).**

4.81.4. Parked vehicles will be controlled by the vehicle management flight, who will assume responsibility for all parked assets. **(T-1).**

4.81.4.1. VFM/VMS will identify specific location(s) of parked vehicles under a centralized or decentralized plan. **(T-1).**

4.81.5. Parked serviceable vehicles will accumulate NMCM.

4.81.5.1. Open work order under "B" prefix and use"43AZ" job system code. All maintenance coming due while parked will be accomplished on a follow-on work order when sustainment funding is available. **(T-1).**

Note: FM&A will monitor scheduled maintenance and if due while parked, will ensure completion before returning the vehicle to service. **(T-1).**

4.81.5.2. VFM/VMS will ensure a serviceability inspection is accomplished on parked serviceable vehicles before returning them to service. **(T-1).**

4.81.6. Parked unserviceable vehicles awaiting sustainment funding will accumulate NMCM not NMCS.

Note: Vehicles are NMCM until sustainment funding is available and parts are placed on order.

4.82. US Forces Korea (USFK) Logistics Cost Sharing (LCS) Program.

4.82.1. Authorization to locally purchase vehicles using USFK LCS Program funding is granted with the following conditions:

4.82.1.1. Only purchase of general purpose (over the road) vehicles is authorized. No material handling equipment, towing vehicles, trailers, refueling vehicles, fire trucks, crash recovery vehicles, , medium tactical vehicles or any other special purpose vehicles (deicers, stair case trucks, or lavatory service trucks) may be purchased under this authorization.

4.82.1.2. Purchase/contracting is accomplished in country. Robins AFB SE&V is not involved in the management of funds or execution of contracts; Robins AFB SE&V will not provide sustainment, OSS&E engineering, or technical support for vehicles purchased.

4.82.1.3. Monthly, local fleet manager will obtain procurement status of all buys from contracting office and provide status to Air Force Vehicle Fleet Management Office. **(T-1).**

4.82.2. Acquisition process:

4.82.2.1. Unit must have a valid authorization for the vehicle being purchased, vehicle must be replacement eligible or filling a vacant authorization. **(T-1).**

4.82.2.2. Local fleet manager will validate all buy requirements (authorization and quantity) with Air Force vehicle fleet management office prior to engaging with local contracting. **(T-1).**

4.82.2.3. Once requirement is validated by AF fleet management office requirement will be loaded into CARS 2.0 and approval granted to local fleet manager to process procurement to local contracting. Only procure vehicles that match the authorization.

4.82.2.4. Monthly, local fleet manager will engage with contracting office for procurement status updates of each vehicle procurement and provide status to Air Force Vehicle Fleet Management office that will send a notification to Robins IM's to update CARS 2.0. **(T-1).**

4.82.2.5. Robins AFB SE&V IM will update CARS 2.0 with asset NSN and registration for each vehicle. **(T-1).**

4.83. FIAR.

4.83.1. The five vehicle Financial Improvement Audit Readiness (FIAR) Key Supporting Documents (KSD) required are:

4.83.1.1. Segment of purchase contract with acquisition cost

4.83.1.2. Vehicle repair work order for DOLI updates

4.83.1.3. Annual Inventory report from the APSR

4.83.1.4. Receipt of vehicle document

4.83.1.5. Picture of new asset

Note: 441 VSCOS will not load an asset until they receive a copy of purchase contract, receipt of vehicle document, and asset picture.

4.83.2. Acquisition cost.

4.83.2.1. 404 SCMS/GUMAA and AFLCMC/WNZD are responsible for providing original acquisition cost and the contract procurement document for each asset. **(T-0).** The

appropriate Inventory Management Specialist will load the acquisition price and KSD in CARS 2.0 NLT when the vehicle arrives at its shipping destination. **(T-1).**

Note: For non-Chief Financial Officer (CFO) and fully depreciated CFO reported assets purchased prior to 2 May 2016, 441 VSCOS will use the Deemed Cost Methodology to generate the acquisition cost and supporting KSD. **(T-1).**

4.83.2.2. 441 VSCOS is responsible for loading the acquisition price and a copy of the KSD as reflected in CARS 2.0 or the Deemed Cost Methodology generated documents into DPAS during the initial asset load process. **(T-1).** The acquisition price and price on the KSD must match. **(T-0).** The KSD will remain with the asset detail during its life cycle. **(T-1).**

4.83.3. Procedures and timetable for updating Date of Last Inventory (DOLI):

4.83.3.1. 441 VSCOS will update each asset's DOLI in DPAS annually between 1 Jan – 31 Mar. **(T-0).**

4.83.3.2. The DOLI date loaded will be the last date within the previous calendar year the asset was physically serviced/touched by vehicle management personnel and documented on a vehicle repair work order. **(T-0).**

4.83.3.3. When a vehicle has not been to vehicle management in the last year, the VFM will ensure they conduct a Positive Inventory Control (PIC) NLT 31 January. **(T-0).** The PIC is documented via an annual safety inspection on the asset and recorded on a vehicle repair work order processed in DPAS. Once completed, 441 VSCOS will update the DOLI with the work order close out date. **(T-0).**

4.83.4. VFM/VMS or equivalent will provide a signed Annual Inventory:

4.83.4.1. VFM/VMS or equivalent will upload a vehicle account custodian and commander signed Annual Inventory Report from DPAS to the VM Neighborhood between 1-30 April. **(T-0)**. If the unit has major changes during the course of the year they may complete and sign an interim inventory report, however, this does not eliminate the requirement for the reoccurring April annual inventory report to be provided.

4.83.5. Provide approved KSD for receipt of a vehicle when it arrives at an installation:

4.83.5.1. When an asset arrives to a base, the VFM is responsible for providing at least one original asset receipt KSD to the VM Neighborhood. **(T-1).** Approved verification of receipt documents, listed in order of priority, are DD Form 250, Certificate of origin, Shipping document, or 1348-1.

4.83.5.2. 441 VSCOS will verify the vehicle load request data matches the receipt document information and is responsible for loading the receipt document in DPAS during the initial asset load process. **(T-0).**

Note: For vehicles received prior to 2 May 2016, the VFM is responsible for retaining a copy of a DD Form 250, Certificate of origin, Shipping document, or 1348-1 locally in the permanent vehicle record jacket (paper or electronically scanned).**(T-1).**

4.83.6. Upload picture of new asset to the Vehicle Management SharePoint.

Note: When an asset arrives, the VFM is responsible to ensure a photo is taken from a front/left

side angle and uploaded to the Vehicle Management SharePoint World Wide Inventory Tool. **(T-1).**

Chapter 5

MATERIEL CONTROL

Section 5A—General Information

5.1. Description of Materiel Control.

5.1.1. Materiel Control provides support to Vehicle Management using the ILS-S, COPARS or other decentralized purchasing methods. Materiel Control manages ILS-S transactions for Vehicle Management.

5.1.1.1. COPARS is a DoD approved method of supplementing ILS-S and for attaining commercially available automotive parts. COPARS reduces research, item identification times and costs for parts that are not stock listed or cataloged. Ideally located next to COPARS, it is important that Materiel Control personnel have regular interaction with the contractor throughout each duty day. The nature of this relationship is indicative of the importance that all Materiel Control personnel read, know the terms of the contract.

5.1.1.2. Decentralized purchasing methods, such as a BPA or GPC, may be more appropriate for some Vehicle Management activities than methods such as COPARS. The Contracting Officer is the primary source for information and advice on COPARS, BPAs and GPC provisions.

5.1.1.2.1. . BPAs for parts purchases are individual contracts with parts suppliers. Contracting negotiates for authorized items and discounts, and provides overall surveillance of the BPA. Vehicle Management provides funds and manpower to identify, order requirements and document part procurement/purchase activity for internal purposes. Vehicle Management may provide funds; however, they do not have authority to purchase (unless it is by GPC) nor do they document contract activities.

5.1.1.2.2. . GPC is a credit card used for purchasing parts and services within the parameters of the program. Contracting approves its use, trains both the cardholder and approving official and manages the program. Vehicle Management nominates cardholder(s) who become Purchasing Agent(s), and are responsible for identifying and buying only authorized items, negotiating discounts and documenting GPC purchases.

5.1.1.3. PACAF Vehicle Management activities are authorized to use the Vehicle Parts Supply Organization (VPSO) located at the 673D LRS JBER Alaska to obtain needed repair parts, tools and equipment and contract repairs that are not immediately available locally. The VPSO will not be used for the purchase of administrative, janitorial, or housekeeping supplies. **(T-1).** Organizations wishing to use VPSO will contact the 673D LRS VPSO by e-mail at **673lrs.vpso@us.af.mil** to establish a VPSO account. The VPSO will establish a separate Air Force Wide Government Purchase Card (GPC) account for each PACAF organization using VPSO. **(T-1).** The VPSO may also establish a separate base supply organization code with the FB5000 base supply account at JBER. Funds from using organizations AF Form 616, Fund Cite Authorization, may be transferred to the Organization Project Fund Management Record (PFMR) to fund base supply transactions. The VPSO will provide a quarterly transaction report to 441 VSCOS and HQ

PACAF/A4REV containing the number of purchases, total funds expended and number of shipments made during the quarter for each organization using VPSO. **(T-1).**

5.1.1.4. GPC is a credit card used for purchasing parts and services within the parameters of the program. Contracting approves its use, trains the cardholder, approving official and manages the program. Vehicle Management nominates cardholder(s) who become Purchasing Agent(s), and are responsible for identifying and buying only authorized items, negotiating discounts and documenting GPC purchases.

5.1.2. Materiel Control is not a unit supply function. The VFM/VMS ensures supply functions unrelated to Vehicle Management needs are not given to Materiel Control.

5.1.3. Manpower for Materiel Control is limited.

5.1.4. The management personnel supervising Materiel Control may not have much exposure to supply procedures, but they must have a basic understanding of the job to properly supervise personnel, evaluate supply support and make knowledgeable performance ratings. LRS Customer Support Liaison Element provides customer training IAW AFI 23-101, *Air Force Materiel Management*, to fulfill part of this requirement. Where this training leaves off, this chapter explains supply terms and complicated procedures in language familiar to the maintenance worker.

5.1.5. The scope of Materiel Control operations requires additional emphasis on training, because these specialists must maintain proficiency in the supply career field as well as develop a basic understanding of maintenance.

5.1.5.1. The VFM/VMS ensures Materiel Control personnel become fully qualified in all aspects of the operation, including the use of ILS-S, OLVIMS, Green Procurement, COPARS procedures and all management products.

5.1.5.2. A qualification training program is set up for all newly assigned personnel to ensure they receive proficiency training as soon as possible.

5.1.6. The concepts and procedures outlined here ensure compatibility with AFI 23-101 and AFCSM 24-1.

5.1.7. Overseas commands are authorized to establish requirements contracts for procurement of parts and supplies to support foreign buy vehicles. Overseas units develop procedures for the effective security, control, documentation and issue of parts purchased through BPAs. Authority to bypass the stock fund is provided in AFI 23-101.

Section 5B—Specific Guidance

5.2. Materiel Control Responsibilities.

5.2.1. Keep FM&A and key personnel informed of overall supply situation as it affects the shop.

5.2.2. Assist shop equipment custodians in acquiring equipment authorizations.

5.2.3. Manage and operate the tool crib, as designated by the VFM/VMS.

5.2.4. Maintain a current file of all needed supply-related catalogs, reports, publications and management listings.

5.2.5. Initiate, monitor and follow up (as needed/required) on part requests.

5.2.6. Check daily and verify the need and status of parts for all NMCS vehicles.

5.2.7. Check, verify and revalidate all parts requirements on delayed AF Form 1823/-1. Inform the FM&A Workload Controller of their status, as directed by the VFM/VMS.

5.2.8. Obtain, temporarily store and issue all parts and supplies needed for AF Form 1823/-1. Advise the FM&A Workload Controller and work center supervisor as to parts availability.

5.2.9. Coordinate the establishment of both high-cost and low-cost bench/working stock items with the work center supervisor and VFM/VMS. In addition, coordinate ILS-S bench stock items with the LRS Bench Stock Support Section.

5.2.10. Manage centralized bench/working stocks. Review bench/working stocks with the work center supervisor and VFM/VMS. In addition, review ILS-S bench stock items with the LRS Bench Stock Support Section.

5.2.11. Coordinate procedures with outlying work centers to ensure high-cost bench/working stock items are charged to the proper AF Form 1823/1.

5.2.12. Coordinate all repair cycle asset matters with the LRS Flight Service Center. This includes set up, inventory, reconciliation and management of supply points; turn in of serviceable and unserviceable assets, management of ”Due In From Maintenance” (DIFM) assets, Awaiting Parts (AWP) and listings.

5.2.13. Materiel Control will coordinate with the FM&A Workload Controller on appropriate DIFM status and process, and return DIFM assets to the LRS Customer Support Liaison Element as soon as possible. **(T-1).**

5.2.14. Inventory, store and list work order residue. When the VFM/VMS determines residue is no longer required, process turn-ins to the LRS Customer Support Liaison Element or the DLA-DS IAW appropriate procedures.

5.2.15. Assist the work center supervisor when requesting adjusted levels (AF Form 1996, *Adjusted Stock Level*) to support new and mission essential vehicles. Act as the focal point for the adjusted stock level review, and ensure changes reflect current mission and vehicle requirements.

5.2.16. Assist with and perform parts research.

5.2.17. Advise the Functional Commander or Functional Director of any COPARS problems.

5.2.17.1. Keep a daily record of COPARS funds on funds ledger and tell the Functional Commander or Functional Director when the cost of the delivery order is 85 percent obligated. A computerized spreadsheet may be used as the funds ledger.

5.2.18. Ensure the most economical parts are purchased. Order the least expensive part (including rebuilt items) when shop records do not show poor performance, less service life or reliability problems with rebuilt items.

5.2.19. Query parts dealers to ensure new, rebuilt or after-market parts for all vehicles and equipment meet or exceed original equipment manufacturer (OEM) specifications before ordering parts.

Note: Individual parts are not specifically nuclear certified by any manufacturer; however, any part is acceptable for use on certified vehicles and equipment if the part meets or exceeds the OEM specifications.

5.2.20. Verify parts charges on the Daily VIMS Materiel Transaction-Non Fuels (D22), and ensure all materiel costs are validated and properly charged in OLVIMS.

5.2.21. Coordinate with the LRS Customer Support Section and work center supervisors in updating Initial Spares Support and Follow-on Spares Support Lists for new equipment.

5.2.22. Establish Minimum Reserve Authorization as needed.

5.2.23. Perform monthly or quarterly (as directed by VFM/VMS) AF Form 1823/-1 backorder validation with FM&A.

5.2.24. Utilize the Hazardous Material Pharmacy (HAZMART) to the fullest extent. Ensure the AF Form 3952, *Chemical/Hazardous Material Request Authorization*, reflects an appropriate quantity to fulfill mission requirements but not create undue waste. An approved AF Form 3952 must be on file for any hazardous materials (HAZMAT) purchase regardless of purchasing method. **(T-1).**

5.2.25. Dispose of waste IAW appropriate directives and laws.

5.2.26. Review purchase request to ensure compliance with GPP policy. Maintain GPP log.

5.2.27. Procure tools and shop equipment from most cost effective source.

Note: Contact 441 VSCOS for sourcing guidance as needed.

5.3. Required Publications, Reports and Listings (Electronic or Hardcopy).

5.3.1. Required publications.

5.3.1.1. Federal Logistics Record System (known as FEDLOG) for research.

5.3.1.2. Applicable Illustrated Parts Breakdowns (IPB), dash-four (-4) TOs. Access to a TO library meets this requirement.

5.3.1.3. Applicable TCTOs. Access to the applicable TCTO file meets this requirement.

5.3.1.4. Applicable ASs.

5.3.1.5. TO 00-20-14-WA-1, *AF Metrology and Calibration Program*. Access to a copy in a TO library meets this requirement.

5.3.1.6. AFI 23-101 and AFM 23-122

5.3.2. Required reports and listings.

5.3.2.1. Daily Document Register (D04). Document Control Register (A-DO35K-BA6-DM-L41) for ALCs.

5.3.2.2. Priority Monitor Report (D18), Parts 1 and 5 (available through "Discover"). The ALCs will use the Daily Priority Monitor Report (A-D035K-BC6-DA-L60) and the MICAP Control Register (D035K-BEI-DA-L78). **(T-1).**

5.3.2.3. Repair Cycle Asset Management Listing (D23). The D23 is used by LRS and maintenance activities to reconcile DIFM assets. The Daily DIFM/Due-Out to

Maintenance (DOTM) Review List Part II (D035K-B72-DA-L87), Monthly DIFM/DOTM Review List (A-D035K-BE7-MO-L87) and the Monthly DIFM/DOTM Review List Part I (A-D035KBH3-MO-L97) are used at ALC bases.

5.3.2.4. AWP Validation Listing (D19) (available through "Discover").

5.3.2.5. Daily VIMS Materiel Transaction Non-Fuels (D22). ALC bases use the Audit and Control List (DO50-2TPB).

5.3.2.6. Supply Point Listing (Q13), if applicable.

5.3.2.7. Organization Bench Stock Listing (S04). S04 comes in four parts: Part 1 is the master Bench Stock Listing and Part 3 is the Organization Bench Stock Listing. ALCs will use the Bench Stock Authorization Lists (A-D035K-B91-QR-L27 and A-D035K- B93-QR-L29). **(T-1).**

5.3.2.8. Due-out Validation (M30) (available through "Discover"). Urgency of Need Backorder List (DO33-OZIC) is the ALC base counterpart.

5.3.2.9. Stock Number Directory (M14) (available through "Discover"). No ALC base counterpart is distributed. A remote terminal within Materiel Control satisfies this requirement.

5.3.2.10. Delayed Maintenance Report, PCN SB004-015 (OLVIMS).

5.3.2.11. High Cost Bench Stock Master List, PCN SB004-046 (OLVIMS).

5.3.2.12. Authorized Working Stock List(s) (manually or computer prepared).

5.3.2.13. Delayed Parts Received, PCN SB004-062 (OLVIMS).

5.3.2.14. DELETED

5.3.2.15. Computer generated listing of all work order residue within Vehicle Management.

5.3.2.16. Daily Project Funds Management Record (PFMR) and Organization Cost Center Record (OCCR) Update and Reconciliation (D11).

5.3.2.17. DLA Tire Catalog and DLA Cooperative Approved Tire List (CATL) (latest versions).

5.4. Optional Publications, Reports and Listings (Electronic Or Hardcopy).

5.4.1. AFCSM 24-1.

5.4.2. DELETED.

5.4.3. The US Army Tank-Automotive Command (TACOM) publishes a supply newsletter periodically which provides information on items supported by code "AKZ". Contact TACOM/ AMSTA-FPC, Warren MI 47366-5000 for distribution.

5.4.4. TO 00-20-3-WA-1, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System.*

5.4.5. Organization Cost Center Report (MO3). ALC bases use the Customer Funds Record (DO33-KV1B).

5.4.6. I&S Listing (RO2). No ALC counterpart is distributed.

5.4.7. Due-out Status Listing (R31). No ALC counterpart available.

5.4.8. TCTO Reconciliation Listing (see AFI23-101).

5.4.9. Repair Cycle Data List (Q04). No ALC counterpart available.

5.4.10. OLVIMS, Edit List ("PZ" and "VZ" transactions) PCN SB004-005.

5.4.11. Vehicle ISSLs or FOSSLs, as applicable.

5.4.12. Quick reference lists, as applicable.

5.5. Use of Reports and Listings. Various reports and listings are available from the ILS-S and ALC supply systems for managing supply support for the shop. Some of these reports are sent automatically; others are sent based on local needs. All reports are listed in AFMAN 23-122, *Material Management Procedures*, for all bases including any ALC counterparts. All reports will be neatly bound in order so that they may be easily used. The following paragraphs describe the basic uses of the most significant reports and listings AFMAN 23-122:

5.5.1. The Daily Document Register (D04) is made in document number sequence and is a comprehensive review of the previous day‘s supply transactions. It shows exceptional transactions that may require analysis; answers questions about supply that the shop may have and points out possible abuses of the supply system. It will be checked each duty day for issues, due-out releases and cancellation information. **(T-1).**

5.5.2. The Priority Monitor Report (D18) is reviewed each duty day for Urgency of Need Designator (UND) "A" requirements and weekly for UND "B" requirements. (The weekly and monthly reports exclude bench stock, equipment and supply point requirements). It lists outstanding due-outs for each item. It is used to validate all back ordered parts for delayed AF Forms 1823/-1.

5.5.3. The AWP Validation Listing (D19) shows the required information to manage DIFM assets, to maintain a current inventory of DIFM items and to reconcile DIFM balances.

5.5.4. The Supply Point Listing (Q13) lists all items authorized, on hand and due out to the supply point. It also has summary data on shortages, excesses and identification of buildup items.

5.5.5. The Organization Bench Stock Listing (SO4) lists all bench stock items for each activity that applies. It can be used to find items in the bench stock, to check bench stock authorizations and to add new bench stock items. This listing is shown in NSN and item number sequence.

5.5.6. The Due-out Validation (M30) provides data for review of UND "A" and "B" priority due-outs. It is also a managerial tool for validating all UND "C" due-outs monthly (except equipment, which is validated at least quarterly).

5.5.7. The Stock Number Directory (M14), or Stock Number User Directory (SNUD), is a monthly list of all NSNs stored in the ILS-S. It tells whether an item has been loaded in the computer as well as data about the item (unit price, unit of issue, source of supply and so forth). Due to its volume, this directory is not sent automatically and only a small number of copies are made. Contact the Management Systems Flight for a copy of the previous month‘s list.

5.6. Supply Discipline. Supply discipline is essential to good materiel management and applies to all personnel. Responsibilities are identified in AFI 23-101, *Air Force Materiel Management.*

5.6.1. A reparable is as important as a serviceable item, since the reparable may be the only source of supply. ILS-S considers a DIFM detail as a potentially serviceable asset and will print an I023 Asset Management notice on an issue request. Reparable assets removed from the end item must be promptly sent through repair channels and controlled throughout the repair cycle. Local vendors and COPARS often require a reparable item (core) before a serviceable one is sold.

5.6.2. Double ordering from any source wastes funds, reduces credibility and does not serve the shop well. Do not use such practices.

5.7. Priority System. There are five main terms that all Materiel Control personnel will know:

5.7.1. Force Activity Designator (FAD). Each organization is assigned a FAD (1 through 5) by the JCS through the USAF Program Document. The organizational FAD indicates the relative priority of a unit. The FAD code is loaded in the ILS-S and will be loaded in OLVIMS. Vehicle Management, as a support unit, is rarely assigned a FAD as high as many of the vehicles it works on (such as flight line vehicles, fire trucks, etc.). In these cases the FAD of the mission supported by the vehicle will be used to order the parts needed for maintenance. **(T-1).**

5.7.1.1. Review FAD codes annually, update as required. **(T-1).**

5.7.2. Urgency of Need Designator (UND). The UND is a one-character alpha code, used to indicate the urgency of the need. There are three primary UNDs: A, B and C.

5.7.2.1. UND "A" means a lack of the requested item prevents mission accomplishment.

5.7.2.2. UND "B" means lack of the item impairs mission accomplishment.

5.7.2.3. UND "C" is used for routine needs not meeting the criteria for a higher UND.

5.7.2.4. “1” is a fourth UND used to indicate a verified NMCS condition for a MICAP reportable vehicle.

5.7.3. Urgency Justification Code (UJC). The UJC is a two-character code that shows the priority and use of the required part (see AFMAN 23-122). The first character of the UJC is the UND; the second character is an alpha code assigned to the type of equipment being worked on. In the case of vehicles, the assigned code is "F" or "Q”. When requesting most parts from the LRS Customer Service, Materiel Control uses UJC 1F, AF or BF.

5.7.4. Base Delivery Priority. A local delivery priority is assigned by Materiel Control for each demand placed in ILS-S. The delivery priorities are in AFI 24-301, *Vehicle Operations*.

5.7.5. Requisition Priority. The requisition priority is assigned by the ILS-S computer based on a combination of the FAD code of the requesting organization (or the supported vehicle, if FAD override is used) and the UND code. When the property is not available in LRS supply system for immediate issue, this priority tells the source of supply the level of urgency.

5.8. Materiel Control and OLVIMS Coordination. Materiel Control has a key role in ensuring all materiel costs are properly charged in OLVIMS.

5.8.1. This part of the AFI integrates Materiel Control's procedural responsibilities for OLVIMS with its other responsibilities. AFCSM 24-1 gives further procedures for expenditure data input and output using OLVIMS (see **Figure 5.1., Materiel Control & OLVIMS Cross-Reference Listing**).

5.8.2. Materiel Control personnel must know all aspects of the materiel costing process. FM&A is the focal point for OLVIMS and is the main source of information and training for new personnel. In addition, FM&A is the POC for keeping all personnel informed of system changes. The information in **Figure 5.1** below is provided for a quick reference of OLVIMS formats and listings used by Materiel Control. All references are from AFCSM 24-1.

Figure 5.1. Materiel Control & OLVIMS Cross-Reference Listing.

Summary of the OLVIMS System	Section 2
Format for establishing High Cost Bench Stock Master (EZ)	Section 5
Format for High Cost Bench Stock (OLVIMS VZ) Transaction Issue (QZ)	Section 5
Format for OLVIMS Materiel Cost Card	Section 5
OLVIMS Edit List (for VZ, QZ and Transactions)	Section 5
Delayed Maintenance Report	Section 5
High Cost Bench Stock Master List	Section 9

5.8.3. Materiel costs for purchases are inputted in OLVIMS. Items are charged in three different ways; to the:

5.8.3.1. Vehicle on which the item is used.

5.8.3.2. "High-Cost Bench Stock" account (work order number H8888), for items of bench stock or working stock costing $60 or more per unit. Do not charge these items to a specific vehicle until the parts are installed.

5.8.3.3. "Low-Cost Bench Stock" account (work order number L9999), for items with a unit of use cost of less than $60. These costs are charged as overhead against the entire fleet, rather than to a specific vehicle.

5.8.4. Items are further identified by charge codes for maintenance or non-chargeable costs ("D", "M" or "N"). The requester assigns these codes and Materiel Control verifies them. For examples of items to be charged to these codes see AFCSM 24-1, Attachment 4.

5.9. Adjusted Stock Levels. Adjusted levels provide a means to change base stock levels and are used when usage experience is not the best predictor of future needs. When wisely used, adjusted levels are a valuable tool in supporting the mission. Because AF resources are limited, the approval of an adjusted level frequently means that fewer dollars are available to buy items with established consumption rates. Requests for adjusted levels must be carefully considered. Procedures are in AFMAN 23-122.

5.9.1. Requests for adjusted levels are sent to the LRS Customer Support Section on an AF Form 1996. This form is used to request a change to stocked levels, not to bench stock minimum reserve levels.

5.9.2. Materiel Control initiates the AF Form 1996 in five copies, with help from the requester. The VFM/VMS signs as the approving authority.

5.9.3. One copy of the AF Form 1996 is held in a suspense file, three copies are sent to Customer Support Section and one is sent to the requester.

5.9.4. Initiate follow-up actions if Materiel Control is not notified within 10 days for items that require base-level approval or 45 days for items that require IM approval. When notification is received, inform the requester, remove the copy from the suspense file and file the approved AF Form 1996.

5.9.4.1. Approved requests are filed in Materiel Control to use during adjusted level reviews.

5.9.4.2. Rejected requests are reviewed with the requester to see whether more action is needed.

Section 5C—Issue Procedures

5.10. General Information. This section discusses procedures used in obtaining off-the-shelf parts from LRS. To be effective, Materiel Control personnel must know the procedures of the supply system they work with (ILS-S, GPC, COPARS or BPAs). These procedures supplement supply procedures, and generally apply to requesting parts for NMCS and delayed AF Forms 1823/-1. The LRS Customer Service & Training Section gives supply system training when requested. AFMAN 23-122 outlines detailed procedures used in issue requests.

5.11. Identifying the Requirement.

5.11.1. This section discusses guidelines for determining the source of supply and describes the procedures to use. This is one of the most critical aspects of materiel support for the shop. Attention to detail in this process goes a long way in ensuring that the right part is ordered the first time.

5.11.2. The technician helps Materiel Control determine the following information about the item:

5.11.2.1. NSN, part numbers and associated manufacturer's codes.

5.11.2.2. Nomenclature.

5.11.2.3. Quantity.

5.11.2.4. TO, figure and index.

5.11.2.5. UND

5.11.2.6. FAD from the AF Form 1823/-1.

5.11.2.7. Management code.

5.11.2.8. Make and model of vehicle.

5.11.2.9. Source code, when available. Check the format of the TO; if no code is available or item is coded Local Purchase (LP), COPARS or other sources may be used.

5.11.2.10. VIN.

5.12. Requests Sent Through LRS Demand Processing.

5.12.1. Document all parts requested through LRS Demand Processing Section by one of three methods:

5.12.1.1. Initiate AF Form 2005, *Issue/Turn-In Request*, according to AFMAN 23-122. Give Demand Processing the original and one copy. Hold a copy in suspense until the transaction appears on the D04, D22 (with OLVIMS transaction) and the property is received. If the transaction fails to appear on the D04 the next computer processing day, follow up with demand processing to find out the status of the transaction.

5.12.1.2. Log all parts requested on AF Form 2413, *Supply Control Log*. Column G contains the work order number and Column N (Mark For) contains the vehicle registration number. Once property is received, highlight the entire entry. Items not highlighted are deemed active requests.

5.12.1.3. Use a locally created database to track part ordering. Procedures are the same as AF Form 2413 in the preceding paragraph.

5.12.2. Several actions take place when an item is issued from LRS Demand Processing Section:

5.12.2.1. The part is delivered along with a DD Form 1348-1A. The part is checked against the "suspense" AF Form 2005, supply control log entry or locally developed database to ensure the correct item was received. Clearly annotate the AF Form 2005, AF Form 2413 or locally developed database to show receipt of property.

5.12.2.2. Using the D04, verify receipt of all issues and due-out releases. Initiate follow-up actions on any property not received by the next duty day.

5.12.2.3. Using the D22, verify the following fields prior to uploading into OLVIMS and forwarding to FM&A:

5.12.2.3.1. Compatibility of charge code and item (example: A tire Federal Supply Class 2610 with a charge code 0 is incorrect).

5.12.2.3.2. Validity of work order number (example: Real work order number is B1234 but shows F1234; L9999 or H8888 improperly used).

5.12.2.3.3. Suspected unit of issue or extended cost errors.

5.12.2.3.4. Verification of the cost on issues of $500 or more.

5.12.2.4. To clear the AF Form 2005 issue suspense, supply control log suspense entry or locally developed database entry, Materiel Control must receive both the OLVIMS transaction and the item.

5.12.2.5. Useful data on the D22 listing includes:

5.12.2.5.1. Heading "CC." On an issue, an "R" or "N", if present shows the demand code; on a turn-in, the coded entry indicates the action taken.

5.12.2.5.2. Heading "UJC." This column is blank for off-the-shelf issues; the urgency of need code is shown for all delayed and NMCS issues.

5.12.2.5.3. Heading "RVP." This column contains an "R" when a transaction was reversed out of the SBSS.

5.12.2.6. FM&A inputs the “VZ” transaction into OLVIMS. This transaction charges or reverses costs for items received from or turned in to the LRS Demand Processing Section. All transactions are shown on PCN SB 004-005. Those that pass all edits (see AFCSM 24-1) reflect an Input Record Accepted (IRA) status on the right hand side of the list under column "RCDS-1”. If there are any errors shown by the system, an "IRE" appears in the columns, as well as an asterisk () to the right of the field in error. FM&A can correct any error shown for these transactions.

5.12.2.7. 441 VSCOS may authorize alternative methods to check on the receipt of OLVIMS materiel costing transactions and property.

5.13. Requests Submitted Through COPARS. A valid AF Form 1823/-1 or work order number is required to submit request and receive items from COPARS. Organizations other than the LRS will use their appropriate document to purchase parts from COPARS. **(T-1).**

5.14. Requests Submitted Through BPA or GPC. The sales slip or invoice is the source document for updating OLVIMS. After screening the sales slip or invoice for correct pricing and warranty information, Materiel Control forwards it to FM&A for the transaction input into OLVIMS. A separate "PZ" transaction is input for each item (except L9999 or H8888) and can be found on PCN SB004-005.

Section 5D—Vehicle NMCS Processing

5.15. General Information. When the required parts are not available the vehicle is designated as NMCS. AFI 23-106, *Assignment and Use of Standard Reporting Designators*, provides justification and guidance for the use of Standard Reporting Designators (SURD). A NMCS condition starts extraordinary supply action by Materiel Control. Track NMCS-reportable vehicles by the MICAP reporting system (if applicable) and the depot IM until the need has been met. This section describes the procedures Materiel Control uses in handling NMCS conditions. MICAP reportable vehicles are found in the Standard Reporting Designator (SRD) list in Integrated Maintenance Data Systems (IMDS) and Supply Systems. A quick-reference list is provided in the **VM Neighborhood**. Non-MICAP requisitions coded with a NMCS and AF UJC are authorized to include a “777” RDD. The “777” identifies the item for fast transportation (AFH23-123V2PT2). Materiel Control personnel will ensure the judicious use of this code. The VFM/VMS will ensure appropriate emphasis is placed on parts procurement priorities by periodically verifying compliance as necessary to meet mission requirements. **(T-1).**

5.16. NMCS Verification Procedures. Prompt, responsive verification is the key to preventing unwarranted NMCS conditions, cannibalizations, priority system abuses and unnecessary funds abuse.

5.16.1. Order UND "A" and "B" requests on a "Fill or Kill" basis, except AWP requests.

5.16.1.1. When assets are not available to fill the request, a "Kill" action takes place and the computer prints an I023 Other Assets Management Notice.

5.16.1.2. Information on the I023 includes: DIFM details, supply point details with on-hand balances, substitute NSNs with the requested Interchangeable Substitute Group (ISG) with serviceable balances, percent base repair and whether the item is on a bench stock.

5.16.1.3. Materiel Control immediately verifies the need.

5.16.2. Verification of requirements includes the following steps:

5.16.2.1. Materiel Control researches part numbers, TO figure and index, next higher assembly or bits and pieces, usable-on-codes, quantity per assembly and source codes.

5.16.2.2. The verifier checks availability of bench stock assets. If none are available, but a substitute item is, the verifier contacts the requester to find out whether it is suitable. If the substitute is suitable, Materiel Control makes the necessary arrangements with the shop with the bench stock.

5.16.2.3. If DIFM assets are available, coordinate with the shop work center to expedite repair and return of the reparable to satisfy the request in time to meet the need. Materiel Control does not verify a repair cycle item as NMCS until it is found that an item cannot be fixed locally.

5.16.2.4. Research the next higher assembly, find out its availability and suitability.

5.16.2.5. Check the delayed part bins for needed item. Use the PCN SB004-016, "Delayed Parts Received", as an aid to find whether other vehicles of the same type have delayed parts on hand. If so, complete an AF Form 1832, *Record of Cannibalization* (Vehicle Maintenance), transferring the parts from the delayed AF Form 1823/-1 to a NMCS AF Form 1823/-1. Send the AF Form 1823/-1 to FM&A where an "SW" transaction is made to charge the materiel cost from the delayed record to the open NMCS AF Form 1823/-1. Materiel Control submits the parts request for the delayed part, using the delayed AF Form 1823/-1's number. The delayed AF Form 1823/-1 is then marked accordingly.

5.16.2.6. If the above actions have still not met the need, consider locally manufacturing the part within the shop. If there is no internal capability to do this, find out whether the capability exists elsewhere on base. If a base shop is found that can fabricate the part, contact Demand Processing Section and send the request as outlined in AFI 23-101.

5.16.2.7. If a new part cannot be obtained, a serviceable used part can be purchased under a separate contract on a one-time basis.

5.16.2.8. Notify requester to determine further actions on UND "B" requests.

5.16.2.9. If a part is not available for a UND "A" need, the verifier tells the work center supervisor or FM&A Workload Controller to verify that a NMCS condition exists. At this time, the VFM/VMS decides whether to cannibalize or to confirm an NMCS condition. If the VFM/VMS decides the latter, put the start time on the AF Form 1823/-1.

5.17. MICAP and NMCS (AF Requisitions).

5.17.1. Items backordered for a MICAP or NMCS condition (UJC 1F/AF) are shown on the D18. Review the report when received to ensure the supply system is acting on the request. Materiel Control verifies the following data:

5.17.1.1. NSN.

5.17.1.2. Quantity.

5.17.1.3. Vehicle registration number.

5.17.1.4. SRD. SRDs that apply to vehicles are in the IMDS and Supply Systems for query.

Note: PCN SG054-84S, Standard Reporting Designator Codes, lists all SRDs. An extract from this report of commonly used vehicle and equipment MICAP Reportable SRDs are provided in the **VM Neighborhood**. If the NMCS part does not appear or does not have a due in date the day after the need has been levied, ILS-S will be contacted to find the cause and correct it. **(T-1).**

5.17.2. D18. Status can be identified on the report within a given number of days, based on Military Standard Requisition and Issue Procedures (MILSTRIP) priority (see AFMAN 23-122 for more details.)

5.17.3. This status is posted to a status board or automated equivalent, and updated as changes occur. The NMCS status board or automated equivalent, has the following minimum data and must be readily available in the Materiel Control work center:

5.17.3.1. Type of vehicle.

5.17.3.2. Vehicle registration number.

5.17.3.3. NSN or part number.

5.17.3.4. Nomenclature.

5.17.3.5. Quantity and unit of issue.

5.17.3.6. Due-out document number.

5.17.3.7. MICAP (1F) or NMCS (AF) backorder date (a color code may be used to differentiate between MICAP and NMCS).

5.17.3.8. Current status.

5.17.3.9. Source of supply.

5.17.4. The VFM/VMS makes a policy on which MICAP and NMCS conditions they want briefed on and how often. Also set up a general procedure as to what is unsatisfactory status, thus requiring more action. Overseas bases supported by the Commercial Administrative Vehicle Repair Parts Program, under Project Code JZO, JCM and JZC, review status policies as outlined in AFI 23-101 before making this determination. IAW with these procedures, Materiel Control will keep key management personnel informed on NMCS status and provide follow-up supply assistance or supply difficulty action with ILS-S, as the case dictates. The Materiel Control supervisor ensures that follow-up management actions are tailored to specific shop needs rather than a system of arbitrary follow up. **(T-1).**

5.18. Supply Assistance and Difficulty.

5.18.1. Materiel Control will submit follow-up, supply assistance or supply difficulty action when bad status is received from the depot. Materiel Control will never allow ineffective supply support to be traced to a lack of aggressive follow up on its part.

5.18.2. AFI 23-101, outlines the procedures for follow-up on established due-outs and sending supply difficulty reports.

5.18.3. Materiel Control maintains a copy of each request for supply assistance or difficulty with the appropriate MICAP, NMCS or delayed requisition.

5.19. NMCS Requirements through GPC, BPA, VPSO or COPARS.

5.19.1. View items in this category similarly to those requested through ILS-S. Materiel Control must contact the vendor/procurement source each duty day for current status. **(T-1).**

5.19.2. Annotate MICAP and NMCS items ordered through BPA, GPC or VPSO with the correct data on the NMCS status board or automated equivalent.

5.20. Receipt of NMCS Parts.

5.20.1. Materiel Control immediately informs the FM&A Workload Controller when a NMCS part is received so it may be scheduled for work. **(T-1).** The parts are binned and the AF Form 1823/-1 or parts ordering form marked accordingly. Mark the suspense copy of AF Form 2005 or the line entry in the supply control log to show that the part is received.

5.20.2. An OLVIMS transaction should be received the day following the due-out release. After verification against the data on the suspense slip, or line entry, on AF Form 2413, the OLVIMS transaction is sent to FM&A and the AF Form 2005 will be destroyed. The suspended entry on the control log clearly shows that both the OLVIMS transaction and the part have been received.

5.20.3. All parts received are binned and documented on the AF Form 1823/-1. The sales receipt or invoice is reviewed for accuracy. The AF Form 1823/-1 and sales receipt or invoice is forwarded to FM&A for input into OLVIMS and scheduling of the repair.

Section 5E—Managing AF Forms 1823/-1 Delayed for Parts

5.21. Importance of Delayed AF Forms 1823/-1. When a lack of parts does not cause a NMCS condition, a delayed-for-parts AF Form 1823/-1 is initiated and the vehicle is returned to the user. Delayed parts management is the heart of supply support for the preventive maintenance program. The importance of this function grows as vehicles get older. Although delayed parts have a lower priority than NMCS, they need special attention by Materiel Control to ensure that positive action is taken for each request.

5.22. Delayed Work Order Folders.

5.22.1. When an AF Form 1823/-1 has been delayed for parts, the FM&A workload controller makes a new AF Form 1823/-1 with all the required information, and sends a copy of the AF Form 1823/-1 and the parts request to Materiel Control for processing. All parts backordered through ILS-S are marked on AF Form 2005 or the supply control log.

5.22.2. VFM/VMS determines filing sequence of delayed AF Forms 1823/-1 folders.

5.23. Monitoring Delayed Work Orders.

5.23.1. For items requested through ILS-S, the first check comes the day after the backorder requests are processed. The D04 is sent to Materiel Control for screening. Using the AF Form 2005 suspense file, supply control log, AF Form 1823/-1 or parts ordering request, Materiel Control verifies all backordered items appear correctly on the D04. The D04 also shows all issues, due-out release actions, turn-ins and cancellations. If cancellation action is noted, research the cancellation and either reorder using the appropriate NSN or eliminate the suspense.

5.23.2. For items ordered with an UND “A” or “B”, the D18 tells the user the latest status of the backorder. The D18 is reviewed each duty day. If the status shown in the report is

unsatisfactory, Materiel Control begins follow-up, supply assistance or supply difficulty action.

5.23.3. For items ordered through COPARS, Materiel Control coordinates with the vendor for status updates IAW the contract requirements.

5.23.4. For items ordered through BPA or GPC, Materiel Control coordinates with the vendor for status updates. Frequent follow up is essential to prevent unnecessary NMC time.

5.23.5. The PCN SB004-015 also gives information for management to track delayed actions. This report shows delayed AF Forms 1823/-1 with required action by delayed maintenance code.

5.24. Processing Parts Receipts.

5.24.1. Take the following steps when receiving parts from GPC, ILS-S, COPARS,BPA or VPSO. Mark the suspense slip, AF Form 1823/-1, parts ordering form or supply control log to show the receipt. Hold the parts until the work can be scheduled. Mark the parts with the work order number and registration number, and bin them. Parts for the same vehicle may be binned together regardless of work order number. Do not mix bench stock, working stock, work order residue or delayed parts. Mark the AF Form 1823/-1 and parts ordering form (Materiel Control‘s copy) with the bin location in the space provided. Then forward the information to FM&A.

5.24.2. When the OLVIMS transaction is received from ILS-S, verify the data against the suspense copy of the AF Form 2005, parts ordering form or the supply control log, before sending to FM&A for input in OLVIMS.

5.24.3. The receipt process for GPC, COPARS,BPA or VPSO delayed parts is essentially the same. Mark the AF Forms 1823/-1 with the bin location and advise the FM&A Workload Controller of its receipt. Verify sales slips or parts receipts and/or invoices before forwarding them to FM&A. FM&A inputs a "PZ" transaction into OLVIMS containing a "D" charge code and a bin location number.

5.25. Work Order and Backorder Validation.

5.25.1. Screen UND "A" or "B" requirements and validate as outlined in AFI 23-101. The basic record used to do the validation is the Materiel Control copy of the delayed AF Form 1823/-1.

5.25.2. Despite these efforts, the manual records used to track delayed AF Forms 1823/-1 often disagree with the true needs of the individual vehicles. Consequently, Materiel Control, together with the FM&A Workload Controller, conducts an AF Form 1823/-1 to backorder reconciliation and validation.

5.25.2.1. Reconcile all work orders either monthly or quarterly, or as directed by the VFM/VMS, in conjunction with the monthly UND “A”, “B”, and “C” validation outlined in AFI23-101.

5.25.2.2. The first step of validation is a line-item review for each delayed AF Form 1823/-1. Materiel Control compares its entire delayed AF Form 1823/-1 file to the FM&A Workload Controller's file of delayed AF Forms 1823/-1. The delayed maintenance report is used at this time. Update both sets of AF Forms 1823/-1 and the delayed maintenance

report as needed, to bring all into agreement. Resolve discrepancies before updating to ensure all records are accurate. If there are large differences between these two files, the local procedures for coordination between the two functional units will be evaluated to find the cause. **(T-1).**

5.25.2.3. After FM&A and Materiel Control reconcile AF Form 1823/-1 records, Materiel Control ensures all necessary parts are backordered and reflect positive status through GPC, ILS-S, COPARS or BPA. Materiel Control cancels the backorder for items no longer needed.

5.25.2.4. Materiel Control will accomplish a complete inventory on all AF Forms 1823/-1 against which items have been received verifying bin location and quantity. **(T-1).** If, after a complete search, the items are not available, the shortages are recorded and reordered. If this is a common occurrence, implement a local procedure to ensure parts are adequately safeguarded. **(T-1).**

5.25.2.5. When these actions have been done:

5.25.2.5.1. All records will be in complete agreement. **(T-1).**

5.25.2.5.2. All AF Forms 1823/-1 will be shown on the PCN SB004-015 report with the partial or complete parts indicator. **(T-1).**

5.25.2.5.3. All parts will have been backordered with positive status (including follow-up) or be on-hand. **(T-1).**

5.26. Partial or Completed Vehicle and Equipment Work Orders. Materiel Control sends the completed work order to the FM&A Workload Controller for scheduling. Each time a new work order is opened on a vehicle, all delayed work orders are thoroughly screened. Every attempt will be made to install received parts or accomplish maintenance in order to complete any job listed in the job description block of the work order. **(T-1).**

Section 5F—Bench Stocks

5.27. Purpose of Bench Stocks. Bench stocks are established so that expendable supplies needed to support the shop are always available. Failure to establish the proper line items and levels disrupts the shop and can be costly. Bench stock responsibilities and procedures for its establishment and operation are in AFI23-101.

5.28. Establishment of Bench Stocks. Establishment of a bench stock is a coordinated effort between Vehicle Management and LRS Customer Support Section. When available, vehicle Initial Support or Follow-On Spares Support List may be used as a guide in identifying the items and quantities to be stocked. When those lists are available, the shop or work center supervisor makes a list, based on his or her estimate and judgment of the need. The VFM/VMS approves the bench stock and Materiel Control sends the request to Bench Stock Support according to AFI23-101, Chapter 5. Once bench stock is established, a copy of the Bench Stock Listing (S04) will be readily available and used. **(T-1).**

5.29. Shop and Collocated Bench Stocks, Working Stocks and Work Order Residues.

Note: Bench stocks, working stocks and work order residue can be collocated, however, they must be separated and properly binned. **(T-1).**

5.29.1. Shop bench stocks, working stocks and work order residues may be set up within each Vehicle Management shop or its equivalent. Where two or more shops are collocated, a single bench stock, working stock and work order residue for their combined use is set up.

Note: Bench stocks, working stocks and work order residue can be collocated; however, they must be separated and properly binned.

