

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 24-302
DAVIS-MONTHAN AIR FORCE BASE
Supplement**

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Transportation

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Air Force Instruction 24-302, *Vehicle Management*. It provides guidance and procedures on identifying, reporting, and assessing liability for potential vehicle abuse conditions. This base supplement applies to Air Force Reserve Command as well as Active Duty units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through 355 LRS/LGLOC, 5165 East Kachina Street, Davis-Monthan AFB, AZ 85707.

SUMMARY OF CHANGES

This interim change revises AFI 24-302 DMAFB Supplement by (1) implementing Government Motor Vehicle Idling Operations, (2) identifying time limit restrictions for Class I, II and III vehicles, (3) identifying vehicles exempt from the idling requirement, (4) Developing local policy and procedures concerning Other Government Motor Vehicle Conveyances (OGMVC), trailers not classified as a vehicle and non-vehicular equipment procurement, maintenance and management.

1.13.1. The following are examples of vehicle abuse: NOTE: The following procedures apply to all vehicles, to include low speed vehicles (LSV) and all-terrain vehicles (ATV) such as Gator's.

- 1.13.1.1. **(Added)** Failure to accomplish organizational/operator maintenance in accordance with the vehicle manufacturer's commercial publication or Air Force manuals/technical orders.
 - 1.13.1.2. **(Added)** Knowingly operating a vehicle with a malfunction that may cause further damage.
 - 1.13.1.3. **(Added)** Overloading the vehicle or failure to tie down/secure cargo.
 - 1.13.1.4. **(Added)** Operating a vehicle with under inflated/over inflated tires.
 - 1.13.1.5. **(Added)** Failure to protect the vehicle exterior painted surfaces from oxidation.
 - 1.13.1.6. **(Added)** Overdue scheduled or annual maintenance.
 - 1.13.1.7. **(Added)** Modifying a vehicle or adding equipment without written approval from the Vehicle Control Officer (VCO), with endorsement by the 355 LRS vehicle fleet manager (VFM) or vehicle management superintendent (VMS).
 - 1.13.1.8. **(Added)** Failure to bring a vehicle to vehicle management by the next duty day when it has a known safety discrepancy.
 - 1.13.1.9. **(Added)** Operating a vehicle with known safety discrepancies such as, lights, horn inoperative, wind damage, low engine/hydraulic/coolant/brake fluids, excessively worn tires, etc.
 - 1.13.1.10. **(Added)** Adding the improper type of fuel to the vehicle's fuel tank.
- 1.13.5. **(Added)** The 355 LRS vehicle management flight is responsible for identifying suspected vehicle abuse. The VFM or VMS will evaluate each case and certify each alleged vehicle abuse. The vehicle management and analysis (VM&A) element will document and track accident/abuse cases.
- 1.13.6. **(Added)** Upon determination a vehicle accident/abuse case should be opened, the VFM/VMS determines if repairs will be accomplished by vehicle management or by a local vendor. VM&A will initiate an estimate work order to determine the cost of repairs and/or obtain estimates on vehicles being repaired by local vendors. The work order and the vendor estimate, if applicable, along with a signed letter from the Vehicle Management Flight Chief identifying the accident/abuse damage, will be routed to the unit VCO/VCNCO. The organizational commander is responsible for determining whether an investigation of the alleged vehicle accident or abuse is conducted in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. Responsible organizations will fund all replacement parts, regardless of pecuniary liability or reimbursement made by the individual to the government, through the transfer of unit O&M funds or payment with GPC (preferred method).
- 1.13.7. **(Added)** The responsible organization's VCO/VCNCO will provide vehicle management with a release letter and funding arrangements prior to any repairs being accomplished. The release letter signed by the organizational commander or

VCO/VCNCO notifies vehicle management report of survey (ROS) actions are complete or ROS will not be initiated and vehicle management is free to begin repairs. VM&A will not initiate work until funding arrangements have been made by the responsible organization.

