

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

**EGLIN AIR FORCE BASE INSTRUCTION
24-301**



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Transportation

**VEHICLE ACCIDENT AND
ABUSE CONTROL PROGRAM**

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This instruction implements AFPD 24-3, *Material Management Policy and Procedures* and AFI 24-302 *Vehicle Management*. It applies to all units that receive vehicle management support from the 96th Mission Support Group (96 MSG). It outlines responsibilities for investigating and processing vehicle accidents and suspected vehicle abuse cases involving USAF vehicles. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by Title 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by and DODI 1000.19, *Mishap Investigation, Reporting and Recordkeeping*; DODI 6055.4, *Department of Defense Traffic Safety Program* and AFI 31-201, *Security Police Standards and Procedure*. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been extensively revised and should be read in its entirety.

1. Definitions:

1.1. Reportable Vehicle: Reportable vehicles include Government Owned Vehicles (GOVs), General Services Administration (GSA) leases, commercial leases and rentals.

1.2. Vehicle Fair Wear and Tear: The normally expected deterioration of items attributed to normal usage.

1.3. Vehicle Accident: An unintended event where a reportable vehicle strikes or is struck by another reportable vehicle, non-GOV (i.e. Privately Owned Vehicle [POV]) and/or object, structure where action by any participative vehicle operator could have prevented the outcome.

1.4. Vehicle Incident: Incidents are classified as damage caused by acts of nature, mechanical failure or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. Such repairs will not be categorized as an accident or abuse. Letters of explanation will accompany vehicles turned in for incident damage. Examples of incidents are:

1.4.1. A rock thrown through the windshield by the tire of a vehicle being followed.

1.4.2. Damage to earth-moving equipment striking hidden objects.

1.4.3. A wind carried object striking a vehicle.

1.4.4. Hail damage. **NOTE:** Wind damage to vehicle doors is not considered an act of nature.

1.5. Vehicle Abuse: An act or oversight that caused or may cause damage to a reportable vehicle that cannot be attributed to fair wear and tear, accident or incident. Some examples of vehicle abuse are listed in attachment 2.

1.6. Vehicle Accident Report: A written report completed by law enforcement that details a vehicle accident and typically assesses responsibility for the accident or the operator's inscribed Standard Form (SF) 91, *Motor Vehicle Accident Report*. State law and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver* law require that law enforcement be summoned to a vehicle accident.

1.7. Using Organization: The organization that was using the reportable vehicle at the time of the accident/abuse/incident.

1.8. Owning Organization: The organization that is authorized and assigned the reportable vehicle.

2. Policies:

2.1. Repair of vehicles damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and wastes government funds. Commanders at every level must fully support the program and take appropriate actions to minimize accidents and avoid all instances of vehicle abuse to ensure program effectiveness. The 96th Logistics Readiness Squadron Commander (96 LRS/CC) establishes local reporting procedures to ensure the appropriate level of involvement in the vehicle accident and abuse program. All Vehicle Management Flight (96 LRS/LGRV) funds expended for reportable vehicle accident/abuse repair costs, including contract maintenance cost, will be reimbursed by the owning organization or using organization responsible for the damage. Where responsibility cannot be determined, the owning organization will be responsible.

2.2. The 96 LRS/CC will administer this instruction with assistance from other 96th Test Wing (96 TW) agencies, including Security Forces (96 SFS), Staff Judge Advocate (96 TW

JA), Safety (96 TW/SE) Contracting (AFLCMC/PK), Comptroller (96 CPTS) and organizational financial management personnel.

2.3. When a reportable vehicle is involved in an accident resulting in personal injury or disabled vehicle(s), law enforcement will be summoned to the scene of the accident. The operator and law enforcement personnel complete appropriate portions of the SF 91. The operator or operator's organization will bring any vehicle/equipment involved in an accident/incident to Vehicle Management. This must be accomplished immediately during the day the accident/incident occurs or no later than (NLT) next duty day for a damage assessment to determine safe and serviceable status and extent of damage. When a reportable vehicle is involved in an accident where there is no personal injury or disabled vehicle(s), the vehicle operator and/or personnel involved will go to the law enforcement desk (96 SFS/S3/SFCC) and report it.

2.4. Upon receipt of reportable vehicle accident report, using organizations will forward a copy to 96 LRS/LGRV (at a minimum, a copy of the SF 91 will be forwarded).

2.5. If a reportable vehicle operator is responsible for a reportable vehicle accident as determined by the vehicle accident report or SF 91, that operator's organization will be financially responsible to the 96 LRS/LGRV for the cost of all materials and, if applicable, labor costs associated with the repair of the damaged reportable vehicle to include any contract maintenance cost.