5.29.2. Under certain circumstances, it may be more advantageous (because of location, total number of line items, cost or pilferage) to secure the bench stock, working stock and work order residue, and operate it under a staffed environment. When the VFM/VMS finds this to be more advantageous, consider consolidating this bench stock, working stock and work order residue with a tool room in the work area. In any event, the overriding factor is the need of the shop.

5.29.3. When using co-located bench stocks, working stocks and work order residues, units may want to display a bench stock "shadow board" outside the bench stock site, to be readily viewed by all personnel. Old and unserviceable parts for each item authorized can be shown, with the item or bin number under each asset as an easy means to show its location. Item descriptions may also be used in some cases.

5.30. Low-Cost Bench Stocks.

5.30.1. In Vehicle Management, authorized bench stock items whose unit cost (based on a unit-of-use issue from bench stock to an AF Form 1823/-1) is less than $60 is low-cost bench stock. (For example, if a box of 12 fittings costs $67.50 and they are issued one at a time, the fittings would be shown as low cost).

5.30.1.1. Replenish low-cost bench stock items using work order number L9999. This work order number is limited to "low-cost" items on authorized bench stock. The purpose of work order number L9999 is to prorate the cost of commonly used low-cost bench stock items against the total cost of maintaining the base fleet.

5.30.1.1.1. Low-cost parts that do not qualify as bench stock items may be purchased through COPARS, BPA,GPC or VPSO using the work order number or the vehicle registration number when an AF Form 1827 is used for minor repairs.

5.30.2. Low-cost items may be on other unit bench stocks or working stocks. Replenishment of bench stock items is IAW AFI23-101 Chapter 5**.**

5.30.3. Bases are authorized to maintain shop stock. Shop stocks include parts kits consisting of universal-type hardware for brake systems, hydraulic systems, electrical systems, etc., which are not normally economically handled as bench/working stocks. VFM/VMS establish procedures for effective control and management of shop stock.

5.31. High-Cost Bench Stocks.

5.31.1. Items with a unit cost of $60 or more are defined as "high cost." Fast-moving, high-cost items can be authorized on bench stock when approved by the VFM/VMS. Replenish high-cost bench stock using work order number H8888. Use of H8888 causes the parts to be charged against a special "holding" account, rather than against the entire base fleet. When the high-cost items are issued to specific AF Forms 1823/-1, they are charged against a vehicle using a “QZ” transaction.

Note: Review **paragraph 5.44.** for additional guidance. High-cost working stock items are not installed on a vehicle using an AF Form 1827.

5.31.2. On approval of the VFM/VMS, Materiel Control or FM&A completes an "EZ" transaction (see AFCSM 24-1) to add the item to the High-Cost Bench Stock Master List, PCN SB004-046.

5.31.3. Make a line-item entry or attach a preprinted label to the vehicle's AF Form 1823/-1 for each high-cost bench stock item issued.

5.31.4. Materiel Control keeps a current copy of the PCN SB004-046 listing. At least quarterly, adjust the prices on the PCN SB004-046 based on the latest M14, the current COPARS price list or vendor's price if purchased with the GPC.

5.31.4.1. Delete items no longer on high-cost bench stock using an "EZ" transaction by placing a "D" in the "Delete Indicator " block. Input of this transaction clears the item from the PCN SB004-046.

5.31.5. Request a new PCN SB004-046 listing when all changes, additions and deletions are made.

5.32. Shelf-Life Items. Control of shelf-life items is the responsibility of the Shop Bench/Working Stock Monitor once the items are placed in their bench/working stocks. Shelf-life items are identified in TOs, by markings on the package and on the bench/working stock labels by the shelf-life code. If the shelf-life item is packaged in a unit pack, the unit pack containing a quantity nearest the recommended level is issued as the authorized bench/working stock quantity. Use the oldest items first to prevent waste, First In First Out (FIFO).

5.32.1. Do not open shelf-life item containers until needed. If shelf-life items are loose in the bin and the expiration cannot be found, dispose of the items and replenish.

5.32.2. Shelf-life items containing a HAZMAT will be controlled by the base HAZMART. These items will only be issued in pre-authorized quantities to those shops authorized the material and IAW AFI 32-7086, *Hazardous Materials Management*, Chapter 3**.** Return unused, yet serviceable, HAZMAT to HAZMART if there is no immediate need. HAZMATs which have a shelf life are to be purchased for Vehicle Management only in a quantity that can be used before its shelf life expires. **(T-1).**

5.33. Bench Stock Review. This is the standard method of adding, changing or deleting bench stock items. The bench stock review will be conducted IAW AFI23-101, Chapter 5. **(T-1).**

5.34. Working Stock.

5.34.1. Working stock is essential to ensure certain fast-moving items are available at the Vehicle Management work site to reduce vehicle repair time. VFM/VMS cautiously weigh the costs against the benefits when approving stock levels. A separate working stock account is established for each outlying work center when approved by the VFM/VMS. Maintain a locally developed working stock computer listing for each separate account. The listing reflects the following information as a minimum:

5.34.1.1. Part description.

5.34.1.2. Part number.

5.34.1.3. Unit of issue.

5.34.1.4. Unit price.

5.34.1.5. Quantity authorized.

5.34.1.6. Bin location number.

5.34.1.7. Low or high cost item.

5.34.2. Working stock is limited to a 4-week level (based on past experience or consumption). Certain bulk items (such as heater hose, etc.) are cheaper and easier to manage when bought in bulk; working stocks may be authorized for these and for seasonal items, even if their rate of use is low.

5.34.3. Working stock replenishment is ordered against an L9999 work order number for low-cost items (items with a unit cost of less than $60) and an H8888 work order number for high-cost items (items with a unit cost of $60 or greater). Low-cost working stock items replenished using work order number L9999 are prorated against the entire fleet in the overhead labor rate. These items are not charged against individual AF Forms 1823/-1 when consumed. Conversely, high-cost working stock items replenished using work order number H8888 are held in a special holding account and are charged against the vehicle being repaired or serviced on an AF Form 1823/-1 using a "QZ" transaction.

Section 5G—Repair Cycle Asset Management

5.35. General Information. Repair cycle assets are those items with Expendability, Recoverability, Reparability Code (ERRC) "XD" and "XF". Examples are tires, some engines, etc. These items are a large cost investment for the AF and are stringently controlled and cycled back into the system.

5.35.1. Materiel Control reviews these items to see that they are processed according to AFI23-101. Materiel Control also ensures that all items subject to repair cycle control are managed and controlled according to the DIFM concept.

5.35.2. Use the daily AWP Validation Listing (D19) to perform identification and control checks, and prescribed monitoring procedures and files. Close coordination with the LRS Flight Service Center or base Repair Cycle Activity is a must to ensure strict control of DIFM assets.

5.35.3. DIFM items (whether in repair or in stock) are deemed assets available to satisfy a requirement and may be the only source of supply.

5.36. DIFM Issues. A request for repair cycle assets automatically places the transaction under DIFM control; usually, DIFM issues are for a quantity of one each. For items for which multiple quantities may be needed (such as tires, matched sets, etc.) a multiple DIFM issue can be made. When a multiple DIFM issue occurs, the quantity on the subsequent turn-in transaction cannot be split; therefore, if separate actions are anticipated on the return (e.g., condemned and recapped tires), restrict the quantity on DIFM issue requests to one each. Since the DIFM issue document number is the control element on all DIFM transactions, the duplication of turn-in document numbers could result in difficulty in tracing the transaction audit trail.

5.37. DIFM Status. The AWP Validation Listing (D19) is a daily listing. The list provides Materiel Control with current status on each item DIFM. Materiel Control updates the DIFM detail record each time an item location or status changes. When standard DIFM delinquency criteria are exceeded, Materiel Control finds the cause and eliminates the delinquency. Immediately reconcile any discrepancies noted on the D19 with the LRS Flight Service Center or base Repair Cycle Activity. All daily changes to the D19 report are shown on the next DIFM listing. OLVIMS, PCNs SB004-016 and SB004-062 show delayed parts on hand that are DIFM controlled.

5.38. Supply Points. Supply points may be established for tires and other parts at the discretion of the VFM/VMS. Operate supply points IAW AFI23-101; if established, will be IAW TO 36-1-191. Forward supply points will be coordinated with the Material Management Flight and will be limited to levels not to exceed 90-day requirements based on historical usage that will be accessed annually. VFM/VMS, and LRS Stock Control Managers establish manning requirements. **(T-1).**

5.39. DIFM and Supply Point Reconciliation. Reconcile supply points each quarter or at an increased frequency due to high volume of changes.

Section 5H—Other Procedures for Materiel Control

5.40. TCTOs.

5.40.1. The AF rules on TCTO kit distribution are in TO 00-5-15-WA-1, *AF Time Compliance Technical Order Process,* and AFI23-101, Chapter 4. The Vehicle IM at Robins AFB SE&V makes TO modifications, including assembly, storage and distribution of related TCTO kits. Required parts and materials are controlled and sent according to the applicable TCTO.

5.40.2. Materiel Control orders TCTO kits from the AF Form 2001, *Notification of TCTO Kit Requirements.*

5.40.2.1. Enter the organization and shop code of the Vehicle Management shop responsible for doing the modification on part I of the form.

5.40.2.2. Initiate AF Form 2001 in three copies, with copies one and two sent to the LRS Flight Service Center or base Repair Cycle Activity and copy three filed in Materiel Control.

5.40.2.3. Provide due-in document number to FM&A when it is available for TCTOs requiring a TCTO kit. FM&A provides the document number(s) and registration number(s) to Robins AFB SE&V to request kit release.

5.40.3. Materiel Control checks the status of TCTO needs using the D18. Each time a TCTO kit asset is received, ILS-S generates an "IO29" management notice showing the total on-hand balance and each existing due-out detail record. A copy of this notice is sent to Materiel Control. Place it in the TCTO jacket file with the AF Form 2001. A display board (the NMCS board or an automated control board may be used) shows the following information for all current and outstanding TCTOs:

5.40.3.1. TCTO number.

5.40.3.2. Due out document number.

5.40.3.3. Quantity and unit of issue.

5.40.3.4. Date requested.

5.40.3.5. Current status.

5.40.3.6. Quantity on hand.

5.40.3.7. Date received.

5.40.3.8. Mandatory compliance date.

5.40.3.9. Remarks.

5.40.4. Materiel Control tells the LRS Flight Service Center or base Repair Cycle Activity to force a due-out release of the kit for installation when all items are received and the modification is scheduled.

5.40.5. As requested, ILS-S produces a monthly TCTO kit reconciliation and status report to keep the shop informed of kit availability, shortages, excesses, due-outs and due-ins. Materiel Control tells the LRS Flight Service Center or base Repair Cycle Activity of excesses, changes, or added requirements identified during the reconciliation.

5.41. Tool Accountability and Issue Procedures.

5.41.1. **General Procedures.**

5.41.1.1. The VFM/VMS will develop an OI to specify tool accountability procedures to fit the local mission and physical shop layout. **(T-1).** At a minimum, the OI will require accountability and inventory procedures; spot checks; method of assigning tool locations identified by either inlay cuts in the shape of the item, shadowed layout or silhouette; security requirements; reporting and reimbursement procedures for lost and/or missing tools. **(T-1).** If a tool crib is utilized, its operation is further detailed in this OI.

5.41.1.2. All tool kits and tool cribs are periodically inventoried and/or spot-checked. When accountability changes, a physical inventory is performed by the outgoing and incoming responsible individuals, jointly, with Materiel Control. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kit/crib. **(T-1).** An inventory record includes the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column. **(T-1).**

5.41.1.2.1. Technicians will perform accountability for their ITKs per local OI or on a daily basis at the end of their shift. **(T-1).** Written inventories are accomplished annually by Materiel Control, jointly with the technician. **(T-1).** Supervisors will spot check ITKs monthly. **(T-1).** Spot checks will be documented per local OI. **(T-1).**

5.41.1.2.2. Workcenter supervisors (or their designees) perform and document accountability procedures for CTKs or tool cribs IAW local OIs, or on a daily basis, to ensure accountability of assigned tools and to prevent Foreign Object Damage (FOD). **(T-1).** Written inventories are accomplished semi-annually by Materiel Control, jointly with the supervisor or designee. **(T-1).**

5.41.1.2.3. Materiel Control will visually inventory tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent FOD. **(T-1).** When tool cribs are managed by outlying sections, section supervisors perform

this duty. Written inventories are accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center). **(T-1).** Tool cribs are defined as multiple CTKs collocated within a centralized work center with keys under control of two or more individuals. It is imperative that thorough tool crib inspections are accomplished due to multiple authorities issuing tools independently from each other per **paragraph 5.41.2**. **(T-1).**

5.41.1.2.4. During inventory, the individual turns in any deleted tools and receipts for the remaining tools in his or her possession. Code shortages Not Issued (NI) and annotate listing with due-in information for backordered tools. The individual completes the certification in ink on each page of the tool list to acknowledge receipt of the tools. **(T-1).**

Note: Any change must be listed in ink and initialed in ink by the individual and Materiel Control. **(T-1).** Destroy any old lists. **(T-1).**

5.41.1.2.5. Materiel Control advises the work center supervisor when backordered tools are received. The responsible individual then goes to Materiel Control to pick up the tool and shows receipt by lining through the "NI" and dating and initialing the entry in ink. All newly received tools must be properly marked with unit or shop designator and ITK or CTK number before placement in the ITKs or CTKs. **(T-1).**

5.41.1.3. The VFM/VMS approves initial issue (basic) ITK, CTK and tool crib requirements for each functional AFSC, work centers and/or individual tool kits by signing the inventory listing prior to issue. Inventory listings include tool NSN and/or part number, nomenclature, and quantity authorized.

Note: VFM/VMS may provide blanket approval for initial issue inventories when tool kits are purchased in quantity as completed preassembled sets or boxes. Blanket approval will be in the form of a Memorandum for Record, or administrative medium, and will include the effected tool kit number(s). **(T-1).** The VFM/VMS will sign the document and copies will be attached to manufactures‘ original inventory and stored with each tool kit folder. **(T-1).**

5.41.1.3.1. For ITKs being issued, Materiel Control enters the technician’s name, grade and tool box number at the bottom of the inventory list, leaving room for signature.

5.41.1.3.2. For CTKs and tool cribs, Materiel Control enters the responsible shop supervisor’s (or designee’s) name, grade and kit number at the bottom of the inventory list, leaving room for signature.

5.41.1.4. Warranty hand tools are the standard for vehicle maintenance operations due to their high quality and free replacement policy.

5.41.1.5. Replace damaged and unserviceable tools on a one-for-one exchange basis through Materiel Control or the vendor.

5.41.1.6. Use a separate DLA-DS holding area for condemned hand tools not exchanged with the vendor. Transfer condemned expendable hand tools (by weight) to DLA-DS as scrap IAW AFI23-101,.

5.41.1.7. Powered hand tools may be issued to CTKs, tool cribs or ITKs. Ensure they are accurately accounted for due to their high replacement cost.

5.41.1.8. All tools in ITKs, CTKs and tool cribs will have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout or silhouette when stored in drawers, shelves and/or walls and engraved with a locally assigned kit control number designated by Material Control. **(T-1).** CTKs and tool crib control numbers include the shop initials.

5.41.1.9. Materiel Control establishes and maintains custodial listings for all ITKs, CTKs and tool cribs assigned to Vehicle Management including outlying work centers. **(T-1).** Listings are maintained electronically or in folders, filed in control (kit or box) number sequence, and include the responsible individual's name, AFSC, work center and kit control number.

5.41.1.10. Due to the high expense of tools and equipment required for operation of a Vehicle Management shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause FOD, strict accountability is required. Initiate ROS IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, if items over $100 unit cost or $500 total cost are lost or there is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected. **(T-1).**

5.41.1.10.1. Exceptions to initiating ROS must be approved by VFM/VMS and are usually based on unique circumstances surrounding the loss, and/or voluntary monetary reimbursement or replacement in kind is offered and accepted.

5.41.1.11. Ensure the procedures in TO 32B14-3-1-101, *Operation and Service Instructions Torque Indicating Devices*, are followed prior to the use of any torque device.

5.41.2. **Tool Crib Operations.**

5.41.2.1. A tool crib is a storage and issue point for common and specialized tools shown on one or more AS, typically collocated within one area and manned by assigned Materiel Control personnel. Tool cribs are established when practical based on physical shop layout, Materiel Control manning and other local considerations. VFM/VMS can designate other tools to be controlled under these procedures. Materiel Control manages tool cribs authorized for the shop complex.

5.41.2.2. A neat, clean, well-arranged tool crib is necessary to provide tool support and ease inventory requirements. Segregate special tools, if possible, by vehicle types and display them on shadow boards or store them in bins. Assign each item shown on a shadow board an item location designator. Mark this designator on the tool if practical and on its storage position on the shadow board. Post item identification and location lists near the issue counter. Store common items and those not suitable for the shadow board, bins, inlaid in foam, plastic, wood, etc.

5.41.2.3. Issue tools by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of time than the user's shift period without approval of the tool crib custodian. Do not issue tools for personal use. Set up a tool issue suspense system and check it each duty day to ensure tools are returned on time. The shop supervisor is told of individuals who fail to return tools within the established suspense time as determined locally. Advise the VFM/VMS of shops and personnel that continually fail to return tools on time.

5.41.2.4. Mechanics must clean all tools before returning them to the tool crib. The tool crib custodian inspects them on return to make sure they are clean, in good condition and free of corrosion.

5.41.2.5. Materiel Control keeps a complete list of all tools in the tool crib. The list contains NSN and/or part numbers, nomenclature, authorized and on-hand quantity and other data as needed locally. Perform a complete inventory semi-annually or when the tool crib custodian changes.

5.41.2.6. Materiel Control ensures Test, Measurement and Diagnostic Equipment (TMDE) tools are scheduled for calibration and certification according to TO 00-20-14-WA-1. Use a visual display board or computer-generated listing to keep the current status of all TMDE requiring calibration. Ensure all TMDE is accounted for on the semi-annual inventory.

5.41.3. **ITK Procedures.**

5.41.3.1. The tool custodian establishes initial accountability by obtaining the current ITK custody receipt listings and folders for all personnel assigned to the unit and issued tool kits. Materiel Control sub-receipts ITKs to the technicians using itemized inventory listings.

5.41.3.2. When personnel are transferred or ITKs are no longer needed, the responsible technician and Materiel Control conduct a joint inventory. Annually accomplish joint inventories for all ITKs.

5.41.3.3. Unless another technician is to be assigned, the VFM/VMS may choose to keep the kit in storage. ITKs in storage are maintained by Materiel Control and have two copies of the tool list inside and shortages on order. The ITK is tagged with the kit number and the date turned in.

5.41.4. **CTK Procedures.**

5.41.4.1. A CTK is established for common tools not suitable for ITKs. Typically when a work center is physically separated from the tool crib, the use of a CTK(s) will save time and effort of the mechanics. VFM/VMS may, however, dictate the use of CTKs in place of ITKs when deemed most practical. CTKs will be maintained in a neat, clean and well-arranged manner to best provide tool support and ease inventory requirements. Unless impractical, CTKs are maintained in storage bins, with tools engraved and inlaid in foam, plastic, wood, etc.

5.41.4.2. Materiel Control manages CTKs which are sub-receipted to the section supervisors (or their designees) using itemized inventory listings. The tool custodian establishes initial accountability by obtaining the current CTK custody receipt listings and folders for all CTKs in the unit.

5.41.4.3. Materiel Control coordinates with applicable supervisors (or their designees) to update CTKs and perform inventories when kits are initially issued, semi-annually or when the responsible individual is transferred and a new one is assigned. The responsible individual and Materiel Control conduct a joint inventory at that time.

5.41.4.4. Issue tools from a CTK by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of

time than the user's shift period without approval of the supervisor. Do not issue tools for personal use. VFM/VMS sets up a tool issue suspense system and the shop supervisor or his designee check the CTK(s) each duty day to ensure tools are returned. These checks also include inspection to ensure tools are clean and in good condition.

5.41.4.5. Materiel Control ensures tools and TMDE assigned to CTKs are scheduled for calibration and certification using the same procedures specified for the tool crib TMDE.

5.41.5. Ensure shop equipment requiring an AFTO Form 244, *Industrial/Support Equipment Record,* is inspected and serviced monthly at a minimum unless more frequently required by manufacturer. Also, ensure compliance with requirements in AFI 91-203.

5.41.5.1. Ensure procurement of special tools, test equipment and training for newly received vehicles.

Note: The latest 441 VSCOS evaluations on new tools and equipment can be accessed at the **VM Neighborhood**.

5.42. Tire and Battery Procurement/Management.

5.42.1. All new tires and batteries will be directly charged via the AF Form 1823/-1. **(T-1).**

Notes:

1. Vehicle maintenance functions are encouraged to use over-the-counter procurement of batteries on an exchange basis to minimize hazardous waste disposal and take advantage of standard warranties offered by commercial sources.
2. Batteries must be accounted for on an as-received and issued basis for audit purposes. **(T-1).**

5.42.1.1. Use work order number H8888 for all vehicle-type batteries ordered for the battery shop. Local procedures between Materiel Control and the battery shop supervisor assure that when batteries are installed, they are charged properly in OLVIMS, using the "QZ" materiel costing transaction.

Note: Batteries must be accounted for on an as-received and issued basis for audit purposes.

5.42.2. Charge recapped tires purchased through ILS-S at the current recap percentage of the stock fund price as loaded in OLVIMS. Recapped tires are identified by a -2 suffix in the NSN.

5.42.2.1. Bulk tires recapped using local contract, AF Form 9 or GPC, which are not tracked in the supply system, are input in OLVIMS using work order H8888. Use of H8888 causes the cost of parts to be charged against a special "holding" account, rather than against the entire base fleet. When the tires are issued to a specific AF Form 1823/-1, they are charged against a vehicle using a "QZ" transaction.

5.42.2.2. For each tire issued, make a line item entry or attach a preprinted label to the vehicle AF Form 1823/-1.

5.42.3. Forward supply point tires (see **paragraph 5.38.**) are issued with Transaction Identifier Code (TRIC) "MS" through ILS-S creating the OLVIMS transaction to ensure proper tire costing and accountability.

5.42.4. Tires will be procured/consumed in the following order when possible:

5.42.4.1. **Retread Tires** . This program takes precedence over the acquisitions of new tires from any source. If available, retread tires will be procured from the most economical source, provided the tires meet or exceed manufactures‘ specifications. Refer to **paragraph 1.24**, additional retread tire procurement instructions.

5.42.4.2. **New Tires.** When retread tires cannot be used or economically obtained, new tires will be procured from the most economical source, provided the tires meet or exceed manufactures‘ specifications. **(T-0).**

5.42.5. When determining the most economical source, Vehicle Management must consider the “total cost” associated with each tire procurement. **(T-1).** For example, the total cost procuring from ILS-S (e.g., shipping and/or storage charges associated with the Tire Successor Initiative (TSI) Integrator fixed-price tire contract) versus the total cost associated with using non- ILS-S (local) sources.

5.42.6. Regardless of tire type (retread or new) and procurement source (ILS-S or local purchase), all tires purchased must be individually annotated on the activity‘s GPP Log. Refer to **paragraph 1.30.2**. **(T-1).**

5.42.7. Contract Vehicle Maintenance operations are not exempt from the tire procurement order listed above, or from the GPP Log requirement. Contracted Vehicle Management activities may purchase new tires directly from DLA (if the most economical source) through the DOD EMALL at **http://www.dlis.dla.mil/emall.asp**.

Notes:
1. The current TSI contractor has provided a toll-free 24-hour access number (855-865-7759) to be used by all tire customers worldwide. The toll free number allows authorized customers to track both requisitions and shipments status.
2. The *DLA Land Supplier Operations Tire and Accessories eCatalog* provides the capability to search, view, print, and export details for (TSI) tires, tire accessories, and wheel assemblies. Go to: http://www.landandmaritime.dla.mil/Programs/Tirecatalog/Default.aspx, or can be found at http://tsi.purchaseplace.com.

5.43. Work Order Residue. Items left over from maintenance are placed in "work order residue" bins, preferably collocated but not commingled with bench stock. Identify work order residue by NSN or part number and date established as residue. If there is no foreseeable need, Materiel Control notifies all shop supervisors to take a "last look" to see if there is any need. If not, the items are processed for disposal. Develop an inventory management system to provide quick reference for all work order residue items. When a part is removed from residue and placed on a vehicle, annotate the action on the AF Form 1823/-1 or parts request form by writing “W/O Residue” in the job description block or parts form respectively. This action will provide management information concerning the source of the replacement part.

5.44. Vehicle Redistribution and Transfer. When vehicles are redistributed or transferred to other AF bases or sent to DLA-DS, FM&A advises Materiel Control and applicable work center supervisors. Upon notification of a vehicle transfer, Materiel Control will cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue area. **(T-1).** Work center supervisors will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries. **(T-1)**.

5.45. Antifreeze Procurement. Vehicle Management activities are required to recycle their antifreeze or only use reclaimed engine coolant. However, there are exceptions and documentation requirements. Material Control personnel will refer to **paragraph 1.24** for specific procurement guidance and exceptions.

5.46. Lead-Free Wheel Weight Procurement. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. See **Table 5.1 Lead-Free Wheel Weights Available Through the Supply System**.

Table 5.1. Lead-Free Wheel Weights Available through the Supply System

Nomenclature	Size/Ounces	Unit of Issue	NSN	Part No.
Wheel Weight	1/4	BX (BX = 25 EA)	2530-01-559-8912	5518200025
Wheel Weight	1/2	BX (BX = 25 EA)	2530-01-559-8927	5518200050
Wheel Weight	3/4	BX (BX = 25 EA)	2530-01-559-8958	5518200075
Wheel Weight	1	BX (BX = 25 EA)	2530-01-559-8985	5518200100
Wheel Weight	1 1/4	BX (BX = 25 EA)	2530-01-559-8951	5518200125
Wheel Weight	1 1/2	BX (BX = 25 EA)	2530-01-559-8956	5518200150
Wheel Weight	1 3/4	BX (BX = 25 EA)	2530-01-559-8934	5518200175
Wheel Weight	2	BX (BX = 25 EA)	2530-01-559-8947	5518200200
Wheel Weight	2 1/4	BX (BX = 25 EA)	2530-01-559-8943	5518200225
Wheel Weight	2 1/2	BX (BX = 25 EA)	2530-01-559-9021	5518200250

Chapter 6

TRAINING

Section 6A—General Information

6.1. General Information. Successful operation of AF Vehicle Management activities depends on the knowledge of assigned personnel and how well they accomplish the mission. The CFETP for Vehicle Management is a comprehensive training program outlining specific training requirements Vehicle Management personnel should receive as they progress throughout their career. Career Field Functional Managers at all levels participate in developing the CFETP and use it to tune their training programs toward achieving the plan's overall goals.

6.1.1. The VFM/VMS (or senior base level Vehicle Manager) is the Functional Manager for the Vehicle Management specialty at their respective location.

6.1.2. The VFM/VMS will offer training opportunities to tenant organizations that have 2T3 personnel assigned when Vehicle Management training resources are not available in the 2T3's assigned unit. **(T-1).**

6.1.3. MFMs share responsibility in developing the CFETP. The AF Career Field Manager (AFCFM) is the single POC responsible for overall management of 2T3XX specialties, including policy development, training, skills management and career development.

6.1.4. **Training Business Area (TBA).** Vehicle Management activities will use TBA to document 2T3XX training. **(T-0.)**

6.1.4.1. Units are not required to perform dual documentation of TBA automated and manual (AF Form 623, *Individual Training Record Folder*) training records.

6.1.4.2. DELETED.

6.1.4.3. Ancillary training is not a part of TBA. Units will continue to document ancillary training IAW the method presently being used.

Note: Additional TBA information may be obtained on the TBA SharePoint: https://cs3.eis.af.mil/sites/OO-LG-ES-04.

6.2. MAJCOM Responsibilities.

6.2.1. Select qualified personnel to perform a detailed functional review of AETC course training standards.

6.2.2. Communicate with applicable AETC Training Course Manager or the appropriate school regarding training needs.

6.2.3. Identify training problems and aid base-level personnel in resolving them.

6.2.4. Coordinate Mobile Training Team (MTT) requirements with the technical training centers.

6.3. Vehicle Management *Training* Leader. The VFM/VMS shares overall responsibility for the Vehicle Management training program with the Unit Training Manager. The VFM/VMS will assign a qualified 2T3 as the Vehicle Management Training Leader and when possible the appointee will be a civilian for continuity purposes in all shops with over 40 personnel. **(T-1).**

The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training and will not be assigned additional duties that will prevent full attention to the training program (e.g., Environmental Manager, Technical Order Distribution Account Manager, etc.). The Vehicle Management Training Leader will not reside outside of the physical Vehicle Management shop due to the need to specifically focus on Vehicle Management training. **(T-1).**

6.3.1. The Vehicle Management Training Leader is also responsible for the following:

6.3.1.1. Complying with AFI 36-2201 and any MAJCOM/squadron supplements.

6.3.1.2. Assisting the VFM/VMS in selection of qualified OJT trainers.

6.3.1.3. Preparing an annual budget to support training requirements (e.g., training mock-ups, commercial and unit funded classes and information technology items).

6.3.1.4. Providing supervisors with assistance in obtaining literature and directives pertinent to the OJT program.

6.3.1.5. Preparing and submitting AETC in-resident training requests in response to the Base or MFM annual screening requests. This will be prepared during the fourth quarter of the current FY for the next FY. **(T-1).**

6.3.1.6. Assisting supervisors in the development and use of training requirements and techniques.

6.3.1.7. Coordinating with the Unit Training Manager in obtaining any needed training from AETC and commercial training sources as outlined in AFI 36-2201 and **https://etca.randolph.af.mil**.

6.3.1.8. Conducting quarterly reviews of Individual Training Plans (ITP) within TBA for personnel in skill-level upgrade training assigned to Vehicle Management.

6.3.1.9. Conducting quarterly reviews on the training program using the Vehicle Management Training Checklist in the **VM Neighborhood.**

6.3.1.10. Briefing VFM/VMS on status of all personnel in upgrade training on a regular basis.

6.3.1.11. With the UTM, assist Work Center Supervisors, Trainers and Trainees with TBA user training and problem solving.

Section 6B—Types of Training

6.4. Establishing and Managing Vehicle Management Training Program. Vehicle Management training is more than progressing through the CDCs and completing core tasks. Various and complex vehicle systems combined with frequent personnel changes demand a comprehensive, active training program that includes training beyond the initial skill-level upgrade process. The program must also include training mechanics on new or improved troubleshooting techniques, specialized test equipment and advanced vehicle systems. **(T-1).** FM&A personnel receive advanced training on analysis techniques and fleet management processes. An all-inclusive training program will include the key areas listed below.

6.4.1. First is the actual skill-level awarding requirements achieved through the CDCs and core task completion.

6.4.2. Second is in-house training to keep mechanics proficient on new technologies and expand on the basic principles learned during the initial upgrade training. The in-house training will also assist in duty qualifying mechanics.

6.4.3. Third, and one of the most important areas, is qualification training. As personnel rotate from overseas to CONUS bases or into new duty positions, they often need task training to be duty position qualified. If not properly task trained, possible injury or death could be the result.

6.4.4. Finally, a training program will also include specific training on unique hazards of specific vehicle types and incorporate the use of Operational Risk Management (ORM) principles. **(T-1).** Safety is paramount to day-to-day operations and it is critical trainers identify these hazards prior to the start of any task training. **(T-1).**

6.4.5. The VFM/VMS will ensure all technicians are advised of the existence of the Vehicle Maintenance Safety Handbook during initial job safety training. **(T-1).** The VFM will also encourage the use of the handbook during daily operations. **(T-1).** The handbook can be downloaded from the **VM Neighborhood**.

6.5. OJT. OJT consists of two parts; the first is career knowledge and is achieved by the use of CDCs or other applicable technical references listed in the CFETP and the second is task performance and is provided during the actual hands-on training and qualification of core tasks identified in the CFETP. Refer to AFI 36-2201 Chapter 6, for further guidance for setting up an OJT program.

6.5.1. **CDC Administration.** CDCs contain information on basic principles, techniques and procedures common to Vehicle Management. Upgrade trainees are enrolled in electronic-CDCs (e-CDC); however, if conventional CDCs are needed, the UTM can order all CDC sets (as applicable) at one time. This reduces overall training upgrade time significantly by eliminating the 4-6 week waiting time between sets, but it does not change the time requirement to complete CDCs. IAW AFI 36-2201, trainees have 30 days to complete each volume of their CDCs from the date the volume is issued to them. A trainee will not be issued more than one volume at a time. **(T-1).**

6.5.1.1. Supervisors (with assistance from the Vehicle Management Training Leader) will determine volume sequence of study and set the overall course completion schedule.

6.5.1.2. The Vehicle Management Training Leader will use a local tracking system to ensure volumes are completed within 30 days of issue. **(T-1).** Members of ANG, AFRC and Individual Mobilization Augmentees have 60 days to complete each CDC Volume.

Note: For more information concerning the Air Force Career Development Academy's (AFCDA) e-CDC program go to the AFCDA e-CDC website at: https://cs3.eis.af.mil/sites/AE-ED-02-37.

6.5.1.3. Supervisors will determine the reason for slow progress, counsel the trainee, document the counseling as a Journal Entry within the trainee's TBA IPT and place the trainee in supervised study.

6.5.1.4. **Pre-testing.** Pre-testing is a very effective tool in determining the current knowledge level of the trainee and can minimize Course Exam failures. VFM/VMS will

develop local guidance for pre-testing trainees prior to taking the Course Exam as part of the Master Training Plan or OI. **(T-1).**

6.5.1.4.1. A pre-testing policy will include the following:

6.5.1.4.1.1. When to administer the pre-test, after each volume or after each set. **(T-1).**

6.5.1.4.1.2. Minimum passing score for each pre-test administered. **(T-1).**

6.5.1.4.1.3. The number of pre-tests given prior to the Course Exam. **(T-1).**

6.5.1.4.1.4. Frequency of re-testing for trainees that fails to achieve the established passing score on the pre-test. **(T-1).**

6.5.1.4.2. VFM/VMS will conduct an interview with the trainee, trainee‘s supervisor and Vehicle Management Training Leader at least 3 days prior to Course Exam day. **(T-1).** The interview will focus on the confidence level of the trainee to pass the test and can provide ample time to postpone the Course Exam if necessary. **(T-1).**

6.5.2. **Core Task Completion/Qualification.** Most of the 2T3 AFSCs have more than 100 core tasks that must be completed before a trainee will be upgraded and task completion is the most time-consuming portion of the upgrade process. Vehicle Management Training Leaders, with assistance from the work center supervisors, will develop projected milestones for core task completion that can correspond with CDC completion. **(T-1).** A proactive approach to core task completion/qualification will ensure the trainee is upgraded in a timely manner. The training visibility ledger within TBA will be reviewed monthly for personnel not progressing on tasks for more than thirty days. **(T-1).** Trainers will document legitimate reasons, such as deployment or TDY within the Journal Entry section of TBA. **(T-1).**

6.5.2.1. Review scheduled maintenance requirements when developing timelines. Since every vehicle is inspected annually, this will provide a good starting point to help determine vehicle availability for each month.

6.5.2.2. Identify the number of tasks a trainee will complete per month and meet with the trainer and trainee to discuss the upcoming month‘s core task completion goals. **(T-1).**

6.5.2.3. Trainers will use lesson plans to ensure all trainees are trained at the same level, no matter who is doing the training. **(T-1).** Trainers may use or benchmark the Standardized Lesson Plans and Core Task Performance Standards that are available for download from the **VM Neighborhood**.

6.5.2.4. Trainers will provide trainees safety briefings to identify hazards specific to the current vehicle or system being trained. **(T-1).**

6.5.3. **MTP.** A MTP will be developed and maintained by the work center supervisor and will reflect duty position requirements to reflect 100 percent task coverage. **(T-1).** For guidance developing a MTP, refer to AFI 36-2201.

6.5.4. **Rotation Plan for 7-Levels.** Rotate mechanics in upgrade training to the 7-skill level through each section of Vehicle Management. Allow sufficient time for the trainee to gain a working knowledge of the section. FM&A personnel will be rotated internally within their section to ensure competency in all areas of their specialty. Personnel rotation is deemed an essential element of an individual’s upgrade training and deployment preparation.

Note: To ensure 7-level mechanics continue to stay proficient, consider rotating them through each section of Vehicle Management as workload and mission allows.

6.5.4.1. If mission requirements and work load allows, VFM/VMS may rotate experienced 5-levels through all work centers to increase breadth of experience and help prepare them for deployment tasking(s). This also helps minimize the impact of high deployment tasking(s) on home station operations by increasing the available manpower to perform unique tasks.

6.5.5. **Tracking Time-In-Training.** It is important the training program includes a mechanism to track the amount of time an individual has been in upgrade training. This could be a metric used by the VFM/VMS to measure supervisory involvement in upgrade training. The goal for the training program is established in the CFETP.

6.5.6. **Graduate Assessment Survey (GAS).** As part of its training effectiveness evaluation, AETC requests evaluations of recent graduates from field units. The GAS is sent to the supervisors of graduates approximately 90 days after formal course graduation.

6.5.6.1. HQ AETC, in conjunction with 2AF, has converted to a web-based process that enables the supervisors of graduates to complete the GAS electronically. Supervisors will be notified through e-mail from base education. Paper-based surveys will still be sent to those isolated units that do not have access to electronic mail or internet. Guidance can be found in AFI 36-2201.

6.6. In-House Training. The ever-increasing cost of maintaining vehicles demands trained mechanics pass on what they have learned to other mechanics. The rapidly changing technology used on vehicles requires the AF mechanic to stay proficient on theory of operations, diagnostic procedures and test equipment. The in-house portion of the program accomplishes this type of training and will include both classroom instruction and hands-on progress checks. **(T-1)..**

6.6.1. The in-house program will include various levels of training on the following main vehicle systems:

6.6.1.1. Automotive electrical and electronics. **(T-1).**

6.6.1.2. Brake systems. **(T-1).**

6.6.1.3. Wheel alignment. **(T-1).**

6.6.1.4. Automatic transmissions and transaxles. **(T-1).**

6.6.1.5. Engine cooling and climate control. **(T-1).**

6.6.1.6. Four wheel drive and differentials. **(T-1).**

6.6.1.7. Engine repair. **(T-1).**

6.6.1.8. Engine performance diagnosis, emission testing and tune-up. **(T-1).**

6.6.1.9. Oxyacetylene and welding (for contingencies). **(T-1)**

6.6.2. Consider taking a "Phase" approach when developing classes within the nine main areas. This will provide the framework for a progressive approach and allow mechanics to enhance their skills as they move through each phase of the training.

6.6.2.1. Phase I covers the basic vehicle systems and will target the entry-level mechanics. Some classes may include:

6.6.2.1.1. Basic electricity.

6.6.2.1.2. Brake systems.

6.6.2.1.3. Steering system.

6.6.2.1.4. Engine cooling and heating.

6.6.2.1.5. Automatic transmission.

6.6.2.1.6. Four wheel drives and differentials.

6.6.2.1.7. Valve trains.

6.6.2.1.8. Fuel systems.

6.6.2.2. Phase II trains mechanics to a higher level of complexity and include classes in:

6.6.2.2.1. Chassis instrumentation.

6.6.2.2.2. Power brake systems.

6.6.2.2.3. Power steering systems.

6.6.2.2.4. TBI and PFI Injections.

6.6.2.3. Phase III trains the mechanics to the more advanced level and can include classes on manufacturer-specific systems:

6.6.2.3.1. Ford air conditioning systems.

6.6.2.3.2. Chrysler automatic transaxle.

6.6.2.3.3. GM automatic overdrive.

6.6.2.3.4. Transfer cases.

6.6.2.3.5. Differentials.

6.6.2.3.6. Engine block rebuilding.

6.6.2.3.7. Valve refacing.

6.6.2.3.8. Drum and rotor lathe operation.

6.6.2.3.9. Antilock brake systems.

6.6.2.3.10. Wheel alignment.

Note: The automotive systems and areas listed above are not all-inclusive or may not apply to all 2T3XX mechanical AFSCs. Supervisors and VM Training Leaders will refer to the 2T3XX Specialty Training Standard when selecting In-House Training program courses for selected AFSCs or workcenters.

6.6.2.4. Phase IV prepares mechanics specifically for the National Institute for Automotive Service Excellence (ASE) exams. ASE is the industry standard for measuring mechanic competency, and VFM/VMS will encourage this type of certification for those mechanics that wish to pursue ways to improve personal technical skills.

6.6.2.5. Phase V incorporates the use of commercial advanced classes from various manufacturers (i.e., GM, Ford, Chrysler, Oshkosh, etc.). These types of classes are normally taught at a very advanced level and may seem overwhelming for younger, less-experienced mechanics. This is why only the most experienced mechanics will attend this type of training.

6.6.3. Identifying Needs**.** First, determine local training requirements: There are several ways:

6.6.3.1. Solicit feedback from supervisors and mechanics.

6.6.3.2. Work with FM&A to perform data analysis on specific system codes or recurring maintenance for various vehicles. This should assist in identifying negative maintenance trends and pinpoint mechanics‘ weak areas that need to be strengthened using focused remedial training. This is an ongoing requirement given that mechanics are constantly rotating in and out.

6.6.4. **Training Aids/Materials.** There are several media types that can be used to assist in the classroom instruction.

6.6.4.1. Commercial Trade Publications. Information technology has overcome the need to subscribe to trade publications in many instances. Information relating to management and upkeep of vehicles is readily available on the Internet. VFM/VMS will determine their needs and sources for obtaining this information or publications. **(T-1).**

6.6.4.2. Web-based Course Material. On-line training courses are available from many commercial companies. On-line courses can save the administrative time required to keep information updated but are more expensive then videotapes.

6.6.4.3. Training Aids (Vehicle Components). Vehicle system mock-ups reinforce the theory of operation and diagnostics by providing hands-on demonstration. **Figure 6.1.** shows some training aids manufactured using vehicle components from salvaged vehicles.

6.6.4.4. Videotapes. Videotapes are the most common training aid used in the classroom and are great for supplementing classroom lectures but are not very student interactive.

6.6.4.5. DVD/CD-ROMs. Interactive training DVDs or CD-ROMS offers a flexibility and superiority not found in ordinary linear training videos.

6.6.5. **Selecting In-House Training Instructors.** Key to a successful in-house training program is supervisory involvement. The supervisors are the most experienced and possess an understanding for what it takes to complete the day-to-day tasks. This is why the training leaders are encouraged to recruit the supervisors to fill the role as classroom instructors.

6.6.5.1. The Vehicle Management Training Leader will develop an internal program to enhance the classroom instructional skills of the instructors. **(T-1).** This will not only build the confidence of the instructor but will also improve the quality of the delivery of the information.

6.6.5.2. Classroom instructors can improve personal teaching techniques by completing the Air Force Training Course (Mandatory for all personnel identified as trainers and task certifiers). **Note**: See Unit or Base Training Manager for course details.

6.6.5.3. Instructors will conduct at least one class as often as possible to stay proficient in the subject matter. **(T-1).**

6.6.5.4. The Vehicle Management Training Leader will encourage instructors to pursue ASE certification in the area they will teach. This can bring increased credibility to them as an instructor.

6.6.6. **Scheduling the Training.** The Vehicle Management Training Leader will work closely with supervisors to ensure trainees are available for training. **(T-1).** Consider scheduling classes during the first half of the duty day and try not to conduct classes longer than four hours per day.

6.6.6.1. Classes do not need to include all trainees. Classes can be developed for multiple days for smaller groups. This will also minimize the impact on work center workloads.

6.6.7. **Progress checks and follow up.** It is important the training process include some type of tool to measure the effectiveness of the training upon completion of the class.

6.6.7.1. Pre-tests and post-tests are great tools to determine if the instructor was successful with the delivery of the course material.

6.6.7.2. A review of missed questions and open classroom discussions is another effective way to determine if the training was successful.

6.6.7.3. Supervisor and student feedback through the use of critiques and informal conversations are good ways to identify areas needing improvement in the curriculum and delivery of the material.

6.6.7.4. A long-term indicator for an effective training program is the decline in previously identified negative management trends.

Figure 6.1. Vehicle Management Training Aids

(photos courtesy of 633 LRS, Joint Base Langley-Eustis, VA)

6.7. Qualification Training. Qualification training is a continuous process, starting with the individual's entry into service. This portion of the program will train personnel on a specific duty position. An example of a need for qualification training would be a Staff Sergeant reassigned from an overseas to a CONUS base who is not familiar with certain vehicles in the local fleet.

6.7.1. **Work Center Orientation and Initial Evaluation.** Supervisors must conduct a work center orientation and an initial evaluation for all newly assigned personnel within 60 days of assignment. **(T-1).** Both the orientation and evaluation must be documented in the individual‘s ITP as a journal entry within TBA. **(T-1).**

Exception: Supervisors of ANG, AFRC personnel have 120 days to complete orientation/evaluation.

Note: Suspense will be automatically generated by TBA upon loading an individual into their work center. It is important to review the TBA suspense system at least monthly.

6.7.1.1. After identifying training requirements as part of the orientation and evaluation, the individual will be enrolled in the local in-house training track to get him or her duty position qualified. **(T-1).**

6.7.2. **Management Training.** The VFM/VMS determines management qualification training needs and as personnel progress into supervisory/management positions they will attend, at a minimum, the following courses:

6.7.2.1. Supervisory Safety Training Course. Contact the Unit Safety Representative or Unit Training Manager for scheduling training.

6.7.2.2. Vehicle Maintenance Superintendent Course (L6ACW2T370 00AA). **(T-1).**

6.7.3. **EPA Certification Training.** Technicians whose duties include Motor Vehicle Air Conditioners (MVAC) maintenance require training and certification. They may also require specific certification if the local implementation of the EPA emissions control inspection and maintenance program contains provisions for the AF to perform this type of work. The EPA, and possibly a state or local authority implementing the program, approves course of instruction and certification methods.

6.8. Advanced Training.

6.8.1. **Commercial and Other Governmental Training.** Commercial and other governmental sources provide many excellent training courses, as do manufacturers of equipment and vehicles at factory and regional locations. Some mobile training courses can be scheduled on base. The Vehicle Management Training Leader and VFM/VMS will seek local sources for commercial or other governmental training. MAJCOM Vehicle Management Staffs will aid in finding commercial sources. Once a training source is located, review AFI 36-2201 for advanced training procedures, and **Table 4.1.** for funding requirements.

6.8.2. **Inter-service Training.** Special training by other DOD or Federal agencies can be arranged by AETC. Review AFI 36-2230_IP, *Interservice Training*, for details.

6.8.3. **AFS Training.** Specialty training and advanced courses available for Vehicle Management personnel can be found in the 2T3XX CFETP and are listed at **https://etca.randolph.af.mil/**. This includes basic and advanced courses. Submit requests for this type of training through the MAJCOM. These courses are available for all Vehicle Management skills including FM&A personnel.

6.8.4. **Advanced AETC and MAJCOM Courses.** Advanced and special courses are conducted at AETC Technical Training Centers, the European Technical Training Center (ETTC) and the Pacific Technical Training Center (PTTC); or via AETC, USAFE and PACAF MTT courses at the host base facilities. Personnel selected for this type of training are normally at the 5-skill level or higher. Request this training through the MFM.

