

**BY ORDER OF THE COMMANDER
DOVER AIR FORCE BASE**

**DOVER AIR FORCE BASE
INSTRUCTION 23-301**



4 NOVEMBER 2011

Materiel Management

**GOVERNMENT OWNED VEHICLE (GOV)
ACCIDENT AND ABUSE PROGRAM**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 436 LRS/LGRV

Certified by: 436 LRS/CC
(Lt Col Sean K. Tyler)

Pages: 10

Dover Air Force Base Instruction (DAFBI) 23-301, *Government Owned Vehicle (GOV) Accident and Abuse Program*: Outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis at the unit level and under the direct control of the unit commander (CC). This instruction runs in accordance with (IAW) Air Force Instruction (AFI) 23-302, *Vehicle Management*, 29 October 2007, and incorporates necessary guidance from newly implemented Headquarters (HQ) United States Air Force (USAF) Program Action Directive (PAD) 08-01, *Global Wing Structure*, 12 May 2009. 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*, 1 March 2008, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

1. General. This instruction is applicable to all persons operating Government Owned Vehicle (GOV)/Equipment (E), and all Acme leased assets assigned to Dover Air Force Base (DAFB) loaded in the On-Line Interactive Vehicle Management System (OLVIMS).

2. Policy. The owning organization, or the organization responsible for the damage, if not the owner, will reimburse the 436th Logistics Readiness Squadron (LRS), Vehicle Management (LGRV) for all vehicle parts and/or contract repair costs to repair accident and abuse related

damage. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Examples of vehicle abuse are listed in Attachment 2.

2.1. Reimbursement to 436 LRS/LGRV is accomplished by transferring funds from the owning or responsible organization's Operations and Maintenance (O&M) account to a 436 LRS/LGRV O&M account. **Note:** This is a must pay bill. In all cases, payment or reimbursement to 436 LRS/LGRV will be made regardless of determination of pecuniary liability or reimbursement made by the individual to the government. In addition, if a responsible organization (squadron, group, detachment, etc.) cannot pay or make reimbursement, the owning organization will assume the responsibility for reimbursement. For organizations with funding from the Transportation Working Capital Fund (TWCF), reimbursements are automatically made by TWCF through OLVIMS, so no transfer of funds or Government Purchase Card (GPC) payments are required from the organization.

2.2. The Vehicle Fleet Manager or Vehicle Management Superintendent or designated representative will determine if the vehicle damage was caused by accident/abuse or incident. The Vehicle Fleet Manager or Vehicle Management Superintendent will notify the owning organization's Vehicle Control Officer/Non-Commissioned Officer (VCO/VCNCO) of the vehicle damage/reimbursable costs.

2.3. If a GOV/E is involved in an accident with a privately owned vehicle (POV) and the POV is the liable party, vehicle maintenance control and analysis will coordinate with 436th Airlift Wing (AW) Legal (JA) office to obtain reimbursement from the liable POV operator and will provide requested assistance in the investigation of the accident and an estimate of repair costs. If the operator of the POV is uninsured, vehicle maintenance will repair the GOV/E at no cost to the owning/using organization and 436 AW/JA will pursue reimbursement from that individual.

2.4. If the operator of a GOV/E is the negligent party in an accident with a POV, that individual's organization is responsible for reimbursement of repair costs for the GOV/E. The negligent party's CC will determine whether a report of survey is appropriate. The 436 AW/JA will resolve the POV liability issue.

2.5. If the operator of a GOV/E is the negligent party in an accident with another GOV/E, that individual's organization is responsible for reimbursement of repair costs for all GOV/Es damaged in the accident. The negligent party's CC will determine whether a report of survey is appropriate.

3. Procedures.

3.1. 436 LRS/LGRV will:

3.1.1. Notify the 436 LRS/CC and the owning/responsible organization's CC and VCO/VCNCO by letter (**Attachment 3**), accompanied by a copy of the repair estimate work order and digital photographs.

3.1.2. Repair vehicle upon receipt of *Letter of Release/Acceptance of Financial Responsibility* (**Attachment 4**) from owning/responsible organization.

