

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

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 24-302**



18 MARCH 2014

Vehicle Management

**MANAGEMENT OF OTHER GOVERNMENT
MOTOR VEHICLE CONVEYANCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements provisions of Air Force Guidance Memorandum to AFI 24-302, *Vehicle Management*, 28 February 2013 and establishes procedures for the acquisition, management, maintenance, and disposal of base-operated Other Government Motor Vehicle Conveyances (OGMVC), and trailers not classified as a vehicle and non-vehicular equipment. This ensures that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. It applies to all organizations and tenant units attached to GOODFELLOW Air Force Base. Refer recommended changes and questions about this publication to Vehicle Management using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised due to changes in reference publications and must be reviewed in its entirety.

1. General.

1.1. AF OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, ATVs, quad-runners, electric stand-up, etc.)

that DO NOT meet specifications of 49 CFR Part 571, Federal Motor Vehicle Safety Standards, or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at WR-ALC, to be an OGMVC by AF definition. Proper management and maintenance of OGMVCs ensures both safe operations and full life expectancy from AF equipment. *The total number of OGMVC authorized at GOODFELLOW AFB is 90. There are 60 authorized for units assigned general-purpose vehicles and 30 authorized for units that are not assigned general-purpose vehicles. 17 LRS Equipment Accountability Element will ensure not to exceed the total ceiling authorization of 90 OGMVCs on GOODFELLOW AFB.*

2. Responsibilities.

2.1. The 17th Logistics Readiness Squadron Commander (17 LRS/CC) will establish procedures for the procurement, management, maintenance, and disposal of base-operated OGMVCs, trailers not classified as a vehicle and non-vehicular equipment for the Wing.

2.1.1. The Material Management Flight (17 LRS/LGRM) will establish authorizations, approve purchases, and ensure all OGMVCs, trailers not classified as a vehicle and non-vehicular equipment are added to the owning organization's CA/CRL. Geographically Separated Units (GSU) will establish authorizations, approve purchases, and ensure all OGMVCs and trailers not classified as a vehicle and non-vehicular equipment are added to their organization's CA/CRL from the local Base Supply that manage their equipment account.

2.1.2. The Vehicle Management Flight (17 LRS/LGRV) will review all OGMVCs, trailers not classified as a vehicle and non-vehicular equipment (i.e., ATVs, mowers, etc.) purchases, to ensure the desired asset is an OGMVC or equipment item and not a vehicle. Ensure owning organizations have made financial arrangements to maintain assigned OGMVCs, trailers not classified as a vehicle and non-vehicular equipment to manufacturer specifications through the purchase maintenance agreements or Government Purchase Card (GPC). When requested, and approved by VFM/VMS, Vehicle Management may assist organizations owning non-vehicular equipment, OGMVCs and trailers not classified as a vehicle. All maintenance/parts support for these assets will be on a reimbursable basis only.

2.1.2.1. Owing-organizations will track and schedule Annual Safety Inspections on all non-vehicular equipment, OGMVCs and trailers not classified as a vehicle assigned to their units. If unit Equipment Custodians refuse or fail to comply with scheduled maintenance requirements, the equipment is no longer considered safe to operate on base. **GSUs assigned to GOODFELLOW AFB may request 17 LRS/LGRV maintenance of their OGMVC once maintenance agreement for reimbursement is established.**

2.2. Wing Safety (17 TRW/SE) will evaluate and approve safety features for each OGMVC purchase IAW AFPAM 91-210, *Contract Safety*, paragraph 7.1.4 to ensure each is suitable for operation on base public roads. **GSUs must abide by local Base Safety Office concerning approved safety feature requirements (EXAMPLE: 517 TRG CA/CRL for their OGMVCs are managed at Travis AFB and must contact Travis AFB/Presidio of Monterey Base Safety Office for their requirements).**

2.3. Individual units will maintain documentation, ensure accountability, arrange for maintenance, and ensure proper disposal of each OGMVC under their control.