2.6. Any organization that abuses a reportable vehicle will be financially responsible to the 96 LRS/LGRV for the cost of all materials and, if applicable, labor costs associated with the repair of the abused reportable vehicle including any contract maintenance cost. Abuses will be determined by 96 LRS/LGRV. Examples of GOV abuses are detailed in Attachment 2.

2.7. To expedite repair of reportable vehicles involved in an accident or abuse, using organizations will have three working days from receipt of the Accident/Abuse Notification Memorandum ([Attachment 3](#)) to return the memorandum to 96 LRS/LGRV indicating acceptance of financial liability and releasing the vehicle for repairs.

2.8. If an organization disputes the accident or abuse liability, they must present their dispute in written format to the 96 LRS/CC within three working days of receipt of the Accident or Abuse Notification Letter.

2.9. Reimbursement of repair obligations will be made regardless of individual pecuniary liability as determined by a report of survey.

2.10. Non-AFMC units receiving vehicle management support from the 96th Mission Support Group (96 MSG) are expected to comply with this instruction as an understood condition of receipt of vehicle support from their host.

2.11. When accidents or abuses involve U-Drive-It (UDI) fleet vehicles, the organization to which the vehicle was on loan is considered the "owning organization" and subsequently responsible for accident/abuse repair reimbursement purposes when fault cannot be determined.

2.12. All accidents/abuses involving GSA vehicles, regardless of damage, will be reported to the GSA Accident Control Center. Money reimbursed for accident/abuse repair of GSA

vehicles will be returned to the GSA lease account from the organization or party found liable for the damage.

2.13. All accidents/abuses involving commercial lease/rental vehicles will be reported to the lease company. The responsible organization will be liable for the damage.

3. Procedures:

3.1. 96 LRS/LGRV will:

3.1.1. Identify and classify vehicle damage as accident, abuse, incident or fair wear and tear for the purpose of repair cost reimbursement and request owning organizations conduct investigations as required.

3.1.2. Prepare an AF Form 20, *Repair Cost and Reparable Value Statement*, or obtain a copy of the commercial repair invoice which reflects the actual cost of vehicle repairs for all cases being processed for monetary reimbursement. Identify accident/abuse repair costs on the On-Line Vehicle Interactive Management System (OLVIMS) to ensure appropriate charging.

3.1.3. Provide accident or abuse notification memorandums, photos and repair estimates via e-mail to the squadron commander and Vehicle Control Officer (VCO) and/or Vehicle Control Noncommissioned Officer (VCNCO) of the owning organization. Copies are also sent to Base Ground Safety (96 TW/SE), Base Report of Survey Monitor (96 CPTS/FM) and to the Base Legal Office (96 TW/JA) when Privately Owned Vehicles (POVs) are involved or as required.

3.1.4. Refer cases to 96 LRS/CC if differences cannot be resolved.

3.1.5. Vehicle Control Officers (VCOs) will maintain accident or abuse repair information for a period of 2-years or as required for program continuity purposes.

3.2. Owing and/or using organizations will:

3.2.1. Report all accident, abuse, and incident damage or suspected damage to reportable vehicles and equipment to 96 LRS/LGRV during the day the accident/incident occurs or NLT the next duty day.

3.2.2. Report damage to vehicles signed-out from Vehicle Operations Flight (96 LRS/LGRDDO) during the day the accident/incident occurs or NLT start of the next duty day.

3.3. Unit commanders of using organizations with assigned USAF vehicles will:

3.3.1. Review all vehicle accident and suspected abuse cases involving their assigned vehicles.

3.3.2. Appoint an investigating officer to ascertain the facts in the case and make a recommendation in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. Ensure proper guidelines for investigating and processing vehicle accident and suspected abuse cases are followed and that timely and comprehensive investigations are conducted. Investigating officer will contact 96 CPTS/FM for investigating officer training. (See AFI 24-301, *Vehicle Operations* and AFMAN 23-220.)

3.3.3. Send a memorandum requesting the release of damaged vehicles to 96 LRS/LGRV within 3 duty days of receipt of the accident or abuse notification letter cited in paragraph 3.1.3. **Note:** If unit needs additional time to conduct an investigation, coordinate with 96 LRS/LGRV.

3.3.4. Any vehicle damage attributed to accidents/abuses will be funded by the using organization (See AFI 24-302, *Vehicle Management*). The preferred method of reimbursement is via Government Purchase Card (GPC), up to the GPC limit of \$3,000.