6.9. ASE. ASE is the automotive industry standard of competency. Since it recognizes an individual's accomplishments, ASE certification serves as an impartial, third-party endorsement of a mechanic's knowledge and experience on a national, even international, basis.

6.9.1. ASE certification is a voluntary professional commitment to recognize qualified and competent individuals. It is an indicator of a mechanic's initiative to enhance personal technical skills. VFM/VMS will encourage participation.

6.9.2. DELETED.

6.9.3. DELETED.

6.10. DELETED.

6.11. "Maintenance Purposes Only" Vehicle Operator Certification. The VFM/VMS appoints "Maintenance Purposes Only" vehicle trainers, in an OI, who will ensure that vehicle management personnel receive vehicle safety and equipment familiarization training before authorizing operation of a government vehicle for maintenance purposes. **(T-1).**

6.11.1. Follow procedures in AFI 24-301. **(T-1).**

6.11.2. Personnel will retain a copy of the most current and signed AF Form(s) 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*, when transferring to another unit and give to new supervisor. **(T-1).**

Note: "Maintenance Purposes Only" vehicle operator certification will not satisfy local law enforcement licensing requirements if vehicle operators are not properly licensed for off base/site use. Check with local law enforcement authorities to ensure compliance with local laws if vehicles are tested off base/site. All personnel who operate AF vehicles (other than for "Maintenance Purposes Only") must have a valid AF Form 2293, USAF Motor Vehicle Operator Identification Card. **(T-1).** Contractor employees must follow procedures in AFI 24-301. **(T-1).**

Chapter 7

DOCUMENTATION AND RECORDS ADMINISTRATION

Section 7A—Introduction And Documentation Rules

7.1. General Information. This chapter contains the procedures for Vehicle Management documentation and records administration.

7.2. General Description and Basic Principles of the Vehicle Management Data Collection System.

7.2.1. The VFM/VMS ensures all day-to-day business of the Vehicle Management activity is properly documented. Collect data by converting maintenance repair work to codes and recording those codes in spaces on forms. The codes are computer processed to make summary reports, which are sent to VFM/VMS for use in analyzing, planning, scheduling and controlling the vehicle management effort. This data is maintained as accurately and timely as possible.

7.2.2. Labor hours spent on tire and battery build-up (not identifiable to a specific vehicle) are direct hours. Labor cost for these hours is prorated by OLVIMS against the entire fleet as indirect cost. Indirect productive hours (administrative, supervision, etc.) are automatically computed by OLVIMS using the difference between direct productive and indirect nonproductive hours and the employee available hours.

7.2.3. Labor-hour data is entered on forms in hours and 10ths. Minutes are recorded as 10ths of hours as follows:

01 through 02 minutes - .0 hour.
03 through 08 minutes - .1 hour.
09 through 14 minutes - .2 hours.
15 through 20 minutes - .3 hours.
21 through 26 minutes - .4 hours.
27 through 33 minutes - .5 hours.
34 through 39 minutes - .6 hours.
40 through 45 minutes - .7 hours.
46 through 51 minutes - .8 hours.
52 through 57 minutes - .9 hours.
58 through 60 minutes - whole hour.

7.2.4. FM&A will create a weekly database backup (OLVIMS TF Option 4) on the last day of each work week. **(T-1).** That weekly database backup, as well as each End of Day processing file, will be kept at off-site location for a minimum of 60 days**. (T-1).** The off-site location can be the **VM Neighborhood** or an LRS file server, providing the file server is not located in the same building as Maintenance Control.

7.3. Use of Printed Characters. Print all entries on records except for signatures and stamped initials of inspectors.

7.4. Legibility. Ensure that maintenance records are legible, complete and correct.

7.5. Transfer and Disposition.

7.5.1. FM&A ensures all records are complete when a vehicle is transferred to another base or to DLA-DS.

7.5.1.1. Send AF Forms 1823/-1 in the historical file at the time of transfer with the records.

7.5.1.2. FM&A keeps copies of vehicle historical records, Static Data AZ, BZ and CZ transactions and the last AFTO Form 91 for 1-year when a vehicle is transferred to another base. Maintain these same records, as well as the document directing disposition action for vehicles transferred to DLA-DS for 4 years as per AFRIMS Table 24-03, Rule 01.00.

7.5.2. Use USAF management code 4000 in place of the vehicle's actual management code when processing vehicles for disposal once disposition instructions have been received (the final preparation for salvage work order only). Use vehicle management's RC/CC code and the using organization code of "0O" (Zero Oscar) for management code 4000 AF Forms 1823/-1. Use management code 4000 for new vehicles processing in to the base or depot.

7.5.3. Vehicle static data records for newly received vehicles will be put into OLVIMS when the using unit is known by using the proper vehicle management code, organization code and RC/CC code**. (T-1).** All acceptance inspections are initiated and records loaded within five working days after release of the vehicle from the receiving activity.

7.5.4. Process vehicle disposition packages through all base-level OPRs within 10 working days.

7.5.5. "Closed" vehicle work orders to include accident/abuse, final disposition approval documents and LTIs will be maintained IAW Table 24 in the AF RDS in AFRIMS. **(T-0).**

7.5.6. Delete the scheduled maintenance "next due" data shall be from OLVIMS when a vehicle is awaiting disposition instructions from 441 VSCOS**. (T-1).**

Note: Print the BZ transaction screen prior to deleting the OLVIMS data and retain the printed document in the vehicle's records jacket. Change organization code to "0O".

7.6. Vehicle and Equipment Records. The practice of physically storing and filing paper vehicle/equipment maintenance forms and records has been the only option available for many years. However, the practice of scanning and electronically storing/filing vehicle records (i.e., permanent and active vehicle historical records/documents (record jacket contents), processed AF Form 1827, etc.) to replace or augment a shop's "paper" filing system is preferred. By converting to electronic files, VM activities can store maintenance records in an off-site location/server as back-up files, at the same time making vehicle maintenance/repair historical documentation readily available to repair shop personnel, including outlying work centers.

7.6.1. Hard copy vehicle and equipment historical record (jacket) instructions.

7.6.1.1. FM&A initiates a vehicle jacket file when a vehicle is first received.

7.6.1.2. Make a historical records file (jacket) for each vehicle maintained by the shop. This record file has two sections, historical and active.

7.6.1.3. File historical records in either vehicle registration number sequence or in management code and registration number sequence.

7.6.1.4. File all material in the active (working record) portion of the jacket file in chronological order and file material in the historical portion of the jacket file by record type, in chronological order.

7.6.2. Electronic vehicle and equipment record instructions.

7.6.2.1. FM&A will establish an electronic file plan. **(T-0).** Refer to **Figure 7.1**, **Sample Electronic Vehicle Record File Plan**.

7.6.2.2. FM&A will establish a main-folder for each vehicle or vehicular equipment item listed on the OLVIMS Vehicle Master List. **(T-1).** The name of the folder will be the vehicle‘s Registration Number. **(T-1).** The vehicle management code or VMIF nomenclature may also be part of this folder‘s name.

7.6.2.3. Contained within each vehicle‘s electronic main-folder will be two sub-folders: the Historical and the Active sub-folders. **(T-1).**

7.6.2.4. A “Vehicle Histories–Central File” will also be established. **(T-1).** This main file will store the historical record of vehicles that have been transferred or disposed. **(T-1).**

7.6.3. See the Vehicle and Equipment Records: Rules 1-13, located on the **VM Neighborhood** for filing directions for forms, documents, correspondence and other related data for vehicle and equipment records.

Notes:

2. All associate documents to the AF Form 1823/-1, e.g., AF Forms 4354 and 4355, AFTO 91, parts request forms, etc. will be scanned into one document, with the AF Form 1823/-1. **(T-0).**

7.7. Missing Forms. The receiving unit asks the shipping unit to send missing records, or duplicate copies, when new or used equipment is received without complete records.

7.8. Maintenance of Forms for Vehicles and Equipment in Extended Storage. When placing vehicles and equipment in storage as stated in TO 36-1-191 or like directives, record vehicle maintenance inspections the same as if they were in an operational status. Maintain records in an active file until the vehicle is disposed of.

Figure 7.1. Sample Electronic Vehicle Record File Plan

24, Transportation (main directory)
- 24-03, Motor Vehicles (sub-directory)
  - 09B12345, B180 (main-folder)
    - Vehicle Jacket – Historical (sub-folder)
      - Title.pdf
      - Warranty.pdf
      - DD250.pdf
    - Vehicle Jacket – Active (Temporary) or Mat Control Records (sub-folder)
      - 18 Apr 10, F1234, AF 1823.pdf
      - 18 May 10, B1300, AF 1823.pdf
  - Vehicle Histories - Central File (main-folder)
    - 01B54318 (sub-folder)

Notes:

1. Document names in the Active sub-folder should start with the date the form was finalized,

i.e., Work Order Close Date, followed by the W.O. number and AF Form number. This will allow for sorting documents in chronological order.
2. All associate documents to the AF Form 1823/-1, e.g., AF Forms 4354 and 4355, AFTO 91, parts request forms, etc. will be scanned into one document, with the AF Form 1823/-1.

7.9. Processing Vehicles to Vehicle Management. FM&A schedules and controls vehicle management and inspections. Enter all work on an AF Form 1823/-1 or AF Form 1827 according to **Chapter 4**.

7.10. Maintenance of Transient Vehicles.

7.10.1. Vehicle Management inspects and repairs transient vehicles.

7.10.2. Document and process transient vehicle AF Forms 1823/-1 as shown in this chapter, except that FM&A sends copies of the AF Forms 1823/-1 to the home station to ensure data is included in their historical records.

7.10.3. The base that does the work assigns a management code of 5000 and a work order number prefix code to the AF Form 1823/-1.

7.10.4. It is not necessary to total OLVIMS AF Form 1823/-1 entries, as the system automatically produces a transient vehicle listing that shows total cost. FM&A sends the listing to the transient vehicle's home base.

7.11. Vehicles Assigned TDY or Deployed.

7.11.1. A copy of the Vehicle Historical Record is sent with each vehicle operating on TDY for 30 days or longer. (**Exception:** A copy of the current vehicle historical record accompanies each vehicle or vehicular equipment item sent TDY for special weapons movement, regardless of the duration of the TDY). At the TDY station, FM&A ensures that each service, repair and inspection is updated on the vehicle historical record and that the form is returned with the vehicle when the TDY is over. At local option, on return from TDY, the home station FM&A will update the original vehicle historical record with new data from the TDY copy by initializing an AF Form 1823/-1. **(T-1).**

Table 7.1. DELETED.

7.11.2. When vehicles are sent TDY for more than 30 days, the home station, the TDY station and the TDY vehicle operator or supervisor complies with the procedures below which are necessary to provide cost, repair and inspection data to the home station.

7.11.2.1. The home station FM&A attaches a card showing the mailing and e-mail address of the home station FM&A and the scheduled data for that particular vehicle with the copy of the vehicle historical record. When the vehicle arrives at the TDY station, the Vehicle Management activity receiving the copy of the vehicle historical record and the attachments immediately notifies the home station of the address of the supporting FM&A activity. The operator or TDY team supervisor is responsible for this action if management support is provided by another government agency or commercial source.

7.11.2.2. For vehicles on TDY, FM&A at the TDY station controls the vehicle historical record, PM&I and Special Inspection data. It sets up schedules with the TDY personnel for turning the vehicle in for PM&I and Special Inspections. The TDY station FM&A sends the vehicle return listing (PCN SB004-019) to the home station as they are received.

Send copies of AF Forms 1823/ 1823-1, Operator‘s Inspection Guide and Trouble Reports, and other appropriate records to the home station when the TDY station no longer needs them for reference.

7.11.2.3. For TDY vehicles supported by another government agency or commercial source, the vehicle operator or TDY team supervisor sends copies of completed agency work order, job order, repair order or invoices (AF Form 15, *United States Air Force Invoice (NOT LRA),* or Commercial Fleet Service Card) to the home station and transcribes data to the duplicate vehicle historical record.

7.11.3. For vehicles on TDY for 30 days or less, FM&A at the TDY station or the operator sends the vehicle return listing and AF Forms 1823/-1 or invoices, as indicated above, to the home station. All records generated during the TDY are generally returned to the home station with the vehicle.

7.11.4. Include the Vehicle Historical Record in the documentation package to accompany vehicles deploying in support of contingency operations.

Section 7B—Operator's Inspection Guide and Trouble Report Forms

7.12. General Information.

7.12.1. The two Operator‘s Inspection Guide and Trouble Report forms used by vehicle/equipment operators are listed below:

7.12.1.1. AF Form 1800: for use with all registered vehicles and vehicular equipment **except** refueling vehicles and FSE.

7.12.1.2. DELETED.

7.12.1.3. AF Form 4427: for use with all refueling vehicles and FSE.

7.13. Procedures for Recording Discrepancies and Delaying Maintenance.

7.13.1. Operators record any discrepancies found during inspections which require maintenance in the “Vehicle/Equipment Discrepancy and Maintenance Report” section of the appropriate Operator’s Inspection Guide and Trouble Report form, and report them to Vehicle Management. **Note:** Operators do not make entries in the “Maintenance Report Status” section of the forms, except for end-of-month closeout as stated in **paragraph 7.17.1.**

7.13.2. When an operator reports discrepancies in any of the safety-type systems or devices, as described in **paragraph 3.19.2.2,** that could adversely affect the safety of personnel or the operation of equipment, that maintenance is not delayed and the vehicle or vehicular equipment item will not be continued in service. **(T-1).** The VFM/VMS, or a qualified representative, resolves any question about the seriousness of a discrepancy, decides whether the discrepancy can be delayed and if it can, initials the maintenance report section on the inspection guide. At contract Vehicle Management locations, the Functional Area Chief (FAC) or QAP resolves any discrepancy issues.

7.14. Instructions for the Operator’s Inspection Guide and Trouble Report. The following instructions apply to all both forms. These forms are described in three sections.

Notes:

1. AF Forms 1800 and 4427 allow VCO/VCNCOs to electronically enter "Heading", "Items to be Checked" information and proper front and rear tire pressures, as well as "Beginning and/or Ending of the Month Operating Miles/Hours" information.
2. 441 VSCOS may approve form entry/completion variations for contracted vehicle management activities, provided such variations are in keeping with the spirit and intent (operator maintenance/accountability documentation and monthly maintenance documentation) of the forms.

7.15. Heading Information. The using organization enters the heading data (top portion of front, page 1) and issues forms for each vehicle or vehicular equipment item on the 1st duty day of the month. The operator who performs the first inspection of the new month closes out the previous month's form by carrying forward the required entries according to the following paragraphs. The operator will ensure the previous month's form is returned to the using organization's VCO/VCNCO. **(T-1).** The new form will be kept with the vehicle while in use. **(T-1).**

7.16. Items to Be Checked, Operator's Signature and Monthly Tire Pressure Check. A general listing of items to be checked during the Operator's Inspection are listed on the forms. Specific areas/items requiring inspection will be identified by using organization by placing an "X" in the column adjacent to the specific area/item row. **(T-1).** The numbered rows that are labeled "OTHER" can be used for locally added items. This is especially useful when adapting one of the forms to a peculiar equipment item. Items to be added will be coordinated between the user and the maintenance shop. **(T-1).**

7.16.1. Each item requiring an Operator's Inspection is serviced, checked and/or operationally tested during each inspection (refer to **paragraph 3.19**) To keep the form neat, operators will not make any entries, check marks or initials, on the rows where items are listed other than the "X" mentioned above. **(T-1).**

7.16.1.1. On the AF Form 4427 only, space has been provided for the Fuels Management Team (FMT) to sign and date once the form has been completed/reviewed. An optional space has been provided to document "Corrosion Control" on page 3, IAW TO 36-1-191, Table 6.3, *Corrosion Severity Zones and Minimal Wash Intervals*.

7.16.2. Space is provided for an operator's signature corresponding to the numbered day of the month (and shift on the AF Form 1800) on page 1. An operator's legible signature consisting of first initial and last name (opposite the appropriate day of the month) shows completion of inspection or servicing for each item.

7.16.2.1. Further, the operator's signature shows the entry of item numbers (AF Form 1800 only) for which a discrepancy is being reported on the discrepancy and maintenance report or, the signature could show that the operator is aware that the entry is already being carried in a delayed or waiver status. Leave blank or void entry on the operator signature lines opposite the days of the month an inspection was not performed (non-use days) or required.

7.16.2.2. The operator certifies completion of the inspection even though the discrepancies found and reported to Vehicle Management may result in placing the vehicle NMC. If the vehicle is returned to service that same day, the operator has only to make a brief visual check.

7.16.3. Vehicle operators will perform monthly tire pressure check (to include spare tire) at the interval listed in TO 36-1-191, Table 3-1, and document completion on page 2 of the AF

Form 1800 or page 3 of the AF Form 4427**. (T-1).** VCO/VCNCOs may electronically enter the vehicle‘s manufactures recommended tire pressure on the form, however operators must check and adjust pressure as required. **(T-1).**

Notes:

1. Monthly tire pressure checks will be completed and documented regardless of organizational utilization of the vehicle. **(T-1).**

2. Documentation of spare tire pressure check on the appropriate Operator’s Inspection Guide and Trouble Report is not required.

3. Vehicles equipped with electronic Tire Pressure Monitoring System (TPMS), are not exempt from performing this requirement. **(T-1).**

Exception: The monthly tire pressure check for vehicles that are NMC during the first 10 calendar days of the month will be completed and documented by the operator at the time the vehicle is released/pick-up from maintenance. **(T-1)**.

7.16.4. The Fuels Manager/Superintendent will review all AF Form 4427 monthly; sign and date appropriate block on page 1 to certify review completion. **(T-1).**

7.17. Discrepancy and Maintenance Report Section (page 2). This section is used by operators and vehicle management personnel for documenting vehicle discrepancy and reporting actions, and the disposition (maintenance action/status) of discrepancies listed. However, Vehicle Management may also use this section to record the completion of scheduled inspections and/or discrepancies found during service/repairs.

7.17.1. Before entering a discrepancy, both Vehicle Management personnel and operators must check the discrepancy list, and status to avoid duplicate reporting and processing of discrepancies. **(T-1).** When a new monthly form is initiated, all open discrepancies (when the date under “Maintenance Report Status” is blank) are transferred to the new form and “C/F” (carried forward) entered in the blank "Date" block of the old form.

7.17.2. Additional instructions for completing this part of the form are as follows:

7.17.2.1. Item No. Enter the "item number" of the inspection guide‘s "Item to be Checked" list against which a discrepancy is being reported. Leave blank when the discrepancy is not related to a numbered item. (AF Form 1800 only)

7.17.2.2. Discrepancy. Enter a brief description of the discrepancy.

7.17.2.3. Date Disc (Discovered). Enter the date the discrepancy is found and entered.

7.17.2.4. Date/Time. Enter the date and time (24-hour clock time; e.g., 1730) that the vehicle or equipment was turned in for repair or request for maintenance support (mobile, wrecker, etc.) was received (reflect period that vehicle is not operational).

7.17.2.5. Miles/Hours. Enter the current hour meter or odometer reading next to the discrepancy.

Note: Do not include “tenths”.

7.17.2.6. Name. The individual completing the "Reported To Maintenance" part of this form prints their name in this space.

7.17.3. FM&A personnel, VFM/VMS, a work center representative or shift supervisor, CSC personnel or Mobile Maintenance technicians complete Maintenance Report Status entries. The VFM/VMS will prescribe permanent waiver forms use and/or a locally developed system to track waivered deficiencies. **(T-1).**

Note: The work center supervisor or designated personnel identifies items on the AF Form 1823/-1 that are permanently waived. FM&A and/or CSC transcribe these items to the permanent waiver form or system of record.

7.17.3.1. Work Order Number. Enter the work order number (block 2 of AF Form 1823/-1 or AF Form 1827) on which the discrepancy is annotated for maintenance action. Enter "None" if repairs were not required or if the discrepancy was waivered without an AF Form 1823/-1 or AF Form 1827 entry.

7.17.3.2. Date. Enter the AF Form 1823/-1 or AF Form 1827 close-out/completion date. If the maintenance action is delayed, leave the date blank and enter the appropriate status code.

7.17.3.3. Status Code. These codes are listed on the bottom of the form. The codes are self-explanatory, except that code "W" (waiver of repair) is intended to identify items that do not require repair or replacement, and do not adversely affect safety or performance of the equipment. Additional status codes may be adopted locally, according to need, for more detailed status information. Items entered in the discrepancy block which could not be validated by maintenance are dated, a "N" status code entered, and technicians employee identification number is entered in the maintenance report section of the Operator's Inspection Guide and Trouble Report form. These entries are made only by Vehicle Management personnel. An optional procedure can be used to keep waived items in the permanent section of the vehicle historical record jacket as a backup in case the using organization loses or damages the waiver form kept in the vehicle. A computer-based software program is also authorized for waiver control (preferred method). At a minimum, wavered items will be reviewed and updated when vehicles are turned in for scheduled maintenance. **(T-1).**

7.17.3.4. Employee Number. The person who assigns a status code to a discrepancy enters their OLVIMS employee number in this block.

7.17.4. Status code entries will not be made by FM&A or a representative until all management processing is performed and the vehicle is being released for use. **(T-1).**

7.17.4.1. For delayed status codes, the date is not entered until the completed AF Form 1823/-1 is received, at which time the old status code is lined out or over stamped with a corrected code.

7.17.4.2. Each time FM&A or a representative processes an inspection guide form, all discrepancies in a delayed or code C-T (temporary fix) status are checked.

7.17.5. **Fuels Laboratory Use Only Section.** This section on the AF Form 4427 will be used by Fuels Laboratory personnel to document fuel system sampling status resulting from work performed on the vehicle/equipment. **(T-1).** Fuels Lab personnel will complete the “Laboratory Use Only” portion before the vehicle/equipment is placed back into service. **(T-1).**

7.17.6. **Disposition of the Operator's Inspection Guide and Trouble Report.** Maintain prior month forms IAW Table and Rule T 24 - 03 R 14.00 in the AF RDS in AFRIMS.

Section 7C—AF Forms 1823/-1, Vehicle and Equipment Work Order

7.18. General Information. The AF Form 1823 is used by Vehicle Management shops that are not supported by OLVIMS. The AF Form 1823/-1 is a computer-generated form used by Vehicle Management shops supported by OLVIMS. Instructions and information for completing this computer-generated form are in AFCSM 24-1. Work order open and close procedures are as follows: FM&A will print as many copies of the AF Form 1823/-1 as locally required. **(T-1).** The shop uses a legible copy to tell the technician what repairs are needed. One copy may be retained in FM&A for workload scheduling and monitoring. Close the AF Form 1823/-1 in the computer when the shop's copy has been completed.

7.19. Special Recording Procedures. All work performed by Vehicle Management personnel not recorded on an AF Form 1827 must be entered on an AF Form 1823/-1. **(T-1).** Contract maintenance, accident repair, other government agency repair and final quality assurance inspections are shown by annotating the AF Form 1823/-1 appropriately.

Notes:

1. The individual performing the final quality check will sign and either enters an "X" in the block or circles "PASS" or "FAIL" depending on the work order form being used. **(T-1).**
2. AF Form 754, *Work Order Log and Quality Control Record (NOT LRA),*or similar locally developed product, will be used to track final quality checks and/or to log work order/vehicle information and should be used in the event OLVIMS cannot be utilized. **(T-1).**

7.19.1. Make two AF Forms 1823/-1 when repairs are performed at the same time by Vehicle Management and contract maintenance or when government parts are provided to the contractor.

7.19.1.1. If in-house repair is started and a part is repaired by contract maintenance, open and then close the contract maintenance AF Form 1823/-1 (same date and time) to prevent duplication of NMC time and to expedite the contract repair work.

7.19.1.2. The in-house AF Form 1823/-1 must stay open until all repairs (contract and in-house) are done. **(T-1).**

7.19.1.3. The contract maintenance AF Form 1823/-1 stays in the work order master file until the contract repair work (JZ) transaction is processed.

7.19.2. Actual TCTO AF Form 1823/-1 entries are the same as for other types of maintenance, except that block 21, "Job Description", shows the TO data code number. On AF Form 1823/-1, enter system code "43CZ" to indicate "user defined." Enter a work order number prefix code "T" in block 2.

Note: Report compliance IAW **Chapter 4.**

7.19.3. SB and OTI AF Form 1823/-1 entries are the same as for other types of maintenance, except that block 21, "Job Description", shows the SB number or OTI subject. Enter system code 43CZ to indicate "user defined" on the AF Form 1823/-1. Enter a work order number prefix code "S" in block 2.

7.19.4. Accident repair AF Form 1823/-1 contains only the repairs caused by the accident. Annotate other repairs on a separate AF Form 1823/-1. Accident repair is identified in the upper, right-hand corner of the AF Form 1823/-1. All labor and material charges for accident work orders are charged as "M" (maintenance). An AF Form 1823/-1 is made for all accident repairs.

7.19.5. Contract maintenance and other government agency AF Forms 1823/-1 are identified as such in the upper, right-hand corner of the AF Form 1823/-1. When the FM&A copy is processed, a contract maintenance indicator is displayed to show the contract or other government agency status of the Work Order Master File Status Report, PCN SB004-018. FM&A checks all completed contract maintenance documents to ensure that appropriate maintenance data is entered to OLVIMS. Review PCN SB004-018 prior to monthly processing to ensure all required contract costs are entered into OLVIMS.

7.19.6. Delayed maintenance AF Forms 1823/-1 is identified by putting the appropriate maintenance code in block 19. On an AF Form 1823/-1, the delayed code should be put in the "ACTION TAKEN" block. When a delayed item appears on the shop's copy of a completed AF Form 1823/-1 (as shown by maintenance code), the FM&A Workload Controller immediately makes a new AF Form 1823/-1 for these items only. **(T-1).** Closing AF Form 1823/-1 with delayed jobs, the system automatically prints a delayed AF Form 1823/-1 for those jobs only.

7.19.6.1. On AF Form 1823/-1 delayed work order, leave the work order number and kilometer, miles and hours blocks blank. The work order number from the original AF Form 1823/-1 is entered on the top margin of the new AF Form 1823/-1. On the delayed AF Form 1823/-1, the delayed work order number is printed in the middle of the AF Form 1823/-1. Print all other information as if this was an actual AF Form 1823/-1, with the exception that the word "DELAYED" prints in the upper, right-hand corner.

7.19.6.2. The original AF Form 1823/-1 is input in the computer for processing. Update delayed maintenance on the AF Form 1824, *Motor Vehicle Work Order Status* (see **Section 7D**.)

Note: Refer to AFCSM 24-1 for a list of work order number prefix and maintenance delay codes used for AF Form 1823/-1 entries.

7.19.7. The AF Form 1823/-1 for accident repairs includes the following costs on separate line entries for damaged vehicles.

7.19.7.1. All direct labor and material costs.

7.19.7.2. Indirect cost.

7.19.7.2.1. Shop indirect cost equals direct labor hours expended to repair the vehicle times the indirect hourly rate on the Employee Master List, PCN SB004-029 (these costs are not to be used for assessing ROS charges).

7.19.7.2.2. Towing costs equals miles towed times wrecker O&M cost per mile plus operator's hourly rate times the number of hours used or actual cost if contracted.

7.19.7.2.3. Storage cost, if identified on an off-base invoice.

7.19.7.2.4. The loss of use cost. This cost is computed by dividing the total service life (months) into the acquisition cost. Then multiply the computed use cost per month by the number of months out of service. The provisions of this paragraph only apply if a replacement vehicle is required to be leased during the repair process.

Note: If any combination of the above was completed by off-base contractors, the invoice will be used to compute the loss of use cost if a commercial or GSA vehicle is leased to replace the damaged vehicle in repair. **(T-1).** Attach a copy of each invoice used and a copy of the completed AF Form 20 to the AF Form 1823/-1.

7.20. How to Fill Out an AF Form 1823/-1.

7.20.1. Block 1, Replacement Code Change. (One-time repair, age or miles). If the repair cost exceeds the one-time repair limit and it is decided not to repair the vehicle or vehicular equipment and it is returned to the user, check the one-time repair block and enter the new replacement code. FM&A makes the necessary changes to update the vehicle master list PCN SB004-023. The computer should automatically update the code to A, B, C or D, as applicable.

7.20.2. Block 2, Work Order Number. Always five characters. The first character is always an alpha character that shows the type of work being done. See AFCSM 24-1, Attachment 4, for a list of approved prefixes.

7.20.3. Block 3, Reimbursable Distribution (R/D) Code. A one-position code that shows how costs are distributed (reimbursable or refundable) to a tenant organization or transient vehicle. FM&A loads the applicable code in OLVIMS for those vehicles assigned to the base and makes an entry on the AF Form 1823/-1 for applicable transient vehicles. The proper code is obtained from Accounting and Finance. See to **paragraph 7.49.**

7.20.4. Block 4, Registration Number. Enter the vehicle's registration number. The registration number is always eight positions.

7.20.5. Block 5, USAF Management Code. Enter the vehicle's management code.

7.20.6. Block 6, Miles/Hours. Enter hours, miles or kilometers as shown on the vehicle's hour meter or odometer. Round the entry to the nearest whole hour, mile or kilometer. For vehicles that have both hour meters and odometers installed, determine the proper entry from the vehicle master list. For vehicles or equipment managed underutilization code "U", leave this block blank. The incoming inspector validates the odometer or hour meter reading.

7.20.6.1. New odometers or hour meters are set to show the accumulated miles, hours or kilometers. The cumulative figure may be obtained from the latest quick reference or vehicle master listing. If the new odometer or hour meter cannot be preset, then the past accumulated miles, hours or kilometers become the "add-on" figure in OLVIMS using the "AZ" transaction. Once the "add-on" has been entered into OLVIMS, only the present meter reading needs to be entered on the AF Form 1823/-1.

7.20.6.2. During the period that odometers or hour meters are inoperative, then show cumulative miles, hours or kilometers on the quick reference listing, minus any indicated "add-on."

7.20.6.3. For vehicles with inoperative odometers or hour meters, use the accumulated miles, kilometers or hours on the latest maintenance quick reference list for all service and

maintenance documentation, as the miles, kilometers or hours value is adjusted in the OLVIMS by the mileage estimator.

7.20.7. Block 7, Work Center. Enter the work center code assigned to the maintenance activity where the work is done. See AFCSM 24-1, Attachment 4.

7.20.8. Block 8, Work Order Status. Check the initial/incomplete block when the AF Form 1823/-1 is opened. When the shop's AF Form 1823/-1 is completed, check the complete block.

7.20.9. Block 9, User Phone Number. Enter the telephone number of the using activity.

7.20.10. Block 10, Priority. Enter priority for work being performed IAW **paragraph 3.32.**

7.20.11. Block 11, Manufacturer. Enter the Make of the vehicle or equipment item, such as Dodge, Ford, etc.

7.20.12. Block 12, Model/Type. Enter the model or type of the vehicle or equipment item such as F-150 pickup, etc.

7.20.13. Block 13, Certified By. To indicate completion, the work center supervisor or technician signs the AF Form 1823/-1 and certification that entries are complete and factual to the best of their knowledge.

7.20.14. Block 14, Received (Date/Time). Enter the date (MMDDYY) the vehicle was turned in to the shop or when the request for Vehicle Management support (mobile, wrecker, etc.) was received (example 013111 for 31 January 2011). Enter the clock time the vehicle was turned in using a 24-hour clock. The date and time starts when the vehicle or equipment item is physically turned in to the Vehicle Management facility or when a request for Vehicle Management support (mobile, wrecker, etc.) is received. Date and time must match the date and time reported to Vehicle Management on the Operator's Inspection Guide and Trouble Report**. (T-1).** Vehicles awaiting accident, abuse and repair decisions/ repairs are not available to the user and draw downtime.

7.20.14.1. Block 14A, Released (Date/Time). Enter the date and the 24-hour clock time the vehicle was released from Vehicle Management or the management support (mobile, etc.) was completed and the vehicle returned to the user (reflect period that vehicle is not operational).

7.20.15. Block 15, Repair Estimates. Use blocks 15A through F for estimating costs of accident repairs and repairs that may cause the one-time repair limit to be exceeded. Make this estimate before work is started to avoid unauthorized repairs.

7.20.15.1. If the repair action places the vehicle in replacement codes A, B, C or D for maximum one-time repair cost and the decision is made by the VFM/VMS not to repair the vehicle, check block 1 and forward an LTI to 441 VSCOS for disposition instructions.

7.20.15.2. Indirect costs are entered in block 15D. The indirect hourly rates can be obtained from the Employee Master List, PCN SB004-029.

7.20.16. Block 16, Job Number. This is a preprinted number that shows the work to be done in block 21. If more than seven jobs are required to repair a vehicle, continue entries on addition (blank) AF Form 1823/-1 can be made using the same work order number and changing the job numbers in block 16 to 8 through 14. A new AF Form 1823/-1 work order number is required for any vehicle with over 28 jobs.

7.20.17. Block 17, System Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work was performed. The OLVIMS ―Help File‖ lists the approved codes.

7.20.18. Block 18, Operations. No entry required.

7.20.19. Block 19, Maintenance Code. Use this code to identify delayed and NMCS maintenance conditions. See AFCSM 24-1 for codes and descriptions. FM&A enters these codes on the shop's copy of the AF Form 1823/-1.

7.20.19.1. When a delayed item is shown on the shop's copy of the completed AF Form 1823/-1, the FM&A Workload Controller makes a new AF Form 1823/-1 (in sufficient copies) for the delayed item.

7.20.19.2. Enter the work order number, date and time from the original AF Form 1823/-1 on the top margin of the new AF Form 1823/-1. Input the data from the original AF Form 1823/-1 in OLVIMS.

7.20.20. Block 20, Action Taken. The work center enters or circles the letter-code that best shows the actual maintenance action. Refer to AFCSM 24-1 for a list of the 13 action codes.

7.20.21. Job Description Blocks. Enter a brief description of the job to be performed. For TCTO accomplishment, enter the TO and data code number. This entry should be clear and tell the technician the exact malfunction and what has to be done.

7.20.22. Block 22, Estimated Labor Hours. CSC enters the estimated hours to do the job described in block 21. Use the estimated hours for workload planning, scheduling maintenance and productivity assessments.

7.20.22.1. If the work performed does not agree with the job described on the AF Form 1823/-1, FM&A enters a revised estimated hour for the job actually performed. For example, if the job description called for brake shoe replacement, but an adjustment fixed the problem, then an estimated hour rate for the adjustment must be entered on FM&A copy of the AF Form 1823/-1 also**.**

7.20.22.2. If the work center supervisor enters additional jobs on the AF Form 1823/-1, they must also be entered on FM&A copy and the estimated labor hour rate revised. **(T-1).**

7.20.23. Block 23, Employee ID Number, Labor Hours and Overtime Indicator. Enter in the upper portion of the block the employee identification number of the technician who did the job. Enter in the lower portion of the appropriate block the actual labor hours used to do the job. This entry is in hours and 10ths. Use an overtime or holiday work code when the actual labor hours were expended during these periods. (AFCSM 24-1 contains these codes.) If actual labor hours are used during both normal duty hours and overtime periods, the technician must make separate entries**. (T-1).**

Section 7D—AF Form 1824, Motor Vehicle Work Order Status

7.21. General Information. AF Forms 1824 may be used by FM&A to update information on the Delayed Maintenance Report (PCN SB004-015) via OLVIMS. Vehicles and equipment items are automatically entered on the delayed maintenance report for delayed maintenance repairs as a

result of the maintenance code in block 19 of the AF Form 1823/-1. The AF Form 1824 is also used to start and stop NMCS hours in OLVIMS, add or change bin locations, transfer delayed parts costs, and delete or adjust labor hours.

7.22. How to Fill Out an AF Form 1824.

7.22.1. When the first part is received against a delayed AF Form 1823/-1, Materiel Control bins the part and gives FM&A an AF Form 1824 showing the bin location so that the delayed maintenance record may be updated. This is accomplished by making the following entries:

7.22.1.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.1.2. Date. Enter the date the form is initiated.

7.22.1.3. Bin Location. Enter the bin location and place an "X" beside the "Z" under Type Transaction. Once the bin location has been established, all subsequent part receipts against that delayed AF Form 1823/-1 should also be assigned to that bin. If a new bin location is desired for additional parts, a new AF Form 1824 must be submitted reflecting the new location**. (T-1).** The new bin location will only affect future parts as they are received and will not affect parts already on hand. Parts received without a bin location established will display a location of “XXX” on the PCN SB004-015; changing the bin locations for parts already on hand is accomplished with a "SW" transaction.

7.22.2. When Materiel Control tells FM&A that a change in the status of parts and material has been received for a delayed AF Form 1823/-1, FM&A creates an AF Form 1824 to reflect this change by making the following entries:

7.22.2.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.2.2. Date. Enter the date the form is initiated.

7.22.2.3. Parts Status. Enter an "X" in the block beside either the letter "P" or "C" as the parts status code. The letter "C" (complete) is entered when all parts and material to accomplish delayed repairs on a specific AF Form 1823/-1 have been received. The letter "P" (partial) is entered to show only partial receipt of delayed parts or material. The letter "P" is programmatically entered by OLVIMS when the first part is received and therefore only be entered when a previously completed delayed action reverts to a partial due to cannibalization.

7.22.3. When all delayed work against a specific maintenance code has been completed, FM&A creates an AF Form 1824 to delete that code from the delayed maintenance file by making the following entries:

7.22.3.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.3.2. Date. Enter the date the form is initiated.

7.22.3.3. Code (block under Current/Original Data section of form). Enter the code to be deleted.

7.22.3.4. Labor Hours (block under Current/Original Data section of form). Enter a “0” (Zero). **Note:** If the code deleted is the only one for which the vehicle is currently delayed, the entire AF Form 1823/-1 will be removed from the file. However, individuals cannot

zero out all delayed hours on any AF Form 1823/-1 for which parts are still being reflected on the Delayed Parts File.

7.22.3.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center where the maintenance was delayed.

7.22.4. When it is necessary to adjust delayed labor hours, FM&A submits an AF Form 1824 with the following entries:

7.22.4.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.4.2. Date. Enter the date the form is initiated.

7.22.4.3. Code (block under Current/Original Data section of form). Enter the code needing adjustment.

7.22.4.4. Labor Hours (block under Current/Original Data section of form). Enter adjusted labor hours (hours and tenths).

7.22.4.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center in which the adjustment took place.

7.22.5. When informed that maintenance delayed for one reason has now changed to another or that maintenance delayed in one work center has been transferred to another, FM&A initiates an AF Form 1824 to change the maintenance code or work center by making the following entries:

7.22.5.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.5.2. Date. Enter the date the form is initiated.

7.22.5.3. Code (block under Current/Original Data section of form). Enter the original code.

7.22.5.4. Labor Hours (block under Current/Original Data section of form). Enter “0” (Zero).

7.22.5.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the original work center.

7.22.5.6. Code (block under New Data section of form). Enter the maintenance code required to be reflected in the delayed file.

7.22.5.7. Labor Hours (block under New Data section of form). Enter the adjusted backlog hours (hours and tenths).

7.22.5.8. Work Center (block under New Data section of form). Enter the last three digits of the new work center where the work is delayed.

7.22.6. When told of a NMCS, FM&A initiates an AF Form 1824 to update the AF Form 1823/-1 record on both the delayed and AF Form 1823/-1 master files, by making the following entries:

7.22.6.1. Placing a vehicle "ON NMCS.”

7.22.6.1.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.6.1.2. Date. Enter the date the form is initiated.

7.22.6.1.3. On VDP Date/Time. Enter the date (MMDDYY) and 24-hour clock time the vehicle was placed on NMCS from the AF Form 1823/-1. FM&A's copy of the AF Form 1823/-1 will also be annotated with the parts required and NMCS time. **(T-1).**

7.22.6.1.4. Labor Hours (block under VDP Status section of form). Enter the flat rate or estimated hours and tenths that are required to repair the vehicle when the parts have been received.

7.22.6.2. Taking a vehicle "OFF NMCS."

7.22.6.2.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.6.2.2. Date. Enter the date the form is initiated.

7.22.6.2.3. Off VDP Date/Time. Enter the date (MMDDYY) and 24-hour clock time that the vehicle was removed from NMCS. The entry must match date/time entered on AF Form 1823/-1. **(T-1).**

Section 7E—AF Form 1827, Minor Maintenance Work Order

7.23. General Information. The AF Form 1827 is used to record minor maintenance repair actions for jobs of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours). Document the vehicle kilometer, miles or hour data to update the specific vehicle master record. The AF Form 1827 is also used to document labor hours in tire and battery shop stock buildup or repair, hazardous/solid waste management, disposal and training; and repair of shop equipment or spares. Use the AF Form 1827 to collect direct labor hours used for these activities.

7.23.1. Minor maintenance documented must only use low-cost bench/working stock, work order residue, shop stock and non-warranted parts (parts that are not being locally tracked). **(T-1).**

7.23.2. Do not use AF Form 1827 for scheduled services, inspections or transient vehicle repair.

7.23.3. Send AF Form 1827 to FM&A weekly, when the form is filled or as prescribed by the VFM/VMS. Use a new AF Form 1827 for each processing cycle, except for the tire and battery shop.

7.23.4. The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair time frame. **(T-1).** Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS**.**

7.23.5. Labor hours may be entered on the AF Form 1827 for inspection of vehicles and equipment prior to deployment or other contingency exercises, applying the same limitations as in **paragraph 7.23.1.**

7.24. How to Fill Out an AF Form 1827.

7.24.1. Block 1, Date. Enter the date on which the vehicle was repaired. For J9998 and J9999 entries, this date tells when the labor hours were used.

7.24.2. Block 2, Work Order Number. Enter the fifth position of the preprinted "J999_" work order number as follows:

7.24.2.1. Use "6" for hazardous/solid waste management, disposal and training.

7.24.2.2. Use "7" for minor and mobile maintenance actions (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours). **(T-1).**

7.24.2.3. Use "8" to record labor hours used in the battery shop to service or recharge batteries for stock. Also use "8" to record labor hours used in the tire shop to build up spares for stock. Direct labor hours and material cost used to install new batteries and tires are charged against the vehicle on an individual AF Form 1823/-1.

7.24.2.4. Use "9" to record labor hours used for the repair of spares or shop equipment.

7.24.3. Block 3, USAF Management Code. Not required.

7.24.4. Block 4, Vehicle Registration Number. For J9997 work order number only, enter the vehicle or equipment item registration number. For all other work order numbers, leave blank.

7.24.5. Block 5, Miles or Hours. For J9997 work order number only, enter the current odometer or hour meter reading, as described in **paragraph 7.20.6.** For all other work order numbers, leave blank.

7.24.6. Block 6, Action Taken. For J9997 work order number only, enter the letter that most nearly describes the actual maintenance action: G-repair; L-adjust; R-replace; or S-service. For all other work order numbers, leave blank.

7.24.7. Block 7, Job Description. Enter a brief description of the job to be performed.

7.24.8. Block 8, Actual Labor Hours. Enter the actual direct labor hours used to do the repair. This entry is in hours and tenths. For J9997 work order numbers, this entry does not exceed 2.0 hours. Use the AF Form 1823/-1 if the vehicle downtime exceeds two hours (awaiting maintenance/parts and direct labor hours combined).

7.24.8.1. Document repairs, servicing and upkeep of shop equipment and repair or rebuild of repairable (spares) items on AF Form 1827 using work order number J9999. For this type of work, if more than 9.9 labor hours are shown, they must be entered into the data system as multiple job entries**. (T-1).**

7.24.9. Block 9, Overtime Indicator Code. Enter an overtime or holiday work code when the actual labor hours were spent during overtime or holiday hours. AFCSM 24-1 shows a list of these work codes.

7.24.10. Block 10, Employee Identification Number. Enter the employee identification number of the technician who did the repair.

7.24.11. Block 11, Status. Enter an "X" in this block to show completion of the required work. For J9997 work order number, enter a "/" to indicate this requirement was referred to an individual AF Form 1823/-1. Line entries with a "/" in block 11 will not be input to OLVIMS**. (T-1).** Account for labor hours and required work on the subsequent AF Form 1823/-1.

Section 7F—AF Form 1829, Refueling Equipment Inspection Record

7.25. General Information. The AF Form 1829 may be used for recording inspection data for fuel-servicing components on mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.25.1. The form shows the vehicle's identifying static data; the AF Form 1823/-1 date and work order number for servicing, inspection, or maintenance; interval data; and the next due date.

7.25.2. The data source for the AF Form 1829 is the AF Form 1823/-1 on which the work was recorded. File AF Forms 1823/-1 in the vehicle record jacket for reference purposes. After completing all blocks, a continuation of the AF Form 1829 is made and "next due" information and interval data are posted on the continuation form. File completed forms in the vehicle record jacket.

7.25.3. AF Forms 1829 may be maintained in the refueling maintenance section or filed with the Vehicle Historical Record.

7.26. How to Fill Out an AF Form 1829.

7.26.1. Block 1, Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID). Enter the management code at both the top and bottom of the form.

7.26.2. Block 2, Registration Number. Enter the registration number assigned to the specific vehicle at both the top and bottom of the form.

7.26.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as "Aircraft Refueler, A/S32R-11". Entries will be made at both the top and bottom of the form.

7.26.4. Block 4, Work Order Date. Enter the date the inspection, service or maintenance action was accomplished.

7.26.5. Block 5, Work Order Number. Enter the work order number of the AF Form 1823/-1 used to do the inspection, service or maintenance.

7.26.6. Block 6, Normal Inspection/Service/Maintenance Interval.

7.26.6.1. Enter the number of months each listed component is to be inspected, serviced or maintained at the normal interval, as prescribed in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as a reference for this interval.

7.26.6.2. Enter the next due date each component is to be inspected, serviced or worked on. Each change in a due date or the accomplishment of any one of the items on a line of due dates, requires that new due dates be posted to the next line of the AF Form 1829. Those that are not affected by the AF Form 1823/-1 are carried forward. **Note:** "X" out fuel-servicing components that do not apply to the specific vehicle or equipment item.

Section 7G—AF Form 1830, Refueling Equipment Hose Installation And Hydrostatic Test Data Record

7.27. General Information. The AF Form 1830 may be used to record hydrostatic testing of fuel-servicing hoses on those mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.27.1.1. The form shows the vehicle's identifying static data, hose identification, and testing interval data, as well as the AF Form 1823/-1 date and the work order number, when the hydrostatic testing was last performed and the date the next hose test is due.

7.27.2. The data source for the AF Form 1830 is the individual vehicle's records or the appropriate AF Forms 1823/-1. On completion of all blocks, a continuation AF Form 1830 is made, and "next due" information and interval data are posted on the continuation form. The completed form is filed in the vehicle record jacket.

7.27.3. AF Forms 1830 may be maintained in the refueling maintenance facility or filed with the Vehicle Historical Record.

7.27.4. When refueling hoses are changed, hydrostatically tested or maintenance performed which can affect fuel quality, an entry is made on the AF Form 4427. This advises the operator that the hose requires flushing and fuel sampling.

7.28. How to Fill Out an AF Form 1830.

7.28.1. Block 1, USAF Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID), at both the top and bottom of the form.

7.28.2. Block 2, Registration Number. Enter the registration number of the vehicle on which the hose is mounted at both the top and bottom of the form.

7.28.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-9, at both the top and bottom of the form.