2.4. Unit commanders will appoint an individual who will.

2.4.1. Maintain a record jacket file for each OGMVC in their unit. The jacket file will contain as a minimum.

2.4.1.1. A copy of the AF Form 601, *Equipment Action Request*, and purchase documentation.

2.4.1.2. The manufacturer's owner manual.

2.4.1.3. Records of all annual safety inspections and receipts of contracted maintenance repairs for the life of the OGMVC asset.

2.4.2. Ensure the vehicle be placed on the unit's Custody Account/Custody Receipt Listing (CA/CRL) by coordinating with the unit equipment custodian prior to purchase of any new OGMVCs.

2.4.3. Ensure non-vehicular equipment, OGMVCs and trailers not classified as a vehicle are placed on the unit's CA/CRL by coordinating with the LRS Equipment Accountability Element prior to purchase of any new OGMVCs.

2.4.4. Develop and maintain lesson plans to properly train personnel on unit specific OGMVC, as applicable. The lesson plan must include where OGMVCs can and cannot (e.g., troop walks) be operated. If the vehicle is not equipped with signaling capability, proper hand and arm signals must be included. If operated during hours of darkness, OGMVCs must be equipped with headlights, turn signals, tail lights, and reflectors. Based on AFMAN 31-116_GOODFELLOWAFBSUP, Attach 3, A3.18., personnel are required to have a civilian driver's license and AF 483, *Certificate of Competency*. Document all training/authorized use on AF 483, locally developed log or other suitable/verifiable locations. All personnel shall receive training prior to operating one of these vehicles. The unit POC will maintain an independent listing of all personnel trained and training dates. CoP link for additional information under Vehicle Safety/OGMVC is: https://cs3.eis.af.mil/sites/OO-SE-AE-44/AFKN_Docs/Forms/AllItems.aspx.

2.4.5. Prior to operating an OGMVC, always complete a pre-inspection and document the inspection on AF IMT 1800 if not already documented for that day. OGMVC inspection shall be documented weekly regardless of use.

2.4.6. Ensure all OGMVCs receive a complete annual safety inspection by a certified vendor/source in accordance with manufacturer's specifications and documentation.

3. Acquisition Procedures.

3.1. For those LSVs purchased with unit funds prior to June 2006, organizations will manage these assets as equipment items on the unit CA/CRL. Procure all OGMVCs IAW the applicable acquisition regulation and supplements, related AFIs: AFI 24-302_AFGM1, *Vehicle Management*, and AFD 64-1, *The Contracting System*; and manage IAW AFMAN 23-122, *Material Management Procedures*, Chapter 5, and AFI 91-207, *The US Air Force Traffic Safety Program*. Operation and Maintenance (O&M) funds will be used to procure

and maintain OGMVCs. Non-REMS reportable LSVs will no longer be procured, but existing assets will be managed as equipment items. **GSUs must procure OGMVCs IAW their local supporting LRS Equipment Accountability Element.**

3.2. The unit equipment custodian must prepare an AF Form 601 for each OGMVC and trailers not classified as a vehicle. Cite allowance standard 036 and assign prime NSN 2340-00585-7495 and include justification of need for the equipment.

3.3. An AF Form 601 will be routed to Wing/base Ground Safety Office (17 TRW/SE), for coordination and evaluation of safety features and determination of suitability for operation on base public roads.

3.4. Route AF Form 601 to the Vehicle Management and Analysis (VM&A) Section, 17 LRS/LGRVA, for coordination. Units must understand use of OGMVCs may cause a reduction in their general-purpose vehicle authorizations.

3.5. Forward the AF Form 601 to LRS Equipment Accountability Element, 17 LRS/LGRMCE, for approval of the authorization.

3.6. Upon approval, units may procure the OGMVCs using the GPC or AF Form 9, *Request for Purchase*, through Base Contracting (coordination).

3.7. Provide a copy of the receipt to base supply Equipment Accountability Element so the asset can be loaded on the unit's CA/CRL.