3.1.3. Perform vehicle repairs by the most economical means.

3.1.4. Maintain accident/abuse case files for at least one year to track quantity and repair cost data.

- 3.1.5. Provide AF Form 20, *Repair Cost and Repairable Value Statement*, when requested by the owning/using organization.
- 3.1.6. Track and provide the reimbursable costs to the 436th Comptroller Squadron (CPTS), Accounting and Finance Flight (FMF), monthly.
- 3.2. Owning/Responsible organization will:
 - 3.2.1. Reimburse 436 LRS/LGRV for all vehicle parts and/or contract repair costs of vehicles damaged by personnel assigned to their organization.
 - 3.2.2. Ensure a viable vehicle accident prevention program is part of the organization's safety program. **Attachment 5** provides safe driving guidelines for an effective vehicle accident prevention program.
 - 3.2.3. Initiate report of survey as required IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996. Investigate all damage not attributable to fair wear and tear IAW AFMAN 23-220.
 - 3.2.4. Report all vehicle damage to 436 LRS/LGRV within 24 hours.
 - 3.2.5. Forward a copy of the *Letter of Release/Acceptance of Financial Responsibility* when vehicle is no longer needed for investigation (within 5 days).
- 3.3. 436 CPTS/FMF will transfer O&M funds from the appropriate owning/responsible organization's account into 436 LRS/LGRV O&M account when notified by 436 LRS/LGRV.
- 3.4. 436 AW/JA will investigate the accident or abuse and assert a Government Claim against the liable party only when the accident involves a POV. The 436 AW/JA will also encourage the liable POV operator to permit his or her insurance carrier to choose a repair firm and pay for fixing the damage, and will ensure that the repairs are acceptable to the accountable property officer. If the POV operator is uninsured or chooses not to involve his or her insurance company in the matter, 436 AW/JA will take appropriate action against the liable party.
- 3.5. If an organization's CC thinks the GOV/E accident/abuse case is not justified, written justification must be forwarded to the 436 LRS/CC. If the 436 LRS/CC agrees, the case will be dropped. If the 436 LRS/CC does not agree, the case will be forwarded to 436 Mission Support Group (MSG)/CC for decision. 436th Airlift Wing Commander will resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority.

MARK D. CAMERER, Colonel, USAF
Commander, 436th Airlift Wing

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

AFI 23-302, *Vehicle Management*, 29 October 2007

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

HQ USAF PAD 08-01, *Global Wing Structure*, 12 May 2009

Prescribed Forms: None

Adopted Forms:

AF Form 20, *Repair Cost and Repairable Value Statement*, 11 March 2003

Abbreviations

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CC—Commander

CPTS—Comptroller Squadron

DAFB—Dover Air Force Base

DAFBI—Dover Air Force Base Instruction

E—Equipment

FMF—Accounting and Finance Flight

GOV—Government Owned Vehicle

GPC—Government Purchase Card

HQ—Headquarters

IAW—In Accordance With

IMT—Information Management Tool

JA—Legal

LGRV—Vehicle Management

LRS—Logistics Readiness Squadron

MSG—Mission Support Group

OLVIMS—On-Line Interactive Vehicle Management System

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

PAD—Program Action Directive

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

TWCF—Transportation Working Capital Fund

USAF—United States Air Force

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

Terms

Fair Wear and Tear— The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

Vehicle Accident— Any incident where a GOV/E strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure or animal where action by any vehicle operator involved could have prevented the outcome.

Vehicle Incident— Any situation where a GOV/E sustains damage where the actions of any vehicle operator involved could not have prevented the outcome (i.e., act of nature).

Vehicle Abuse— An act or omission that results in damage caused by neglect or willful acts of improper operation or care that cannot be attributable to fair wear and tear. When accident repairs are required as a result of collision, in some instances, damage can be categorized as vehicle abuse or incident. Usually, damage not attributable to fair wear and tear or accidents is characterized abuse. Some examples of vehicle abuse are listed in [Attachment 2](#).