7.28.4. Block 4, Hose Identification and Interval Data. Complete blocks 4A through 4F of this section as follows:

7.28.4.1. Block 4A, Hose Installation Date. Enter the date this hose was placed in service.

7.28.4.2. Block 4B, Hose Size. Enter the size of this hose.

7.28.4.3. Block 4C, Hose Identity. Enter the locally assigned identification number of this hose, or identify it as either the left or right hose.

7.28.4.4. Block 4D, Hose Inspection Interval. Enter the number of months (interval) between hydrostatic hose tests, as shown in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as the reference for the interval.

7.28.4.5. Block 4E, Military Specification Number. Enter the military specification number or (American Petroleum Institute) API number for this hose.

7.28.4.6. Block 4F, National Stock Number. Enter the NSN of the hose.

7.28.5. Block 5, Hose Inspection and Test Data. Complete blocks 5A through 5C of this section as follows:

7.28.5.1. Block 5A, Work Order Date. Enter the date the hose test was performed.

7.28.5.2. Block 5B, Work Order Number. Enter the work order number for the hose test.

7.28.5.3. Block 5C, Next Hose Test Due Date. Enter the date the next hydrostatic hose test is due, based on the interval date in block 4D.

Note: It is intended that inspection, servicing and maintenance of the fuel-servicing vehicles be performed at the same time. That is, as many interval requirements are performed during any single maintenance cycle as may be due. Due dates of hose tests should coincide with the due dates of fueling components when possible, as shown on AF Forms 1829.

Section 7H—Labor Hour Reporting, AF Form 1831, Indirect Labor Time Card and AF Form 1831-1, Indirect Labor Time Sheet

7.29. Labor Hour Reporting. The motor vehicle labor hour reporting system is based on categorizing labor hours into three areas: Direct (0 series), indirect productive (20 series) and indirect nonproductive (40 and 50 series). These hours are categorized to show the efficiency of the vehicle activity by comparing productive hours with hours used to support that activity, such as clerical, supervisory, material chasing and so forth. The third category of labor, indirect nonproductive, shows labor hours that were not used in repairing vehicles. Labor codes and categories are explained in AFCSM 24-1.

Note: Reporting of indirect nonproductive labor hours is mandatory. The VFM/VMS will monitor use of 40- and 50-series labor codes to ensure they are properly recorded and entered in OLVIMS, rather than have these hours default to indirect productive (20 series) labor hours**. (T-1).** Adjust available hours of personnel deployed in support of contingency operations or AEF rotations to zero.

7.29.1. Direct labor hours used by maintenance technicians are entered on the AF Form 1823/-1 or AF Form 1827. Use work codes to show whether hours were used during normal duty hours or overtime or holiday periods. Work codes are shown in AFCSM 24-1.

7.29.2. Indirect productive (20 series) labor hours are computed by OLVIMS, with the exception of 20-series labor hours used during periods of overtime or during a holiday. Document overtime and holiday indirect productive labor hours on AF Form 1831 or AF Form 1831-1.

7.29.3. Indirect nonproductive (40 and 50 series) labor hours are entered on AF Form 1831 or AF Form 1831-1 by shop personnel.

7.29.4. Summarize and report work center labor hour utilization data on a monthly basis for management. OLVIMS captures productive (0 series) labor hours entered on AF Forms 1823/-1 and overtime and holiday indirect productive labor hours, as well as indirect nonproductive labor hours entered on AF Form 1831 or AF Form 1831-1. These hours are then subtracted from the total hours management personnel were assigned to calculate the indirect productive labor hours.

7.29.5. Labor hours are collected for each employee by the employee's identification number from AF Forms 1823/-1 and Indirect Labor Hour Time Cards or Indirect Labor Hour Time Sheets. This data is then applied to a name in the Master Personnel File (PCN SB004029) and summarized to a particular work center by OLVIMS. There is no attempt to reconcile any

individual employee's labor hours. As a consequence, this labor hour reporting system is considered ongoing; that is, no closeout of AF Form 1823/-1 labor data is needed for labor hour balancing. A sufficient amount of labor hour data within a work center offsets month-to-month highs and lows in this data.

7.29.6. Through this labor hour reporting system, labor hour distribution and utilization data are readily available for use by vehicle managers at all levels. AFCSM 24-1 describes labor hour reports.

7.30. AF Form 1831/-1. The AF Form 1831, or the OLVIMS-generated AF Form 1831-1 (AF Form 1831/-1), can be used as a "time sheet" to record an individual's overtime and holiday indirect productive or indirect nonproductive labor. It is not necessary that each reportable employee submit one of these labor cards/sheets each reporting period. In the absence of an indirect labor card/sheet for any employee, the data system assumes that all the labor for that employee is divided between direct and indirect productive labor hours. Where no direct labor is put on AF Forms 1823/-1 for that employee, the system then assumes all assigned hours were used in the indirect productive (support) category, with no overtime or holiday hours used.

7.30.1. The same AF Form 1831/-1 for each employee is used for the whole month. At the end of the month, a copy is sent to FM&A for input into OLVIMS, unless otherwise directed by the VFM/VMS.

7.30.2. FM&A receives a copy of the AF Forms 1831/1831-1 at the end of the month from all work centers for processing. When the labor hour utilization summaries and reports are complete, FM&A sends a copy to the appropriate work center.

7.30.2.1. FM&A processes the individual time card or sheet into a "GN" transaction as outlined in AFCSM 24-1.

7.30.3. AF Forms 1831 are not preprinted for individual employees. All entries on the cards are made manually. Separate cards are used for an individual transferring between work centers to show labor hours in each work center.

7.30.4. AF Form 1831-1 is preprinted with individual employees' names and man numbers. All other entries on these forms are made manually. Separate sheets are used for an individual transferring between work centers to show labor hours in each work center.

7.31. How to Fill Out AF Forms 1831/-1.

7.31.1. AF Form 1831 entries.

7.31.1.1. Block 1, Card Code. FM&A always enters "G".

7.31.1.2. Block 2, Type Transaction Code (T/T/C). FM&A enters "N" for OLVIMS sites.

7.31.1.3. Block 3, Site Code. FM&A enters the assigned site code.

7.31.1.4. Block 4, Employee Identification Number. Employee enters his or her identification number.

7.31.1.5. Block 5, Work Center. Employee enters the work center to which he or she is assigned.

7.31.1.6. Block 6, Month. Enter the first three letters of the month, such as JAN for January.

7.31.1.7. Block 7, Last Name and Initial. Employee enters his or her last name and first initial.

7.31.1.8. Block 8, Indirect Man-Hour Data.

7.31.1.8.1. Block 8A, Date. Enter the date the labor hours were expended.

7.31.1.8.2. Block 8B, Labor Series. Enter the single-position labor code which most closely defines the labor hours entered in Block 8D. Indirect productive (20 series) labor codes can only be entered when labor was used for overtime or on holidays.

7.31.1.8.3. Block 8C, Work Code. Enter a work code only when showing use of indirect productive (20 series) labor hours during overtime and holiday periods. Leave blank when documenting the use of indirect nonproductive (40 and 50 series) labor codes.

7.31.1.8.4. Block 8D, Hours. Enter the labor hours and 10ths reported against the labor code shown in block 8B. Whole hours are entered in the first part of the block and 10ths entered in the last part (separated by a broken line).

7.31.2. AF Form 1831-1 Entries.

7.31.2.1. The AF Form 1831-1 is preprinted with the work center and employee's name on it. To complete the form, fill in the indirect labor hours to the right of the respective day of the month and under the labor series for each employee (overtime 20 series, 40 and 50 series).

7.31.2.2. At the end of the month, total the labor hours for each employee and labor series and return the form to FM&A.

Section 7I—AF Form 1832, Record of Cannibalization

7.32. General Information. With the work center supervisor's assistance, Materiel Control initiates an AF Form 1832 when cannibalization action is recommended. Materiel Control completes the "Action by Materiel Control" section and forwards the document to FM&A. If cannibalization is not needed, no further action is necessary and the AF Form 1832 may be destroyed. If cannibalization is needed, workload control makes entries in their part of the form, and sends it to the VFM/VMS. The completed AF Form 1832 provides the information needed for Vehicle Management to decide whether approval to cannibalize is justified.

7.33. How to Fill Out an AF Form 1832.

7.33.1. AF Form 1832 is attached to the AF Form 1823/-1 on file in Materiel Control. **Note:** If the parts are not going to be replaced on the cannibalized vehicle, a copy of the AF Form 1832 is filed in the cannibalized vehicle's record jacket.

7.33.2. Total labor costs of the cannibalization (that is, removing the part from the cannibalized vehicle and installing it on the vehicle to be returned to service) are charged to the vehicle on which the part is installed. The labor and material costs of installing replacement items on the cannibalized vehicle are charged to the cannibalized vehicle.

Exception: If costs for repairs to the cannibalized vehicle are reimbursable, they are not charged to it; all costs are charged to the vehicle receiving the cannibalized parts.

7.33.3. Materiel Control ensures that replacement parts are ordered for the cannibalized vehicle according to **Chapter 5**, except as previously stated above.

7.33.4. The following is entered on an AF Form 1832:

7.33.4.1. The date, NSN or part number, description, quantity and price in the form heading area related to the date the form is initiated and describing the part or component needed for the current repair requirement.

7.33.4.2. Section 1, Action by Materiel Control. This section describes information provided by Materiel Control that relates to the vehicle the part or component is to be installed on.

7.33.4.3.

Section II—, Action by Maintenance Control, Analysis.

This section describes information provided by FM&A indicating when the part is desired, labor hours and clock hours required, and the vehicle and status of the vehicle from which the part should be cannibalized.

7.33. 4. 4. Section III, Authorization. Signature of the VFM/VMS authorizes the cannibalization.

7.33.4.5.

Section IV—, Action by Maintenance Control, Analysis Section.

When annotated with 24-hour clock time, date and signature of FM&A, this section indicates that maintenance documentation has been completed.

7.33. 4. 6. Section V, Action by Materiel Control Section. When annotated with 24-hour clock time, date and signature of Materiel Control person, this section indicates that Materiel Control documentation has been completed.

Note: Document AFTO Form 91 with cannibalization action taken, where applicable.

Section 7J—DELETED.

7.34. DELETED.

Section 7K—AF Form 4354, Vehicle Preventive Maintenance And Inspection (PM&I)

7.35. General Information. This form is to be used in conjunction with any applicable manufacturer inspection requirements during the scheduled PM&I. The form will be filed with the AF Form1823/-1**. (T-1).**

7.36. How to fill out an AF Form 4354.

7.36.1. Block 1,Vehicle Registration Number. Provide the vehicle registration number of the vehicle.

7.36.2. Block 2, Work Order Number. Fill in the vehicle work order number.

7.36.3. Block 3, Date. Fill in the date the technician performed the inspection.

7.36.4. Block 4, Employee Name (printed) & Number. Fill in the printed name and number of the technician completing the inspection.

7.36.5. Block 5, Supervisor Name (printed) & Signature. The supervisor of the technician that performed the inspection must provide printed name and signature. **(T-1).**

7.36.6. Blocks 6-51. The technician will check the Pass or Fail blocks, depending on the outcome of the inspection. **(T-1).**

7.36.7. Blocks 52-55. These blocks are reserved for identifying any local inspection requirements.

7.36.8. Blocks 56-61. These blocks identify specific inspection areas for crash fire trucks. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection. **(T-1).**

7.36.9. Blocks 62-71. The blocks list specific areas for fuel servicing units. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection**. (T-1).**

7.36.10. Blocks 72-75. These blocks identify the inspection criteria for MHE. Check the Pass or Fail block, depending the results of the inspection.

7.36.11. DELETED

7.36.12. Blocks 76-78. These blocks are reserved for identifying any local inspection requirements.

7.36.13. Blocks 66-97. The blocks list the required inspection areas for base maintenance equipment. Check the Pass or Fail block, depending the results of the inspection.

7.36.14. Blocks 98-101. These blocks list items that must be completed for vehicles that are Nuclear Certified. The information required in Block 98 may be completed by the maintenance technician, CSC or FM&A personnel. Blocks 99 - 101 will be completed by FM&A**. (T-1).**

Note: For foreign made Nuclear Certified vehicles that do not have manufacturer "data plates", block 98 cannot not be completed. Refer to **paragraph 4.13.1.5.** for this circumstance.

Section 7L—AF Form 4355, Vehicle Incoming Inspection

7.37. General Information. This form must be completed each time a vehicle is processed into VM (via AF Form 1823/-1) to identify repair actions needed and to ensure repairs that effect safe vehicle operation are addressed**. (T-1).** It must be filed with the corresponding AF Form 1823/-1 upon completion**. (T-1).**

7.38. How to fill out the AF Form 4355.

7.38.1.

Section I—General Information.

7.38. 1. 1. Block 1., Registration Number. Provide the vehicle registration number of the vehicle.

7.38.1.2. Block 2, M/H/K. Fill in the current miles, hours or kilometer reading.

7.38.1.3. Block 3, Inspector’s Name/Number.

7.38.1.4. Block 4, Accident or Abuse WO. Circle Accident if it is an accident work order or abuse if it is a vehicle abuse work order. The VFM/VMS will sign this block**. (T-1).**

7.38.1.5. Block 5, Vehicle Location. Include the location of the vehicle (i.e., parking spot 4A or west side of building 113).

7.38.1.6. Block 6, NMC Start Date/Time. Fill in the date and time the vehicle was reported NMC by the using organization.

7.38.2.

Section II—Inspection Items.

7.38. 2. 1. Blocks 7 through 27. The blocks identify the areas that must be inspected. The technician will mark the appropriate block within the P/F columns**. (T-1).** A mark in a box within the "P" column indicates the area is serviceable and a mark in the "F" column indicates the system is not serviceable and further maintenance action is required before releasing the vehicle back to the customer.

7.38.2.2. If inspection area (Blocks 7-27) is not applicable to a specific vehicle type, Technicians will check the N/A block**. (T-1).**

7.38.3.

Section II—I—Required Repairs.

7.38. 3. 1. Job. This is a numeric sequencing number to indicate the maintenance repair.

7.38.3.2. Description of Work. A short summary of the required repair (i.e., Replace alternator).

7.38.3.3. Action Taken Code. This is an alpha character that indicates the type of action a technician must take to complete the maintenance**. (T-0).** Refer to AFCSM 24-1 for a list of the 13 action codes.

7.38.3.4. Sys Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work must be performed. **(T-1).** The OLVIMS "Help File" lists the approved codes.

7.38.3.5. Est Hrs. The technician enters the estimated labor hours to do the job.

7.38.3.6. Comments. Include any pertinent information or comments.

Section 7M—DELETED.

7.39. DELETED.

7.40. DELETED.

Section 7N—Computer-Generated Vehicle Historical Record

7.41. General Information. The computer-generated Vehicle Historical Record (OLVIMS PCN SB004-828) is used much as a title for an AF vehicle, similar to that needed for POVs. Retain the Vehicle Historical Record maintenance history for the life cycle of the vehicle. File printed copies

of the form in the historical portion of the vehicle records jacket or maintain on central removable storage media (local option). Instructions concerning the computer-generated historical record are contained in AFCSM 24-1.

7.41.1. Block 1, Stock Number. Enter the NSN of the vehicle.

7.41.2. Block 2, Short Nomenclature. Enter the nomenclature to identify the type of vehicle. Reference VMIF or use the AFEMS on-line query vehicle item data (IVID).

7.41.3. Block 3, Registration Number. Enter the registration number of the vehicle.

7.41.4. Block 4, Acceptance Date. Enter the date the vehicle was accepted by the AF from the manufacturer, as shown on the vehicle data plate (delivery date) or on the vehicle shipping document (DD Form 250, *Material Inspection and Receiving Report*).

7.41.5. Block 5, Standard Price. Enter the I&S NSN price of the vehicle or equipment item. Reference the SNUD. No entry is required for OLVIMS bases, as this price is on the Vehicle Master List PCN SB004-023.

Note: This entry is required for all vehicles being transferred off base.

7.41.6. Block 6, USAF Management Code. Enter the USAF Management Code according to VMIF.

7.41.7. Block 7, Vehicle Equivalents. Use AF approved baseline equivalents maintained by 441 VSCOS at **https://www.vemso.hq.af.mil/vehicleEquivalents/vehequiv.html**.

7.41.8. Block 8, Chassis Serial Number. Enter the chassis serial number.

7.41.9. Block 9, Chassis Manufacturer/Model. Enter the chassis manufacturer's name and chassis model number.

7.41.10. Block 10, Body Serial Number. Enter the body serial number, if available.

7.41.11. Block 11, Body Manufacturer/Model. Enter the body manufacturer's name and body model number.

7.41.12. Block 12, Engine (Prime Mover). Enter the model, serial number (as applicable) and manufacturer of the engine used for moving the vehicle over the road.

7.41.13. Block 13, Engine (Auxiliary). Enter the model, serial number and manufacturer of the engine used to provide power for the special mounted equipment on the vehicle.

Note: When an engine in the vehicle, prime or auxiliary, is replaced, the previous engine data in block 12 or 13 is lined out and the new engine data put in the appropriate block.

7.41.14. Block 14, Record of Transfer. Enter the code that identifies the type of activity getting the vehicle, i.e., "A" for AF, "B" for non-AF and "C" for disposal. In the "Base Location" block, enter the name or the location of the base that has the vehicle. In the "Date Shipped" and the "Date Received" blocks, enter the exact Julian date of shipment or receipt, e.g., for 2 Jan 1995, enter "95002".

Note: Also use Block 14 to record the date a vehicle was shipped to or returned from a depot facility.

7.41.15. Block 15, Miscellaneous Information. These entries are mandatory for all vehicles when received and for in-service vehicles when this information can be identified. The following instructions apply to the individual line entries:

7.41.15.1. Line A, Technical Order or Series. Enter the TO or TO series that applies to the vehicle. If a TO number has not been assigned, enter the manufacturer's commercial manual number.

7.41.15.2. Line B, Ignition Key Code Number. Enter the manufacturer's code for the ignition key.

7.41.15.3. Line C, Body Key Code Number. Enter the manufacturer's code for the body or door key.

7.41.15.4. Line D, Armed Forces or GSA Contract Number. Enter the Armed Forces or GSA contract number. This number may be found on the DD Form 250 or the vehicle data plate.

7.41.16. Blocks 16, 17, 18, 19 and 20, Historical Maintenance Data. Entries in these blocks are made by FM&A from data recorded on completed AF Forms 1823/-1 or on a commercial invoice.

7.41.16.1. Block 16, Replacement Code. Bases not using OLVIMS record the vehicle's current replacement code in this block.

7.41.16.2. Block 17, Work Order Number. Enter the work order number assigned to the AF Form 1823/-1 to repair, service or inspect the vehicle. To record repairs or services performed on an AF Form 15 or a Commercial Fleet Service Card, enter, in place of the work order number, the type transaction used to buy the repair or services; for example, “Commercial Fleet Service Card” or “AF Form 15”.

7.41.16.3. Block 18, Date. Enter the Julian date the work was completed. E.g., for 2 Jan 1999, enter 99002.

7.41.16.4. Block 19, Kilometers, Miles or Hours. Enter the kilometers, miles or hours shown on the odometer or hour meter at the time the repair was made.

7.41.16.5. Block 20, Codes and System and Component. Enter an action code (or circle the preprinted G, L, R or S) and the subsystem code (see AFCSM 24-1) in the system or component block that most nearly describes the action taken to do the work. All job entries, except incoming, outgoing, daily inspections, and those inspections recorded on AF Form 1829 and AF Form 1830, must be annotated. **(T-1).**

Note: Input the following information if it is not loaded in the OLVIMS warranty review screen/file: In remarks, enter the part nomenclature for each R-coded action replacing a warranty part that costs $60 or more; also enter the period of warranty. An entry will be made for all tires, starters, alternators and batteries, regardless of cost. **(T-1).** FM&A will review the Vehicle Historical Record each time a tire or battery is installed to determine the frequency of these installations. **(T-1).**

7.41.17. Blocks 21, 22 and 23. Entries in these blocks are the same as blocks 6, 3 and 2.

7.41.18. Block 24, Day and Time Due-Out. The FM&A Workload Controller may use tab identifiers to show the ETIC.

7.41.19. Block 25, TCTO Record. An entry is made for all TCTOs, SBs and directed modifications. A short description of the work performed is entered in the remarks block. Also enter inspections that cannot be scheduled in OLVIMS.

Note: When OLVIMS is not available, report compliance to 441 VSCOS at 441VSCOS.AF.VehMgt@us.af.mil.

Section 7O—Vehicle Management Activity/Document Codes

7.42. General Information. Codes are used for labor hour accounting, for collecting maintenance data and for preparing cost reports, which give management information to the base and 441 VSCOS. See AFCSM 24-1 for most codes and descriptions.

7.43. Work Center Codes. The first four digits of these work center codes are mandatory and will not be changed**. (T-1).** However, the fifth digit may be shredded out to identify specific functions within the activity (see codes 17221 through 17239 below).

7.44. Work Codes. Work codes (see AFCSM 24-1) are used for those bases using OLVIMS to support labor-hour reporting requirements.

7.45. Work Order Number Prefix Code. Work order prefix codes are used to show the type of work the AF Form 1823/-1 was primarily opened for (see AFCSM 24-1).

7.46. Management Codes. Management codes for registered vehicles and equipment items are found in the VMIF. Management codes for non-registered vehicles and equipment items are found in the OLVIMS "Help File". Management codes which are not pre-loaded in OLVIMS will be rejected, in which case use the proper "alpha character" and "999" temporarily.

7.47. Orphan Management Codes. The term "orphan management code" is used to describe management codes that are not supported by OLVIMS. This is due to the hard-coded management code table in OLVIMS that does not support new assets introduced into the fleet.

7.47.1. To overcome this problem, an "Updates to OLVIMS Mgt Code Listing" is available on the **VM Neighborhood**. The listing identifies management codes that are not supported by OLVIMS and links them to a management code existing in OLVIMS. Once loaded in OLVIMS, and the data is passed to LIMS-EV Vehicle View, business rules will cross-reference the asset NSNs with the VMIF and LIMS-EV Vehicle View will display the appropriate management code**.**

7.47.2. It is imperative that the appropriate asset NSN is loaded in OLVIMS along with all other vehicle static data.

7.48. Delayed Maintenance Codes. Delayed maintenance codes are used on AF Form 1823/-1 and the PCN SB004-015 to show the reason a repair action has been delayed. Find these codes in AFCSM 24-1, Attachment 4, or in the OLVIMS "Help File".

7.49. R&D Codes. R&D codes denote the organization for which charges are refundable or reimbursable (see AFCSM 24-1, Attachment 4). At the beginning of each FY, and when a change is required, FM&A furnishes a list of tenant organizations supported to Accounting and Finance (through the Budget Office) for certification. Accounting and Finance identifies which organizations are reimbursable (Code 3) or refundable (Code 4) (refer to AFI 65-601V1, *Budget Guidance And Procedures,* Chapter 7, and AFI 65-601V2, *Budget Management For Operations,*

Attachment 10. Accounting and Finance returns this certified list to FM&A to be used to enter the correct codes into OLVIMS.

7.49.1. All reimbursable and refundable cost data must be reconciled monthly with Accounting and Finance**. (T-1).** This data must be verified for accuracy, to include validating that all reimbursable and refundable units are loaded properly in OLVIMS. **(T-1).**

7.49.2. Vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units will be retained for at least one-year after the closeout date if needed for reference, inquiries or audits**. (T-1).**

7.49.3. RC/CC codes will be validated at least annually. **(T-1).**

7.50. System Codes. Vehicle system codes define the specific repair on a vehicle. They are used for historical purposes and failure data capture toward improvements in reliability, maintainability and deploy ability. Find these codes in the OLVIMS "Help File".

7.51. System and Subsystem Descriptions. Subsystem codes are used to more closely define the actual work performed during the repair, inspection and service cycle. These subsystem codes are required entries in block 20 of the Vehicle Historical Record (OLVIMS PCN SB004- 698). When conscientiously applied, they help detect and control repeat maintenance. Sub codes not assigned a specific description may be developed locally, when required. Find the codes and their descriptions in the OLVIMS "Help File".

7.52. High-Cost Bench/Working Stock. High-cost bench/working stock items cost $60 or more per item unit of use (refer to **Chapter 5**). Record high-cost bench/working stock consumption on the AF Form 1823/-1 when installed on the vehicle or vehicular equipment using a "QZ" transaction.

7.53. Low-Cost Bench/Working Stock. Low-cost bench/working stock is those items used from an authorized bench stock that cost less than $60 per unit of use (refer to **Chapter 5**). Low-cost bench/working stock is charged as an overhead indirect expense at the time of bench/working stock replenishment, using ILS-S, COPARS or commercial issue document. In all cases, Materiel Control annotates the issue documents with work order number L9999 and sends completed documents to FM&A for processing.

Note: Except for L9999 purchases, items drawn directly from COPARS, base supply or commercial source are charged on the AF Form 1823/-1 authorizing the repair, regardless of the item cost.

Chapter 8

441 VSCOS

Section 8A—Authority and Responsibility

8.1. Program Authority. 441 VSCOS acts as the AF Vehicle Management authority on behalf of AF/A4, AF/A4L and AF/A4LR.

8.2. Program Responsibility. As the AF authority, 441 VSCOS provides assistance with tasks and processes associated with establishing and enforcing centralized enterprise vehicle management programs, goals and objectives to meet AF operational mission requirements.

8.2.1. MAJCOM-level and component inquiries concerning enterprise vehicle management issues towards meeting individual MAJCOM mission operational requirements.

8.2.2. Provide data and analysis to AFRC/A5/A8 and Air Force Reserves plans, programs, and requirements division (AF/REX) that is currently performed by AFRC in support of AFRC responsibilities.

8.2.3. 441 VSCOS will update AF/A4LR and CFM quarterly or as significant events ensue on concerns that: cross lines of policy and oversight, VSCOS manning, enterprise vehicle lease, procurement and sustainment funding and program management. **(T-1)**

8.2.4. Centralize and substantiate the formulation of the annual program objective memorandum (POM) projections for vehicle procurement funding requirements across the fiscal year defense program (FYDP) for enterprise vehicle fleet management. Display POM projections and substantiation for vehicle funding requirements by component.

8.2.5. Centralize and formulate the AF's vehicle buy program requirements determination through direct coordination between unit level organizations and Robins AFB SE&V.

8.2.5.1. Advise and assist AF/A4PY during PPBE process to help ensure all operations and maintenance (O&M) vehicle management requirements are identified and adequately meet mission needs.

8.2.6. Execute active component vehicle depot program via direct coordination between base level units and Robins AFB SE&V to include POM for depot purchased equipment maintenance (DPEM) and contract logistic support (CLS) funding.

8.2.7. Ensure vehicle life cycle costing program documentation is adequate to meet DoD requirements for man-hour accounting, fuel consumption, and costs attributed to sustaining vehicles, parts procurement and technical data.

8.2.7.1. Centralize and manage all life cycle sustainment processes for assigned registered assets.

8.2.8. Centrally collect and coordinate waiver requests pertaining to technical requirements and vehicle configuration changes with direct interaction to appropriate Robins AFB SE&V IPT.

8.2.8.1. Request vehicle engineering/repair assistance, as necessary, from Robins AFB SE&V IAW TO 00-25-107-WA-1, *Maintenance Assistance*.

8.2.8.2. Review lubrication, engine oil and filter change (PM&I) interval change/waiver requests submitted by subordinate vehicle management activities. Changes to established intervals must be supported by written justification and approved by 441 VSCOS IAW TO 36-1-191.

8.2.9. Act as AF representative for joint-service initiatives, DoD, federal agencies, and commercial industry to eliminate duplication of effort in the evaluation of advanced power, alternative fuel, and combat support system technologies for vehicles.

8.2.10. Administer outsourcing and privatization of Air Force vehicle management activities.

8.2.11. Review and coordinate on unit level designed operational capability (DOC) statements.

8.2.12. Conduct and support site surveys, site activation task force (SATAF) and project task force (PROTAF) visits for mission bed-downs. Coordinate any actions affecting AFRC with Air Force Reserves plans, programs, and requirements division (AF/REX) and AFRC/A8P for FYDP programming.

8.2.13. Manage WRM vehicle assets according to AFI 25-101, as supplemented.

8.2.14. Coordinate classified unit's limited vehicle data requirements as permitted by program security managers.

8.2.15. Coordinate with the USAFE A4/7 (CDGA) office regarding specifications of vehicles identified and configured to carry fuel, ammunition and explosives in the EUCOM AOR. Refer to USAFEI 23-104.

8.2.15.1. Consult with the USAFE A4/7 (CDGA) office regarding technical specifications for central purchase of vehicles for the carriage of fuel and ammunition and explosives for vehicles being assigned to the EUCOM AOR.

8.2.15.2. Post pertinent information and guidance, to include USAFE *Accord Européen relatif au Transport International des Marchandises dangereuses par Route* (ADR) listing of certified vehicles, on the **VM Neighborhood**, when provided by USAFE/A4/7 (CDGA).

8.2.16. Manage Master CA/CRL Jacket File for Vehicle Accounts. 441 VSCOS maintains this file for each vehicle account at base level.

8.2.17. Provides Government Furnished Equipment–Vehicle asset management oversight and approval authority. Refer to **paragraph 4.80.**

8.2.18. Provides review and coordination on Performance Work Statements when contracted Vehicle Management and/or Government Furnished Equipment–Vehicles are included.

8.2.19. Provides support to MAJCOMs and below for AFIS and MICT programs. Refer to **paragraph 1.18.**

8.2.20. Manage enterprise strategic tool and shop equipment programs. Ensuring ITK, CTK and tool crib inventory authorizations are standardized to the maximum extent practical; and procured from most cost effective source.

Section 8B—Duties on Behalf of AF/A4L

8.3. Departmental Level Forms and Publications. Provide input to transportation policy directives, vehicle management AF instructions, core compliance checklists, TO 36-1-191 and AF Forms prescribed by this AFI. 441 VSCOS will collect all inputs and staff to AF/A4LR for final review, approval and coordination to publish. **(T-1).** Additionally, 441 VSCOS staff will review all MAJCOM supplements, if necessary, and forward to AF/A4LR for final approval. **(T-1).**

8.3.1. Assist 2T3 Career Field Manager (CFM) with CFETP updates and publication. **(T-1).**

8.4. Annual Reports. Collect and generate all annual reports and data updates as required by AF/A4L. These annual reports are (not all inclusive):

8.4.1. **FAST Data Call and Alternative Fuel Vehicle Acquisition Report.** The FAST data call and Alternative Fuel Vehicle Acquisition Report which are completed annually between 1 October and 15 December. This report depicts the AF's effort towards meeting federal statutory and Executive Order energy reduction requirements. The Alternative Fuel Vehicle Acquisition Report must be forwarded to OSD/AT&L by 15 January each year. **(T-1).** OSD/AT&L posts each service's Alternative Fuel Vehicle Acquisition Report for public viewing. Additionally, the report is viewed by congressional leadership to gauge the AF's efforts towards environmental mandates and for drafting future environmental legislation. 441 VSCOS will use the same base input data elements depicted in **paragraph 8.4.3**. **(T-1).**

8.4.2. **PB 41 and OMB Circular A-11 Section 33.** These budget forecasts formulate budgetary requirements for all over the road vehicles and alternative fueled vehicles. Additionally sustainment projection costs are depicted for active, guard and reserve components.

8.4.3. **AFI 65-503, *US Air Force Cost and Planning Factors*.** This report is sent to SAF/FM and depicts the AF commercial and GSA present and projected annual operating lease costs of all over the road type GSA and commercially leased passenger and cargo carrying type vehicles. Bases are required to provide commercially leased vehicle inventories, miles driven and fuel gallons consumed/associated costs and lease costs on 15 February and 15 September each year. **(T-1).**

Note: Each session of Congress may directly affect the names, content and quantity of these reports.

8.5. Administer Vehicle Management Policies. 441 VSCOS will ensure up-to-date compliance with federal (congressional statutory and Executive Order) and DOD vehicle fleet policies; to include environmental and energy requirements/mandates. **(T-0).**

8.5.1. 441 VSCOS will post current federal policies on vehicle energy requirements on the **VM Neighborhood**. **(T-1).**

8.5.2. Manage, analyze, improve and implement vehicle automated management systems to include improving asset inventory information, fuels transactions and movements toward Condition Based Maintenance data.

8.5.3. Is the AF Vehicle Management community focal point for Vehicle Management safety.

8.5.3.1. Maintain, update and conduct a tri-annual review of the Vehicle Management Safety Handbook.

8.5.3.2. DELETED.

8.5.3.3. Manage monthly safety article schedule and distribute monthly safety articles to all base level vehicle management activities.

8.5.4. Provide regular summaries to AF Vehicle Management units of maintenance tips and techniques to enhance efficiency and safe maintenance operations. Summarize this information in user-friendly publications (may be electronically transmitted) that effectively transmit information to the technician level.

8.5.5. 441 VSCOS is the approving authority for all AF vehicle authorization request for new missions, requirements, additions and deletions.

8.5.5.1. AF/A4LR has designated 441 VSCOS as approval/disapproval authority of all command levy requests for vehicle shipments between commands. Bases will send all requests to the 441 VSCOS organizational email address (**441VSCOS.AF.VehMgt@us.af.mil**). **(T-1).** 441 VSCOS will return approval/disapproval to the respective base. Additionally, AF directed cross command redistribution orders will be generated by 441 VSCOS as required to support routine, priority and contingency missions. Approved command levies will be forwarded to Robins AFB SE&V for information purposes and when second destination transportation funds are required for shipment. **(T-1).**

Note: Route AFRC or ANG vehicle management actions that impact funding through their respective A4R staff for approval IAW Title 10 before any actions will occur; to include any vehicle authorization changes, withdrawals, reductions, transfers and loans regarding AFRC and ANG units. **(T-2).**

8.5.5.2. Transfer of AFRC or ANG assets between any commands requires AFRC or ANG A4R approval respectively. The A4R approval letter must state if recoupment or non-recoupment of funds/asset(s) is required IAW Title 10 before command levy action will occur.

8.5.6. Provide RDO/disposition support. Base level units forward all LTIs on vehicles to 441 VSCOS for disposition action as per **paragraph 4.32**.

8.5.6.1. Assets no longer supporting a base requirement or those assessed to be uneconomically repairable will be reported to 441 VSCOS with recommendation for RDO for continued use or process to DLA-DS annotated on the LTI.

8.5.6.2. 441 VSCOS will review the base recommendation and assess the enterprise fleet. If 441 VSCOS determines the asset merits retention and there is a valid requirement within the corporate fleet, 441 VSCOS will contact the potential gaining base to validate requirement and determine urgency of need.

8.5.6.2.1. 441 VSCOS will prioritize competing requirements (as applicable) and direct inter-command RDO action as appropriate.

8.5.6.2.2. If gaining base has no funding available, coordinate with gaining MAJCOM to determine if funding is available to have vehicle shipped.

8.5.6.2.3. If gaining MAJCOM has no funding available, coordinate with gaining base to determine if organic shipment (i.e. Vehicle Operations support) is available.

8.5.6.2.4. If none of the above options are available, 441 VSCOS will forward approved RDO to Robins AFB SE&V requesting allocation of second destination transportation funds. **(T-1).**

8.5.6.2.5. If no option is available to transport the vehicle, 441 VSCOS will reexamine the economic feasibility of retaining the vehicle and provide further instructions.

8.5.6.3. When assets cannot be used to fill enterprise requirements and/or those determined to be beyond economical repair or beyond economically prudent redistribution, 441 VSCOS will provide disposition action to DLA-DA or AF Surplus Vehicle Sales Program via the LTI in the TRT. 441 VSCOS will complete final disposition/redistribution screens in CARS 2.0 for these assets when AFPS transaction removes asset from the accountable inventory. This action will automatically notify the applicable IM that an LTI transaction has been completed.

8.5.6.4. For M-Series vehicles only. 441 VSCOS will forward LTI request to the applicable IM on all M-Series vehicles requiring final disposition action. The IM will review LTIs, and provide disposition instructions to 441 VSCOS. 441 VSCOS in-turn will notify the base of the IMs decision for action. **(T-2).**

8.5.7. Assist AF/A4LR with 2T3 career field conferences, program reviews, utilization and training workshops and career field re-engineering efforts.

8.5.8. Attend Equipment Policy Working Group (EPWG) meetings as necessary to ensure proper vehicle accountability procedures comply with regulatory and AF requirements.

8.5.9. Responsible for drafting the agenda for the annual VTAC and managing action items.

8.5.10. Conduct Business Case Analyses and AFSO21 submittals as required by AF/A4L. 441 VSCOS will:

8.5.10.1. Conduct investigation and research to formulate a comprehensive cost analysis to reflect Returns on Investment and costs to deploy. **(T-1).**

8.5.10.2. Benchmark commercial industry as one means to formulate a comprehensive analysis.

8.5.10.3. Formulate recommendations based on the analysis and draft Executive Staff Summary for leadership review and approval and staff coordination for implementation.

8.5.11. Research and draft responses to AF level audits that are routed through AF/A4L. The nature of the audit will be the determining factor in whether the audit will be answered from an AF, 441 VSCOS or base level activity.

8.5.12. As needed, 441 VSCOS will provide vehicle fleet management expertise and information for the AF/A4LR Crisis Action Team pertaining to contingency operations, natural disasters and day-to-day operations to support war-fighting capability. **(T-1).**

8.5.13. Maintain Master Jacket Files for vehicle accounts.

8.5.13.1. Master Jacket File will contain Custodian Appointment letter and a signed CA/CRL with original or digital (CAC) signatures of the primary or alternate custodian and it has been verified by the applicable organization commander. The signed date will not exceed the production date of CA/CRL listing by more than 15 days. **(T-1).**

8.5.13.2. Track and manage annual requirement for signed CA/CRL. Provide vehicle account custodians new CA/CRL when required. Ensure the CA/CRL is signed by the appointed custodian, commander and filed in Master Jacket File.

8.5.14. Develop and sustain enterprise solutions. Use of all enterprise solutions are mandatory unless specifically waived via contract guidance or by 441 VSCOS.

8.6. VM Neighborhood Management.

8.6.1. DELETED.

8.6.2. Ensure **VM Neighborhood** depicts current program guidance.

8.6.3. Manage the technical discussion board for vehicle fleet technicians and managers.

8.6.4. Update and sustain LSV identification training course as new LSVs are cataloged.

8.6.5. Update and sustain PM&I training course as needed.

8.7. DOD Fleet Fuel Card Program Management. 441 VSCOS has been designated as the AF Component Program Manager (AFCPM) and is responsible for overall program policy and management. Refer to **Attachment 6** for program details. Additionally, 441 VSCOS will:

8.7.1. Ensure all DLA Energy guidance is available on the **VM Neighborhood**. **(T-1).**

8.7.2. Provide DLA Energy and card contractor with improvement suggestions to DOD policy, vendor products, Smart Pay contracts and program training requirements.

8.7.3. Participate in DLA Energy Fleet Card meetings, conferences and program management reviews.

8.7.4. Post DLA Energy newsletters on the **VM Neighborhood**. **(T-1).**

8.8. AF Vehicle License Plate Program Management. Refer to **paragraph 4.66** and TO 36-1-191 for programs details. 441 VSCOS will:

8.8.1. Act as AF Vehicle Management liaison with UNICOR.

8.8.2. Approve all registered buyers and maintain unit-level POC listing.

8.8.3. Coordinate with GSA and UNICOR on new plate designs and production.

8.8.4. Act as the approving authority for replacement plates.

8.8.5. 441 VSCOS will not provide assistance to NAF organizations.

8.9. AF FMVRS Program Management. 441 VSCOS provides policy, oversight and program management guidance for the FMVRS program. Refer to **paragraph 4.68** and TO 36-1-191 for further details. Additionally, 441 VSCOS will:

8.9.1. Acts as AF Vehicle Management liaison with GSA concerning FMVRS.

8.9.2. Approve all registered FMVRS users and maintains unit-level POC listing.

8.9.2.1. 441 VSCOS and unit-level users will be responsible for understanding FMVRS vehicle/tag requirements and updating/maintaining vehicle details and tag detail records. **(T-1).**

8.9.2.2. 441 VSCOS and unit-level users will be responsible for updating and maintaining vehicle status records that are applicable to their specific fleet/location. **(T-1).**

8.9.3. 441 VSCOS will not provide assistance to NAF organizations.

8.10. AF Vehicle AS Program Management. 441 VSCOS is the AF vehicle community's focal point for all matters related to AS management. 441 VSCOS will:

8.10.1. Standardize and sustain the manner in which vehicle authorizations are established.

8.10.1.1. Monitor ASs and coordinate all recommended changes with each base prior to submission to Robins AFB SE&V AS manager. **(T-1).**

8.10.1.2. Coordinate with each base and update standard master/user organization codes for all OLVIMS base site codes.

8.10.1.3. Collaborate resolution with bases on AFEMS rejects or variances caused by Allowance Standard changes and updates.

8.11. AF POC with GSA Regional and National Fleet Managers.

8.11.1. 441 VSCOS is the preferred common AF POC for HQ GSA. However, this does not preclude each base-level VFM/VMS from interacting with GSA at appropriate levels. 441 VSCOS will reach out to appropriate contacts within the AF vehicle community to resolve issues or concerns with the GSA leased vehicle program as required.

8.11.1.1. Review annual GSA requisitions request for replacement of GSA leased vehicles to ensure all vehicles that are replaced meet energy requirements for low Green House Gas emissions ratings and/or an AFV. **(T-1).**

Notes:

1. All GSA lease vehicles programmed for replacement are required to have an authorization and the AF will not approve GSA lease replacement without a valid vehicle authorization identified on the unit VAL.
2. AF units being supported by a Joint-Base Base Support Vehicle & Equipment fleet management activity will coordinate through appropriate through that activity as appropriate.

8.11.2. The AF representative for the annual FedFleet conference. Representative will be responsible for attending workshops and meetings to ensure AF is kept up to date on all statutory and Executive Order mandates and requirements. Representative will also investigate possible solutions to reducing USAF energy requirements.

8.11.3. 441 VSCOS will participate in monthly INTERFUELS meeting in order to stay abreast of upcoming federal fleet management policies and guidelines. INTERFUELS meetings are sponsored by the DOE through the Federal Energy Management Program and held in Washington DC.

8.12. Perform VV On AF Vehicle Fleets.

8.12.1. 441 VSCOS is required to perform a complete review of each installation's vehicle authorizations every three to five years depending on established trigger points. VV schedules will be distributed annually. When scheduled VV start date is within 30 days, a message will be sent to that particular installation's gatekeeper and vehicle management activity. **(T-1).** Validations will be performed on site at the installation Vehicle Management facility or

conducted electronically via email, teleconference and/or VTC. The trigger points that determine which method of use are fleet size, scope of authorization impact and available funding.

8.12.1.1. Vehicle justification packages will not be accepted by 441 VSCOS three months prior to the start of the VV. **(T-1).** A 1-year moratorium on new vehicle justification packages will be in place once validation is completed.

8.12.2. The installation FM&A section will accomplish the following prior to an on-site VV:

8.12.2.1. Conduct a VCO/VCNCO meeting to educate base VCO/VCNCOs and commanders on the purpose of vehicle validation visit.

8.12.2.2. Meet with VCOs prior to validation visit and ask the following questions for each authorization:

8.12.2.2.1. Who is using the vehicle?

8.12.2.2.2. What is the vehicle being used for?

8.12.2.2.3. Is this the right size and type vehicle needed?

8.12.2.3. Have a conference room designated for visit.

8.12.2.4. Make sure Local Area Network (LAN) capability exists.

8.12.2.5. Have a detailed base map available.

8.12.2.6. Develop a schedule. Each unit with authorized vehicles must be scheduled.

8.12.3. Unit representation must be able to speak to each vehicle need. **(T-2).** The unit‘s flight leadership and VCO/VCNCO must attend and facilitate for their unit. **(T-2).** VCOs and VCNCOs are not the target representative.

8.12.4. Units must be available 15 minutes prior to their scheduled appointment. **(T-1).**

8.12.5. Vehicle Operations will be last if possible.

8.12.6. Leave time for redirects at the end of the validation visit.

8.12.7. Schedule a base tour (include off-base sites) before in-brief on first day. Inform validation team what the installation mission is and where the units are located. Decide on the route before validation team arrival.

8.12.8. Set up in-brief and out-brief at group-level. The In-brief follows the base tour and precede any meetings with the units. Briefing must be with MSG Commander or equivalent. Invite all squadron commanders or equivalents, or their designated representatives. Base leadership must be informed that VV is coming and why. **(T-1).** Have a folder for each organization with the following:

8.12.8.1. Copy of VCO/VCNCO hand receipt for all attendees (441 VSCOS representatives plus copies for each unit).

8.12.8.2. Utilization data (12 months):

8.12.8.2.1. Sorted by org user.

8.12.8.2.2. Grouped by org master.

8.12.8.3. MOLVIMS UDI requests over the last year.

8.12.8.4. MOLVIMS open and closed AF Forms 868, *Request for Motor Vehicle Service*, by requesting unit.

8.12.8.5. MOLVIMS Status Code report.

8.12.8.6. Vehicle authorization increases must be funded by the requesting functional activity prior to any authorizations being added to the VAL. Centralized procurement funding will only be used to replace assets in existing authorizations, not to establish new ones based on growth.

8.12.9. DELETED.

8.12.9.1. DELETED.

8.12.9.2. DELETED.

8.12.9.3. DELETED.

8.12.10. Remaining within current AF ceiling authorization-levels will be a consideration during the decision-making process. If a genuine mission change has not occurred (e.g., additional aircraft assigned, new weapon systems deployed, new units assigned to a base, etc.) then the total number of authorized vehicles at a base cannot increase.

8.12.11. Some additional factors to consider during the process are the mission, base/unit population, physical layout of the installation and geographical region/climate as well as the needs of the customer.

8.12.12. Update ILS-S with post validation results.

8.12.13. 441 VSCOS will notify the base once final authorizations are posted in ILS-S.

8.13. TCTO, SB and OTI Management. 441 VSCOS will manage distribution and monitor compliance of all TCTOs, SBs, and OTIs and other related vehicle compliance inspections that are loaded into CARS, and make updates into the CARS 2.0 database. **(T-1).** 441 VSCOS will provide a summary to AF/A4LR and MAJCOMs upon request via LIMS-EV VV. **(T-1).**

8.13.1. Monitor inspection/service compliance and perform follow-up with unit-level activities as needed.

8.13.2. Collect compliance data and forward to Robins AFB SE&V points of contact as required.

8.14. Defense Base Closure and Realignment (BRAC).

8.14.1. Review/provide comments on DOD BRAC issues for AF/A4 and A4L coordination.

8.14.2. Provide DOD policy guidance to MAJCOMs and Joint Base activities; act as liaison between the AF and the OSD Joint Basing Functional Manager and sister services.

Section 8C—General Support to Base Level Vehicle Management Activities.

8.15. Technical Assistance.

8.15.1. Research and assist in management of TO and repair information systems for AF vehicle management use. Evaluate available systems to ensure repair information system

standardization in the AF Vehicle Management community and efficient maintenance operations.

8.15.2. Research and validate depot overhaul work specifications when requested.

8.15.3. Participate in vehicle and equipment FAT. Refer to **paragraph 4.79.** for more FAT information.

8.15.3.1. DELETED.

8.15.4. Airmen Powered by Innovation Program. 441 VSCOS will review all submissions which cannot be determined at the base level program office or requires higher level approval IAW AFGM 2014-38-01, *Airmen Powered by Innovation Program*. Additionally, 441 VSCOS will request additional information as needed from the submitter to determine appropriate actions.