4. Maintenance.

4.1. Non-vehicular equipment, OGMVCs and trailers not classified as a vehicle will be maintained IAW manufacturer recommended intervals or standards in TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, for a comparative asset, and at a minimum will have a complete serviceability inspection, to include all safety related systems, at least annually.

4.2. Owing organizations are responsible for funding maintenance costs. Maintenance can be by warranty, service agreement, or GPC request. Organizations will not organically repair safety systems (brakes, steering, etc). Organizations must obtain annual safety certification (receipt/invoice) from a commercially licensed civilian equipment or automotive maintenance firm.

4.3. All maintenance documentation will be in the OGMVCs and trailers not classified as a vehicle jacket file to be maintained by owning organizations.

4.4. Owing organizations will reimburse O&M expenditures on equipment maintained by 17 LRS/LGRV, Vehicle Management.

5. Inspections.

5.1. Use a unit safety checklist or a modified AF Form 1800, *Operator's Inspection Guide and Trouble Report*, to document the daily driver checks/inspections. Check lights, brakes, turn signals, horn, etc. as required for any AF vehicle. In addition, perform a battery inspection weekly.

5.2. Owing organizations will ensure annual safety inspections are accomplished and maintain documentation (receipt/invoice).

6. Salvage Procedures.

6.1. Owning units will process OGMVCs and non-vehicular equipment in the same manner, as local procedures dictate for disposal of other organizationally owned government equipment. Notify Base LGRMCE Equipment Accountability Element if there is a turn-in or trade-in to ensure units update their CA/CRL.

6.2. Using organizations will supply VM&A with disposition documentation to remove asset from On-Line Vehicle Integrated Management System (OLVIMS). Units will return assigned license plates to VM&A to ensure removal from the OLVIMS database and for accountability.

7. Parking and Operations.

7.1. Units will park OGMVCs in designated parking areas and not on landscaped areas.

7.2. Parking OGMVCs must comply with restrictions outlined for vehicles according to current Force Protection Condition (FPCON) directives.

7.3. All OGMVCs may operate on base public roads with the exception of Kearney and Scherz Blvds.

KIMBERLEE P. JOOS, Colonel, USAF
Commander

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

AFPD 64-1, *The Contracting System*, 07 Dec 2006

AFI 24-302, *Vehicle Management*, 26 Jun 2012

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 Sep 2013

AFMAN 23-122, Volume II, Part Two, Chapter 22, *Equipment Management*, 08 Aug 2013

AFMAN 31-116_GOODFELLOWAFBSUP, *Air Force Motor Vehicle Traffic Supervision*, 21 Mar 2013

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AFPAM 91-210, *Contract Safety*, 14 Feb 1994

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 15 Dec 2004

49 CFR Part 571, *Federal Motor Vehicle Safety Standards*, 1 Oct 2011

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 55, *Employee Safety and Health Record*

AF Form 483, *Certificate of Competency*

AF Form 601, *Equipment Action Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

Abbreviations and Acronyms

AFEMS—Air Force Equipment Management System

AFMAN—Air Force Manual

CA/CRL—Custody Account/Custody Receipt Listing

FPCON—Force Protection Condition

GPC—Government Purchase Card

GSU—Geographically Separated Unit

IPT—Integrated Product Team

OGMVC—Other Government Motor Vehicle Conveyances

OLVIMS—On-Line Vehicle Integrated Management System

O&M—Operation and Maintenance

RDS—Records Disposition Schedule

REMS—Registered Equipment Management System

VEMSO—Vehicle and Equipment Management Support Office

VM&A—Vehicle Management and Analysis

Terms

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 buys programs.

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 1-2.

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.

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 571.500 FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-585-7495 in AFEMS, allowance standard 036.

Registered Equipment Management System (REMS)— A system of managing the inventory of AF vehicular equipment.

Requirement— A need or demand for personnel, equipment, supplies, facilities, or services expressed in specific quantities for specific periods of time.

Serviceability Standard— The standard a vehicle must meet or surpass to be satisfactory for operation.