Owning Organization— An organization is the owning organization of all vehicles and equipment that are assigned to that organization by the 436 LRS/LGRV at the time of the accident, incident, or abuse.

Responsible Organization— An organization is the responsible organization when vehicle accident or abuse damage is caused by personnel assigned to the organization. The responsible organization may not necessarily be the owning organization. For example, an organization using vehicles owned by another organization is responsible for accident or abuse damage caused by personnel assigned to the unit.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. Vehicle abuse reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A2.1.3. Operating vehicle with applied/dragging parking brakes.
- A2.1.4. Improper distribution of or failure to secure loads properly in cargo area of vehicle or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle for other than its intended or designed purpose (e.g., 6,000 forklift used to transport a 10,000 pound pallet).
- A2.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.1.7. Unauthorized wiring, marking, modification of, or added special equipment in or on vehicles.
- A2.1.8. Operating a vehicle with tires that are under inflated, over inflated, or otherwise not IAW the manufacturers recommendations.
- A2.1.9. Vehicle being operated by an unqualified/untrained operator.
- A2.1.10. Tire wear beyond re-capable limits (i.e., cord exposed).
- A2.1.11. Intentional destruction/disfigurement of vehicle interior/exterior.
- A2.1.12. Operation of a vehicle/equipment in a manner contrary to published Department of Defense, Air Force Occupational Safety and Health, Occupational Safety and Health Administration, Air Force Regulations/Instructions/Manuals/Technical Orders or Delaware law concerning vehicle safety.
- A2.1.13. Failure to retract or protect hydraulic cylinder rams from pitting/corroding when not being used.
- A2.1.14. Servicing the fuel tank, hydraulic, and other fluid reservoirs with incorrect fluid.
- A2.1.15. Damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy conditions.

A2.2. Other situations where vehicle abuse action may be initiated:

- A2.2.1. Failure to report malfunctions/defects or damage to vehicle maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs may be authorized by the Vehicle Fleet Manager or Vehicle Management Superintendent.
- A2.2.2. Failure to bring a vehicle/equipment to Vehicle Management for scheduled preventive maintenance before an overdue condition exists.
- A2.2.3. Corrosion or oxidation caused by insufficient waxing or operator care.

Attachment 3

SAMPLE ACCIDENT/ABUSE NOTIFICATION LETTER

Figure A3.1. Sample Accident/Abuse Notification Letter



DEPARTMENT OF THE AIR FORCE
436 Logistics Readiness Squadron (AMC)
Dover Air Force Base, Delaware 19902-6520

13 Jan 09

MEMORANDUM FOR 436 XXX/VCO

FROM: 436 LRS/LGRV

SUBJECT: Vehicle Accident Case # 00-000

Sir or Ma'am,

1. Vehicle registration number **00X00000**, **HYS 10K FORKLIFT**, assigned to **436 XXX**, was involved in an accident. The vehicle's steering cylinder and pins were damaged during operation. In an effort to assist you, I have outlined the accident process below IAW AFI 23-302.
2. The repair estimate for the above vehicle is **\$9,999.99**. Funds transfer will not be required because the parts are covered under service contract.
3. A REPORT OF SURVEY (ROS) is mandatory and will be processed in all loss, damage, or destruction cases if there is evidence of gross negligence, willful misconduct, deliberate unauthorized use, or if property records must be adjusted IAW AFI 23-220, *Report of Survey for Air Force Property*, paragraph 4.1. You may request a Repair Cost and Reparable Value Statement (AF Form 20) indicating actual cost of repairs.
4. Please prepare and return a Vehicle Release Letter (attached) within 5 days of receipt of this letter. Please direct any questions to TSgt Billings at 677- 4884.

MICHAEL A. BACU, MSgt, USAF
Vehicle Maintenance Superintendent

Attachments:
Vehicle Release Letter
cc:
436 XXX/CC
436 LRS/LGRV
436 AW/SEG

Deploy, Survive, Sustain

Attachment 4

SAMPLE LETTER OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY

Figure A4.1. Sample Letter of Release and Acceptance of Financial Responsibility

MEMORANDUM FOR 436 LRS/LGRV

FROM: 436 XXX/VCO

SUBJECT: Vehicle Accident Release for Repair

Vehicle REG# **00X00000**, **HYS 10K FORKLIFT**, is no longer needed for investigation; it is released for repairs.