8.15.5. Assign and track X, Z and N-registration numbers.

8.15.6. 441 VSCOS will provide consolidated data/reports to HQ AMC and K-Loader SPO as required.

8.15.7. Provide support for base level vehicle maintenance sustainment programs to include, but not limited to, answering senior leadership inquires, facility requirements, parts sourcing, etc.

Note: For PACAF units, procurement of parts is approved through the VPSO office per **paragraph 5.1.1.5.**

8.15.8. Provide vehicle support for tenant forces identified in OPLANs where MAJCOMs have host base responsibilities and ensure host base vehicle management activities update supported units in OLVIMS annually with reimbursement distribution code of 3 or 4.

8.15.9. Provide tool and shop equipment strategic sourcing guidance to ensure procurement from most cost effective source.

8.16. Vendor Product Evaluation Program. 441 VSCOS will manage vendor product evaluations as requested by interested bases IAW **Attachment 3. (T-1)**. This is necessary to ensure time and resources expended during product evaluations produce tangible benefits to the AF vehicle management community, with the primary focus on enhancement of deployed operations. See **Attachment 3** for additional information regarding the vendor product evaluation process.

8.17. AEF Support. Refer to **paragraph 2.6** for 441 VSCOS support responsibilities.

Section 8D—AF Vehicle Fleet Support Branch

8.18. Enterprise-Wide Support.

8.18.1. In an effort to increase accountably and visibility of the AF vehicle fleet, the AFVFSB will be the focal point for installation fleet managers in the execution of vehicle management transactions across multiple AF systems. AFVFSB assists installation fleet managers with fleet management operations, however, installation fleet managers are responsible for day- to-day management of their fleet. AFVFSB will:

8.18.2. Coordinate with installation fleet managers for management of ASs and AIDs.

8.18.2.1. Monitor the AS and coordinate all recommended changes with each installation.

8.18.2.2. Monitor and maintain vehicle authorizations needing reconciliations, changes, updates, additions and deletions for the AF vehicle fleet.

8.18.3. Manage AFEMS functions specific to vehicles.

8.18.4. Perform daily/weekly/monthly reconciliation between ILS-Sand AFEMS, ensuring authorization and data integrity to include clearing AFEMS rejects or variances.

8.18.5. Take appropriate action to research and correct all vehicle discrepancies in LIMS-EV Vehicle View and ILS-S. Use LIMS-EV Vehicle View to identify incorrectly postured vehicles.

8.18.6. Conduct research/validate sourcing requirement of command levy requests.

8.18.7. Provide pre-approval research activity for authorization change requests. AFVFSB analyzes AF vehicle authorization policy and fleet posture to ensure up-to-date compliance with federal vehicle fleet policies, alternative fuel solutions and Congressional mandates.

Note: Operations that are currently A-76/contract will maintain current functions until contracts come up for renegotiation or until a contract modification is processed. The installation will update 441 VSCOS on any contract modifications when they occur.

8.18.8. Maintain master CA/CRL Jacket File. 441 VSCOS will maintain a file for each vehicle account at base level. Jacket File will contain the following items:

8.18.8.1. Tab A–Memorandums and Certificates.

8.18.8.1.1. Appointment letter.

8.18.8.2. Tab B–Custodian Authorization/Custody Receipt Listing.

8.18.8.2.1. Current signed CA/CRL with original or digital (CAC) signatures from either the Primary or Alternate custodian and the organization commander. Listing will be digitally produced, maintained, and managed using CA/CRL process in ES-S.

8.18.8.2.2. Memorandums from Organization Commanders requesting for extensions to current Annual CA/CRL Inventory requirements.

8.19. Base level FM&A Support.

8.19.1. Coordination and execution support for authorization adjustment request.

8.19.2. Interact to resolve AFEMS and ILS-S related issues.

8.19.2.1. Maintain all authorization data (201), asset data (214) and advise on organization data (518) records for vehicle assets within ILS-S. Performs necessary transactions to update current authorizations, forecasted authorizations, in-use and in- place assets within AFEMS.

8.19.3. Approval/disapproval authority of all command levy requests for vehicle shipments. Ensure correct procedures are followed.

8.19.4. Tracks all vehicles in “transit” status from losing unit/command until received by gaining unit/command.

8.20. Base Level VFM Support. Assist VFM in day-to-day vehicle management operations/decisions via the following.

8.20.1. Provide technical assistance with fleet management tools.

8.20.2. Take prompt and appropriate action to research, correct and process the following actions requested in CRIS Tool while ensuring authorization integrity and asset accountability.

8.20.2.1. Supported CRIS Tool request.

8.20.2.2. Receiving and shipping (RDO) vehicles.

8.20.2.3. DLA-DS request.

8.20.2.4. DELETED.

8.20.2.5. Changes to document number, NSN, and other ILS-S updates.

8.20.3. Add or delete authorizations. Use the TRT to execute authorization adjustment requests (e.g., AF Form 601).

8.20.4. Execute all vehicle transactions within ILS-S. Provide fleet management support to installation fleet managers. Process TRT requests and resolve any issues surrounding requests.

8.20.5. Provide "RVP" and "FCH" documents to installation FM&A.

8.20.6. Submit formal "M-10" justification memorandum to installation FM&A.

8.20.7. AFVFSB is responsible for loading "048??EG" detail document numbers.

Section 8E—Enterprise-Level Vehicle Management Support Programs and Policies.

8.21. LIMS-EV Vehicle View. 441 VSCOS maintains tables associated with LIMS-EV Vehicle View. All data files for LIMS-EV Vehicle View are housed on the **VM Neighborhood**. The only exceptions are the "CARS_DUE_IN" file and ILS-S data. 441 VSCOS also monitors daily ETL log and posts status of updates on the **VM Neighborhood**. Refer to **Attachment 4** more specific information.

8.22. DELETED.

8.22.1. "ALLOW_BASE_CD".

8.22.2. "LEASE_VEH_CROSS_REF".

8.22.3. "ALLOW_ORG_CD".

8.22.4. "VEH_DIM_GRP".

8.22.5. "ALLOW_BASE_ORG_CD".

8.22.6. "MSTR_BUD_PGM_ACTUY_CD".

8.22.7. "MAJCOM_CMD_CD".

8.22.8. "BASE_CD".

8.22.9. "PGM_CAT".

8.23. VED. Accessed via the VM Neighborhood, the dashboard is divided into seven tabs. The "SBSS", "AFEMS", "OLVIMS" and "Org Code Mismatch" tabs are for reconciliations. The

"AFVFSB" tab provides oversight of CRIS tool transactions. A "Data Upload Metrics" tab is provided to display the status of daily, monthly and quarterly OLVIMS files. Last, the "Applications" tab contains "Reg Number Search", "LSV Identify" and "SUV Classification" tools. See **Table 8.1**, **VED Tab Descriptions**, for detailed explanation of each tab.

8.23.1. DELETED.

8.23.2. 441 VSCOS maintains the dashboard and all associated tables.

8.23.3. War plans additive requirements. Incoming MAJCOM VAL data must pass edits within AFEMS in order to populate the above database tables. 441 VSCOS emphasis will be placed on correcting rejected MAJCOM VAL records since they inhibit base-level reporting.

8.23.4. 441 VSCOS will research rejects and variances and work with bases to correct.

8.23.4.1. There are two types of edits; Rejects and Variances. A rejected MAJCOM data record is not processed and results in ILS-S data rejecting in AFEMS because the authorization record is not loaded. A variance MAJCOM VAL record is processed in AFEMS but requires modification.

8.24. AF Owned Vehicle Authorizations. The following actions will be taken to establish accountability for blue fleet vehicles.

8.24.1. After the vehicle is received, verify the asset NSN and process a "REC" to receive the vehicle. After processing the "REC", process an issue.

8.24.2. Vehicles will not be loaded into ILS-S as a suitable (S) substitute unless the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable (U) substitute.

Table 8.1. VED Tab Description

Tab Name	
Function/Report	*Description/Characteristics*
SBSS Tab	
AID SRAN Mismatch Report.	AID does not exist within that SRAN in
Adjusted Authorizations.	History of Authorization changes for AFEMS and Non-AFEMS AS.
Vacancies/Overages	Daily snapshot of vacancies and overages.
Duplicate Registration	Same registration number loaded in two or more different
Fuel Code Changes.	Detailed list of Fuel Code changes accomplished by 441 VSCOS.
Replacement Code Changes.	Detailed list of Replacement Code changes accomplished by
AFEMS Tab	
IK (NSN not loaded in AS).	Self-explanatory.

IS (Out of ISG).	Asset NSN not assigned Auth P/S/U NSN category correctly.
HL (Invalid AS).	AID does not exist in AFEMS.
Authorized Quantity	ILS-S authorization does not match AFEMS authorization
In AFEMS but not in SBSS.	Self-explanatory.
In SBSS but not in AFEMS.	Self-explanatory.
OLVIMS Tab	
No Mileage Update in 60	Self-explanatory.
Excessive Mileage.	Any vehicle exceeding the average mileage of that Management
Excessive Fuel Consumption.	Any vehicle that used more fuel than the average for that
In OLVIMS not SBSS.	Self-explanatory.
In SBSS not OLVIMS.	Self-explanatory.
FMVRS Missing Vehicles.	Vehicle meeting statutory requirements in ILS-S but not in
FMVRS License Plate Errors.	Status in FMVRS requires update.
AFVFSB Tab	
Shows how long it is taking to complete a request in TRT.	Self-explanatory.
Org Code Mismatch Tab	
OLVIMS Org Code does not match User Org Code in	Self-explanatory.
Data Upload Metrics Tab	
Daily File Metrics.	Status of Daily file uploads to **VM Neighborhood**.
Monthly File Metrics.	Status of Monthly file uploads to **VM Neighborhood**.
Quarterly File Metrics.	Status of Quarterly file uploads to **VM Neighborhood**.
Applications Tab	

LSV Identity.	Used to determine if a vehicle falls into one of the following categories: Utility Vehicle (UV)--Vehicles that meet all the criteria's of a LSV, but exceeds the GVW criteria of 2500lbs. REGISTRATION NUMBER ISSUED BY WR/ALC. Low Speed Vehicles (LSV)--Vehicles, whose maximum speed is not greater than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in Table 1.2. This item will be loaded in AFEMS AS 019 and managed as a registered vehicle. This category must meet 49 CFR Part 571.500, *Low-speed vehicles*, current edition. REGISTRATION NUMBER ISSUED BY Robins AFB. Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (e.g., golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR Part 571.500 are categorized as OGMVCs and assigned prime NSN 2340-00-585-7495 in AFEMS, AS 036. REGISTRATION NUMBERS ISSUED BY 441 VSCOS.

8.25. Leased Vehicle Authorization Management. The following actions will be taken to establish accountability for leased vehicles.

8.25.1. After the vehicle is received, verify and use the prime NSN applicable from the VMIF, and process a "REC" to receive the vehicle with the "N" registration number assigned by 441 VSCOS.

8.25.2. Vehicles will not be loaded into ILS-S as a suitable ("S") substitute unless the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable ("U") substitute.

8.25.3. Vehicles will be loaded with the AF registration number issued by the 441 VSCOS. **(T-1).** The third character will be an "N". For the GSA leases, vehicle will be marked in the same manner as OSI vehicles or in a manner to ensure no cost is incurred when GSA turn in action is accomplished. Do not change the GSA license plate to the AF assigned registration number.

8.25.4. To ensure audit trail and accountability of lease vehicle turn-ins accomplish the applicable following transaction.

8.25.4.1. For lease turn-in of a "like asset" (such as a B102 for a B102) turn the vehicle into Base Supply using Status Code "Q" and reissue the replacement with the new registration number.

8.25.4.2. Turn-in of a lease vehicle or "unlike asset" (such as a B102 for a B222). Turn the vehicle into DLA-DS. Annotate on 1348-1 returned to GSA.

8.25.4.3. Loading a new lease vehicle. Use a REC and ISSUE to load a new lease. Will produce a 1348-1.

8.26. Vacant Vehicle Authorizations.

8.26.1. 3080 funded authorizations. Vacant authorizations can be monitored via VED. If an authorization is vacant for more than two programming cycles and no asset is programmed for purchase to fill the authorization it is automatically considered invalid and deleted, unless an Exception to Policy has been submitted to 441 VSCOS and granted by AF/A4LR.

8.27. Vehicle Shipments. 441 VSCOS normally directs vehicle shipments. Local DDF will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203. When a vehicle is shipped, the computer-generated Vehicle Historical Record, Vehicle Master Transfer Report, authorized media storage device and pertinent technical data will be sent to the gaining installation. Process "TIN" or "1ET" as directed by team lead when shipping vehicles from base to base. In either case, the Fleet Manager must sign in block one. **(T-1).** Send vehicle record jacket and either the "A5J" or "SHP" document to DDF. The gaining VM initiates follow-up action on vehicles not received within the specified time frame. **(T-1).**

8.27.1. FM&A personnel will compare shipping instructions with the "A5J" or "SHP" documents to validate proper shipping destination(s). **(T-1).** FM&A will notify 441 VSCOS of any discrepancies. **(T-1).** FM&A will provide 441 VSCOS with updated shipping address annually to coincide with annual base buy review list. **(T-1).**

8.27.2. FM&A personnel will ensure the agency requesting the vehicle shipment provides complete fund citation information, or written approval from the appropriate transportation account code (TAC) manager, to charge shipping costs and that this documentation accompanies the vehicle shipping package when the asset is delivered to the DDF. **(T-1).**

8.28. ILS-S Accountable Record Inventory Discrepancy Management.

8.28.1. Duplicate Registration number. 441 VSCOS will monitor and identify duplicate registration numbers and initiate corrective action with affected bases. 441 VSCOS will collect: pictures of each vehicle, a picture of VIN, data plate and serial number from bases. Bases will also provide make, model and any other requested information to 441 VSCOS. **(T-1).** 441 VSCOS will work with the appropriate IM to identify correct vehicle and issue new registration number as needed. 441 VSCOS will notify affected bases with information from IM. Base will request registration number change via the TRT. **(T-1).**

8.28.2. False duplicate vehicle registration number in ILS-S. Correct by processing an inventory adjustment document (IAD; 1GP/SRC). Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for ILS-S details per AFI23-101 and AFMAN 23-122, Sec. 5F, Record Reversal and Correction.

8.28.3. Serviceable balance quantity showing in stock (Supply - item record). Research transaction which caused serviceable balance and identify end state of vehicle. If duplicate "REC" processing is the cause, process "reverse-post" on "REC". For any other transaction, process subsequent transaction applicable to end state of vehicle; "TRM" for DLA-DS, "SHP"

for base to base transfer, etc. However, if reason for serviceable balance cannot be determined, follow Report of Survey procedures.

8.28.4. NSN discrepancy between Authorized in use Detail (201) and REM-Vehicles only Detail (214). Process an IAD to correct this discrepancy. If the IAD processing does not resolve the discrepancy submit "FIX" action request. Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for ILS-S vehicle details per AFMAN 23-122.

8.29. Vehicle Status Codes. Monitor vehicles in status codes "D", "E", "I" and "N". Vehicles placed in status code "D" or "E" will be removed from inventory within 30 duty days. . Status code "I" vehicles will have an LTI processed in 10 duty days. Vehicles in status code "N" will be moved to status code "D" or "E" within 30 duty days. The following codes are used to indicate the current utilization or physical status/loss of a vehicle.

8.29.1. A - Assigned for authorized use (except for Use Code "D" WRM assets).

Note: Vehicles approved for special retention by 441 VSCOS are retained in ASC 048??EG until uneconomically repairable. ASC cannot be "987".

8.29.2. B - Vehicle is being shipped to a repair activity. Disposition instructions have been or will be, provided to the repair facility by 441 VSCOS. The vehicle will not return to the former using organization and is a loss to the LRS.

8.29.3. C - Vehicle is used for maintenance training (AETC only).

8.29.4. D - Have disposition instructions, but vehicle accountability is maintained on authorized/ in-use vehicles-only detail records pending shipment, maintenance, transfer to DLA-DS, sale, etc.

8.29.5. E - Vehicle is unserviceable. Accountability is maintained on authorized/in-use and REM-vehicles-only detail records until transfer to DLA-DS. Cannibalization is authorized prior to transferring to DLA-DS.

8.29.6. F - Vehicle assigned to a special project or exercise (not WRM or Mobility). Use code must be "B".

8.29.7. G - Vehicle is being shipped to a facility for repair and subsequent IM directed redistribution. The vehicle is a loss to the base.

8.29.8. H - Vehicle is in place for an authorized WRM requirement and is in serviceable condition. ASC must be a Base Augmentation Support Set (BASS) composition code and UC must be "D".

8.29.9. I - Vehicle is awaiting LTI.

8.29.10. DELETED.

8.29.11. K - Vehicle disposition instructions have been requested from the IM. The vehicle is being held at the direction of 441 VSCOS pending disposition instructions.

Note: For M-Series vehicles only, 441 VSCOS will forward LTI request to the applicable IM for those vehicles that are awaiting disposition and do not meet requirements to redistribute within the enterprise. ASC 048??EG must be assigned and Use Code must be "B".

8.29.12. L - Vehicle is on loan in excess of 30 days to a non-AF organization. ASC 051 must be assigned and UC must be "K".

8.29.13. M - Vehicle is being transferred to DLA-DS. 441 VSCOS must ensure that the vehicle historical record cites the specific disposal activity and location.

8.29.14. N - Vehicle is awaiting disposition instructions from 441 VSCOS. LTI and/or justification request for special retention have been submitted.

Note: ASC 048??EG must be assigned and Use Code must be "K".

8.29.15. P - Turn-In (TIN) code is used for all other physical losses where the vehicle will not return to AF. Examples include losses to DOD or governmental agencies, foreign governments, commercial agencies (excluding AF vehicles on loan to contractors), theft, etc. 441 VSCOS must submit a delete (loss) record (an off-line shipment must be processed to remove the vehicle from LRS Stock Control supply records following a status code "P" TIN). Be sure that the vehicle historical record lists applicable recipients or other clarifying specifics.

8.29.16. Q - Used for turn-in inputs to correct erroneously assigned registration numbers, NSNs, etc. For example, the vehicle was gained in error, the registration or NSN was entered incorrectly, or there was a change in status from ILS-S vehicle account to non-vehicle account. This code will not be used for normal file maintenance NSN changes distributed through the SNUD.

8.29.17. R - At the option of the 441 VSCOS, the status code may be changed to "R" for vehicles in base or depot-level repair for over 60 days - accountability remains in the local ILS-S.

8.29.18. S - Vehicle transferred to an organization of another MAJCOM. The losing and gaining organizations are both supported by the same LRS.

8.29.19. T - Vehicle is in transit to an AF activity of another MAJCOM, and is a loss to the LRS and MAJCOM. The TIN input reflecting code T will not be processed until immediately before turnover of the vehicle to LRS.

8.29.20. U- Vehicle is in transit to an AF activity of the same MAJCOM. Vehicle is a loss to the LRS.

8.29.21. V - Vehicle is on loan within or between commands not to exceed 180 days. ASC must be "987" and UC must be "J" or "K".

8.29.22. W - Vehicle is being held by AFMC for system support requirements (AFMC use only).

8.29.23. Y - In-place WRM asset is in unserviceable (repairable) condition and expected to be NMC for 30 days or more. Use code "M" applies and ASC must be a BASS composition code.

8.29.24. Z - Vehicle is in transit to Port of Embarkation (POE), either to or from overseas destination. It is anticipated that shipment time will exceed 180 days.

8.30. Computer Documents and Listings. The accountable documents below are provided to the Document Control section by local FM&A within five workdays, with appropriate signatures. Local FM&A is liaison between supply and AFVFSB. Local FM&A is responsible for all local and MAJCOM supply forms. **(T-2).**

8.30.1. REC VEH - Vehicle Receipt.

8.30.2. ISU VEH – Vehicle Issue Request.

8.30.3. TIN VEH - Vehicle Turn-In (All Turn-Ins).

8.30.4. FET - Base Account to Account Transfer.

8.30.5. FCH – Identity Change Input.

8.30.6. FED EAID – Equipment Load.

8.30.7. A5J - DLA-DS Disposal Transfer.

8.30.8. 1ETT - Base to Base Vehicle Transfer.

8.30.9. 1GP - A2A - Directed Shipment (GSA Lease).

8.30.10. SRC – Special Inventory Input.

8.31. Prioritization Model Preparation for Planning and Execution .

8.31.1. Initial model preparation begins in December each year. 441 VSCOS, on behalf of Robins AFB SE&V, will initiate a data call to all units in order to collect "no-buy", "must-buy" and "withhold dollars" submissions. Requested data due to 441 VSCOS NLT 15 January each year.

8.31.2. 441 VSCOS consolidates Robins AFB SE&V and unit inputs and loads tables for first model run after data crossover on/or about 21 January. 441 VSCOS will notify Robins AFB SE&V (and courtesy copy MAJCOMs and each base) after model run is complete. **(T-1).**

8.31.3. Robins AFB SE&V analyzes results of model run and corrects any anomalies as needed for "no buy", "must-buy" and "withhold dollars" resubmissions to 441 VSCOS, NLT 15 February. **(T-1).**

8.31.4. The preparation/analysis cycle will continue each month until Robins AFB SE&V directs 441 VSCOS to "Freeze" the model on/or about 22 August for data execution. **(T-1).**

Notes:

1. Route AFRC or ANG vehicle management actions that impact funding through their respective A4R staff for approval IAW Title 10 before any actions will occur.

2. Vehicles assigned to missile crew transport will be programed for replacement when vehicles reach EOL.

8.32. Vehicle "Must Buy" Justification Requirements. Vehicle must-buys are not for routine vehicle replacements. Must-buys will only be approved as a last resort after all fleet management solutions have been exhausted and documentation clearly shows mission derogation if vehicle is not procured. The following information is needed for must-buy submissions:

1. Provide fund year, document number, and projected to replace registration number from Procurement Projection results.

2. Provide mission justification statement that vehicle supports.

3. Provide the directive, project or publication that generated the request.

4. Explain why co-utilization won't meet mission requirements.

5. Explain why a lower priority vehicle can't be rotated to fill higher priority.

6. Explain why a vehicle from UDI fleet can't be used to meet mission.

7. Provide maintenance analysis, history of vehicle availability, reliability, vehicles annual mission capable rate, and cost per mile.

8. Provide the utilization-monthly miles/hours, frequency of trips, amount of cargo hauled, number of passengers moved per trip, ratio of passengers moved to passenger hauling capability of vehicle.

9. Describe unique tasks performed by vehicle and or users of vehicle.

10. Driving conditions vehicle will be operated in, off base, city, highway, off road and climate.

11. Will vehicle be used for response? If yes, what type of response? What is response time?
12. Explain impact on organization, base, wing or mission if disapproved.

8.33. Foreign Vehicle Procurement. All foreign procurements must be routed and approved through 441 VSCOS. **(T-1).** Consider foreign vehicle procurements in lieu of domestic purchases by assessing and justifying requirements based on CCDR requirements, host nation laws, force protection, anti-terrorism, total cost and specific functional needs for special vehicle configurations.

Chapter 9

QAP

9.1. Overview. This section applies to all Vehicle Management personnel who develop requirements and provide oversight of contractor performance. The COR is an individual designated and authorized in writing by the Contracting Officer to perform specific technical and administrative functions. Additionally, CORs serve as on-site technical managers assessing contractor performance against contract performance standards in accordance with the Quality Assurance Surveillance Plan. Personnel in this role carry titles such as Quality Assurance Evaluator (QAE), Quality Assurance Personnel (QAP), Quality Assurance Specialist (QAS), Functional Area Evaluators (FAEs), and Contracting Officer's Technical Representative (COTR). The Functional Commander or Functional Director must nominate and assign personnel in writing that are knowledgeable of the acquisition process. They must also be capable of identifying and defining mission requirements throughout the life of the services acquisition or permanent-duty assignment. Nominations are submitted to the Contracting Officer who generates an official appointment letter once the individual is fully qualified. It is highly recommended to have a primary and alternate COR assigned at all times to ensure technical coverage during periods of absence.

9.2. Duties of the Primary and Alternate Vehicle Management COR.

9.2.1. Assess and documents a contractor's performance IAW the Quality Assurance Plan (QASP) or Performance Plan (PP).

9.2.2. Notifies the Contracting Officer of any significant performance deficiencies; assess performance and provides documentation.

9.2.3. Continuously scrutinizes and submits recommended improvements of the QASP, PP and PWS, throughout the life of the contract, to the CO.

9.2.4. Participates as a member of the Multi-Functional Team.

9.2.5. Assesses and manages contractor performance data in CPARS. The COR provides the Contracting Officer with regular feedback on the contractor's performance.

9.2.6. Assesses/monitors contractor compliance with TOs and applicable directives throughout the life of the contract and IAW QASP or PP if that area is not the contractor's responsibility under the governing contract or PWS.

9.2.7. COR personnel are to be objective, fair and consistent in evaluating contractor performance against the performance standards and the contract requirements.

9.2.8. Represents the Contracting Officer in all technical matters concerning the contract.

9.2.9. Assists with developing and updating the PWS and assessing performance plans.

9.2.10. Provides a summary of COR performance assessment activities to the Contracting Officer IAW the performance plan.

9.2.11. Accepts and provides performance assessment of services; acceptance shall ordinarily be evidenced by execution of an acceptance certificate on a DD Form 250 or similar documents.

9.2.12. Performs contract performance assessment; assesses and documents contractor performance.

9.2.13. Submits contractor performance reports to the Contracting Officer in the frequency, format, and detail prescribed by the Contracting Officer.

9.2.14. Reviews and ensures contractor compliance with the contractor's quality control program. Periodically reviews contractor's performance with the commander or equivalent, the Contracting Officer and the contractor.

9.2.15. Reviews and/or purges all incoming correspondence (e.g., Service Bulletins, TCTOs and One-Time Inspections) before routing it to the contractor.

9.2.16. Reviews the contractor's reports for accuracy, adverse trends and mission accomplishment.

9.2.17. Reviews contractor reports submitted to higher headquarters.

9.2.18. Validates contractor TO requirements IAW PWS.

9.2.19. Administration of a contract is a vital and necessary requirement; therefore, it is imperative that all QAPs involved in the requirement, from requirements identification through contract award and administration, are represented on the Multi-Functional Team.

9.2.20. CORs assigned to a multi-functional team are responsible for the following: acquisition planning, market research, government cost estimates, requirements and solicitation development, source selection, contract performance management and administration, proposing contract changes, periodically meeting with contractor(s), providing contractor performance status to leadership as required, and gathering and submitting past performance information.

9.3. Vehicle Management COR.

9.3.1. Provides support to senior leadership as required: Uses their technical expertise to assist the LRS Commander, or equivalent, to arrive at informed decisions when coordinating with higher headquarters, Defense Contract Management Agency and DLA.

9.3.2. Evaluates unit maintenance management procedures, including locally developed forms, publications, OIs, etc., for accuracy, intent and necessity.

9.3.3. Acts as focal point to ensure appropriate actions are taken to notify 441 VSCOS when deficiencies are found in AF or MAJCOM instructions.

9.3.4. Ensures all required government training is scheduled for both contractor personnel and CORs.

9.3.5. Reviews performance assessments and assist in resolving performance problems.

9.3.6. Ensures all assigned VM CORs complete all required inspection, safety, qualification, HAZMAT and environmental awareness training.

9.3.7. Documents all training for military inspectors on AF Form 1098, *Special Task Certification and Recurring Training*, and/or AF Form 797 and/or approved electronic equivalent as applicable.

9.3.8. Verifies training is correctly documented to ensure CORs are qualified to perform evaluated tasks and inspections.

9.3.9. Assists, as needed, the FM&A with reports and studies.

9.3.10. Initiates actions when additional attention is required to resolve adverse maintenance trends or training problems. Actions include preparing cross-tell information bulletin and messages for 441 VSCOS release to other similarly equipped units, when necessary.

9.3.11. Performs review of DRs, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.3.12. Reviews publications and technical data files for compliance with applicable AFIs.

9.3.13. Reviews adequacy of housekeeping practices.

9.3.14. Reviews reports to include timely and accurate submission, suspense control, and procedures for review prior to submission and coordination with other affected agencies.

9.3.15. Reviews documentation to include adequacy of files, directive compliance, accuracy and documentation disposition.

9.3.16. Reviews management and scheduling of items requiring calibration or weight testing to include currency of calibration/weight test due dates, adherence to TMDE calibration schedule and control of items.

9.3.17. Reviews documents maintained by work center contractor for support equipment (to include maintenance and inspection).

9.3.18. Reviews contractor-initiated waiver requests for approval/coordination through 441 VSCOS.

9.3.19. Reviews government furnished property inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property. 441 VSCOS is the only approving authority for government furnished vehicles.

9.3.20. Maintains technical competency in their assigned performance assessment areas. They must stay abreast of all industry trends, safety requirements, and environmental and HAZMAT laws.

9.3.21. Performs periodic assessment on contractor maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise and contingency operations.

9.3.22. Surveys and assesses contractor compliance with federal, state and local environmental laws, and AFIs.

9.3.23. CORs may be required to periodically inventory government property and to provide information to the Contracting Officer on any loss, damage or destruction of government property.

9.3.24. During contract renewals; ensures vehicle management portion of the PWS is coordinated through 441 VSCOS.

9.3.25. The COR may not:

9.3.25.1. Act in such a manner as to cause the contractor to believe they have authority to bind and/or obligate the Government.

9.3.25.2. Clarify, make or infer legal interpretation on the scope or intent of the contract. Questions pertaining to interpretation of any contract provision shall be referred to the Base Contracting Officer for resolution.

9.3.25.3. Approve contractor's procedures.

9.3.25.4. Authorize the expenditure of funds.

9.3.25.5. Levy or impose upon a contractor any task or permit any substitution not specifically provided for in the contract.

9.3.25.6. Enter into or make changes to contract requirements.

9.3.25.7. Give direction to the contractor or employees. Offer advice to the contractor which may adversely affect contract performance or compromise the rights of the AF.

9.4. Performance Plan. Identifies the multi-functional team, their roles and responsibilities, how the team will assess performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life cycle.

9.4.1. Use the PP to assess the services provided by the contractor. The PP provides for effective and efficient performance assessment to ensure acceptable service is received. The performance plan includes:

9.4.1.1. Objective(s) in having the service provided, i.e., to provide quality vehicle maintenance for AF vehicles, while complying with all environmental, air pollution and mandated requirements.

9.4.1.2. Incorporate the strategy, methods and tools the multi-functional teams have developed to assess the contractor's performance against the performance thresholds, measurements, metrics and incentives identified in the contract. Performance thresholds are measured in terms of quality and timeliness. Include a table that incorporates the performance threshold, measurement and metrics.

9.4.1.3. Develop a management approach, to include methods and tools the multi-functional team has developed to validate the objectives and goals identified as part of the Performance Plan, e.g., benchmarking, etc.

9.4.1.4. Provide an incentive plan that validates the objective and goals of the multi-functional team.

9.4.2. Performance metrics are used to track contractor progress towards meeting stated performance objectives. The multi-functional team ensures that the performance metrics are aligning with the performance-based work statement and overall mission support objectives.

9.5. Performance Assessment Methods. The suggested source of performance assessment is the contractor's Management Information System. The purpose of having an information system is to validate the contractor is performing in accordance to the terms and conditions of the contract. The data system is used to validate contractor response times, schedules, etc.

9.5.1. **Random Inspection/Sampling.** Random visits to assess performance provide the COR with a valuable management tool. Random samplings provide good overall performance indicators. Each job is evaluated against the PWS or performance standard to ensure the contractor is in compliance with the terms and conditions of the contract. The critical element

in a random sampling evaluation is the samplings taken are truly random and they depict the true average performance.

9.5.2. **Checklists.** The checklist system is an easy method to identify the routine functions of the contractor's activities. Prepare initial checklists from previously existing inspection guidelines and specific provisions in the contract. Review and modify the checklist as necessary to ensure accuracy and currency.

9.5.3. **Customer Complaints.** The COR can use customer complaints to identify potential problems. The COR must train the customer on the terms and conditions of the contract to ensure the customer complaint is valid. **(T-1).** The COR must respond quickly to the customer complaint with an objective evaluation. **(T-1).** Feedback and involvement with dissatisfied customers are the keys to the complaint system having validity.

9.6. Vehicle Management COR Administrative Duties.

9.6.1. Responsible to the LRS Commander or equivalent to perform as a technical advisor for vehicle management when clarification is required.

9.6.2. Validates the contractor is properly managing Deficiency Reporting, TO Distribution, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.6.3. The COR will maintain an organized filing system. **(T-1)** Records are subject to inspection/review by the IG and auditors, etc., and can be used in litigation to support either the government or contractor position in disputes.

9.6.3.1. COR File Content. CORs will establish and maintain a contract performance assessment file for each active service contract. **(T-1).** The file will contain the following, as applicable:

9.6.3.1.1. A duplicate copy of the COR appointment letter signed by the Contracting Officer and Training Certificate (e.g., Phase I and II Training).

9.6.3.1.2. A copy of the contract with attachments and the contractor's Quality Control Plan.

9.6.3.1.3. A copy of all modifications to the contract. Modifications are executed on a SF 30, *Amendment of Solicitation/Modification of Contract*.

9.6.3.1.4. A copy of the Performance Plan. To include the roles and responsibilities of the COR.

9.6.3.1.5. Copies of all documents relating to the acceptance and payment for services received.

9.6.3.1.6. Correspondence to and from the Multi-Functional Team, Contracting Officer and contractor. This correspondence will include special instructions from the Contracting Officer and correspondence relating to contractor performance assessment. **(T-1).**

9.6.3.1.6.1. A copy of any memoranda for the record to document:

9.6.3.1.6.2. Telephone conversations with the contractor and the Contracting Officer.

9.6.3.1.6.3. Pre-performance and Post award conference meeting minutes.

9.6.3.1.6.4. Any other conversations or meetings with the contractor, Multi-Functional Team or Contracting Officer.

9.6.3.1.6.5. Records of the contractor's internal inspection system, if obtained from the contractor.

9.6.3.1.6.6. Schedules and documents pertaining to and documenting performance assessment.

9.6.3.1.6.7. Samples, photographs, witness statements and other factual data to support documentation.

9.6.3.1.6.8. Names of individuals who are functioning as technical and administrative assistants.

9.6.3.1.6.9. Applicable test reports, data required by the contract, AF Forms 9 and funding obligations for the contract.

9.6.4. Disposition of COR Files. Upon contract closeout, the COR forwards all records to the Contracting Officer.

9.6.5. Suspense Files. A suspense system will be established to advise the Multi-Functional Team or Contracting Officer of the contractor's failure to complete acceptable performance or delivery IAW the contract terms and conditions. **(T-1).**

9.6.6. Maintain contact with 441 VSCOS by establishing email distribution list(s). Refer to **paragraph 3.15.43**.

9.7. Contract Administration. The COR is responsible for being familiar with the following primary functions and personnel roles in order to ensure optimal performance of the contract

9.7.1. FAC. The FAC is a Functional Commander or Functional Director of any functional area with government program management responsibility to oversee the functional mission. For example, for Vehicle Management the LRS Commander or equivalent is the FAC. They are generally responsible for:

9.7.1.1. Developing and sustaining a sound Quality Assurance Evaluation Program.

9.7.1.2. Implementing the PP and establishing a comprehensive training program.

9.7.1.3. Overseeing development of the PWS, PP, market research, government cost estimates, funding and evaluation assessment guides.

9.7.1.3.1. The requirements in the PP and assessment guides are "outcome-based" in that they only reflect the desired end results--not the process. Each outcome-based requirement includes clear, unambiguous and measurable performance thresholds so there is no question whether our mission requirement was met. Performance assessment methods are consistent with the standards focusing on end results, not the processes.

9.7.2. The Contracting Officer is empowered to award and/or administer contracts. The Contracting Officer acts as an agent between the AF and the contractor. The Base Contracting Officer is the only person authorized to enter into contracts and is responsible for reviewing

the contractor's performance to ensure that it is satisfactory and the AF receives the products and/or services requested.

9.7.3. CORs may be involved in the modification process in the following areas: Identifying the required change(s), preparing documentation on the proposed change(s), preparing government cost estimate(s), advising the Contracting Officer on technical aspects of the change(s), participating in reviews of contractor technical proposals, supporting the Contracting Officer in the negotiations of change.

Chapter 10

VCO/VCNCO INFORMATION

Section 10A—Introduction

10.1. Vehicle Control Program. DOD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DOD mission. To ensure day-to-day management of those motor vehicles permanently assigned to units and agencies, the AF has adopted the Vehicle Control Program or VCP. Organizational/unit Commanders with assigned registered and/or leased vehicles will appoint a VCO and/or VCNCO (to include alternates as needed); appointees will be designated in writing and forwarded to the base vehicle management activity. **(T-1)**. Commanders also have the option of consolidating VCO/VCNCO program requirements of subordinate units and appoint VCO/VCNCO(s) at their command level. The VFM/VMS will ensure VCO/ VCNCO training is accomplished. **(T-1)**.

10.2. Vehicle Management Policy. Public law directs the DOD and AF to maintain the minimum number of fuel-efficient motor vehicles to accomplish the mission and limits their use to official purposes. All management echelons must put emphasis on controlling and conserving vehicle assets**. (T-1).** The vehicle user is responsible for operation, conservation and condition of vehicles used. This responsibility is enforced through the operator‘s supervisor, commander, and commander appointed VCO/VCNCO.

10.3. Host Logistics Readiness Services. The host logistics readiness activity provides maintenance support, fleet management, and transportation services not within the using agencies capability.

10.3.1. LRS services will be covered during locally developed VCO/VCNCO orientation briefings. **(T-1).**

10.3.2. Vehicle Management normally provides the following services:

10.3.2.1. Provides assistance to VCO/VCNCO with vehicle justifications, leasing procedures, vehicle analysis, DOD Fleet Fuel Cards and briefing/training VCO/VCNCO.

10.3.2.2. Scheduled maintenance, to include PM&I and Special Inspections. These inspections are maintenance actions normally scheduled in advance, based on a vehicle‘s actual or projected mileage, hours of operation, or by calendar time. FM&A will coordinate scheduled maintenance with unit VCOs**. (T-1).**

10.3.2.3. Unscheduled Maintenance. VCOs will ensure that any motor vehicle malfunction is reported to the vehicle management customer service section (or equivalent element) in a timely manner**. (T-1).**

10.3.2.4. Minor Maintenance Road Side Assistance. During normal duty hours, roadside service for most disabled vehicles can be provided. This service can also be available after normal duty hours for urgent or emergency situations. Follow the installation prescribed procedures for requesting this assistance.

10.4. Vehicle Control Duties. Locally developed VCO/VCNCO orientation briefings will cover all aspects of VCO/VCNCO duties. **(T-1).** As a minimum unit VCO/VCNCO's are responsible for:

10.4.1. Acting as a liaison between their unit and the host logistics readiness squadron for all unit government motor vehicle matters.

10.4.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.

10.4.2.1. VCO/VCNCOs are required to receipt for permanently assigned unit vehicles from the base VFM/VMS or FM&A using the LIMS-EV Vehicle. VCO/VCNCOs then assign the vehicles to their respective authorized functions.

10.4.3. Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans; and notifying the VFM/VMS when assigned vehicles are no longer required.

10.4.3.1. New vehicle authorization requests and requirements must comply with the AF Vehicle Fleet Growth Policy IAW **paragraph 4.73**. **(T-1).**

10.4.3.2. VCOs provide vehicle management with mission impact statements to substantiate annual base vehicle buy submissions when requested by vehicle management.

10.4.3.3. Continued retention of vehicle authorizations is predicated on the continuing need and asset utilization.

10.4.4. Properly route purchase/procurement requests for OGMVCs and trailers not classified as a vehicle. Purchase/procurement requests must be reviewed by the VFM/VMS to ensure the desired asset is an OGMVC or equipment item and not a vehicle. **(T-1).** Purchase/procurement requests for other non-registered equipment (i.e., ATVs, mowers, etc.) will also be coordinated with the VFM/VMS. **(T-1).** Refer to **paragraph 3.17** for additional details.

Note: Organizations will first work to establish or purchase a maintenance agreement or contract to support the maintenance requirements of the OGMVC and/or non-registered equipment prior to purchase. **(T-1).**

10.4.4.1. LSVs ***will not*** be purchased by using organizations. Refer to **paragraph 4.77.** for further clarification. **(T-1).**

10.4.5. Providing justification data to support unit MEL. An MEL indicates the number of vehicles, by type, that can be in the vehicle maintenance shop at one time and not seriously affect the user's mission.

10.4.6. All authorization requests for organizational add-on equipment will be submitted, in writing, to the FM&A. **(T-1).** Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation. **(T-1).** The vehicle will be placed into original configuration at unit cost if vehicle is rotated/shipped. **(T-1).** All requests will be reviewed by the VFM/VMS for final approval. **(T-1).**

10.4.7. Ensuring supplies, tools, and equipment for unit vehicles, such as highway warning kits, first aid kits (when required by local authorities), tire chains, polish, wax, chamois, sponges, jacks, lug wrenches, fire extinguishers, and spare tires (unless items are original

equipment on vehicles). These items are procured by the VCO/VCNCO with unit O&M funds through GPC or standard supply chain management.

10.4.8. Ensuring only qualified and properly licensed military, DOD employees, or authorized DOD contractors who meet the criteria established in AFI 24-301 operate assigned motor vehicles.

10.4.8.1. Ensuring unit vehicle licensing and training program is conducted in accordance with AFI 24-301.

10.4.9. Initiating and maintaining the appropriate Operator Inspection Guide and Trouble Report for each assigned vehicle monthly IAW **paragraph 3.19.** and **Section 7B** of this AFI.

10.4.9.1. Ensuring that operator maintenance is performed and vehicle malfunctions are reported to vehicle management IAW **paragraph 3.19.2.**

Note: IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection Documentation, Policies, and Procedures*, AFTO Form 244 will be used to document maintenance actions on Vehicular Support Equipment (VSE). **(T-0).** VSE includes items of a particular nature used in support of the maintenance or launch of weapon systems and support/training aerospace vehicle. It **does not** include OGMVCs or trailers not classified as a vehicle.

10.4.10. Take appropriate measures to prevent misuse, abuse and damage to AF motor vehicles. Motor vehicle accident and abuse prevention programs at all levels include:

10.4.10.1. Conducting and documenting periodic vehicle safety briefings. Can be satisfied via electronic means.

10.4.10.2. Conducting and documenting inspections to ensure assigned vehicles are serviceable and clean**. (T-1).** VCO/VCNCOs will use the appropriate "Operator's Inspection Guide and Trouble Report" as a guide when performing these inspections. VCO/VCNCOs will establish a schedule to ensure all assigned vehicles are inspected at least twice a year**. (T-1).**

10.4.10.3. DELETED.

10.4.10.4. Ensuring unit vehicles are washed IAW intervals prescribed in TO 36-1-191, Table 6-3, and waxed when required IAW **paragraph 3.19.** and local directives.

10.4.10.4.1. Operators will not steam clean or high-pressure wash engines or engine compartments**. (T-1).**

10.4.10.4.2. Vehicle operators/using organizations will wax vehicles 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 (CARC) finishes**. (T-1).**

10.4.10.4.3. Vehicle operators/organizations operating a "vehicle wash rack" or automated car-wash facility will review manufacture or industry standard requirements when acquiring and using commercial-off-the-shelve vehicle-cleaning products for use on modern paint finishes, e.g., "base-coat, clear-coat". **(T-1).** Additionally, operators/organizations will procure EPA Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantages**. (T-1).**

10.4.10.5. Providing vehicle operators with instructions to follow, including agencies to phone, when accidents occur.

Note: Whenever the vehicle is in operation, SF 91 and DD Form 518 will be with the vehicle**. (T-1).**

10.4.10.5.1. The using organization commander designates an official to investigate each accident and provides results to Host base safety office.

10.4.10.5.2. The Chief of Safety investigates and analyzes to determine the causes or possible corrective actions; accident trends involving government owned or rented motor vehicles are analyzed or investigated by the Chief of Safety.

10.4.10.5.3. An operator surrenders the AF Form 2293 with the SF 91 to the VCO/VCNCO after the accident. Unit commanders may reinstate the license at their discretion.

10.4.10.5.4. Accident reporting for commercial rental/lease and GSA vehicles is the same as reporting an accident involving a government owned vehicle.

10.4.10.5.5. When payment for damage (either voluntary or on a DD Form 200, *Financial Liability Investigation of Property Loss*) is involved, the unit VCO/VCNCO requests an AF Form 20 from FM&A for the actual repair cost.

10.4.11. DELETED.

10.4.12. Ensure all unit vehicle-leasing actions are first approved by Vehicle Management. Associate units are required to have vehicle rental/lease requests coordinated through the host logistics readiness squadron‘s Vehicle Management.

10.4.13. Manage fuel VIL keys IAW DLA Energy policy, to include periodic VIL key inventories and control measures. DLA Energy policy can be found at the DLA Energy Defense Knowledge Online website or by contacting the Fuels Management Flight.

10.4.13.1. Manage, control and safeguard GSA Fleet Services Card(s) issued to unit assigned GSA “wet leased” vehicles.

10.4.14. Ensure all vehicle operators are brief on the installation vehicle idling policy when first assigned or when there are approved policy changes.

10.4.15. At a minimum, retain the following program continuity items (electronically or hard copy):

10.4.15.1. Copy of Commander approved VCO/VCNCO appointment letter.

10.4.15.2. Copy of VCO/VCNCO training and test document(s).

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

10.4.15.4. Documentation concerning new vehicle requirements, authorization change requests, buy submissions and lease vehicle request.

10.4.15.5. Documentation concerning purchase request routing for OGMVCs, trailers not classified as vehicles and other non-registered vehicular-type equipment items (i.e., ATVs, mowers, etc.).

10.4.15.6. Documentation concerning add-on equipment and modification authorization request.

10.4.15.7. Current list of unit vehicle trainers.

10.4.15.8. Copies of approved vehicle lesson plans.

10.4.15.9. Documentation concerning vehicle accidents or abuse.

10.4.15.10. Installation vehicle official use policy.

10.4.15.11. Installation vehicle idling policy. Refer to **paragraph 11.9** for further vehicle idling policy information.

10.4.16. Ensure operator maintenance on GSA leased vehicles are completed IAW GSA guidance. For commercially rented/leased vehicles, complete operator's maintenance IAW rental/lease contract. In the absence of contract guidance, complete IAW vehicle manufacturer recommendations. Refer to the vehicle owner's manual.