1.13.8. **(Added)** When contract maintenance repairs are necessary VM&A will notify the local vendor to begin repairs on the vehicle when a release letter has been signed by the unit commander or VCO/VCNCO and funding arrangements have been made. In the event repairs exceed \$3,000 the responsible organization will either initiate a funds transfer or prepare AF Form 9, *Request for Purchase*, in order to pay for the repairs, regardless of pecuniary liability or reimbursement made by the individual to the government.

1.13.9. **(Added)** When payment for damage, either voluntary or through the use of a DD Form 200, *Financial Liability Investigation of Property Loss*, is involved, the actual cost of repairs is computed using an AF Form 20, *Repair Cost and Reparable Value Statement*. The surveying officer can request the AF Form 20 from vehicle management.

3.17.1.2.1. **(Added)** To ensure organizations are not making unauthorized purchases, no organization will purchase a vehicle without prior coordination with Vehicle Management. O&M funds are only authorized for the purchase of OGMVC, (i.e., golf carts, ATVs, quad-runners, snowmobiles, electric standup, etc.).

3.17.2.4. **(Added)** To ensure organizations are not making unauthorized purchases, no organization will purchase a trailer without prior coordination with Vehicle Management. O&M funds are only authorized for the purchase trailers that do not meet all of the “registered vehicle” criteria IAW AFI 24-302, Vehicle Management, paragraph 1.1.3.

3.17.2.4.1. 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.

3.17.2.4.2. 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.

10.4.10.4.2. Arid conditions and constant exposure to intense sunlight in Arizona cause vehicle finishes to oxidize quickly, resulting in discoloration and reduction of gloss. Personnel at Davis-Monthan AFB are required to wax vehicles at least quarterly and track compliance using a tracking log for all assigned vehicles. VCO/VCNCOs must maintain tracking logs in their VCO guidebooks. Vehicle Management personnel will inspect tracking logs during their annual unit staff assistance visits.

11.9.10. **(Added)** Vehicle Idling Policy. This supplement immediately implements policy for Government Motor Vehicle Idling Operations. In order to reduce greenhouse gas emissions, the 355 FW is establishing idling operation instructions for all assigned

GMV assets. To properly manage resources, all 355 FW and participating Tenant Units will limit vehicle idle durations to specific limits. These measures help to reduce our fossil fuel consumption and reduce wear on our vehicle fleet. Any federal or municipal regulations issuing a more restrictive idling parameter will take precedence over the idle durations stated in this memorandum.

11.9.10.1. **(Added)** Class I, II, and III Light-Duty vehicles with a 14,000 lb Gross Vehicle Weight (GVW) or below will be limited to 3 minutes idling duration unless otherwise specified by vehicle manufacturer's warranty. Class IV 14,001 lb GVW and above vehicles will be limited to 5 minutes idling duration. In the event of a federal or municipal disparity, those respective laws and policies will take precedence. Any 355 FW activities requiring extended idling waiver due to specific operational or mission need must submit requests to 355 LRS/LGRV.

11.9.10.2. **(Added)** Also, this memorandum will not be in effect during extreme temperatures with Heat Category flag colors "red" or "black" and Cold Category flag colors "green", "yellow" or "red", when temperatures are 35 degrees Fahrenheit or below, IAW AFPAM 48-151, *Thermal Injury*. Vehicles will be allowed to remain idling (while being monitored) during hot or cold weather for air conditioner or heater use as applicable.

11.9.10.3. **(Added)** EXEMPTIONS: The following vehicles will be exempt from the idle control operations stated in this supplement. All military tactical, emergency and law enforcement vehicles will be exempt from the idle control regulations.

BEGIN SIGNATURE
JAMES P. MEGER, Col, USAF
Commander, 355th Fighter Wing
END SIGNATURE

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

Air Force Instruction (AFI) 24-302, *Vehicle Management*, 26 June 2012

Air Force Manual (AFMAN) 33-363, *Management of Records*, 07 February 2013

Air Force Manual (AFMAN) 23-220, *Reports of Survey for Air Force Property*, 01 July 1996

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 9, *Request for Purchase*

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

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ATV—All Terrain Vehicle

LSV—Low Speed Vehicle

ROS—Report Of Survey

VCO— Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

VM&A—Vehicle Management and Analysis