I understand that if an individual is found financially liable I may request an AF Form 20 in writing from your office.

Estimated cost: **\$9,999.99**

VCO/VCNCO/Date

Squadron Resource Advisor/Date

Squadron Commander/Date

Attachment 5

SAFE DRIVING GUIDELINES

A5.1. The goal of a vehicle accident prevention program is to reduce the number and severity of vehicle accidents. All units should ensure a viable vehicle accident prevention program is part of the unit's safety program. One way to accomplish this is by incorporating driver safety into your weekly safety briefings. **Note:** There are six main areas that should be stressed (A5.2. through A5.7.).

A5.2. Regular vehicle inspections (at least weekly, or more frequently as needed).

- A5.2.1. Tires (check tire pressure and visually check for damage/abnormalities).
- A5.2.2. Lights (visually check for proper operation).
- A5.2.3. Leaks (visually check for fuel/brake/oil/coolant leaks).
- A5.2.4. Engine oil and coolant (visually check levels).
- A5.2.5. Battery (visually check fluid level, cleanliness, security of hold-down).
- A5.2.6. Drive belts (visually check for fraying or cracking).
- A5.2.7. Safety devices (functionally check operation of seat belts, headrests, and warning lights).
- A5.2.8. Instrument, horn, and windshield wipers (functionally check for operation).
- A5.2.9. Brake and steering (functionally check responsiveness and effectiveness).
- A5.2.10. Note any unusual occurrences such as noise, odor, and erratic instruments/operation.

A5.3. Safe driving cushion between vehicles.

- A5.3.1. Use the 2-second rule during normal driving conditions and more during inclement weather.
- A5.3.2. Never over-drive the distance lit by your headlights.
- A5.3.3. Signal your intentions at least 100 feet ahead of intersections (not signaling your intentions well in advance causes other drivers to make last minute/panic decisions).
- A5.3.4. Exercise caution anytime that you are backing a vehicle, use spotters when you cannot see.
- A5.3.5. Use mirrors to monitor your surroundings (if you cannot see, use a spotter).
- A5.3.6. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment (larger vehicles need a larger area to maneuver).

A5.4. Expecting the unexpected.

- A5.4.1. Be constantly aware of surroundings and watch for other vehicles (you not only have to deal with decisions that you make, but the decisions of other drivers as well).
- A5.4.2. Be attentive to situations that may come up while driving (you are not the only driver on the road).

A5.4.3. Always drive defensively and expect other drivers to do something unexpected.

A5.4.4. Be extra cautious when approaching major roadways, intersections, and areas where vehicles are entering and exiting the roadway (high traffic areas pose a greater risk to all drivers).

A5.4.5. Do not become complacent in familiar areas (most accidents happen within 50 miles of your home; knowing the area is not an excuse for not paying attention to your surroundings).

A5.5. Weather and road conditions.

A5.5.1. Changing weather conditions can degrade road conditions in a matter of seconds.

A5.5.2. Road surfaces can have damaged areas, be prepared for them.

A5.5.3. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or are under construction.

A5.6. Rules of the road.

A5.6.1. Pay attention to traffic signs and obey them (traffic signs give drivers information to prepare for situations on the road ahead).

A5.6.2. Follow posted speed limits (speed limits are set for a reason).

A5.6.3. Follow directional arrows in parking lots (arrows are used in parking lots to control the flow of traffic and to make things safer for everyone).

A5.7. Use of seat belts. Seat belt use is MANDATORY for all drivers and passengers.

A5.8. Following these tips will greatly reduce the likelihood of being involved in an accident. Also, remember that fatigued drivers are more likely to be involved in an accident. Get the rest that you need. Driving tired has the same effect as driving under the influence of alcohol; your reaction times increase making it more difficult to cope with incidents on the road.