10.5. Permissible Operating Distance (POD). A POD applies to all government-owned and rental/leased vehicles. Be aware of applicable POD areas and seek approval from Vehicle Operations before traveling outside of the designated areas. OCONUS units must be aware of the rules on operating US Government vehicles on public roads in host nation countries**. (T-3).** The LRS Commander will identify the local POD authorized IAW host nation rules. **(T-3).** If the GOV operates outside of the LRS Commander POD, the unit dispatcher must ensure the proper Transport Movement Release is obtained through the Common User Logistics, or CUL, provider identified for the particular country. **(T-0).**

10.5.1. DELETED

Section 10B—Motor Vehicle Official Use Policy

10.6. Official Use of Government Vehicles. AFI 24-301, contains specific policy guidance on official use of government vehicles. General official use rules listed in AFI 24-301, **Chapter 3** are non-inclusive and are provided to aid unit vehicle control personnel in interpreting official use policy. The DSC/DSS (VOM/VOS in those units that are not required to reorganize to have a Distribution Section) can give guidance in specific cases where the official nature of vehicle usage is in question. Questions concerning the official use of government vehicles shall be resolved in favor of strict compliance with statutory provisions. **(T-1).**

Section 10C—Vehicle Operators

10.7. Vehicle Operators Responsibilities:

10.7.1. Understand the guidelines in this AFI, AFMAN 24-306_IP, AFI 24-301, technical orders, technical and commercial manuals and plans of instruction for the vehicles operated.

10.7.2. Use government rented/leased or owned motor vehicles for official purposes only.

10.7.3. Perform required operator care and inspection on all government-owned and rented/leased vehicles using appropriate vehicle inspection guides and sign the form.

10.7.4. Ensure the safety of self and passengers by ensuring that seat and shoulder belts (when available) are fastened. The senior occupant will enforce compliance**. (T-1).**

10.7.5. Ensure the security of the vehicle and cargo.

10.7.6. Operate vehicles in the most fuel-efficient manner. Refer to AFMAN 24-306_IP.

10.7.7. Report vehicle malfunctions to the Vehicle Management Customer Service Center (or equivalent) element within one normal workday.

10.7.7.1. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed in **paragraph 3.19.2.2** are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible**. (T-1).**

Note: If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day. Failure to report malfunctions will constitute vehicle abuse**. (T-1).**

10.7.8. Notify the VCO of any personal status changes (e.g., physical profile change, use of prescription medications, and significant infraction of civil traffic laws).

10.7.9. Ensure that serviceable miscellaneous equipment specified in ADR Volume II, *International Carriage of Dangerous Goods by Road*, section 8.1.5 is carried with vehicles when transporting dangerous goods on European public roads.

10.7.10. Observe GSA Leased Vehicle Driver's Responsibilities (refer to: **http://gsa.gov/portal/content/191935**).

10.8. Vehicle Operators Will Not:

10.8.1. Use cellular telephones on or off-base while operating an AF (rented/leased or owned) vehicle. **(T-0).**

10.8.2. Use tobacco products in AF vehicles. **(T-0).**

10.8.3. Consume alcoholic beverages in any government vehicle. **(T-0).**

10.8.4. "Text" on a cellular telephone or other electronic device while operating an AF (rented/leased or owned) vehicle. **(T-0).**

10.8.5. Use ADR vehicles with expired "Certificates of approval for the carriage of certain dangerous goods" to move dangerous goods on public highways in the EUCOM AOR. Refer to **paragraph 2.41.1.** for additional information. **(T-0).**

10.9. Additional Information.

10.9.1. More organizational and operator's responsibilities can be found in **paragraph 3.19.**

10.9.2. Refer to **Chapter 7** for additional instructions for completing the appropriate Operator's Inspection Guide and Trouble Report.

10.10. DELETED.

10.10.1. Vehicle Management will perform Vehicle Assessment Inspections on at least 25 percent of unit assigned vehicles during each calendar year. The intent of the inspection is to ensure proper operator care is being performed and vehicle documentation is being properly completed.

10.10.2. Normally, vehicle assessments will be completed at Vehicle Management when a vehicle is turned in for scheduled PM&I, or can be completed at the using organization's facility as determined by Vehicle Management.

10.10.3. AF Form 4431 will be used to document the assessment.

10.10.4. Annually, using organizational commanders will receive assessment report for vehicles assigned to their unit from Vehicle Management.

10.10.5. Refer to **paragraph 4.53.8.** for more information.

Chapter 11

ENVIRONMENTAL MANAGEMENT

Section 11A—Introduction

11.1. Roles and Responsibilities.

11.1.1. **441 VSCOS.** 441 VSCOS is responsible for executing the vehicle energy program in order to meet the goals of AFI 90-1701, *Energy Management*. 441 VSCOS will oversee the day-to- day operations of vehicle energy management and will coordinate between all AF activities to support the AF energy governance described in AFPD 90-17, *Energy Management*. **(T-1).** Additionally, 441 VSCOS will:

11.1.1.1. Provide guidance to the bases regarding new federal or Air Force policy affecting vehicular energy management and will act as clearing house for vehicle energy opportunities identified by the bases. **(T-1).**

11.1.1.2. Facilitate the coordination of all congressional energy reporting requirements applicable to the vehicle management community. **(T-1).**

11.1.1.3. Validate opportunities identified by the bases, garner support from the VTAC and advocate for funding for new opportunities through the Air Force energy governance described in AFPD 90-17. **(T-1).**

11.1.1.4. Is responsible for tracking the progress of energy opportunities and will also provide direct support for greenhouse gas reporting requirements. **(T-1).**

11.1.1.5. Is the authoritative source for measuring compliance with the vehicle energy goals of AFI 90-1701. **(T-1).**

11.1.2. **Bases.** Identify a single point of contact to participate in any 441 VSCOS level energy working groups. **(T-1).**

11.1.2.1. Work with 441 VSCOS to compile any new energy opportunities.

11.1.2.2. Identify and collect energy opportunities and will submit to 441 VSCOS for consideration.

11.1.3. **VTAC.** The VTAC (refer to **paragraph 3.4**) includes energy management as a core function. Any new energy opportunity or strategy that has the potential to change the business rules of the vehicle management enterprise is to be briefed by 441 VSCOS and voted on by the VTAC. This includes new energy initiatives or strategies that are a result of both new Air Force policy or new federal policy and executive orders.

11.2. Applicable Laws and Directives. The following list (not all-inclusive) is applicable to vehicles identified in **paragraph 1.1.2**.:

11.2.1. EPAct of 1992 and 2005.

11.2.2. *The Energy Independence and Security Act of 2007*.

11.2.3. EOs 13423 and 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, October 5, 2009.

11.2.4. DOD, SAF/AQ and SAF/IE policies concerning GPP.

11.2.5. All mandates that direct Federal agencies to meet specific environmental targets. For example:

11.2.5.1. Alternative fuel use in AFVs where the appropriate alternative fuel is readily available or obtain a waiver per EPAct 2005, Section 701.

11.2.5.2. Increasing alternative fuels consumption by 10% a year through FY 2015 using FY2005 as the baseline.

11.2.5.3. Reducing total consumption of petroleum based fuel by 2% a year through 2015 using FY2005 as the baseline.

11.2.5.4. Acquiring plug-in hybrids vehicles (PHEV) when commercially available at a cost reasonably comparable, on the basis of life cycle cost, to non-PIH vehicles.

11.2.5.5. Improving the nation's air quality by reducing Green House Gas (GHG) emissions and reducing dependence on foreign oil.

11.2.6. Our national strategy is to create a Federal fleet which drives the country to commercialize AFVs and the infrastructure to support them. DODI 4715.4, *Pollution Prevention*, 18 June 1996, further requires that the Secretaries of the Military Departments establish programs to purchase and operate AFVs IAW EPAct. AFI 90-1701 provides information on the AF's Infrastructure Energy Strategic Plan.

Section 11B—AFV

11.3. AFV Acquisition. EPAct specifically applies to general purpose "Light Duty Vehicles" (less than or equal to 8,500 pounds GVW) based in an MSA (cities, counties, or consolidated areas with a 1980 population of more than 250,000). AFV requirements for each MSA installation in a given FY are calculated by multiplying the number of LDVs procured (new acquisitions and long-term rentals/leases) times the EPAct percentage required for that FY. Seventy-five percent of all MSA-based LDVs acquired each year must be AFVs. **(T-0).**

11.3.1. Description of different types of AFVs and Electric Vehicles (EV). The AF's AFVs, whether purchased or rented/leased, are bi-fuel, flex-fuel or a dedicated alternative fueled vehicle, e.g., CNG, propane, E85, etc. EVs can either be dedicated or hybrid technology.

11.3.1.1. Bi-fuel AFVs have two mutually exclusive fuel systems and are designed to operate on either gasoline or an alternative fuel such as CNG or Liquefied Petroleum Gas, also known as propane, using one fuel at a time.

11.3.1.2. Flex-fuel AFVs are capable of using gasoline and an alternative fuel such as E85 (85 percent ethanol and 15 percent gasoline), or a mixture of gasoline and alternative fuel through the same tank/system.

11.3.1.3. Dedicated AFVs are vehicles that operate solely on an alternative fuel.

11.3.1.4. EVs operate solely from power stored in a system of batteries.

11.3.1.5. HEVs combine the benefits of gasoline or diesel engines and electric motors. HEVs can be configured to obtain different objectives, such as improved fuel economy,

increased power or additional auxiliary power for electronic devices and power tools. PHEVs can be recharged via the electrical grid while the vehicle is not running.

11.3.2. When purchasing new or leasing vehicles, AF fleet management activities must first consider Zero-Emissions Vehicles (ZEV), AFVs or Flex-Fuel vehicles, low Greenhouse Gas (GHG) emitting vehicles, Hybrid Electric Vehicles (HEV) and LSVs (refer to **paragraph 11.3.7.** for additional low GHG emitting vehicle procurement information). **(T-0).** Before requesting new AFVs, AF fleet management activities must first consider the ability to meet mission requirements, availability of alternative fuel infrastructure (either on base or in the local area), the incremental cost of HEVs, PHEVs, and whether low GHG emitting vehicles are available to meet the requirement. **(T-0).**

Note: If alternative fuel infrastructure is not available for use in the local area, then AF fleet management activities will not request Flex-Fuel vehicles and will acquire low GHG, HEV, PEV or PHEV when applicable, IAW current policies. **(T-0).**

11.3.3. If AFVs or the infrastructure to support them are not available, the vehicles listed below are to be considered for purchase (in the following order) after AFVs:

1) Low GHG

2) HEV or PHEV.

3) LSV.

4) Conventional vehicles (diesel engine propelled is preferable over gasoline if biodiesel (B20) is available locally). When purchasing diesel vehicles, B20 capable vehicles must be purchased when available. **(T-1).**

Note: When acquiring diesel engine propelled vehicles that will utilize B20, be sure the Special Equipment Options, or "SEO", for engines capable of using B20 is noted.

11.3.4. DELETED.

11.3.4.1. Purchasing and leasing functions will acquire law enforcement and emergency-use AFVs or low GHG vehicles, if such vehicles are capable of meeting mission requirements. **(T-0).**

11.3.5. When renting/leasing vehicles, installation Vehicle Management will ensure that long-term rental/lease requests (see **Chapter 4**) meet EPAct and EO 13423 requirements for each requesting base. **(T-0).** All AFV rental/lease incremental cost will be surcharged across the entire fleet IAW EPAct 2005, Title VII, Subtitle A, Sec. 702. **(T-0).**

11.3.6. Once procured, AFVs count as credits toward EPAct requirements. 441 VSCOS is encouraged to assign AFVs where infrastructure is available or the AFVs can be used to leverage potential infrastructure.

11.3.7. AFV acquisitions in MSAs and for vehicle acquisitions in Non-MSAs. Ensure the vehicle with highest GHG score is obtained that meets mission requirements. Refer to the following EPA website for specific vehicle GHG/Air Pollution Score and complete GHG Guide: **http://www.epa.gov/greenvehicles/**.

Note: AFI 90-1701 states all new vehicle purchases shall be low greenhouse gas emitting light duty and medium duty passenger vehicles. **(T-1).** If no such vehicle is available to meet the functional need, the acquiring organization must obtain a waiver from AF/A4.

11.4. Exemptions. EPAct 1992 Section 303(b) (3) exempts most law enforcement vehicles, emergency vehicles and vehicles used for military purposes (for national security reasons) from AFV acquisition requirements. 441 VSCOS will serve as the clearinghouse for exemption requests, exemption data collection and exemption reporting. **(T-1).**

11.4.1. A law enforcement vehicle may be:

11.4.1.1. Any vehicle which is (1) specifically approved in an agency's appropriation act for use in apprehension, pursuit, patrol or protection, or is routinely used for other law enforcement activities such as surveillance, or (2) covered by the current version of Item 17 or Item 17A, Federal Standard Number 122, published by GSA.

11.4.1.2. A rental/leased vehicle equipped with at least the following components (1) for passenger automobiles, heavy-duty electrical, cooling and suspension systems and at least the next more powerful engine than is standard for the automobile concerned, or (2) for light trucks, emergency warning lights or identification or markings such as "police".

11.4.1.3. An unmarked vehicle which is certified by the SECAF as essential for the safe and efficient performance of intelligence, counterintelligence, protective or other law enforcement duties.

11.4.2. An emergency vehicle is any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and/or equipment to and from a situation in which speed is required to save lives or property, such as a rescue vehicle, fire truck or ambulance.

11.4.3. Vehicles used for military purposes (exempt for national security reasons):

11.4.3.1. Vehicles defined as "tactical vehicles" are automatically exempt from EPAct AFV requirements and a national security exemption need not be claimed for them. LDVs similar to those driven by the general public are also automatically exempt as tactical vehicles if the vehicles have been modified (such as the addition of a 24-volt electrical system) to meet military specifications, unless the vehicle is normally used as an administrative vehicle.

11.4.3.2. Administrative vehicles that may have to be deployed as part of a military operation will not automatically receive a national security exemption. Many vehicles can operate on alternative fuel when performing their administrative missions at home station and operate on a petroleum-based fuel when deployed as part of a military operation. A national security exemption must be claimed for such a vehicle only when there is substantial possibility that the vehicle will be deployed, and the vehicle could not be deployed if it was an AFV or the AFV attributes of the vehicle would negatively affect performance of its mission when deployed.

Section 11C—Infrastructure

11.5. Funding. Funding for development of on-base alternative fuel infrastructure is limited. EPAct 2005 mandates that agencies arrange for fueling of AFVs at commercial, federally and/ or publicly accessible facilities to the maximum extent practical. If such a station exists or is planned, AFVs are required to use a station if it is located within 5 miles <u>or</u> 15 minutes from the vehicle's garaged location on the installation IAW EPAct 2005. **(T-0).** Locating alternative fuels for any

location can be done using the DOE Alternative Fuel Site Locator at: **http://www.afdc.energy.gov/afdc/fuels/stations.html** or to access from a smart phone or PDA use **http://www.afdc.energy.gov/afdc/locator/m/stations/**.

11.5.1. If a commercial station proves impractical in terms of fuel costs, vehicle wear and manpower, a very advantageous means of acquiring fueling capability is through:

11.5.1.1. DLA funded infrastructure.

11.5.1.1.1. DLA Energy is responsible to fund for new fuels infrastructure holding fuel capitalized by the Defense Working Capital Fund IAW DODD 4140.25, *DoD Management Policy for Energy Commodities and Related Services*, 12 April 2004.

11.5.1.1.2. Vehicle Management will identify fuel requirements to Fuels Management by grade, expected annual consumption and total vehicle fuel tank capacity**. (T-1).**

11.5.1.1.3. Fuels Management will analyze the base infrastructure and submit an AF Form 332 to CES establishing the requirement for additional infrastructure based on the requirement for the total storage required by grade and type of fuel IAW Unified Facilities Criteria (UFC). **(T-1).**

11.5.1.1.4. CES will assess parking, traffic, tankage and dispensing equipment identified by Fuels Management IAW UFC 3-460-01, *Design: Petroleum Fuel Facilities*, and CES guidance. **(T-1).** The CES will prepare cost estimates and programming documentation for submission to the Air Force Petroleum Agency (AFPA) and the DLA Energy office IAW DLA Energy programming guidance**. (T-1).**

11.5.2. DELETED.

Section 11D—Alternative Fuel

11.6. Alternative Fuel Usage. Section 701 of the EPAct 2005 requires Federal agencies to use only alternative fuel in all of its dual fueled vehicles—such as ethanol flex-fuel vehicles (FFVs) or bi-fuel gasoline/gaseous fuel vehicles—except where the vehicles have received a waiver from the U.S. Department of Energy. The Section 701 requirement applies to all AFVs in the U.S. and Puerto Rico in Federal fleets covered by EPAct 1992. Waivers will be submitted by June 30th each year to the Department of Energy via the Federal Automotive Statistical Tool web based program.

11.6.1. If alternative fuel is available for an AF owned or rented/leased AFV (can be obtained within a 15-minute drive or within five miles one way from the vehicle‘s garaged location) from a commercial off base alternative fuel station or another agency, then alternative fuel will be used 100 percent of the time. **(T-0).**

11.6.2. If an installation has a nearby public or private alternative fuel station but no formal agreement has been established for its use, the installation will establish an economically advantageous use agreement, as described in **paragraph 11.5.2**. **(T-0).**

11.6.3. If an AFV is frequently driven off base for substantial distances, it is to be refueled at alternative fuel stations to the greatest extent practical. **(T-0).** Such vehicles must always be equipped with a regional map or directory of appropriate alternative fuel stations. **(T-0).**

11.6.4. If the only available alternative fuel is on the commercial market, a DOD Fleet Fuel Card will be used to fuel AF owned vehicles. **(T-1).** If this scenario becomes necessary, establish procedures to ensure the fuel is uploaded into OLVIMS as an off-base fuels transaction. If the appropriate alternative fuel is available on base, the VIL key or AIM2™ Module will be coded so only the alternative fuel can be utilized. **(T-0).**

11.6.4.1. Some vehicles, for example bi-fuel Compressed Natural Gas (CNG), require a minimum amount of gasoline to be used periodically. In this case, VIL keys or AIM2™ Modules for those types of vehicles may be encoded with all fuel types utilized by that particular vehicle, provided fuel requirement documentation is maintained in the vehicle's Vehicle Historical File.

11.6.5. VFM/VMS will clearly and conspicuously identify all flexible fuel vehicles to vehicle operators. **(T-0).**

11.6.5.1. This must be accomplished using a sticker affixed near the fuel gauge or fuel tank filler neck combined with a yellow fuel cap or other noticeable methods of indicating that the vehicle will be fueled with the appropriate alternative fuel whenever practical. **(T-0).**

11.6.6. Vehicles that have not submitted for waiver under the EPAct 2005, Section 701 shall also have a map in the vehicle that indicates the location of all available alternative fueling infrastructure within five miles or 15 minutes of their normal operating location. There are several sources for such maps, including: **http://www.afdc.energy.gov/afdc/stations/find_station.php**.

11.6.7. VFM/VMS will develop and implement a communication/training plan to ensure all vehicle operators understand the policy requirement to procure/use the appropriate alternative fuel. **(T-1).** Vehicle Management will periodically check the data available to ensure this policy is being followed. **(T-1).** Vehicle Management will also assess/reassess alternative fuel source availability on the local economy at least annually. **(T-0).** For suggestions on how to track alternative fuel consumption, contact 441 VSCOS.

11.7. Biodiesel (B20).

11.7.1. B20 is not an alternative fuel, but is classified by the DLA Energy as a special fuel which aids DOD agencies by automatically reducing dependency on foreign oil by 20 percent. B20 is a fuel blend consisting of 20-volume percent biodiesel and 80-volume percent diesel fuel (grades DL1/DL2 or LS1/LS2) that can be used in lieu of diesel fuel in compression ignition engines. The use of B20 not only provides an automatic 20 percent fossil fuel reduction, it also reduces air emissions and gives us credit towards the EPAct 75 percent AFV acquisition mandate. One energy credit can be obtained by the use of 2,250 gallons of B20 in diesel engine driven vehicles weighing more than 8,500 pounds.

11.7.2. The use of B20 is essential in the AF's efforts to reduce its dependency on foreign oil. Regardless of the warranty implications, the AF mandates that B20 be used to the maximum extent possible. **(T-1).** If a warranty condition develops due to the use of B20, then report the failure via the **VM Neighborhood** so failures can be tracked and trends analyzed. Be sure to coordinate failure reports with the local fuels management activity to ensure that no problems exist with the quality of B20 at the refueling station. Warranty repair costs that are not covered by the dealer will be absorbed by the local vehicle management activity. **(T-1).**

11.7.2.1. VFM/VMS may, to the minimum extent practical, authorize select specialized vehicles/equipment be exempt from the use of B20 IAW TO 42B1-1-1, AFPA Fuels Technical Letter 11-03 and this AFI. The VFM/VMS will validate exemptions during initial issue and subsequent re-issues of VIL keys using a locally generated memorandum and placing it in the active portion of the vehicle record jacket. **(T-1).** Vehicles already considered exempt from EPAct 2005 Section 701 requirements are also exempt from B20 requirements.

11.7.3. Additional information on B20 can be found in TO 42B1-1-1, *Fuels for USAF Piston and Turbine Support Equipment and Administrative Vehicles* and AFPA Fuels Technical Letter (FTL) 11-03, *Handling of Alternative Ground Fuels- Biodiesel Blends and Ethanol Fuel Blends for Flexible-Fuel Vehicles*.

Section 11E—Environmental Programs

11.8. Environmental Quality Program. AFPD 32-70, *Environmental Quality*, provides overall policy guidance associated with the AF's Environmental Quality Program. As stated in this policy directive, "The Air Force is committed to: Cleaning up environmental damage resulting from its past activities; meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; and eliminating pollution from its activities wherever possible." All AF functions are required to comply with the AF environmental quality program, and as such, Vehicle Management activities incur certain environmental responsibilities, to include, but not limited to:

11.8.1. **The Clean Air Act (CAA) and CAA Amendments of 1990.** These acts deal with atmospheric pollution and are implemented at the federal, state and local level. The major areas of concern for Vehicle Management under this legislation are vehicle exhaust emissions and ozone depleting chemicals such as Chlorofluorocarbons (CFC)-12 air conditioning refrigerants.

11.8.1.1. CAA Section 118(c), 42 U.S.C. § 7418, requires federal fleet vehicles, excluding tactical vehicles (refer to **paragraph 1.1.1.2**), to comply with valid state and local principality inspection and maintenance programs for Ozone and Carbon Monoxide. For more details, refer to AFI 32-7040, *Air Quality Compliance And Resource Management*.

11.8.1.1.1. The VFM/VMS must cooperate with the state to test Federal fleet vehicles and submit applicable reports. **(T-0).** Exclude military tactical vehicles and any other vehicles exempted under state law. These may include, for example, emergency vehicles, AFVs and certain newer model years.

11.8.1.2. Vehicle emission control devices/components will be maintained according to technical directives/manufacturer's recommendations, and inspected as part of the PM&I or when a major tune-up is accomplished. **(T-1).** As applicable, Vehicle Management activities will ensure state, local or host country directed emissions testing requirements are completed. **(T-0).** Emissions testing/use of exhaust gas analyzers may be performed/used as part of the troubleshooting process regardless of state, local or host country testing requirements.

11.8.1.2.1. Maintain results of state, local or host nation directed vehicle emission/diagnostic tests in the active section of the vehicle historical record until rescinded through replacement by a current test. Documentation will reflect the status of the vehicle emission system (pass/fail) to include work order number and date the test was performed. **(T-1).**

11.8.2. **40 CFR Part 82, Subpart B, *Servicing of Motor Vehicle Air Conditioners*, current edition.** This law establishes standards and requirements for servicing MVAC. This rule requires that only certified technicians, using certified equipment which has been registered with the EPA, services or maintains MVAC systems. **(T-0).** Obtain technician certification through one of several EPA approved mechanics-testing and/or certifying programs. Proof of certification must be available on site at all times. CFC-134A is the only authorized refrigerant when servicing vehicles unless in-house recovered CFC-12 is available. If contract repairs are needed for a CFC-12 system they MUST be converted to CFC-134A**. (T-0).** If MVAC repairs require purchasing CFC-12 it MUST be converted to CFC-134A. **(T-0).**

11.8.3. **Green Procurement Program.** Green procurement is a program established under various laws and EOs directing federal agencies to procure and use recyclable and biobased products to the maximum extent practical. Refer to **paragraph 1.23** for more information concerning the AF Vehicle Management GPP policy.

11.8.4. **Oil Analysis.** VFM/VMS may implement oil analysis programs for all or specific segments of their assigned vehicle fleets at their discretion. Oil analysis is considered a waste stream reduction tool. It may increase the Vehicle Management activity‘s workload. Contact 441 VSCOS for information on prior oil analysis equipment product evaluations.

11.8.5. **HAZMART.** Use base HAZMART, IAW AFI 32-7086, *Hazardous Material Management*, and in consultation with the base HAZMAT Management Process Team, to the maximum extent practical as a means to reduce waste of bulk HAZMAT when their shelf life expires. Within the framework of the pharmacy program, ensure vehicle management processes are authorized by the HMMP Team IAW AFI 32-7086, to enable establishment of a set amount of HAZMAT needed to perform their operation and receive measured amounts of this material on an as-required basis; as well as to ensure Environmental Safety and Occupational Health (ESOH) controls are established.

Note: Vehicle specific HAZMAT not managed by the HAZMART will be controlled IAW pharmacy practices. **(T-0).**

11.8.5.1. Follow local directives and laws when hazardous waste disposal is required. The VFM/VMS establish a CES-coordinated OI on pollution prevention and on hazardous waste management.

11.8.6. **Lead-Free Wheel Weight Use.** Only lead-free wheel weights are authorized for procurement. Refer to **paragraph 5.46.** procurement information.

11.9. Vehicle Idling Policy.

11.9.1. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling. **(T-0).**

11.9.2. In areas without such regulations, a “5 minute” idling policy will be in effect.

11.9.3. Cold weather bases, consistent with applicable laws and regulations, may allow vehicles to remain idling (while being monitored) during extreme cold weather, as approved by the installation commander and policy must be included in wing instructions. **(T-1).**

11.9.4. Consistent with applicable laws and regulations, installation commanders may also allow vehicles to remain idling (while being monitored) during hot weather for air conditioner use. Approved policy must be included in wing instructions. **(T-1).**

11.9.5. Where applicable state, local or host nation laws and regulation in regards to air quality/vehicle idling during extreme temperatures do not exist, installation commanders may allow vehicles to remain idling when extreme temperatures ranges exist; such as those associated with Wind Chill Index and flag colors "yellow" and "red", or Heat Category flag colors "red" or "black", IAW AFPAM 48-151, *Thermal Injury*, when temperature controlled.

11.9.6. Both cold and hot weather idling policy procedures must be coordinated and approved by the installation environmental, safety and legal officials. **(T-1).**

11.9.7. Operators will be familiar with these applicable state, local or host nation laws and regulations and/or installation procedures prior to leaving a vehicle idling. **(T-0).**

11.9.8. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment may either be generally exempt from state, local or host nation idling control regulations or exempt for specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal.

11.9.9. Installations will consult with their servicing Regional Environmental Office (HQ AFCEE-ER/CR/WR) for further information on the locally applicable idling rules for their installation. **(T-1).**

Chapter 12

MRAP FOV MAINTENANCE AND MANAGEMENT

12.1. Roles and Responsibilities.

12.1.1. **ACC** . As Lead Command, ACC will execute responsibilities and authority (as outlined in AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon* Systems, applicable AFIs, policies and guidance) will:

12.1.1.1. Advocate for the weapon system and respond to issues addressing its status and use; to include capabilities-based planning, programming, and budgeting for designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

12.1.2. **AFMC.** Execute responsibilities and authority as outlined in AFPD 10-9, applicable AFIs, policies and guidance, and will:

12.1.2.1. Serve as the designated AF Centralized Asset Management authority, maintain system engineering integrity to include planning to establish and maintain configuration control and interoperability, and approve any implementation of permanent modifications. **(T-1).**

12.1.3. **All Other MAJCOMS** . Will execute responsibilities and authority as outlined in AFPD 10-9, applicable AFIs, policies and guidance.

12.1.4. **Wing Commander, or equivalent.**

12.1.4.1. Ensure wing instructions include MRAP weapon systems as applicable.

12.1.4.2. Ensure all Aerospace Vehicle Distribution Officer actions are executed for MRAPs as outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting.*.

12.1.5. **MSG Commander, or equivalent** .

12.1.5.1. Provide senior-level oversight for MRAP weapons system management and maintenance programs.

12.1.5.2. Ensure strict compliance to instructions, policies, directives, technical orders, and management procedures.

12.1.5.3. Designate the MRAP Accountable Officer and the MRAP Responsible Officer as outlined in AFI 23-111.

Note: Typically, the LRS Commander is designated the Accountable Officer and the user organization commander is the Responsible Officer.

12.1.6. **LRS Commander, or equivalent** .

12.1.6.1. MRAP management responsibility.

12.1.6.2. If designated, perform Accountable Officer duties per AFI 23-111.

12.1.6.3. Ensure Memorandums of Understanding and necessary publications with other support agencies are in place and current to ensure successful management of MRAP weapon systems as needed.

12.1.6.4. Coordinate with the wing level IMDS Database Manager for IMDS training, operation and service.

12.1.6.5. Ensure MRAP MC status is accurate and updated in a timely manner.

12.1.7. **Vehicle Management** .

12.1.7.1. Work in conjunction with the operational users to verify and validate accuracy of IMDS information when accepting an MRAP into local inventory; to include, verification of configuration and equipment inventory.

12.1.7.2. Initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repairs with approved source of repair for both Base Vehicle Platform (BVP) and Mission Support Equipment (MSE).

12.1.7.3. Coordinate with approved Field Service Representative (FSR)/contractor for repairs not supported by organic maintenance capabilities.

12.1.7.4. Coordinate with user organization VCO/VCNCO to ensure current and accurate weapon system status is maintained in IMDS.

12.1.7.5. Maintain appropriate records and Jacket Files. Files will contain at a minimum: TCTOs, OTIs, Special Instructions, Safety of Use Messages (SOUM), Maintenance Advisory Messages (MAM), Time Change Items (TCI), modifications, add-on enhancements and retrofit kit documentation, warranty claims, AFTO Form 95, *Significant Historical Data*, AFTO Form 107, and the last seven sets of applicable AFTO Form 781 series forms.

12.1.7.6. Manage MRAP BVP shipments and coordinate with user organization for MSE synchronization. The VFM is responsible for shipment of the BVP and the using organization is responsible for MSE shipment and tracking.

12.1.7.7. Track and coordinate BVP and MSE depot repair actions.

12.1.7.8. Process TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation events that apply to the BVP and MSE. Work will be coordinated with FSRs as applicable.

12.1.7.9. Ensure DRs relating to the BVP and MSE are accomplished IAW TO 00-35D-54-WA-1, TO 36-1-191 and established procedures for warranty items. Reports will be coordinated with FSRs as applicable.

12.1.7.10. Determine MRAP MC status and provide information to the appropriate agency. MRAP operators will determine status using the Mission Status Reporting Tool as defined in AFI 21-103

12.1.8. **MRAP Operational User Commander** .

12.1.8.1. If designated, perform Responsible Officer duties per AFI 23-111.

12.1.8.2. Designate the MRAP Responsible Person as outlined in AFI 23-111

12.1.8.3. Have daily responsibility of assigned MRAPs and associated MSE.

12.1.9. **VCO/VCNCO** .

12.1.9.1. If designated, perform Responsible Person duties per AFI 23-111.

12.1.9.2. Serve as the operating unit focal point for all MRAP maintenance actions/issues and coordinate with Vehicle Management, or equivalent, for action.

12.1.9.3. Report and coordinate repair of all maintenance discrepancies with Vehicle Management; ensure MRAP MC status is updated and accurately reflected.

12.1.9.4. Coordinate with Vehicle Management for MRAP BVP and MSE shipments to ensure synchronization in shipping. Vehicle Management is responsible for shipment of the vehicle platform and using organization is responsible for shipment and tracking of MSE.

12.1.9.5. Complete supply transactions for equipment account tracked MSE and inform Vehicle Management to ensure IMDS updates.

12.1.9.6. Establish procedures to control, store and manage MSE in accordance with supply regulations. Additionally, establish procedures to safeguard all ancillary systems as required when releasing MRAP to Vehicle Management.

12.1.9.7. Ensure all operators are trained and licensed.

12.1.10. **The MRAP Operator** .

12.1.10.1. Ensure weapon system BVP and MSE accountability.

12.1.10.2. Conduct pre/post-use inspections and document AF Form 1800.

12.1.10.3. Provide discrepancies/information to VCO, or equivalent, to facilitate repair coordination with Vehicle Management and IMDS updating.

12.1.10.4. DELETED.

12.2. Reporting Procedures . Weapon system inventory, mission capability status and utilization reporting are outlined in AFI 21-103.

12.2.1. Specific mission capability and asset availability standards will be determined by the Lead Command in conjunction with the System Sustainment Manager (SSM). Readiness will be defined in terms of Fully Mission Capable (FMC), Partially Mission Capable (PMC) and NMC.

12.3. Training . Proper MRAP life cycle sustainment depends on a detailed training program which outlines specific training requirements. Lead Commands and Career Field Managers, in conjunction with the SSM and AETC, will coordinate and develop training plans, programs and policies. MRAP training plans, programs and policies must include:

12.3.1. Guidance and procedures for maintenance and safety training focused on BVP.

12.3.2. Guidance and procedures for maintenance and coordinating repairs for MSE.

12.3.3. Guidance and procedures for training in data collection using the IMDS.

12.4. Configuration Management. The intent of configuration management is to ensure selected serially controlled and TCI are properly loaded in the IMDS database. Items of major

concern are accurate and approved part numbers, quantity per assembly and next higher assembly items by Work Unit Code. The SSM has overall responsibility for maintaining MRAP configuration control, TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation management. The unit VCO, along with Vehicle Management, or equivalent, must ensure completion and correct documentation of configuration changes, TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation events using IMDS on-line capabilities. **(T-1).**

12.4.1. The unit VCO/VCNCO will coordinate semi-annually with Vehicle Management, or equivalent, to reconcile the resolution of configuration management notices utilizing applicable IMDS screens. **(T-1).** Discrepancies must be forwarded to the appropriate maintenance section for resolution. **(T-1).**

12.5. MSE Accountability. MRAP MSE is a critical component of the system-of-systems and should be carefully managed. While management responsibility spans multiple organizations, the operational users have day-to-day accountability of their assigned MRAPs and associated MSE. REMIS/IMDS is the system of record to account for MRAPs; however, certain approved items may be maintained on an AFEMS account.

12.5.1. Certain designated/approved MSE items with an ERRC code of ND/NF will be maintained on an R-14/15 or CA/CRL by the operating unit and loaded in REMIS/IMDS to track maintenance data. Certain crypto equipment may be in this category.

12.6. Modification Management. MRAPs **WILL NOT** be modified without proper approval. **(T-1).** A modification proposal is a recommendation to change the form, fit, function or interface (F3I) of an in-service, configuration-managed Air Force Weapon System. Modifications are identified as capability or sustainment modifications and can be either temporary or permanent. All modifications must be coordinated through a formal configuration review/control process and implemented in accordance with AF publications. **(T-1).** MRAP modifications must be submitted to the ACC/A4RE MRAP Weapon System Team for staffing. Additional information, terms and guidance governing AF modification management is contained in AFI 63-131, Modification Program Management, AFI 63-101, Acquisition and Sustainment Life Cycle Management, and AFI 10-601, *Operational Capability Requirements Development*. **(T-1).**

12.7. Daily Operations and Maintenance Philosophy. The AF will utilize a combination of contract logistics support (CLS) and organic maintenance capabilities. In many cases FSRs will be contracted to perform maintenance and documentation functions. IMDS will be used to record maintenance discrepancies and activities associated with MRAPs.

12.7.1. Units operating MRAPs will utilize the Vehicle Control Program and VCO/VCNCO concept to report and coordinate maintenance and management of MRAPs (refer to **Chapter 10**).

12.7.2. Vehicle Management, or equivalent, will be the focal point for overall MRAP maintenance management.

12.7.3. The MRAP operator is responsible for accomplishing pre-use inspections to ensure the MRAP is configured properly, all systems are operational and the weapon system is suitable for the mission. The operator will annotate an MRAP AF Form 1800 identifying any issues with the BVP or MSE. AF Form 1800 will be provided to Vehicle Management, or equivalent,

who in-turn documents discrepancies in IMDS for maintenance coordination and action. IMDS can generate needed MRAP AFTO Form 781 series forms.

12.7.4. LRS Vehicle Management, or equivalent, will be the primary focal point for MRAP repair and will initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repair requirements with approved sources of repair. Vehicle Management will coordinate with approved FSR/contractor for repairs not supported by organic maintenance capabilities.

12.7.5. If a maintenance activity requires a request for maintenance assistance (RFA) for evaluation and/or repair beyond unit capability, the request will be made IAW TO 00-25-107-WA-1 and TO 36-1-191.

12.8. MRAP FoV Forms. MRAP maintainers/operators will utilize an AF Form 1800 and the AFTO Form781-series forms which include: AFTO Forms 781A, *Maintenance Discrepancy and Work Document*, 781B, *Communication Security Equipment Record* and 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection And Delayed Discrepancy Document*. **(T-1).** Information on AFTO Form 781 series documentation can be found in TO 00-20-1 and AFI 21-103.

12.8.1. AFTO Form 781A, used for creating and clearing work orders.

12.8.2. AFTO Form 781B, used to track MSE that's installed or removed.

12.8.3. AFTO Form 781K, used to track inspections and deferred discrepancies.

12.8.4. Forms can be down loaded from the AF portal and can be generated from IMDS. Samples can be seen in TO 00-20-1.

12.8.5. Vehicle Management, or equivalent, inputs discrepancy and updates MC status in IMDS and creates an AFTO Form 781 series form for the discrepancy. Vehicle Management disseminates jobs to the appropriate work centers for action. Vehicle Management, or equivalent, will maintain these vehicle AFTO Form 781 series forms and keep completed forms in MRAP Jacket File.

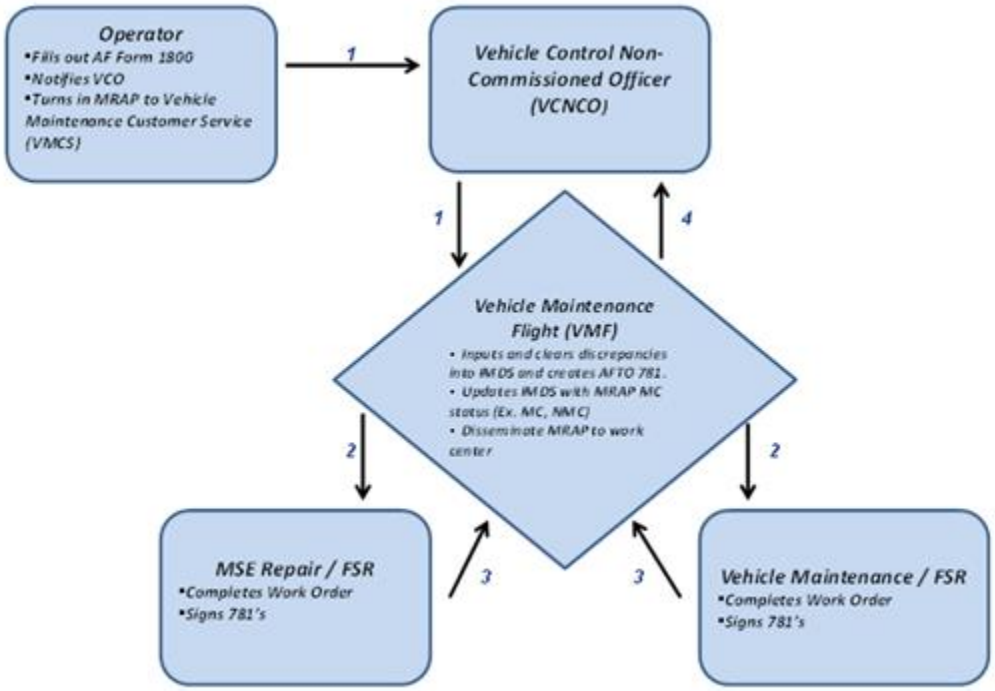
12.8.6. The appropriate work centers will complete jobs, sign off the work order in the AFTO Form 781 series forms, return the MRAP and signed AFTO Form 781 series forms to Vehicle Management, or equivalent.

12.8.7. Vehicle Management, or equivalent, will clear work order in IMDS and update MC status. Vehicle Management, or equivalent, will notify VCO of completion. The VCO is responsible for ensuring pickup of MRAP from Vehicle Management or equivalent.

12.9. GSU. Management of MRAP weapons systems located at GSUs pose unique challenges; however, it is imperative that all standard weapons systems management functions, to include daily mission capability status updates, take place.

12.9.1. All AF MRAPs located at a GSU are possessed as a matter-of-record by an AF organization. The managing group commander, or equivalent, is responsible to ensure all maintenance management actions and reporting procedures are accomplished.

Figure 12.1. MRAP Organizational Maintenance Process



12.10. Contingency Operations. Contingency operations bring a variety of challenges for management actions associated with MRAP weapon systems. During contingency operations, COCOM staffs, with the Lead Command, will determine the most effective process to meet the primary goal of supporting the war fighter while adhering to weapon systems management policies and procedures and this AFI. Policies and procedures must ensure asset accountability, configuration control and mission capability reporting.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

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Abbreviations and Acronyms

ACC—Air Combat Command

A/D—Abandonment or Destruction

ADR—Áccord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFCESA—Air Force Civil Engineer Support Agency

AFCPM—Air Force Component Program Manager

AFCSM—Air Force Computer System Manual

AFEMS—Air Force Equipment Management System

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIS—Air Force Inspection System

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFOSHSTD—Air Force Occupational, Safety and Health Standard

AFOSI—Air Force Office of Special Investigations

AFPA—Air Force Petroleum Agency

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFV—Alternative Fueled Vehicle

AFVFSB—Air Force Vehicle Fleet Support Branch

ALC—Air Logistics Center

ALIS—Autonomic Logistics Information System

ALO—Accounting Liaison Office

ANG—Air National Guard

AO—Accountable Official

AOR—Area of Responsibility

APC—Activity Program Coordinator

API—American Petroleum Institute/Airman Powered by Innovation

APSR—Accountable Property System of Record

ART—Air and Space Expeditionary Force Reporting Tool

AS—Allowance Standard

ASC—Allowance Source Code

ASE—National Institute for Automotive Service Excellence

AT&L—Acquisition, Technology & Logistics

ATOC—Air Terminal Operations Center

ATV—All-Terrain Vehicle

AWP—Awaiting Parts

BEAR—Basic Expeditionary Airfield Resources

BPA—Blanket Purchase Agreement

BRAC—Defense Base Closure and Realignment

BSP—Base Support Plan

BVP—Base Vehicle Platform

CFM—Career Field Manager

C-MAJCOM—Component Major Command

C-NAF—Component-Number Air Force

CA/CRL—Custodian Authorization/Custody Receipt Listing

CAA—Clean Air Act

CBA—Cost Benefit Analysis

CAP—Civil Air Patrol

CARS—Consolidated Analysis and Reporting System

CAT—Crisis or Contingency Action Team

CCT—Contamination Control Team

CDC—Career Development Course

CE—Civil Engineering

CES—Civil Engineer Squadron

CFC—Chlorofluorocarbons

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CNG—Compressed Natural Gas

CONUS—Continental United States

CoP—Community of Practice

COPARS—Contractor-Operated Parts Store

CRIS—Consolidated Request Information System Tool

CSC—Customer Service Center

CSE—Common Support Equipment

CTK—Composite Toolkit

CWPC—Contingency Wartime Planning Course

DAU—Defense Acquisition University

DANTES—Defense Activity for Non-Traditional Support

DCAPES—Deliberate and Crisis Action Planning and Execution Segment

DDF—Deployment and Distribution Flight

DEMIL—Defense Militarization

DEF—Diesel Exhaust Fluid

DFARS—Defense Federal Acquisition Regulation Supplement

DIFM—Due In From Maintenance

DLA—Defense Logistics Agency

DLA-DS—Defense Logistics Agency-Disposition Services (formerly Defense Reutilization and Marketing Service (DRMS))

DLA Energy—Defense Logistics Agency-Energy (formerly Defense Energy Support Center (DESC))

DOC—Designed Operational Capability

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DOLI—Date of Last Inventory

DOTM—Due-Out to Maintenance

DPAS—Defense Property Accountability System

DPEM—Depot Purchased Equipment Maintenance

DRU—Direct Reporting Unit

DSCR—Defense Supply Center Richmond

EA—Economic Analysis

EAID—Equipment Authorization Inventory Data

EBS—Enterprise Business System

EDD—Estimated Delivery Date

EEBP—Enterprise External Business Portal

EO—Executive Order

EPA—Environmental Protection Agency

EPAct—Energy Policy Act

ESP—Emergency and Special Program

ETIC—Estimated Time In Commission

EV—Electric Vehicle

FAC—Functional Area Chief

FAD—Force Activity Designator

FAM—Functional Area Manager

FAR—Federal Acquisition Regulation

FAST—Federal Automotive Statistical Tool

FAT—First Article Testing

FIAR—Financial Improvement Audit Readiness

FMC—Fully Mission Capable

FMD—Fuels Manager Defense

FMIS—Fleet Management Information System

FMVRS—Federal Motor Vehicle Safety Standard

FOA—Field Operating Agency

FOD—Foreign Object Damage

FORCE—Fuels Operational Readiness Capability Equipment

FSE—Fuels Support Equipment

FSR—Field Service Representative

FSRIA—Farm Security and Rural Investment Act

FY—Fiscal Year

FYDP—Fiscal Year Defense Program

GAS—Graduate Assessment Survey

GFP—Government Furnished Property

GLSC—Global Logistics Support Center

GPP—Green Procurement Program

GSA—General Services Administration

GSU—Geographically Separated Unit

GVW—Gross Vehicle Weight

GVWR—Gross Vehicle Weight Rating

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Materials

HEV—Hybrid Electric Vehicle

HMMWV—High Mobility Multipurpose Wheeled Vehicle

I&S—Interchangeability and Substitutability

IAW—In Accordance With

IDEA—Innovative Development through Employee Awareness

IDO—Installation Deployment Officer

IG—Inspector General

IGESP—In-Garrison Expeditionary Site Plan

ILS-S—Integrated Logistics System-Supply

IM—Item Manager

IMDS—Integrated Maintenance Data Systems

IRA—Input Record Accepted

ISSA—Inter-Service Support Agreement

ITK—Individual Toolkit

ITV—In-Transit Visibility

JB—Joint Base

JCS—Joint Chiefs of Staff

JDRS—Joint Deficiency Reporting System

JFP—Joint Force Provider

JOPES—Joint Operation Planning and Execution System

JSFPO—Joint Strike Fighter Program Management Office

JTD—Joint Technical Data

KSD—Key Supporting Documents

LCAP—Logistics Compliance and Assessment Program

LIMS-EV—Logistics Installation and Mission Support Enterprise View

LOGDET—Logistics Details

LOGMOD—Logistics Module

LPG—Liquefied Petroleum Gas

LRS—Logistics Readiness Squadron

LSEV—Low Speed Electric Vehicle

LSV—Low Speed Vehicle

LTI—Limited Technical Inspection

MAJCOM—Major Command

MAM—Maintenance Advisory Message

MAP—Military Assistance Program

MC—Mission Capable

MEL—Minimum Essential List

MEO—Most Efficient Organization

MHE—Materiel Handling Equipment

MICAP—Mission Impaired Capability Awaiting Parts

MICT—Management Internal Control Toolset

MISCAP—Mission Capability

MNCL—Master Nuclear Certification List

MOG—Maximum On Ground

MOU—Memorandum of Understanding

MSA—Metropolitan Statistical Area

MSE—Mission Support Equipment

MSG—Mission Support Group

MTP—Master Training Plan

MTT—Mobile Training Team

MVAC—Motor Vehicle Air Conditioner

NAF—Numbered Air Force

NBCC—Nuclear, Biological, Chemical, and Conventional

NHTSA—National Highway Traffic Safety Administration

NI—Not Issued

NLT—Not later than

NMC—Non Mission Capable

NMCM—Non-Mission Capable-Maintenance

NMCS—Non-Mission Capable-Supply

NPL—Non-Price Listed

NSN—National Stock Number

OEM—Original Equipment Manufacturer

OGMVC—Other Government Motor Vehicle Conveyance

OI—Operating Instruction

OJT—On-The-Job Training

OLVIMS—On-Line Vehicle Interactive Management System

O&M—Operation and Maintenance

OMB—Office of Management and Budget

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OT&E—Operational Test and Evaluation

OTI—One-Time Inspection

PHEV—Plug In Hybrid Vehicle

PIC—Positive Inventory Control

PID—Plan Identification Designator

PMC—Partially Mission Capable

PM&I—Preventive Maintenance and Inspection

POC—Point of Contact

POM—Program Objective Memorandum

POV—Privately Owned Vehicle

PP—Performance Plan

PPBE—Planning, Programming, Budgeting and Execution

PROTAF—Project Task Force

PWS—Performance-Based Work Statement

QAP—Quality Assurance Personnel

R&D—Reimbursable and Distribution

RC/CC—Responsibility Center/Cost Center

RCRA—Resource Conservation and Recovery Act

RDD—Required Delivery Date

RegAF—Regular Air Force

REM—Registered Equipment Management

RFF—Request For Forces

ROMO—Range of Military Operations

ROS—Report of Survey

SAC—Self Assessment Communicator

SATAF—Site Activation Task Force

SAV—Staff Assistance Visit

SB—Service Bulletin

SBSS—Standard Base Supply System

SDDP—Services Development Delivery Process

SECAF—Secretary of the Air Force

SEO—Special Equipment Options

SF—Standard Form

SFS—Security Forces Squadron

SITREP—Situation Report

SNUD—Stock Number User Directory

SOFA—Status of Forces Agreement

SORTS—Status of Resources and Training System

SOUM—Safety of Use Message

SRD—Standard Reporting Designator

SSM—System Sustainment Manager

SUV—Sport Utility Vehicle

TAC—Transportation Account Code

TACOM—Tank-Automotive Command (US Army)

TACR—Transaction Allowance Change Request

TBA—Training Business Area

TCI—Time Change Item

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMDE—Test, Measurement and Diagnostic Equipment

TMF—Traffic Management Flight

TMSK—Temporary Mission Support Kit

TO—Technical Order

TPFDD—Time Phased Force Deployment Data

TRT—Transaction Request Tool

UC—Use Code

UDI—U-Drive It

UDM—Unit Deployment Manager

UEI—Unit Effectiveness Inspection

UFC—Unified Facilities Criteria

UJC—Urgency Justification Code

ULN—Unit Line Number

UND—Urgency of Need Designator

USC—United States Code

USDA—United States Department of Agriculture

UTC—Unit Type Code

VED—Vehicle Enterprise Dashboard

VM—Vehicle Management

VM Neighborhood—AF Vehicle Management Neighborhood SharePoint

VSCOS—Vehicle Support Chain Operation Squadron

VTAC—Vehicle Transformation Acquisition Council

VAL—Vehicle Authorization Listing

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VCP—Vehicle Control Program

VDQD—Vehicle Data Quality Dashboard

VEMSO—Vehicle and Equipment Management Support Office

VFM—Vehicle Fleet Manager

VIL—Vehicle Identification Link

VIN—Vehicle Identification Number

VM CoP—AF Vehicle Management Neighborhood - Community of Practice

VMIF—Vehicle Management Index File

VMS—Vehicle Management Superintendent

VPRL—Vehicle Priority Recall Listing

VV—Vehicle Validation

WEX—Wright Express

VVV—Vehicle Validation Visit

WMP—War and Mobilization Plan

WR-ALC—Warner-Robins Air Logistics Center

WRM—War Reserve Materiel

WRM WG—War Reserve Materiel Working Group

Terms

Acceptance Inspection—An inspection performed on all new and used vehicles and vehicular equipment received on base, before placing them in service. This inspection shows the condition of the vehicle. Discrepancies noted on the AFTO Form 91 must be fixed before placing the vehicle in service if use of the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.