3.4. Financial managers for the responsible organization will arrange payment for all parts and/or repairs associated with all cases classified as an accident or substantiated abuse. Normally, this will be done by an AFMC Form 277, *Reimbursable Order/Request For Support From Other Agencies*, GPC (up to limit of \$3,000), or AF Form 9, *Request for Purchase* dependent on circumstances. The responsible organization will initiate the AF Form 9 paperwork through their respective Budget Offices to initiate/complete the vehicle repair process. **Note:** End of fiscal year issues may be handled differently based on local requirements.

3.5. The 96 LRS/CC will resolve issues regarding organizational fault or negligence of suspected abuse/accident cases that cannot be resolved by the 96 LRS/LGRV.

4. Processing Procedures:

4.1. When an accident or suspected abuse occurs or is discovered and the vehicle is operable, the user will bring the vehicle to 96 LRS/LGRV Customer Service Center immediately during the day the accident/incident occurs or NLT the next duty day. If the vehicle is not operable, the unit VCO will contact the 96 LRS/LGRDDO and request wrecker service.

4.2. The 96 LRS Vehicle Management and Analysis section will:

4.2.1. Open an accident/abuse work order, inspect the damage and obtain written estimates from a minimum of two local body shops or parts costs to determine the estimated repair or parts cost.

4.2.2. Contact 96 LRS/LGRV when abuse is suspected.

4.2.3. Notify 96 CPTS/FM of all incidents involving damage, destruction, or loss of a vehicle. 96 CPTS/FM will then coordinate with the responsible unit commander for possible report of survey processing. The 96 TW/SE will be notified/sent a copy of the accident package on all accidents for trend analysis and investigation if deemed appropriate.

4.2.4. Notify 96 TW/JA of all accidents involving POVs for potential reimbursement from civilian insurance companies.

4.2.5. Forward a memorandum (with photographs, if appropriate) signed by the 96 LRS/LGRV Flight Chief and/or Vehicle Fleet Manager (VFM) to the unit VCO/VCNCO with a courtesy copy to the unit commander to which the vehicle is assigned, requesting investigation of the accident or suspected abuse. This letter advises all parties of their responsibilities.

4.2.6. Ensure repair work does not begin until a release memorandum for the damaged vehicle is received from the unit commander or VCO/VCNCO of the using organization which states the vehicle is no longer needed for investigative purposes.

4.2.7. When all actions have been completed, ensure a copy of pertinent information SF 91, estimates and accident report is stapled to work orders and maintained in the vehicle's record jacket for a period of 2-years or as required.

4.3. Upon receipt of the accident/abuse memorandum, the unit commander/chief will:

4.3.1. Designate an official to investigate each accident with damage greater than \$500. Initiate investigation to determine the circumstances surrounding the accident/suspected abuse, to include an assessment of liability on the part of the operator. (Is gross negligence, willful misconduct or deliberate unauthorized use evident?) (See AFMAN 23-220).

4.3.2. Ensure VCO/VCNCO forwards a memorandum releasing the vehicle for repairs to 96 LRS/LGRVA within three duty days after it has been determined that the vehicle is no longer needed for investigation.

4.3.3. If it is determined that the operator was at fault and is to be charged for the damages, request a AF Form 20, *Repair Cost and Repairable Value Statement*, showing actual costs from Vehicle Management and Analysis. Address matters regarding personal financial responsibility according to reporting procedures in AFMAN 23-220.

5. Replacement Vehicles: Replacement vehicles will not normally be provided as substitutes for suspected vehicle abuse/accident/incident cases awaiting repairs. Exceptions to this policy may be approved by 96 LRS/CC upon request from the responsible unit commander/chief.

DAVID A. HARRIS, Brig Gen, USAF
Commander

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

AFI 24-302 AFGM1, *Vehicle Management*, 28 February 2013
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 31-201, *Security Police Standards and Procedures*, 30 March 2009
AFPD 23-1, *Material Management Policy and Procedures*, 15 February 2011
AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, 1 July 2009
AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996
AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 9, *Request for Purchase*
AF Form 20, *Repair Cost and Repairable Value Statement*
AF Form 847, *Recommendation for Change of Publication*
AFMC Form 277, *Reimbursable Order/Request For Support From Other Agencies*
Standard Form 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

LRS/CC—96th Logistics Readiness Squadron, Commander
LRS/LGRV—96th Logistics Readiness Squadron Vehicle Management Flight
LRS/LGRDDO—96th Logistics Readiness Squadron Deployment and Distribution Operations Section
ABW—Air Base Wing
AF—Air Force
AFMC—Air Force Materiel Command
AFOSH—Air Force Occupational Safety and Health
DOD—Department of Defense
EST—Estimated
GOV—Government Owned Vehicle
GPC—Government Purchasing Card
GSA—General Services Administration
HQ—Headquarters
JA—Judge Advocate