Accessory—A part or assembly attached to or installed in a vehicle or piece of equipment; it is not essential to the operation or safety of the end item.

Active Vehicle Storage—Storage of vehicles in an operational condition, which permits their immediate deployment in the event of contingency or war and their use to support exercises.

Activity—A unit physically in existence, with personnel assigned.

AEF Reporting Tool (ART)—Used to report overall UTC status by color. Green means go. All identified personnel and equipment are available. All training has been completed. UTC is ready for deployment within 72 hours. Yellow means Caution. UTC is missing some capability that does not prevent meeting MISCAP and deployment. Identify specific causes in remarks section. Red means no go. UTC is missing key capability and is not capable of fulfilling MISCAP. Red UTCs are not eligible for deployment. Identify specific causes in remarks section.

Agricultural Equipment—Equipment designed and used for landscaping, cultivating or processing agricultural products.

Air Force Equipment Management System (AFEMS)—A standard system of equipment management that applies to all AF activities. It enables the AF to determine, authorize, account for and report the types and quantities of equipment required to accomplish the AF mission. It is a primary basis for organizational equipment budget and buy programs.

Allowance Standard (AS)—An equipment allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change EAID.

Bench/Working Stock—A stock of fast moving, parts and materials kept in the working area to speed vehicle repair. The stock does not normally exceed a 30-day supply.

Biobased Product—A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Blanket Purchase Agreement (BPA)—A simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts with qualified sources of supply.

Component-MAJCOM—A type of MAJCOM that is the USAF component to a Unified Combatant Command. For example, Pacific Air Forces (PACAF) is a C-MAJCOM that is the USAF component to United States Pacific Command (USPACOM).

Component-Numbered Air Force—Air Force Component Command exercising command and control over air and space forces supporting a Unified Combatant Command.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Central Procurement—The procurement of material, supplies or services by an officially designated command or agency, with funds specifically provided for such procurement for the benefit and use of the entire component; or in the case of single managers, for the military departments as a whole.

Co-utilization—A vehicle used by two functions within an organization or two different units using the same vehicle on a part-time basis, during peacetime.

Command Levy—A vehicle shipment tasking validated and assigned to a MAJCOM to effect permanent transfer of a vehicle in support of an operational AF requirement.

Contractor Operated Parts Store (COPARS)—A source of automotive parts operated by a commercial vendor, normally located in Vehicle Management.

Corrosion Control—The treatment required to prevent or correct corrosion on vehicles and vehicular equipment. (Reference TO 36-1-191).

Corrosion Control Treatment Facilities—Contract facilities established at POE to treat corrosion on vehicles before shipment overseas.

Cost Center Code—A code assigned to a function or unit, used to accumulate and distribute costs.

Cost-Reimbursement Contract—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Deficiency—A condition which prevents a vehicle from meeting its designed operational requirements.

Designed Operation Capability (DOC)—Outlines a unit‘s mission tasking and measurable resources. A unit is equipped and manned based on the DOC statement.

Direct Labor Hour—A unit of time representing the productive effort of one person in 1-hour against a specific vehicle.

Direct Materials—Those materials which can be identified with a specific repair job.

Due In From Maintenance (DIFM)—A repair cycle program in which the maintenance activity obtains a controlled item from ILS-S and returns a similar item in either a serviceable, repairable or condemned condition.

EPA-Designated Item—A product that is or can be made with recovered material, that is listed by EPA in a procurement guideline and for which EPA has provided purchasing recommendations in a related Recovered Materials Advisory Notice (available at **http://www.epa.gov/epaoswer/non-hw/procure/backgrnd.htm**).

Emergency and Special Program (ESP)—Usually a two digit code, placed at end of fund cite, used to charge expenditures to a specific account. ESP codes are normally associated with contingency or disaster relief operations.

Emergency Vehicles—Vehicles designed and used to respond to situations that have caused or may cause injury or death or damage or destruction to property; for example, ambulances and fire trucks.

End Item—A final combination of end products, component parts or materials which is ready for its intended use, e.g., a vehicle, ship, tank, mobile machine shop or aircraft.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization. See also assembly; component; part; subassembly; supplies in Joint Pub 1-02.

Estimated Repair Time—The usual number of labor hours needed to complete a specific repair job. Estimated repair time is either locally established or found in commercial flat rate manuals.

Expanded Mobile Maintenance—The capability to provide a dispersible mobile repair from mobile maintenance trucks to sortie-generating organizations.

Fair Wear and Tear—The deterioration of items attributed to normal usage.

Financial Improvement and Audit Readiness (FIAR)—Financial and accountability data including key supporting documentation that provide details for audit readiness. These documents/data ensure proper stewardship of all government resources required to execute assigned missions.

Force Activity Designator (FAD)—A term denoting the operational importance of a weapon system, unit, activity or project; it determines supply priority.

Gross Vehicle Weight (GVW)—The weight of a vehicle, including fuel, lubricants, coolant, on vehicle tools and spares, cargo, and occupants.

Gross Vehicle Weight Rating (GVWR)—The maximum allowable total weight of a road vehicle that is loaded to capacity, including the weight of the vehicle itself plus fuel, passengers, cargo, and other miscellaneous items such as extra aftermarket options/accessories.

Hazardous Materials (HAZMAT)—Any material that poses a threat to human health and/or the environment. Typical HAZMATs are toxic, corrosive, ignitable, explosive or chemically reactive.

Host—The major commander having jurisdiction over land and other real estate that provides tenants with facilities or services; also, an organization designated by the MAJCOM or by AF to furnish support.

In-Garrison Expeditionary Site Plan (IGESP)—Used to assess base capability before, during and after wartime or deployment operations. Provides detailed information on unit responsibilities under those conditions.

Indefinite-Delivery Contracts—A delivery order (supplies) or task order contract (services) that does not procure or specify a firm quantity of supplies or services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of the supply or service during the period of the contract.

Indicators—Used to monitor the operation or condition of a management goal.

Indirect Labor—Labor which cannot be directly related to the repair of a specific vehicle (AF Form 1823/-1) or item of equipment.

Indirect Materials—Parts and materials that cannot be identified to a specific vehicle (AF Form 1823/-1) or item of equipment.

Indirect Nonproductive Labor Hours—Labor hours expended that do not represent a direct productive effort in the vehicle maintenance activity.

Installation Deployment Officer (IDO)—The host unit officer who maintains base deployment guidance, and directs and coordinates base deployments under the direction of the Base Commander or equivalent.

Installation Deployment Plan—Detailed plan describing how an installation accomplishes deployment. Normally contains specific cargo preparation requirements and UDM responsibilities.

Item Management—Selecting, acquiring and maintaining materials, and controlling inventory.

In-Transit Visibility (ITV)—Describes extensive use of cargo tracking systems to determine location of cargo at any given time.

Joint Use (JU) Vehicle—A vehicle authorized to support a peacetime mission which has also been determined necessary to support an additive wartime requirement.

Latent Defect Clause—A contract clause covering failure of special vehicle components (except commercial design chassis) which result from defective materials or poor quality of work. (Reference TO 36-1-191).

Level A Storage—Vehicles stored in non-operationally ready status. Specific procedures for this level of storage are contained in TO 36-1-191.

Limited Technical Inspection (LTI)—An inspection using AFTO Form 91, to determine the current condition of a vehicle or vehicular equipment item. (Reference TO 36-1-191).

Local Purchase—Acquiring a decentralized item of supply from sources outside the DOD.

Low Speed Vehicles (LSV)—Vehicles, whose maximum speed is greater than 19 MPH but less than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN. This category must meet 49 CFR Part 571.500 (FMVSS).

Maintenance—All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, cannibalizing and reclaiming parts, accessories and end items. This maintenance includes organizational, intermediate and depot maintenance, plus the following:

1. Commercial Repair--Maintenance of vehicles or equipment accomplished by contract with an approved commercial organization on either a one-time or a continuing basis.
2. Delayed Maintenance--Maintenance that can be delayed without damage to the vehicle or a compromise of safety.
3. Interservice Maintenance (other government agencies)--Maintenance performed by one government agency for another.
4. Intra-service Maintenance--Maintenance performed by one organization, base or station for another within the same governmental department or agency.
5. Mobile Service or Repair--Service or repair performed away from the Vehicle Management shop by a mobile maintenance unit equipped and staffed to provide this support.
6. PM&I--Periodic prescribed inspections or servicing of equipment, accomplished on a calendar, mileage, kilometers or hours-of-operation basis.
7. Recurring Maintenance--Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control or material failure.
8. Unauthorized Maintenance--Repair or service on civilian or non-appropriated fund vehicles; recurring repair or service on non-AF vehicles, except as covered by valid interservice agreements or contract provisions; or repair on an uneconomically reparable vehicle without proper approval.
9. Unscheduled Maintenance--Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

Major Assembly—An assembly of component parts essential to the operation of the end item; for example, the engine, rear axle, transmission and so forth.

Maximum One-Time Repair Allowance—The maximum amount of money that can be expended at any one time for repairing a vehicle or vehicular equipment. (Reference TO 36-1-191.)

Mission Capability (MISCAP)—Description of what a UTC package, personnel or equipment, must be capable of performing at a deployed location.

Mobility Coded Vehicle—Vehicles and vehicular equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime situation.

Range of Military Operations (ROMO)—The general categories of operations within which the military participates to fulfill the general strategic goals of the US government. These operations are broadly defined as War and Operations Other Than War. War involves combat operations and has as its general goal the ability to fight and win. Operations Other Than War may involve noncombat or combat operations; the general goals of these operations are, respectively, promote peace and deter war/resolve conflict.

Motor Vehicle—Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Multi-Functional Team—A team of stakeholders responsible for a service acquisition. Includes not only representatives of the technical and procurement communities but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions. This team could be a Business Requirements Advisory Group (BRAG), a Mission Area Acquisition Team (MATT), an IPT, working group, an A-76 IPT or Steering Group, etc.

Nonproductive Indirect Time—Time spent by employees in functions not directly related to the primary mission of the maintenance activity, such as squadron duty, leave and so forth.

Obsolete Vehicle—A vehicle declared obsolete by the IM because of age or design.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (i.e., golf carts, all- terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR Part 571 (FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-585-7495 in AFEMS, AS 036).

Operational Plan (OPLAN)—A detailed, written plan used to execute a military operation.

Overhaul—The restoration of an item to a completely serviceable condition as prescribed by a maintenance serviceability standard.

Parts Provisioning—Initial vehicle parts identified for purchase from the manufacturer at the time of vehicle procurement in sufficient quantities to support the expected life of the vehicle. Provisioning also includes additive spares required for contingency support requirements based on MAJCOM requirements at the time of acquisition.

Performance-Based Work Statement—Defines the requirements in terms of results rather than the method of performing the work. It cites reference directives rather than the entire publication. At a minimum a PWS includes a description of services, services summary, government furnished property, and services, and appendices.

Performance Plan—Prescribes the objective in having the services, the goals of the multi-functional team members and their roles and responsibilities (to include the contractor performing the service), and how the multi-functional team will assess contractor performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life.

Preventive Maintenance & Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. (Reference TO 36-1-191).

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure regulations. The priority designator is based on a combination of factors which relate the mission of the requisitioner and the urgency of need or the end use. It provides a means of assigning relative rankings to the competing demands placed on the DOD supply system.

Priority Maintenance—The maintenance effort to expedite a vehicle through the shop when the using organization is at or below its minimum essential level.

Qualification Training—Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Quality Assurance—An internal government program developed to assess contractor performance IAW the terms and conditions of the contract and IAW contractor‘s developed Quality Control Program.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

Registered Vehicle—A vehicle assigned a USAF registration number.

Repair Cycle—The stages through which a repairable item passes from the time of its removal or replacement until it is reinstalled or placed in stock in a serviceable condition.

Requirement—A need or demand for personnel, equipment, supplies, facilities or services expressed in specific quantities for specific periods and time.

Robins AFB SE&V (Special Equipment & Vehicles)—Office of Primary Responsibility for the total life cycle and supply chain management of Air Force vehicles. Comprised of Air Force Life Cycle Management Center (AFLCMC) and 404th Supply Chain Management Squadron (AFMC).

Serviceability Standard—The standard a vehicle must meet or surpass to be satisfactory for operation.

Situation Report (SITREP)—Used to report unit status and concerns to higher headquarters.

Sport Utility Vehicle (SUV)—A high-performance four-wheel drive car built on a truck chassis.

Standard Price—The unit price of an item listed on the appropriate AF stock list. Stock list changes, including the price, are distributed through the SNUD system (DO71) to AF bases.

Standard Base Supply System—A system of managing the inventory of AF vehicular equipment.

Status of Resources and Training (SORTS)—Automated data system used to report current status of military forces. Used by higher headquarters to determine unit capability. SORTS information is classified.

Supply Point—Additional warehouses located within or next to the activities they support. Assets maintained on supply points are accounted for and controlled on a supply point detail record in ILS-S.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation and maintenance of equipment. Services provided to AF vehicles and vehicular equipment by Robins AFB SE&V or the mobility service offices, on a reimbursable basis. (Reference TO 00-25-107-WA-1).

Technical Order (TO)—An AF publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of AF motor vehicles.

Temporary Mission Support Kit (TMSK)—A generic kit of fly-away specific and general support vehicle spare parts (e.g., filters, belts, and bulbs) that deploying vehicle management activities assembled prior to departure and ship with deploying vehicles as directed by higher headquarters or stated as a line-remark on Vehicle Redistribution Order **(**RDO). The kit must support the vehicle for a minimum of 30 days.

Tenant—(on-base or a supported installation)—Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host command or that occupies real property under its own jurisdiction but requires support from another AF installation in the same locality. A tenant may belong to the same command as the host organization.

Time Compliance Technical Order (TCTO)—An authorization directive issued to provide instructions to AF activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Time Phased Force Deployment Data (TPFDD)—Deployment listing of cargo and personnel. Key document for deploying units or organizations expecting inbound forces and equipment. Shows UTCs, arrival dates, departure dates, unit information, etc. The TPPDD is classified.

Training Business Area (TBA)—TBA is an AF Portal, Net-Centric, GCSS-AF IF Level 4, web-based application providing AF war fighters with global, real-time visibility into the technical qualifications, certifications, and training status of weapons systems and support professionals AF-wide. TBA supports base, wing, and work center level training management activities by automating training management business processes previously performed using paper records and legacy systems.

Transient Vehicle—A vehicle belonging to an AF activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

Transportation Control Number (TCN)—Generated by LOGMOD and used to positively identify and track cargo.

Triage Maintenance—An immediate, temporary repair of a battle damaged vehicle during post attack recovery operations in order to support the immediate ongoing mission. Vehicle repair requirements are placed in one of three condition levels:

1. Level A--Immediately returnable to service with minimal or only minor repair.
2. Level B--Repairable, requiring more than 30 minutes of repair work but less than 4 hours.
3. Level C--Repairs will take over 4 hours or vehicle not repairable at all.

Urgency of need A—Represents a compelling necessity, the lack of which has caused or will cause a mission failure. (Commanding officers must authenticate all urgency of need “A” demands.)

Urgency of need B—Denotes a need, which has or will cause mission impairment.

Urgency of need C—Represents those resource requirements needed sooner than routine handling will permit.

USDA-Designated Item—Means a generic grouping of products that are or can be made with biobased materials, that is listed by USDA in a procurement guideline and for which USDA has provided purchasing recommendations.

Uneconomically Reparable—A vehicle or vehicular equipment whose one-time repair estimate exceeds the one-time repair allowance, or whose age or mileage life expectancy has been attained. (Reference TO 36-1-191).

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit". A UTC can consist of personnel, vehicles and/or equipment.

Urgency of Need Designator—A term accompanied by a capital letter (A through C) which establishes the necessity for the acquisition of a resource. Urgency of need designators are used in conjunction with the assigned FAD to establish a position resource demand based on mission importance and the pressure of necessity.

Urgency of need A--Represents a compelling necessity, the lack of which has caused or will cause a mission failure. (Commanding officers must authenticate all urgency of need A demands.)
Urgency of need B--Denotes a need, which has or will cause mission impairment.
Urgency of need C---Represents those resource requirements needed sooner than routine handling will permit.

USAF Management Code—A code assigned to a vehicle for identification purposes.

Using Command—The command that programs replacement for the vehicles assigned to a particular account. The "Using" MAJCOM is the true owner of the vehicle assets. The term **"Using Command" is synonymous with the term "Using MAJCOM" throughout this AFI.**

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—The management control functions established for those base activities with assigned vehicles on recurring dispatch. (Reference **paragraph 3.36**)

Vehicle Design—Vehicles are of two basic designs:

1—Commercial Design—A vehicle designed by the manufacturer as a production model for commercial sale and usage. It is built to the manufacturer's specifications and is purchased by the AF without major changes. Examples are sedans, station wagons, pickup trucks, MHE and so forth. These vehicles are assigned a B, C, D or E designator in their registration numbers.

2—Military Design (M-Series)—A vehicle having military characteristics resulting from military research and development processes, designed primarily for use by forces in the field in direct connection with or support of combat or tactical operations. These vehicles are assigned a K, L or M designator in their registration numbers.

Vehicle or Equipment Equivalent—A unit of measure denoting the maintenance complexity of a vehicle or item of equipment.

Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS)—2T3XX individuals charged with managing the Vehicle Management activity.

War Reserve Materiel (WRM) Vehicles—Those vehicles required in addition to peacetime vehicles, which provide support for forces, missions and activities listed in AF war plans.

Warranty—A contractor guarantee against defective parts or workmanship for a specified period of time. (Reference TO 36-1-191).

Winterization—Prepping a vehicle for cold weather operation. (Reference TO 36-1-7, *General Instruction and Preparation Checklist-AF Vehicle and Liquid Cooled Powered Ground Equipment Operation in Cold Weather Areas*.)

Work Center—A separate section within Vehicle Management that performs service, repair, administrative or support functions.

Work Order—A specific or blanket authorization to perform certain work.

Attachment 2

SITUATION TABLE RULES

A2.1. Situational Table Rules are now located on the **VM Neighborhood.**

Attachment 3

VENDOR PRODUCT EVALUATION PROGRAM

A3.1. Vendor Product Evaluations Program. The focus of the program is to provide vehicle management functions the ability to evaluate commercially available off-the-shelf products in order to determine if they are more economical and effective in performing vehicle management day-to-day operations prior to purchasing. All products must have potential tangible and intangible benefits to the AF, with a focus on enhancing forward deployed vehicle management operations and/or environmental impact mitigation effects, prior to initiating an evaluation.

A3.1.1. All vendors participating in the product evaluation program must be made to understand, and acknowledge in writing prior to any evaluation starting (see note 1 below), that this is a "no cost" program to the US Government, DOD or AF. Furthermore, that a positive (or negative) product procurement recommendation stated in any evaluation report is written in a way that does not constitute a legal and binding agreement on the AF to procure/purchase the evaluated product. Extreme care must be taken by all levels of Vehicle Management activities when corresponding with vendors as to not obligate (intentionally or unintentionally) the AF for evaluated product procurement without proper authority.

A3.2. AF-level Evaluations. AF-level evaluations are to be conducted on products that have potentially significant positive impact on Vehicle Management activities across the AF enterprise.

A3.2.1. 441 VSCOS is the AF focal point and managing activity for AF-level product evaluations.

A3.2.2. 441 VSCOS will:

A3.2.2.1. Research areas for improvement related to vehicles, tools, equipment and materials, vehicle facilities, management procedures and environmentally friendly alternatives to current processes, to include equipment and products.

A3.2.2.2. Review product evaluation request and/or recommend vehicle products for evaluation.

A3.2.2.3. Coordinate with base POC to conduct an evaluation and determine on-site support requirements.

A3.2.2.4. Provide project administrative support and guidance to vendors and evaluating units, to include: Bailment Agreement, Program Directive, evaluation time-lines and reporting requirements.

Notes:

1. A "Bailment Agreement" is an agreement between the vendor (bailor) and AF (bailee) which outlines the temporary placement of control over, or possession of, the product to be evaluated by the bailor, into the hands of the bailee, for the designated purpose of evaluation upon which the parties have agreed and at "no cost" to the bailee. AF level Bailment Agreements must be coordinated through 441 VSCOS for signature by the AF or DoD Executive Agent, for which the program is categorized, and the vendor's representative prior to product transfer. The authority to sign as an Executive Agent may be delegated; however, the new agent must be appointed using an AF memorandum. Three (each) original and signed Bailment Agreements must be completed. One each will be distributed to the Executive Agent, the vendor and the

evaluating unit POC.
2. A "Project Directive" outlines vendor/product information, testing/evaluation parameters and pertinent contact information.

A3.2.2.5. Maintain official records of all AF-level evaluations. Retain Bailment Agreement (to include associate documentation) IAW Table and Rule T 64–06 R 03.00 in the AF RDS in AFRIMS.

A3.2.2.6. When necessary, send a 441 VSCOS Project Manager to the evaluation site to start, evaluate and/or close projects.

A3.2.2.7. Prepare disposition recommendations to AF/A4LR based on evaluating unit's final report findings, including criteria for AS placement or replacement as required.

A3.2.2.8. Post AF/A4LR endorsed final report/findings on the **VM Neighborhood**.

A3.2.2.9. Provide product vendor with a bailer's report IAW established agreements.

A3.3. Base/Unit-level Evaluations. Base/unit-level evaluations will be conducted on, but not limited to, products (tools & equipment) that would normally replace accountable equipment items of lesser quality and/or obsolete automotive repair/service technologies; while still having potentially tangible and intangible benefits to the AF. Normal evaluation timelines are between four and six months.

A3.3.1. Base/unit-level vehicle management activities will only conduct product evaluations sanctioned by 441 VSCOS.

A3.3.2. 441 VSCOS will:

A3.3.2.1. Provide program and administrative guidance to evaluating units.

A3.3.3. DELETED

Note: 441 VSCOS will provide Program Directive, Bailment Agreement template, and final report templates upon request.

A3.3.4. The Evaluating Unit will:

A3.3.4.1. Provide 441 VSCOS with justification for evaluation, to include product and manufacture's details; i.e., brochures, pictures, websites, manufacture contact information.

A3.3.4.2. Assign primary and alternate project monitors. Provide 441 VSCOS with contact information (this information will be included on Project Directive).

A3.3.4.3. Complete valid Bailment Agreement (refer to **paragraph A3.1.1**).

A3.3.4.4. Complete Project Directive and comply with 441 VSCOS approved Project Directive and report suspense(s).

A3.3.4.5. Provide liaison to vendor concerning delivery or shipping arrangements of product to be evaluated.

A3.3.4.6. Complete project status report.

A3.3.4.7. Complete final report/findings. Submit to 441 VSCOS for posting on the **VM Neighborhood**. At a minimum, the report will include:

A3.3.4.7.1. Calculated costs savings and avoidance that resulted from project evaluation.

A3.3.4.7.2. Intangible benefits.

A3.3.4.7.3. Advantages and disadvantages, to include any safety concerns.

A3.3.4.7.4. Comparison to current item or process used.

A3.3.4.7.5. Work accomplished (how was product evaluated) and discussion.

A3.3.4.7.6. Recommendations.

A3.3.4.8. Review test data before the end of the test to determine if purchase of test equipment (in place) is warranted. If the purchase of the tested equipment is desired, test activities will prepare an AF Form 9 along with a sole source justification and process it through their contracting activity or use a GPC for purchase.

A3.3.5. Other areas of program concern:

A3.3.5.1. 441 VSCOS provides program management guidance to non-vehicle management organizations or activities (i.e., AFCEC or AFPA). When a product affects the specifications, and/or characteristics of a specific registered vehicle, 441 VSCOS will be coordinated with prior to product evaluation start.

A3.3.5.2. 441 VSCOS will participate in environmental and pollution prevention workshops and conferences to learn about new products and current automotive industry practices and work to embed them in Vehicle Management processes. Coordinate proposed environmental projects with the AF Center for Engineering and the Environmental (AFCEE/EQP/EQT). An Environmental Impact Analysis Process, categorical exclusion, environmental assessment or an environmental impact statement might have to be developed for projects having environmental impact.

Attachment 4

LIMS-EV VEHICLE VIEW

A4.1. LIMS-EV VEHICLE VIEW is a Data Service that serves as the overarching gateway to AF/A4 enterprise reporting and analysis. The goal of LIMS-EV Vehicle View is to provide "One version of the truth". Data comes from ILS-S and OLVIMS daily. Data is merged with supplemental tables in order to place information into useable format. The system is designed to arrive at requested data within three mouse clicks or three levels of drill.

A4.1.1. Access to LIMS-EV Vehicle View is granted to individuals with a Logistics profile in the AF Portal. Go to the help link in the AF Portal and submit online access request, or contact the Knowledge Owners listed on the **VM Neighborhood**.

A4.2. Data Sources for LIMS-EV Vehicle View.

A4.2.1. OLVIMS/ ILS-S Daily Files:

A4.2.1.1. OLVIMS VYHK2D.ZIP (Base Code/Site code/Daily); Real Time Vehicle Information System (ReVIS) work file "VYHK0D2W.CMD" (Base Code/Command Code, Site Code/W).

A4.2.1.2. ILS-S data is downloaded from Global Combat Support System (GCSS) Data Service Warehouse.

Note: Files are processed into LIMS-EV Vehicle View daily at 0900 and 1800.

A4.2.2. OLVIMS Monthly Files:

A4.2.2.1. 0801VYHK2M.zip (Year/Month/Base Code/Site Code/Monthly). This file is comprised of the following files:

A4.2.2.1.1. TCTO file "VYHK0D2T.RVS" (Base Code/Command Code/Site Code/T).

A4.2.2.1.2. Vehicle Master File A "2VEA0108.ASC" (Site Code/Condor Vehicle File A/Month/Year.ASC).

Note: Previous month files are updated on 21st of current month.

A4.2.3. Reference data tables are maintained by 441 VSCOS in order to ensure meaningful definitions for data element and supply missing data elements as needed.

A4.3. Business Objects & Rules.

A4.3.1. Main View Tabs. LIMS-EV Vehicle View consists of four main tabbed views: Leadership, Status, TCTO and Force Module.

A4.3.2. Vehicle Categories. These are groupings of vehicle type(s) with an indicator of mission capability. Categories can be viewed in Leadership View or in other views based on filtering.

A4.3.3. Filters. Filters are used to narrow down data to a requisite level.

A4.3.3.1. Attribute filters are case sensitive.

A4.3.3.2. Limited to specified attributes for each view.

A4.3.3.3. Data can be copy and pasted from spreadsheet (must add comma to separate data attributes).

A4.3.3.4. Filters are not available in Leadership View.

A4.3.3.5. Filters are available for the following:

A4.3.3.5.1. Timeline: Specific month, fiscal or calendar quarter, fiscal or calendar year.

A4.3.3.5.2. Organization level: from AF down to squadron or unit level.

A4.3.4. Charts. Can be used to reflect data in a data tray (bar, line or pie chart).

A4.3.5. Data Tray. Contains data for each metric related to the displayed chart (overall metrics or details).

A4.3.6. Breadcrumbs. Indicate the filter criteria.

A4.3.7. View By/Group By. Details the sorting and grouping of the data in the data tray.

A4.3.8. Create Reports. Save all metrics, only those displayed or create custom selection.

A4.3.9. Save/Manage Views. Allows for saving a specific view for later use, but the view is not exportable. This also allows for setting default view.

Note: All data is historical except for the Leadership View and the Current views under Fleet Posture and Force Module.

A4.4. Detailed Views. A.4.4.1. **Leadership View.** Single screen entry point for canned leadership view of vehicle portfolio data related to fleet sustainment, capability projection and cost requirements.

A4.4.1.1. Mission Capability (refer to **Figure A4.1, LIMS-EV Vehicle View: Leadership/Mission Capability View**, for examples).

A4.4.1.1.1. Current mission capable rate data is displayed using a color-coded bar graph format. The total number of vehicle assigned minus the NMCM + NMCS vehicles divided by the total assigned; convert that in to a percentage: equal to or greater than 90% = green, 75 – 89% = yellow, less than 75% = red.

A4.4.1.1.2. From the Leadership/Mission Capability view, various data/information can be viewed by "drilling down" into the view. There are three "drill levels.

1) Drill level 1:
- Displays bar chart where overall AF MC rate is first bar followed by each MAJCOM's MC rate.
- Displays table with AF and MAJCOM authorized and assigned as of first of prior month. Snapshot of authorized/assigned on 21st of previous month.
2) Drill level 2 (click on any MAJCOM bar):
- Displays bar chart where overall MAJCOM MC rate is first bar followed by the MC rate of each base in that command.
- Displays table with authorized and assigned for entire MAJCOM and each base.
3) Drill level 3 (click on any base bar):
- Displays vehicle assets currently in maintenance at that base by registration number,

nomenclature, status, NMC date, ETIC date.
- Displays table with Authorized and assigned for that base.

Figure A4.1 LIMS-EV Vehicle View: Leadership/Mission Capability View

A4.4.1.2. Program Objective Memorandum. Indicates projected requirements for replacements and vacancies based on current and End of Life projections. The display has two tabs: Assets and Cost

A4.4.1.2.1. Assets. Displays vehicle count of replacement eligible asset and vacancies; current and projected.

A4.4.1.2.2. Costs. Displays procurement costs based on standard price of replacement eligible assets and vacancies.

A4.4.1.3. Force Module Package Capability. This view depicts total vehicles available to sustain the vehicle force modules of Open, Establish, Operate or Robust base. Data is from the "WRK.CMD" file, with numbers taken from "Drill level 3" of the Mission Capable screen.

A4.4.2. **Status View.** Provides a single screen entry point for viewing select daily snapshot and historical data in the vehicle portfolio. Each status view listed below can be accessed on the Status tab.

A4.4.2.1. Mission Capability. Total percentage of vehicles available for mission support based on user defined filter level. Registered Fleet and Total Fleet are the same.

A4.4.2.1.1. AVAIL HOURS: 24 hours # days in the month number of vehicles in the record set.

A4.4.2.1.2. NMCM %: NMCM hours rounded to nearest whole hour / AVAIL HOURS. Convert to percentage.

A4.4.2.1.3. NMCS%: NMCS hours rounded to nearest whole hour / AVAIL HOURS. Converted to percentage.

A4.4.2.1.4. NMC%: The total AVIL Hours assigned minus the NMCM + NMCS vehicles; convert that in to a percentage.

A4.4.2.2. Deferred Workload. Displays total backlog hours for all vehicles with maintenance delayed for parts, body work (P&S), funds and time to repair vehicles that exceed the one-time repair limit. LIMS-EV VEHICLE VIEW takes a snapshot of delayed hours on 21st of month. Reads most current file in record.

A4.4.2.3. Fleet Posture.

A4.4.2.3.1. The following data computations are used.

A4.4.2.3.1.1. LEASED OR AF OWNED AUTH. "L" or "V".

A4.4.2.3.1.1.1. This "viewed" data is returned from a reference table.

A4.4.2.3.1.1.2. AID 012 returns an "L."

A4.4.2.3.1.2. AUTHORIZED. Total of the AUTH QTY of vehicles in the filter group assigned to the corresponding DOC DETAIL NUM.

A4.4.2.3.1.3. ASSIGNED. Total of vehicles assigned an asset DETAIL DOC NUM (214 records) that matches an authorization DOC DETAIL NUM (201 records).

A4.4.2.3.1.4. AWAITING DISPOSITION. Total vehicles with an assigned ALLOWANCE SOURCE CODE of 048 and a STATUS CODE of "D", "E", "I" or "N".

A4.4.2.3.1.5. INVALID ASSIGNMENT. Any ILS-S asset record (214) that doesn't match the authorization record (201).

A4.4.2.3.2. "Historical" Fleet Posture views are built using: ILS-S data; authorization, assigned and excess trend lines; assigned user org, equivalents, status codes, etc.

A4.4.2.3.3. "Current" Fleet Posture views provide an up-to-date look at authorizations and assets assigned and is the primary view used to manage the fleet.

A4.4.2.3.3.1. "Ad-Hoc Reports" allows generation of any type of report to view the fleet. The Data Tray can be grouped by command, organization, vehicle type, ASC, master management code, BPAC and authorized NSN. The "201", "214" and "518" data is from ILS-S (show B200 and B204). Ad-Hoc reporting also allows Master Management Code (Authorization) vs. Management Code (Asset) searches.

A4.4.2.3.3.2. Master Vehicle Report/Hand Receipt. To produce this document select entire base, single or multiple organizations, then export as pdf or Excel document.

Note: The grid will show due-in information but hand receipt does not.

A4.4.2.4. "Sustainment Costs" depicts the cost to sustain the vehicle fleet (registered and total) with a default view by cost and an additional tab for averages. Seven data points are displayed from OLVIMS data:

1) LABOR COST: Sum of the TOT DIRECT LABOR COST field of the filter set result.

2) PARTS COST: Sum of TOT PARTS COSTS field of the filter result set.
3) CONTRACT MAINT COST: Sum of CONTRACT MAINT COST and OGA COSTS fields of the filter result set.
4) ACCIDENT COST: Sum of ACC IN-HOUSE MAT COST field of the filter result set.
5) ACCIDENT LABOR COST: Sum of ACC IN-HOUSE LABOR COST field of the filter result set.
6) COST PER MILE: Total of all costs divided by total miles driven of the filter result set.
7) COST PER VEHICLE: Total of all costs divided by fleet total of the filter result set.

A4.4.2.5. "Utilization" depicts a combination of two group sets to provide a capability to measure vehicle utilization of a filtered result set to the "AF Average". Calculations limited to vehicles with an M/H/U/K code of "M" or "K". Data Computations are as follows.

A4.4.2.5.1. "Mean" is the average total miles driven per vehicle for the entire period of historical data period selected (not more than 24 months).

A4.4.2.5.2. "Two Standard Deviations", use of two standard deviations from the mean to establish upper and lower control limits for the AF average.

A4.4.2.5.2.1. "Over Utilized" = more than two standard deviations above the mean.

A4.4.2.5.2.2. "Under Utilized" = more than two standard deviations under the mean.

A4.4.2.6. "Requirements" depicts the number of vehicles required to be replaced over the next 20 years. Initial view will also depict the vehicles scheduled for purchase (due in). The view can be switched between "Assets" and "Cost".

A4.4.2.6.1. The computations used to establish current life expectancy are as follows:

1) Life expectancy in years is computed by taking the depreciated value of each vehicle over a 20-year life span and plotting it against O&M costs, which are increased yearly by three percent (for inflation).
2) Establish the life in years at the point where projected O&M costs exceed the depreciated value or at 20 years.

A4.4.2.7. Due-Ins. This view shows due-in information by vehicle quantity, actual dollars and by fund type. Due-in data is from CARS.

A4.4.3. **TCTO.** This view depicts four separate but linked TCTO requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, the viewer can get an informed look at an individual TCTO or the status of a larger TCTO program completion level within a filter set. TCTO numbers are generated on a reference table and TCTO number in OLVIMS must match TCTO number listed in LIMS-EV VEHICLE VIEW. OLVIMS data is crossed in monthly file uploaded to 441 VSCOS (VYHK0D2T.ZIP). If TCTO data in OLVIMS is incorrect, FM&A must edit "C record" in OLVIMS to match (CZ, CV, ZH transactions). The following are data points and definitions are used to build this view:

A4.4.3.1. Total required: depicts the sum vehicles required to have a TCTO completed on them within the filter set. Source of the vehicle count is a sum of the registration numbers listed in the TCTO table that matches the filter set.

A4.4.3.2. Complete: depicts the sum of vehicle registration numbers listed within the filter set that have a TCTO COMPLETED DATE listed.

A4.4.3.3. Due/On-Time: depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that have not passed the "MUST BE DONE DATE". Will be reflected when within 60 days of due date. Individuals can toggle between numerical values or percentages in the chart.

A4.4.3.4. Overdue: depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has passed the "MUST BE DONE DATE".

A4.4.4. Force Module. This module depicts total vehicles available to sustain the vehicle force modules of "Open," "Establish", "Operate" or "Robust a base". This module mirrors the Leadership View display, but shows actual assets and bases. Filter options allow selection of organization level and type of mission to support. Select chart option to fill the data grid with vehicle requirements, drill down vehicle requirements to view asset information.

A4.4.4.1. Data Source. Package requirements are defined in the Force Module table and fill rate/capability data is extracted from the "WRK.CMD" file.

Attachment 5

CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL

A5.1. Capability Based Funding. A process used to capture logistics requirements. Quantifying vehicle/vehicular equipment requirements is key to raising the pursuit of funding from a gray area to a meaningful discussion of capability.

A5.1.1. Programming is establishing a plan of action to do something. In the vehicle world this is planning our vehicle requirements in future years.

A5.1.2. Execution is when we carry out those plans with the funding available.

A5.2. Funding Source.

A5.2.1. Funding is appropriated by Congress for vehicle procurement through appropriation bills. Appropriated funds categories are:

A5.2.1.1. 3010 Aircraft Procurement, Air Force.

A5.2.1.2. 3080 Procurement–Other (munitions, vehicles, electronics, base maintenance and support equipment). This is three-year money.

A5.2.1.3. 3400 Operations and Maintenance, Air Force. This is one-year money.

A5.2.2. In the past, 3400 and 3080 money was used for vehicle procurement, now only 3080 money is used for vehicle procurement.

A5.2.2.1. 3400 is discretionary money and is not designated for a specific purpose. This funding is easy to target for funding cuts when Air Staff or MAJCOM has higher priorities; hard to defend requirements.

A5.2.2.2. 3080 money is allocated for specific requirements. This type of funding is harder to target for cuts or divert elsewhere, unless mission is higher priority.

A5.2.3. The "Color of Money".

A5.2.3.1. Appropriated money is further defined by Budget Program Activity Codes (BPAC). BPAC classifications "below the appropriation level" are used to identify major budget programs, or in relation to vehicles, the type of vehicle the funding supports. The following are vehicle BPACs:

1)1800 – General Purpose Vehicles.
2)2230 – Medium Tactical Vehicles (All M-Series vehicles).
3)2990 – Cargo and Utility Vehicles.
4)3230 – HMMWV.
5)4010 – Fire Fighting Vehicles.
6)5990 – Material Handling.
7)6210 – Runway Snow Removal.
8)6990 – Base Maintenance and Construction.

A5.2.4. AF Vehicle Fleet Major/Minor Program Codes (refer to **paragraph 4.75**) are used to link authorization (and vehicles) to the specific mission they are used to support. They also allow for analysis to determine what missions are being supported by the money. For a listing of vehicle program/mission codes refer to **Tables 4.5** and **4.6**

A5.3. DELETED

A5.4. Vehicle Prioritization Model.

A5.4.1. Overview. A given vehicle type is only in one BPAC, but can be at any base within a MAJCOM or AF fleet. Funds allocated to each vehicle NSN are split among all vehicles and vacancies within that NSN. The model calculates End of Life (EOL) year based on depreciation of the vehicle and cumulative sustainment (O&M) costs. Depreciation is based on a default life expectancy of 20 years. EOL is adjusted, or set, when O&M cost exceeds depreciation value. Vehicles with same Management code will have different life expectancies for programming purposes. The Vehicle Prioritization Model provides better justification for appropriations and is a proven business model that identifies vehicle requirements while connecting them with the mission they support.

Note: Vehicle One-time Repair Limits and Replacement Codes should only be used for maintenance decisions.

A5.4.2. Model Logic.

A5.4.2.1. Vehicles and vacancies are prioritized within BPACs and NSNs.

A5.4.2.1.1. Prioritizes all assets assigned from 1 – many, whether replacement required or not.

A5.4.2.1.2. Does not attempt to prioritize one vehicle type over another or one BPAC over another.

A5.4.2.1.3. Does not attempt to prioritize vehicles and vacancies together.

A5.4.2.1.4. Apply the funding:

1) Applies funding across NSNs in a BPAC.
2) Determines NSN earned share based on health rate.
3) Determines vehicle/vacancy split (2:1).
4) Apply funds to prioritized lists.

A5.4.2.2. Prioritization Rules for Vehicle Replacement.

A5.4.2.2.1. Use Code: non-WRM (A/J, B/K, C/L) first, WRM last (D/M).

A5.4.2.2.2. Year: Ascending – oldest first.

A5.4.2.2.3. Use Code: A/J first, B/K and C/L second, D/M last.

A5.4.2.2.4. End of Life: Ascending – projected end of life year. Vehicles exceeding or nearing their end of life year are replaced first.

A5.4.2.2.5. Miles or Hours: Descending – cumulative miles or hours.

A5.4.2.2.6. Sustainment Cost: Descending – higher maintenance cost before low.

A5.4.2.2.7. Item Code: Unsuitable substitutes first, all others second.

A5.4.2.2.8. Base Fleet Age: Descending – the average age of the fleet for all NSNs at each base (prioritizes assets that are equal in every other way between bases).

A5.4.2.2.9. Last 6 digits of registration number: Ascending – a random number will be used for tiebreak.

A5.4.2.3. Prioritization Rules for Vacancies.

A5.4.2.3.1. Use Code: A/J (mobility) first, B/K and C/L second, D/M (WRM) last.

A5.4.2.3.2. Vacancy Rate: Descending – percentage of vacancies to authorizations at a location. More vacancies – higher priority.

A5.4.2.3.3. Replaced eligible rate: Descending – percentage of replacement eligible vehicles to authorizations. Higher percentage of replacement eligible vehicles – higher priority.

A5.4.2.3.4. Fleet Age: Descending – average age of the fleet for each NSN at each base.

A5.4.2.3.5. Base Fleet Age: Descending – the average age of the fleet for all NSNs at each base (prioritizes assets that are equal in every other way between bases).

A5.4.2.3.6. Authorization Number: Descending – positions 7-18 of authorization number (doc number + SRAN). A random number will be used for tiebreak.

A5.4.2.4. Funding Rules.

A5.4.2.4.1. Can select how many out-years to include in the plan.

A5.4.2.4.2. A percentage of funds can be withheld. Needed to accommodate a flex line between listed Standard Price and actual price with options.

A5.4.2.4.3. No Buy list can be created for any combination of NSN, BPAC, MAJCOM, Base and/or FY.

A5.4.2.4.4. Must Buy list can be created by NSN, MAJCOM and FY.

A5.4.2.4.5. Replacement Required Carryover Percentage (RRCP).

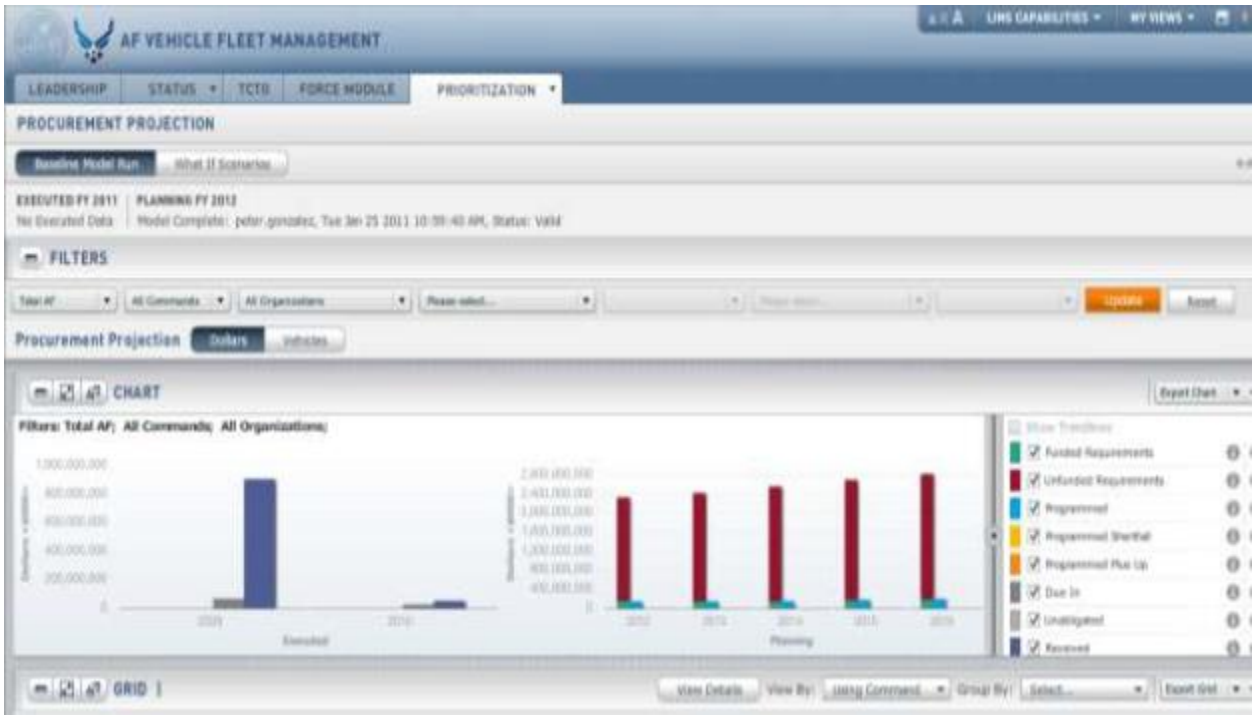
1) Accepted historical replacement eligible percentage by NSN.
2) VPM will prioritize up to that percentage for a NSN and then stop until all NSNs reach their RRCP.
3) VPM then continues to prioritize equally for all NSNs.

A5.4.2.4.6. 441 VSCOS uses the VPM to adjust programming for BPACs in out years. This allows them to see if there is too much/little money within a BPAC. Money cannot be moved in execution year. Programming lists are not saved in the system.

A5.4.2.4.7. “What if” scenarios may be run throughout the year to identify and adjust buy requirements.

A5.4.2.4.8. The system is locked on predetermined date to generate prioritization list for execution. Execution list are saved in the system and generate metrics for analysis. Base level VM activities can run the model with “what if” scenarios.

Figure A5.1. LIMS-EV Vehicle View, Prioritization Tab/Baseline Model Run Example



Attachment 6

DOD FLEET CARD PROGRAM

A6.1. Overview. DOD Fleet Cards are used to obtain fuel and services from off-base commercial service stations when the vehicle is operating outside of the using organization‘s Permissible Operating Distance (POD). The cards are not credit cards, e.g., VISA® or MasterCard®, and are only accepted at participating businesses. Dependent on individual unit account policy, purchases other items or services other than fuel may be authorized and will be limited to those which are needed in order keep a USAF vehicle in (or return to) serviceable condition.

A6.1.1. AF controlled vehicles authorized for off-base use may be assigned a DOD Fleet Card if the vehicle is normally operated outside of the base‘s POD or if an authorized DOD or AF base refueling facility (that utilizes the Vehicle Identification Link Key) is not available.

A6.1.2. To facilitate multi-vehicle fuel purchases, each vehicle management, or account activity, is authorized to obtain generic cards.

A6.2. General Policy.

A6.2.1. Card users will be briefed to make every effort to purchase fuel from pumps with card reader (“swiping”) capability.

A6.2.2. Card users **will not** purchase premium fuels (e.g., premium or super unleaded.)

A6.2.2.1. Exceptions: 1) Fuel for watercraft motors/marine engines; 2) When required in writing by the vehicle manufacture, e.g., the Chevrolet Volt.

A6.2.2.2. Assets meeting an exception above will have individual fuel card created for use by the assets in question only. The new fuel card will be created to include the appropriate optional embossing, e.g., "[registration/tag number/unit] Premium Fuel" or "Watercraft Premium Fuel", whichever is applicable; variations authorized.

A6.2.2.3. AO will investigate all unauthorized premium fuel purchases and advise cards users/organization in writing of the premium fuel purchase policy, and retain copy in program management file.

A6.2.3. All fuel cards will reflect account name, i.e., 96th Vehicle Management.

A6.2.4. Vehicle management or account holder activities will maintain as few fuel cards as possible to ensure mission accomplishment.

A6.2.5. The base-level vehicle management or account holder activities may set policy restricting Fleet card purchases to ”FUEL ONLY”.

A6.2.5.1. Car wash purchase amount limits may also be set by base-level Vehicle Management activities, e.g., $15 per car wash.

A6.2.6. Fuel cards **will not** to be used in place of an organization‘s GPC program, the use of an AF Form 9, *Request for Purchase* or other purchasing instrument when purchasing items or services required in support of field operations or fleet maintenance.

A6.2.7. Fuel cards **will not** be used to support “wet” leased vehicles at any time. Contact GSA for guidance concerning on GSA leased vehicle cards.

A6.2.8. Fuel cards can be used to obtain fuel for small boats, tugs or barges as authorized by the AFCPM and not to exceed the $3,000 micro-purchase threshold.

A6.2.9. Fuel cards are not authorized to obtain aviation fuel.

A6.2.10. LRS Commanders or equivalents have the option of establishing alternative off-base refueling programs using the DOD Fleet Card Program when alternative fuel requirements cannot be met by local fuels management agencies and/or supported by other federal agencies (refer to **paragraph 11.6**).

A6.2.10.1. If cards are required to support commercially available alternative fuel, these cards will be restricted to "FUEL ONLY" purchases.

A6.2.10.2. If individual cards are obtained to support specific vehicle(s), these cards will have the vehicle registration number and alternative fuel optionally embossed on the card (e.g., 11B12345 E-85). Additionally, these cards will be programmed with the fuel funding line-of-accounting (LOA) belonging to the vehicle's assigned organization.

Note: Fuel funding LOAs are established by Accounting and Finance and contain Department of Defense Activity Address Code (DODAAC), Signal Code, Fund Code and Supply Account Codes which are used to charge organizational O&M funding lines for fuel purchases. These codes are also found on individual vehicle VIL keys.

A6.2.11. FM&A must establish procedures with Accountable Officials (AO) (if not from an LRS Vehicle Management account) and card users to ensure the information required for OLVIMS off-base fuel transaction are provided in a timely fashion.

A6.2.12. When fuel cards are assigned/hand-receipted to support non-UDI or account assigned vehicles, the AO will ensure that funds for fuel purchases are reimbursed to the fuel card account's fuel funding LOA. Additionally, AOs will restrict purchases to "FUEL ONLY".

A6.2.13. When not in use, cards will be stored in a suitable locked container.

A6.2.14. AOs will establish policy and procedure for card users to follow for obtaining approval from the account AO or Certifying Official (CO) before using a card to obtain commercial maintenance or towing services.

A6.2.15. APCs, AO, CO and alternates must establish and maintain on-line account management access with the credit card vendor. On-line account management (WEX *Online*®) will allow APCs transaction oversight and AOs/COs the ability to retrieve monthly invoices, set-up purchase "alerts", quickly view status of account(s), card(s) used and to verify transactions against their account(s). APCs will only be able to view account under their MAJCOM hierarchy.

A6.2.16. Use of "Prepay" is not authorized. Card users must locate another authorized vendor that does not have prepaid fuel. If this is not possible/practical to locate or travel to a non-prepay vendor, card user will underestimate fuel amount needed to ensure there are is not an "unused" dollar amount, or purchase the minimal amount of fuel needed to locate another authorized vendor that does not require fuel purchase "prepay". Unused portion of prepay amount must be credited back to account. Receiving cash as change for a prepay fuel transaction is not authorized.

A6.3. Above the Unit Level Program Management Positions. DLA Energy is the DOD Program Manager for the DOD Fleet Card Program; establishing policy, providing oversight and managing account fuel transactions, however units will develop, and ensure execution of, local programs and procedures IAW with the DLA Energy sponsored fuel charge card guidelines and this AFI.

A6.3.1. **AFCPM.** On behalf of AF/A4LR, 441 VSCOS acts as the AFCPM. As such, 441 VSCOS is responsible for supporting DOD Fleet Card Program policy, establishing and enforcing AF policy and providing a bridge between unit-level accounts and outside agencies; such as DLA Energy, the fuel card vendor and the Defense Finance and Accounting System. Additionally, 441 VSCOS provides account oversight, operational and program management support for non-fuel purchases. 441 VSCOS is also responsible to maintain a master listing of all accounts, to include (with the assistance of APCs) up-to-date unit-level account AO/POC information.

A6.3.2. **APC** (ANG and AFRC Only). Like the AFCPM, APCs can also act as a bridge between accounts and outside agencies. They are also responsible for the oversight and enforcement of AF Fleet Card Program policy. This is usually accomplished via Staff Assistance and as program management checklist items on the HAF SAC. APCs will maintain a list of accounts and AO (POC) information for accounts under their command.

A6.4. Unit Level Program Management Positions. Normally, the Vehicle Management activity is responsible for administration of the DOD Fleet Card Program/account. Appropriate personnel within the account‘s controlling activity/flight will be appointed (via DD Form 577, *Appointment/Termination Record – Authorized Signature*, Sections I thru III, refer to **paragraph A6.4.3**) to the following positions:

A6.4.1. **AO.** This person is responsible for overall account management, to include, but not limit to:

A6.4.1.1. Supporting the certification of payment invoices and documents for vendor non-fuel payment. Supporting the respective CO with timely and accurate data/information to ensure prompt and proper payments, i.e., payments that are supportable, legal and computed correctly.

A6.4.1.2. Ensuring fuel cards are distributed for use only to authorized vehicles.

A6.4.1.3. Ensuring that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous or delinquent payments. Additionally, ensure that all procedural safeguards affecting proposed payments are observed.

A6.4.1.4. Complying with OMB Circular A-123, Appendix B and all applicable DOD regulations and AF policy and procedures.

A6.4.2. **CO.** The CO position would normally be held by the flight OIC, VFM, VMS, FM&A NCOIC or unit RA. However, small units/functions with limited supervisory personnel authorizations may designate the unit commander, COR or contracting officer (for contracted vehicle management activities) as the CO. The CO ensures all non-fuel purchases made with DOD Fleet Cards has funding available for payment. COs also signs/certifies the SF 1034 for non-fuel payments.

Note: Additional responsibilities for the positions above can be found in DOD 4140.25-M, *DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*, Vol II, Chapter 16, *Government Fuel Card Program Management Office*, 26 February 2009.

A6.4.3. All unit level program management position appointments will be made by the unit commander or appointing authority utilizing a DD Form 577.

Note: The use of a memorandum to appoint personnel into program management positions is at the discretion of unit-level management. However, this does not negate completion and disposition of DD Form 577.

A6.4.3.1. AOs also require completion of the Fleet DOD/DLA Energy AO Nomination Form.

A6.4.3.2. AOs and COs must complete DLA Energy AO Training (refer to **paragraph A6.12**.).

A6.4.4. Alternates will also be appointed for each position and have the same appointment form requirements as stated above.

A6.4.5. The signed DD Form 577, AO Nomination Form and AO training Certificate must be forwarded to the DLA Energy AF Fuel Account Manager and/or AFCPM and maintained in the account program management binder/file.

A6.4.6. The DD Form 577 for the account's CO must be forwarded to DFAS-IN to ensure non-fuel payment acceptance/processing.

Notes:
1. The AFCPM maintains template AO and CO DD Form 577 with program responsibilities (block 14) and program management directives (block 15) prefilled: this is the only form that will be accepted. Go to the **VM Neighborhood** to attain a write-capable electronic version.
2. Upon termination of program management position responsibilities, DD Form 577, Section IV, must be completed and forwarded the DLA Energy AF Account Manager and/or AFCPM and maintained in the account program management binder/file.
3. COs and AOs perform inherently governmental functions such as activities that require making value judgments regarding monetary transactions and entitlement involving the collection, control, or disbursement of appropriated and other Federal funds. Therefore, these functions must be performed by U.S. Federal government employees, not contractors.
4. DD Form 577 appointments remain in force until terminated by an appointee's reassignment or for cause. An appointing authority's reassignment does not affect existing appointments.

A6.5. Establishing DOD Fleet Card Account. Units must contact the AFCPM for details. **(T-1).**

A6.5.1. DLA Energy will not establish new accounts without the AFCPM approval.

A6.6. DOD Fleet Card Split Billing Process:

A6.6.1. Split billing is a means of centrally billing the "fuel" portion of the invoice. Split Billing functionality is the process whereby fuel purchases are separated from non-fuel purchases. The fuel card processor (Wright Express© (WEX), the DOD Fleet Fuel Card contractor) is responsible for separating fuel purchases from non-fuel purchases (splitting the invoice).

A6.6.2. For the fuel portion, DLA Energy-RRF (San Antonio) acts as the certifying office and Defense Finance & Accounting Service (DFAS) Columbus is the paying office.

A6.6.3. For the non-fuel portion, each incurring unit (account) is the certifying office, and the appropriate DFAS office for the unit is the paying office. Individual accounts will continue processing the non-fuel portion of their invoice from the fleet card contractor through their established channels(refer to **paragraph A6.8**).

A6.7. The FMD and the EBS:

A6.7.1. The FMD, a component of Business Systems Modernization--Energy, is a vertically integrated automated information system consisting of base-level components and enterprise-level systems providing visibility of bulk fuel assets and fuel transactions to the Services and DLA Energy.

A6.7.2. The EBS is a web-based Enterprise Resource Planning (ERP) solution that uses leading edge software technology to provide a comprehensive suite of business and supply chain management applications and services for DLA, as well as DLA Customers and Business Partners. EBS collects, routes, and reports fuel transactions among bases, contractors, DLA Energy, DFAS and other entities. It acts as the DLA Energy data warehouse that stores fuel transactions purchased by the DOD Fleet Card.

A6.7.3. These systems facilitate standard unit pricing, requirement analysis, and inter-fund billing. DOD Fleet Card fuel purchases are passed to EBS by the fleet card contractor. Transactions are rolled up by DODAAC /sub-account, a document number is assigned and standard price applied for inter-fund billing. This information is passed to DFAS.

A6.7.4. What units are being charged for fuel: When the DOD Fuel Card is used, the Standard Price per gallon is charged to the unit. The unit is NOT charged the "pump price". This is because DLA Energy pays for the actual (pump) price through the Defense Working Capital Fund.

A6.7.4.1. The Office of Management and Budget sets the Standard Price not DLA Energy.

A6.8. Non-Fuel Purchase Funding and Payment Procedures. All non-fuel purchases will be paid directly to the card vendor before or by the invoice due date (normally 30 days after invoice date). Specific non-fuel payment procedures can be found on the **VM Neighborhood**.

A6.8.1. In order to assure continuity, locality specific payment procedures must be established with the servicing Accounting & Finance Budget Office when accounts are established.

A6.8.2. Account activities should provide the unit Resource Advisor an estimate of non-fuel purchases each fiscal quarter or year as needed.

Note: The AO and/or CO must take into account the lead time required by DFAS to process Miscellaneous Pay transactions when working to meet payment due dates.

A6.8.3. Accounts with delinquent non-fuel "undisputed" balances are subject to card and/or account suspension or termination w/o prior notification from the AFCPM. The following actions may occur when an account has a non-fuel delinquent balance:

A6.8.3.1. 90 days delinquent – "Hard" suspension (suspension of non-fuel purchasing capabilities). Suspension will be lifted when delinquent amount is received by the fleet card vendor.

A6.8.3.2. 150 days delinquent – Account entirely suspended (effecting both fuel and non-fuel fuel purchasing capabilities). Suspension will be lifted when delinquent amount is received by the fuel card contractor, however account will be changed to "fuel only" status. Unit desiring to reestablish non-fuel purchase capabilities must submit request memorandum w/justification and concurrence from the first 0-6 in the AO's chain-of-command.

A6.8.3.3. 180 days delinquent – Account termination. Units will still be responsible to pay entire balance. Units with terminated accounts may not re-apply for a fuel card account for six months after the termination date. Request to re-initiate an account must include justification and have concurrence from the first 0-6 in the unit's chain of command.

A6.8.4. "Cash Back" credits are applied to account non-fuel balances by participating vendors and not the fleet card vendor. In an effort to save administrative labor, the AFCPM reserves the right to use these credits to assist in paying small non-fuel balances of other accounts.

A6.9. Account Documentation and Continuity Requirement. Various documentation will be maintained for account management, program management and for continuity purposes. This information can be maintain electronically and/or via hard copy file(s) or in a continuity book(s)/binder(s). The information will be divided into two parts, files or sections: 1) Funding and Transactions 2) Card Administration and Management Control.

A6.9.1. **Funding and Transactions.** Documentation within this section will include, but is not limited to:

A6.9.1.1. Copies FY funding documents (i.e., AF Form 406 and/or SF 1048), Fund cite authorization and requests for additional or supplemental funds.

Note: These documents are not required for "FUEL ONLY" accounts or if no non-fuel purchases have been made during the current fiscal year.

A6.9.1.2. Billing cycle (monthly) transaction documents (grouped by billing cycle). These documents include:

A6.9.1.2.1. Vendor Invoices. WEX produces monthly invoices for download using the WEX *Online*® Account Management System only if non-fuel purchases were made during the billing cycle (first calendar day to last calendar day each month) and/or there is a non-fuel purchase balance due. The "balance due" amount on the monthly invoice will only reflect the amount due to non-fuel purchases.

A6.9.1.2.2. Monthly Purchase Transaction Reports. Also available on WEX *Online*® regardless of invoice availability. These reports will be downloaded and used to reconcile/validate (against receipts) **ALL** purchases.

A6.9.1.2.3. All purchase and other transactions receipts. All purchase receipts must have the following associated information documented:

A6.9.1.2.3.1. The full name, grade, unit and duty phone number of purchaser.

A6.9.1.2.3.2. Description of purchase. If fuel, type of fuel and gallons. If service, part or repair, provide full description.

A6.9.1.2.3.3. Vehicle registration/tag number and odometer/hour meter at the time of purchase.

A6.9.1.3. **ALL** billing cycle transactions documents (vendor invoices, transaction reports and transaction receipts, etc.) must be maintained for six years, regardless of account status. Disposition (retention) is IAW National Archives, General Records Schedule, 1.0 Finance, GRS 1.1., Item 10, ERA Number DAA-GRS-2013-0003-0001.

Note: If a transaction receipts is lost, the AO will document (e.g., Memo for Record) the occurrence; to include the purchaser's POC information and information relevant to the transaction.

A6.9.2. **Card Administration and Management Controls.** Documentation within this section will include, but is not limited to:

A6.9.2.1. Local program policies/procedures.

A6.9.2.2. Account position appointment forms, letters (AO Nomination and DD Form 577) and AO training certificates.

A6.9.2.3. Card listing, to include: card number, profile, fuel LOA, etc..

A6.9.2.4. Location of card Personal Identification Number(s) (PIN), or Driver's ID number(s) Listing.

Notes:
1. PIN listing must be secured at all times.
2. Card and Driver ID (PIN) listings are available for download from WEX *Online*®.

A6.9.2.5. Card register/control log. Develop a local card control log to document card issuance, i.e., card information, date and POC info. Attach issuing document/receipt to the register, i.e., memo or hand receipt. The register will be valid for one FY. All cards "permanently assigned" to units (i.e. cards assigned/hand-receipted to First Responders or cards used to purchase alternative fuel for individual vehicles assigned to different organizations) must be reissued on a new register by 31 October each FY. The card register/control log may be combined with the inventory list.

A6.9.2.6. Documents, memorandums or statements certifying card loss, destruction, turn-in, completion of semiannual (twice a year) validation and any FW&A investigation.

A6.9.2.7. File copies of card user "Statement of Understanding" (SOU).

A6.9.2.8. Card User training log.

Note: A portion of card users training log and the SOUs may be maintained/filed separately at the point of issue, e.g., Vehicle Dispatch office.

A6.9.2.9. Copies of DLA Energy correspondence and policy memos (refer to **paragraph A6.13**).

A6.10. Additional AO Duties. Other duties of the AO include, but are not limited to, the following:

A6.10.1. Developing a local card user/training guide.

A6.10.2. Controlling the DOD Fleet Card register and the issuance of Fleet Cards.

A6.10.3. DELETED

A6.10.4. Reviewing user control documents and DOD Fleet Card register twice a year to include a physical inventory.

A6.10.5. Reporting questionable purchases to Unit Commander (or equivalent), APC and AFCPM.

A6.10.6. Ensuring all fuel (to include mileage update) and maintenance transaction costs are input into OLVIMS as an off-base cost when receipt is received.

A6.10.7. Forwarding invoice and supporting documents for non-fuel purchases to the paying agent.

A6.10.8. Ensuring all card users receive Card User's Training and signs an SOU (that outlines card user responsibilities and authorized purchases) prior to initial card use and annually thereafter.

Note: DLA Energy approved Card User Training and SOU can be found on the **VM Neighborhood**.

A6.10.9. Notifying DLA Energy AF Account Manager, AFCPM, APC and card contractor immediately of changes to the account including telephone numbers, addresses, AO/CO appointment changes, Fuel LOA info, etc. Subsequently, if the unit is disbanded or relocated, the AO is responsible to provide the card contractor with updated contact information if a non-fuel balance remains. Further, if the unit is disbanded, the unit is responsible for account closure and proper disposition of the cards and PINs to prevent unauthorized use or fraudulent activity.

A6.10.10. Ensuring the PIN (the WEX term is *Driver ID*) associated with each DOD Fleet card is different and unique and that steps are taken to ensure PINs are not divulged to unauthorized personnel. When a PIN has been compromised, the cardholder shall contact the contractor immediately or login to WEX *Online*® to change.

A6.10.11. Establishing reimbursement policy/procedure for units/individuals that purchase unauthorized items or car washes that is over policy limits.

A6.10.12. Ensuring complete documentation (specific item/service purchased and rational for purchase) of all non-fuel purchases is maintained on file.

A6.11. Disposition of the DOD Fleet Cards or Account. Destroy cards no longer required, authorized or expired. Maintain a record of card destruction for one-year. Channel requests to "Terminate" card(s) to the Fleet Card vendor, APC, AFCPM or DLA Energy. Notify Fleet Card vendor of all lost and/or stolen cards.

Note: AOs and COs have the ability to manage individual cards using WEX *Online*® to include card termination.

A6.11.1. Lost or stolen account numbers and cards must be reported immediately to the Fleet credit card vendor. Refer to account control files, account statements, or the back of a Fleet credit card for vendor contact information. Notification is mandatory whether or not the fuel card is to be replaced to enable the contractor to update the data file.

A6.11.2. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, will be destroyed immediately.

A6.11.3. Fuel card accounts that are no longer required will be "closed" and all cards destroyed. Contact the AFCPM, DLA Energy and the Fleet Card vendor when closing account.

Notes

1. Account non-fuel balance must be "paid-in-full" before they can be officially closed.
2. Account documentation listed in **paragraph A6.9** must be maintained for three years after account closure.

A6.12. DOD Fleet Card Program Training Requirements.

A6.12.1. DLA Energy AO Training is mandatory for AFCPM, APC, AO and CO and alternates**.** New AFCPM, APC, AO, CO and alternates must complete required training within 30 days of appointment and at least every three years thereafter. The mandatory AO computer-based training can be found at: **https://headquarters.dla.mil/EnergyCTB/DoDFleetCardAOTraining/player.html**.

A6.12.2. All card users must receive initial training prior to using the card and every three years thereafter. A mandatory card user training presentation can be locally developed or downloaded from the DLA Energy website or **VM Neighborhood**. Locally developed training for cardholders must provide general information on how to use a fleet card, proper use, AF policy and local procedures related to "who to contact" in the event of problems with cards, purchase related information requirements and card/receipt turn-in.

A6.12.3. WEX *Online*® user training is offered monthly. Contact the Fleet card vendor for details.

A6.13. Other DLA Energy Policies. DLA Energy has established various policies/processes concerning card use and program/account management. The AFCPM, APC, AO, CO must be familiar with each. Copies of the policies memorandums can be obtained from the DLA Energy website, the **VM Neighborhood** or by contacting the AFCPM. Subjects include, but are not limited to:

A6.13.1. Transaction/Purchase Dispute process/policy.

A6.13.2. Non-Fuel Payment Delinquency, Account Suspension/Termination process/policy.

A6.13.3. "First Responder" and "Infrequent Use" Profile Use policy.

A6.13.4. Card Inactivity, Suspension and Termination policy.

A6.14. Account Suspension Reinstatement.

A6.14.1. If an account is "suspended" (fuel and non-fuel purchases cannot be made) due to excessive non-fuel balance delinquency (IAW DoD/DLA Energy policy), the account can only be reinstated if the following occurs:

A6.14.1.1. The account balance is paid in-full and verified by the AFCPM. In lieu of payment(s) being posted to the account, documentation from DFAS can be accepted when it reflects payment amount and projected payment date.

A6.14.1.2. A memorandum from the unit's first 0-6 (or equivalent) in the chain-of-command is submitted to the AFCPM requesting account reactivation and outlining steps taken to ensure on-time non-fuel payment submissions in the future. (T-1).

A6.14.2. In the event of an emergency situation (mission or natural disaster related) suspended account fuel card(s) may be reactivated in a “limited” capacity for FUEL ONLY use. Units should notify the AFCPM during these situation.

Attachment 7

AIR FORCE SURPLUS VEHICLE SALES PROGRAM

A7.1. Purpose. The purpose of the AF Surplus Vehicle Sales Program (AFSVSP) is to sell surplus registered vehicles and use the proceeds from the sales to support local repair actions, as determined by 441 VSCOS.

A7.2. Program Authority. Pursuant to FMR Subchapter B—*Personal Property*, Part 102-39—*Replacement of Personal Property Pursuant to the Exchange/Sale Authority*, Exchange/Sale Authority is a statutory provision (40 U.S.C. 503), and in part states: "In acquiring personal property, an executive agency may exchange or sell similar items and may apply the exchange allowance or proceeds of sale in whole or in part payment for the property acquired." A comprehensive legal review was completed by HQ USAF/JAA, 21 Aug 13, validating the legality of the AF's intended use of the Exchange/Sale program and use of the proceeds.

A7.3. Applicability. This program applies to RegAF, Air National Guard and Air Force Reserve vehicle management activities and vehicles located within the United States and its territories.

A7.4. Responsibilities

A7.4.1. **GSA.** As the AF's agent to manage internet marketing and post auction activities, GSA will:

A7.4.1.1. Post/maintain vehicles on GSAXcess® and GSA Auctions® websites for a timeframe as determined by the AF.

A7.4.1.2. Process payments from buyers.

A7.4.1.3. Provide and maintain vehicle title documents, DLA Form 1822, *End-User Certification*, and receipt to buyers; ensure copies are sent to vehicle custodian and buyer.

A7.4.1.4. Transfer net proceeds of sales to 441 VSCOS, through DFAS.

A7.4.1.5. GSA will act as the federal government's authority in all legal matters resulting from the auctioning of federal personal property and will provide resolution in compliance with the terms and conditions of sales.

A7.4.1.6. GSA will list vehicles using the following terms and conditions:

A7.4.1.6.1. Description Warranty and Refunds: The Government warrants to the original purchaser that the property listed in the GSA Auctions.gov website will conform to its written description. The Government does not warrant the merchantability of the property or its purpose.

A7.4.1.6.2. Condition of Property: Condition of Property is not warranted. Deficiencies, when known, have been indicated in the property descriptions. However, absence of any indicated deficiencies does not mean that none exists.

A7.4.2. **441 VSCOS.** Manage, administer and execute the AF Surplus Vehicle Sales Program; 441 VSCOS responsibilities include, but are not limited to:

A7.4.2.1. Determine potential AFSVSP sale candidates based on LTI criteria obtained through the TRT.

A7.4.2.2. Determine appropriate sale reserve price based on industry book-value data, vehicle condition, special asset characteristics, etc.

A7.4.2.3. Manage and submit AFSVSP sales data to GSA for display on applicable websites.

A7.4.2.4. Maintain line-of-accounting (LOA) for sales proceed deposits. Track in-coming funds and expenditures.

A7.4.2.4.1. Administer expenditure of the sales proceeds.

A7.4.2.4.2. Proceeds deposited into 3400 LOA (O&M) must be used during the fiscal year they were obtained. Proceeds not used must be turned-in to the US Treasury.

A7.4.2.5. Maintain historical log of all program sales/auctions/transfers, details to include: GSA transaction number, sales/auction closing date, vehicle NSN, make/model, VIN, losing unit/ location, VM POC, buyer information, gross and net proceeds.

A7.4.2.6. The annual vehicle solicitation and auctioning sales period will run between 1 October and 31 July each fiscal year. Individual vehicle solicitation and/or sale actions will not be initiated during the months of August and September to ensure sales proceeds are received and disposition is achieved before fiscal year cut-off dates.

A7.4.3. **Vehicle Management Activities.** VM activities will support and execute the AF Surplus Vehicle Sales Program, responsibilities include, but are not limited to the following:

A7.4.3.1. Process vehicle disposition request per this AFI.

A7.4.3.2. Provide VM POC for each sale transaction.

A7.4.3.3. Ensure vehicles identified for AFSVSP are not cannibalized, pilfered or repaired. If asset condition has changed from that of the original disposition LTI, submit updated condition to 441 VSCOS as requested.

A7.4.3.3.1. Vehicles determined to be in a condition not factually identified on the LTI when identified as sale eligible by 441 VSCOS or upon sale to a customer will have necessary parts ordered or be repaired at the expense of the previously assigned Vehicle Management activity.

A7.4.3.3.2. In extreme emergency situations (as determined by the VFM) parts or components may be cannibalized from vehicles approved for sale. However, all parts or components cannibalized will be replaced with new or serviceable parts prior to vehicle being picked-up by the buyer; no exceptions.

A7.4.3.4. Prepare vehicles for sale. To include basic cleaning, removing markings/license plate(s), data plate, organizational equipment and any required demilitarization.

A7.4.3.5. Provide secure parking area for resale candidates identified by 441 VSCOS.

A7.4.3.6. Answer questions from potential buyers.

A7.4.3.7. Escort potential buyers to inspect/view vehicles, during established timeframe and by appointment only.

A7.4.3.8. Support/perform post sales/transfer actions, such as coordinate vehicle removal appointment with buyer.

A7.5. Vehicle Eligibility Criteria.

A7.5.1. Vehicles with the following DEMIL codes are *eligible* for AFSVSP. O*nly* WebFLIS will be used to determine DEMIL code and IC for vehicle NSN/NIIN.

A7.5.1.1. DEMIL code "A", Integrity Code (IC) 1, 2, 4 or 7.

A7.5.1.2. DEMIL code "Q", IC 6 (Q6).

A7.5.1.2.1. DEMIL code "Q" identifies Commerce Control List Items (CCLI) that are found on the Commerce Control List (CCL) and requires Trade Security Control (TSC) measures for the transfer of property to parties outside DoD control. The CCL contains items that are "dual-use" (military and commercial) that are under the jurisdiction of the Bureau of Industry and Security, U.S. Department of Commerce, through the Export Administration Regulations.

A7.5.1.2.2. As a TCS measure, vehicles identified with DEMIL Code Q6 must have DLA Form 1822 completed prior to final sales approval. TSC measures are used to prevent illegal acquisition or unauthorized transfer of CCLI to individuals, entities and/or countries whose interest are adverse to the U.S. GSA will ensure completion of both prior to approving final sales approval. In event the would-be Buyer is not approved by GSA, the auction process will resume.

A7.5.2. Vehicles with the following DEMIL codes are *ineligible* for AFSVSP and will be disposed of via DLA-DS. WebFLIS will be used to determine DEMIL code and IC for vehicle NSN/NIIN.

A7.5.2.1. DEMIL code "A", IC field "blank" = Not AFSVSP Eligible; dispose of via DLA-DS.

A7.5.2.2. DEMIL codes "B", "C", "D" and "F" = Not AFSVSP Eligible; dispose of via DLA-DS.

A7.5.3. The following vehicles are *ineligible* for the AFSVSP, regardless of DEMIL codes specified in paragraph A7.5.1, and will be disposed of via DLA-DS:

A7.5.3.1. Firefighting vehicles (e.g., pumpers, tankers, ladders, crash, high reach, etc.) cannot be disposed of under the Exchange/Sale Authority without GSA waiver and must be disposed of via DLA-DS. Waiver approvals are generated by the Office of Government Wide Policy (OGP). 441 VSCOS will correspond with OGP providing a written justification for the waiver.

A7.5.3.2. R-11 aircraft refueling vehicles cannot be sold under the AFSVSP and must be disposed of via DLA-DS.

A7.5.3.3. CLAV, CHAV or military armored vehicles.

A7.6. Presale Eligibility Determination/Procedures.

A7.6.1. Vehicle Management activities request vehicle disposition instructions by submitting an LTI request via the TRT for vehicles not having a valid authorization/requirement per **paragraph 4.28**.

A7.6.2. Vehicles meeting AFSVSP eligibility requirement established in **paragraph A7.5** will be further scrutinized by 441 VSCOS who will then make final determination of program eligibility and contact Vehicle Management with further instructions.

A7.6.3. Potential sales candidates must be in running/operating condition, or may be easily placed in running/operating condition by the buyer. Vehicles that have major/total loss collision damage, missing or totally inoperable major components/system (e.g., engine, drive-train, electrical or safety systems), impractical to restore (scrap), and/or considered dangerous to the public are not candidates for the AFSVSP.

A7.6.4. Vehicle Management activities will validate vehicle's condition is the same as reflected on initially submitted LTI. Vehicle Management activities will prep vehicle (remove trash, perform basic cleaning inside and out, properly dispose of license plate(s) and/or remove military markings) and email photographs with any other sales pertinent vehicle description/condition/ and unit POC information to 441 VSCOS.

A7.6.5. 441 VSCOS compiles vehicle pictures, description and condition information for submission to GSA. 441 VSCOS will also list/establish:

A7.6.5.1. Fair market value or reserve price of the vehicle.

A7.6.5.2. Vehicle inspection criteria/date. 441 VSCOS will coordinate date with VM POC.

A7.6.5.3. Advise of installation security/entry control requirements.

A7.7. Vehicle Solicitation to Other Federal or State Agencies. IAW the FMR Exchange/Sale Authority, property (vehicles) must be solicited to other governmental agencies before they can be auctioned to the general public. This is done by advertising availability on the GSAXcess® website (**https://gsaxcess.gov/fedswel.htm**). If after two days contact is not made with 441 VSCOS to discuss terms of a vehicle sale/transfer, or the AF and potential buyer does not agree to vehicle sale/transfer terms, then 441 VSCOS is authorized to auction vehicles to the general public.

A7.7.1. 441 VSCOS will establish "MySales" account with GSA in order to post vehicle information on the GSAXcess® website. The My Sale account is not needed to post but it is needed to keep track of listed assets.

A7.7.2. 441 VSCOS has decision and release authority for selling assets to other governmental agencies prior to public sales.

A7.8. Auctioning Vehicles to the General Public. If vehicles are not sold/transferred to another government agency, 441 VSCOS will take action to initiate public auction of assets.

A7.8.1. 441 VSCOS notifies GSA to move vehicle sales details to the GSA Auction® website (**http://gsaauctions.gov/gsaauctions/gsaauctions/**).

A7.8.2. GSA creates an "Invitation for Bid" (IFB) using vehicle information previously provided by 441 VSCOS and forwards to 441 VSCOS for preview.

Note: IFB is a GSA term used for the webpage attributes that displays an asset for auction.

A7.8.3. 441 VSCOS reviews IFB. Upon IFB approval, 441 VSCOS provides GSA the fair market value/reserve price that will be used.

A7.8.4. GSA places vehicle on auction website for a minimum of seven days. During the "open" bidding period, the VM POC will answer questions from potential buyers, schedule viewing times, coordinate installation access and escort personnel to inspect vehicles. However, workload and local mission priorities take precedence.

A7.8.5. GSA uses the following terms and condition when listing vehicles on GSA website.

A7.9. Post Auction Activities. Buyer makes payment, the vehicle is removed by the buyer and action is taken to remove asset from accountability system.

A7.9.1. Upon auction closure, GSA provides 441 VSCOS the winning bidder/buyer's contact information. 441 VSCOS forwards that information to the local VM POC.

A7.9.2. Under GSA guidelines, the buyer has 5 days to make payment to GSA. GSA then subtracts commission for sale and forwards net proceeds to LOA provided by 441 VSCOS.

A7.9.3. Once GSA has received payment, GSA sends the buyer a purchase receipt, and new vehicle titling documentation to the VM POC.

A7.9.4. The VM POC and the buyer coordinate vehicle removal; the buyer has 10 days to take possession of the vehicle per GSA/Buyer agreement.

Note: Extensions to the removal time-limit can only be granted by the GSA Sales Contracting Officer (SCO). Any variation or change of the term and conditions of the terms and conditions of sale can only be approved by SCO. The SCO will coordinate with 441 VSCOS to ensure that any contractual changes are in the best interest of all parties.

A7.9.5. The VM POC submits request, via the TRT, to 441 VSCOS for removal of asset from AF accountable system; copy of signed purchase receipt must be included in request.

A7.9.6. 441 VSCOS will process 1GP/SRC (Inventory Adjustment) transaction/s to remove on-hand quantity. Inventory adjustment document (IAD) and memo for record (MFR) will be forwarded to Vehicle Management activity.

A7.9.7. The Vehicle Management activity will ensure vehicle account custodian signs IAD. The IAD, purchase receipt, and MFR will be forwarded to host LRS Document Control/Inventory sections for filing and M10 justification. Copies of all documentation will be filed in permanent portion of the vehicle's record jacket.

A7.9.8. Removing vehicle from the installation is the sole-responsibility of the new owner. Government equipment, tow tractors, wreckers, mobile maintenance or other Air Force resources will not be used on, or to move, private civilian property. Coordination for installation access may still be required, and will be the responsibility of local VM POC.

A7.9.8.1. Under GSA Terms and Conditions, the successful bidder can designate another person or agent to remove property on the buyer's behalf accompanied with an authorization letter and photo id and has a signed copy of the purchaser's receipt. Authorization includes: 1) name and person the successful bidder is authorizing to pick up the property, 2) sale and lot number of the item and 3) signed by the successful bidder.

A7.9.9. Upon signatures on titling transfer documentation from the VFM/VMS and the buyer, ("Purchaser's Receipt of Sale Lot"), the vehicle is now the property of the buyer. The buyer removes vehicle from the installation.

A7.9.10. VM shall retain content of “vehicle jacket – historical” records (hard copy or electronically) IAW AFRIMS Table and Rule 24-3 R 1.00.

A7.10. Proceed Distribution.

A7.10.1. 441 VSCOS distributes proceeds (when available) to Vehicle Management activities when requested. In the event two or more request are received, VSCOS will distribute proceeds using the following “Order of Precedence”:

1. Funds to support RDO vehicle repair actions (parts only). (Minimum: $2,500 - Maximum: No limit)
2. Funds to support a vehicle repair (that does not have a funded due-in) actions (parts only). (Minimum: $2,500 - Maximum: $15K)
3. Funds to support unfunded tool, equipment, and tech-data request. (Minimum: $2,500 - Maximum: $35K)

A7.10.2. The following Business Rules also apply to proceed use/distribution:

1. Activities must execute all proceeds provided before the end of the fiscal year given.
2. Funding is "first come-first serve" for two or more request in the same order of precedence.
3. Unfunded tool and equipment request will only be accepted on or after 1 May each year.
4. 441 VSCOS reserves the right to accumulate proceeds in order to support enterprise initiatives.
5. 441 VSCOS reserves the right to fund unfunded vehicle repair actions over RDO vehicle repair actions as situation dictates; e.g., repair of unfunded emergency or direct support vehicle over a general purpose vehicle RDO actions.
6. 441 VSCOS reserves the right to approve maximum dollar amounts on a case by case basis.

A7.10.3. Proceed Request Forms can be found on the **VM Neighborhood**.

Attachment 8

AIR FORCE VEHICLE TELEMATICS

A8.1. Program Overview. The Air Force currently uses a commercial off-the-shelf radio frequency technology designed to automate collection of fuel sales, collect vehicle On-Board Diagnostic (OBD) data, and provide fleet managers the capability to benchmark operational data with other locations.

A8.2. Program Authority. Pursuant to *Energy Independence and Security Act* (EISA) *2007*, *Presidential Executive Order* (EO) *13423*, *Energy Policy Act* (EPAct) *of 2005*, *Department of Defense Instruction (DoDI) 4151.22*, and POTUS Memorandum dated 24 May 2011, the AF solution for implementing and enforcing covered fuel consumption reduction, increased alternative fuel use, enforcing 100% alternative fuel use where available, and forging the way toward Condition Based Maintenance, is through the deployment and sustainment of the Air Force vehicle program.

A8.3. Applicability. This program applies to all Air Force locations (CONUS/OCONUS) with capable military fuel stations. Primary vehicles targeted for telematics include: AF owned vehicles identified for Congressional and EO reporting (refer to **paragraph 1.1.2.1.**); including, but not limited to, all light/medium duty vehicles/ trucks. Additionally, GSA leased vehicles that utilize base military fuel stations as their primary source of fuel will have Air Force vehicle telematics hardware installed**.** Secondary consideration will be given to heavy duty buses, over the road truck tractors and other heavy duty vehicles which operate primarily on roadways; as funding for hardware permits.

Notes:
1. Vehicles identified in **paragraph A8.3** are the minimum target types. The VFM/VMS has the authority to exceed minimum requirements and further retrofit the fleet as appropriate.
2. If vehicles identified for retrofit are not compatible, The VFM/VMS must report the issue to 441 VSCOS and file a waiver in the vehicle(s) permanent records jacket until the module programming or hardware receive updates to support the system**.**
3. GSA Wet Leased vehicles capable of using GSA Fleet Card for fueling operations at capable military fuel stations.

A8.4. Responsibilities.

A8.4.1. AF/A4LR provides:

A8.4.1.1. Policy and guidance on implementing Air Force vehicle telematics™. A8.4.1.2. Establish, approve or modify requirements or procedures to collect data that meet reporting requirements.

A8.4.2. 441 VSCOS will:

A8.4.2.1. Provide overall Air Force vehicle telematics Program Management.

A8.4.2.2. Act as liaison between the installation and Air Force vehicle telematics ™ contractors.

A8.4.2.3. Maintain and update LIMS-EV data metrics and usage methodology.

A8.4.3. Vehicle Management Activities will:

A8.4.3.1. Perform install and removal of modules on fleet vehicles.

A8.4.3.1.1. Maintain Air Force vehicle telematics Installation Status Log on the **VM Neighborhood**. The installation log will be updated the same day components are installed or removed from qualified vehicles**.**

A8.4.3.2. Ensure Air Force vehicle telematics components are retained from vehicles being sent to DLA-DS, AF Surplus Vehicle Sales Program, lease turn-in or RDO.

A8.4.3.3. Provide Fuels Management activity with accurate vehicle information for Air Force vehicle telematics VIL Key Programming List as outlined in **paragraph 4.22.2.** of this AFI.

A8.4.3.4. Program all Air Force vehicle telematics modules with vehicle specific information after installation (as directed in the instruction manual available on the Vehicle Management Neighborhood).

A8.4.3.5. Excess Air Force vehicle telematics kits/modules/spare parts are considered working stock.

A8.4.3.6. Receive "OBD.csv" file from Fuels Management Activity daily and uploads to **VM Neighborhood**.

Note: The file uploaded must be a ".cvs" file**.**

A8.4.3.7. Report vehicle discrepancies with Air Force vehicle telematics hardware to 441 VSCOS. When submitting a discrepancy report, include the vehicle: year, make, model, registration number and detailed explanation of the problem.

A8.4.3.8. Vehicle Management activity will procure all additional Air Force vehicle telematic kits upon depletion of initial stock delivered under the initial contract using O&M funds. Kits may be purchased at **www.gsaadvantage.gov**.

A8.4.4. Fuels Management Activities will:

A8.4.4.1. Maintain DoDFMAE software and database**.**

A8.4.4.2. Input vehicle billing information into database IAW DESC-P-5, *Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control***.**

A8.4.4.3. Update vehicle billing information when vehicles are rotated to other units, as notified by FM&A**.**

A8.4.4.4. Generate Air Force vehicle telematics programming list via DoDFMAE software**.**

A8.4.4.5. Transmit telematics programming list to Programming Head/FMU via telephone modem as needed.

A8.4.4.6. Download the "completed list" as needed to verify programming completion.

A8.4.4.7. Download Air Force vehicle telematics fuel transactions daily and import into "FMD8.0".

A8.4.4.8. Download Extended OBD data daily and transmit to FM&A.

A8.4.4.9. Lock out VIL/ Air Force vehicle telematics modules when vehicles are scheduled for disposition**.**

A8.4.4.10. Maintain all Air Force vehicle telematics and associated hardware at base service stations**.**

A8.4.4.11. Perform required inspections/tests IAW TO 37-1-1, *General OPN and Inspection of Installed Fuel Storage and Dispensing Systems*, or when there is a suspected problem**.**

A8.4.4.12. Initiate BSM-E Helpdesk trouble tickets for site support concerning Air Force vehicle telematics contracted equipment.

A8.5. OBD Data.

A8.5.1. Whenever Air Force vehicles with telematics refuels at or comes within close proximity of a telematics capable military fuel station, OBD data passes wirelessly from the vehicle to the DoDFMAE software installed on the fuel stand. When the "OBD.csv" file is uploaded to **VM Neighborhood**, it is feed into LIMS-EV VV for display on the "Fleet Performance" view.

A8.5.2. OBD computer data, coupled with other data feeds, can be downloaded by month or a month range in a spreadsheet format. Data fields include: OLVIMS site name, MAJCOM, unit assigned, date, registration number, max/min battery voltages, coolant temp, system trouble codes, last odometer, last engine runtime meter and last engine idle time meter readings, vehicle max speed and RPM, idle gallons, idle time and idle cost, just to name a few.

A8.5.3. Reports will be viewed monthly for excessive idling (> 20% of Last Engine Runtime Meter) excessive maximum speeds and system codes or anomalies.

A8.5.4. Vehicle Management activities must take appropriate action to inform VCO/VCNCOs of unsafe vehicle operating characteristics (excessive speeds), excessive idling and diagnostic codes; vehicles with diagnostic codes will be turned in to Vehicle Management for resolution IAW **paragraph 3.19.2.**

Note: GSA lease vehicles displaying trouble codes will be turned in to GSA service provider per FSR instructions**.**

Attachment 9

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A9.1. 1. DELETED

Attachment 10

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A10.1. 1. DELETED