MSG—Mission Support Group

NLT—Not Later Than

OPR—Office of Primary Responsibility

OLVIMS—On-Line Vehicle Interactive Management System

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SEG—Safety, Ground

TW—Test Wing

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VFM—Vehicle Fleet Manager

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. The following are examples of vehicle abuse; however this list is not all inclusive:

- A2.1.1. Failure to accomplish required operator maintenance.
- A2.1.2. Operating a vehicle with insufficient coolant or oil.
- A2.1.3. Failure to promptly report any malfunctions, defects in, accident damages or items which affect the vehicle's safety or condition to the 96 LRS/LGRV. Discrepancies must be reported to 96 LRS/LGRV during the day of the accident or NLT the next duty day. Any delays must be preapproved by the 96 LRS/LGRV Flight Chief or VFM.
- A2.1.4. "Riding" or "slipping" the clutch, except when necessary, for control while maneuvering a vehicle.
- A2.1.5. Operating a vehicle in the wrong gear; going too slow in high gear; improper shifting, such as shifting into reverse when the vehicle is still moving forward; operating a vehicle with the brakes applied; or dragging parking brakes.
- A2.1.6. Excessive use of the engine for braking.
- A2.1.7. Operating a vehicle with improperly inflated tires.
- A2.1.8. Overloading, failing to secure cargo or improper load distribution which could damage the vehicle.
- A2.1.9. Failure to bring vehicle to the vehicle maintenance facility for scheduled maintenance or safety inspections.
- A2.1.10. Using a vehicle for other than its designated or intended purpose.
- A2.1.11. Tampering with speedometers, odometers, tachometers or governors.
- A2.1.12. Failure to protect painted surface from oxidation and corrosion.
- A2.1.13. Failure to clean, wax, or maintain a vehicle's interior or exterior to meet corrosion control and appearance requirements.
- A2.1.14. Vehicle being operated by an unqualified or untrained operator without an instructor or trainer present.
- A2.1.15. Intentional destruction or disfigurement of a vehicle's interior or exterior.
- A2.1.16. Operating of a vehicle or equipment in conflict with published safety Department of Defense (DOD) publication, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction, Air Force Manual, technical order, or other laws concerning vehicle safety.
- A2.1.17. Allowing water to accumulate in the vehicle interior as a result of washing with a hose, or the excessive accumulation of water from a storm due to leaving windows open.
- A2.1.18. Over-filling the engine crankcase, transmission or hydraulic reservoirs.
- A2.1.19. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.20. Not restraining doors when opening in excessive wind.

A2.1.21. Modifying and/or installing add-ons to a vehicle without proper authority.

A2.1.22. Vandalism (determined on a case-by-case basis).

Attachment 3

SAMPLE VEHICLE ACCIDENT/ABUSE MEMORANDUM

Figure A3.1. Sample Vehicle Accident/Abuse Monitor Memorandum



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 96TH TEST WING (AFMC)
 EGLIN AIR FORCE BASE, FLORIDA

MEMORANDUM FOR SQ VCNCO/VCO/VCNCO

FROM: 96 LRS/LGRV

SUBJECT: Vehicle REG#, Accident Case Number:

1. Vehicle REG # assigned to your organization was turned in for maintenance on DATE with accident damage. The following is an estimate of repairs necessary to return the vehicle to a safe and serviceable condition:

Vehicle Type: Make, Model, Type
 Est. Labor cost: \$0.00
 Est. Material cost: \$0.00
 Est. Total Cost: \$0.00
 Damage:

2. If the vehicle is not released for repairs within 3 working days, repairs will begin. Contact the Vehicle Management Flight (96 LRS/LGRV) in writing, if you need the vehicle held for more than 3 duty days. After completion of repairs and upon request, we will forward an AF Form 20, Repair Cost and Repairable Value Statement, with actual repair costs.

3. As a reminder, the using organization commander designates an official to investigate each accident and provides results to safety.

4. Refer to EAFBI 23-101, *Vehicle Accident and Abuse Program* for any questions. Should you decide to perform an investigation to address this incident, procedures for the investigation are outlined in AFM 23-220 and our locally prepared Vehicle Control Officer (VCO) guide provided to your organizational VCO/VCNCO. If the vehicle is not required for your investigation, forward attached release statement to karen.pinkley@eglin.af.mil.

5. My points of contact are Karen Pinkley and Steve Howell at 882-1821.

(Sign then send)
 CHRISTOPHER KEMP, MSgt, USAF
 Superintendent, Vehicle Management Flight

Attachments:

1. Photos
2. Release Letter

cc:
 SQ/CC
 96 LRS/CC
 96 CPTS/FM
 96TW/SEG Safety
 96TW/JA Legal