

**BY ORDER OF THE COMMANDER  
OF GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 24-302**

**13 APRIL 2015**

**Transportation**

**VEHICLE ACCIDENT AND ABUSE  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles* and complements AFI 24-302 *Vehicle Management*. It establishes policies and procedures for implementing and managing the wing's accident and abuse program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, reimbursement of funds for repairs of military and GSA vehicles. It applies to all units that operate government owned or leased vehicles managed by the 319th Air Base Wing. Ensure all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) 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 AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. It supersedes GRANDFORKSAFBI 23-302 dated 27 Dec 11. Publication series changed from 23 (Materiel) to

24 (Transportation.) Major changes include: Report of Survey (ROS) actions and unit notification process.

**1. Goal.** To reduce mishaps, this in turn will reduce the risk of personal injury or death and reduce the cost of vehicle accident and abuse repairs.

**2. Objective.** To establish an effective mishap prevention program by placing responsibility and charging the operator and the operator's commander with maintaining high standards of vehicle operator training and discipline. Consequently, when using the procedures set forth in paragraph 7 of this instruction, units will pay for the actual cost of materials and labor used to repair accident and abuse damage caused by their personnel. This policy will help foster better operator care and condition of Grand Forks' vehicle fleet.

**3. Responsibilities.** In some cases, the using organization may not necessarily be the owning organization, i.e. U-Drive-It (UDI) vehicle from the Logistics Readiness Squadron (LRS) or a loaned vehicle from another organization. Reimbursement for repairs resulting from accidents or abuse will be made regardless of determination of individual liability resulting from a Report of Survey. All vehicle management Operation and Management (O&M) funds expended from the vehicle accident and abuse repair cost, including contract cost, will be reimbursed to Vehicle Management by the owning organization, or the organization responsible for damage, if not the owning organization. In cases where investigations cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operator is assigned.

#### **4. Key Personnel/Organization Duties**

4.1. The 319 LRS/CC will:

4.1.1. Provide accident/abuse estimate and notification memorandum or electronic notification (Attachment X) and photos to the using organization's squadron commander. This responsibility can be delegated to the Vehicle Fleet Manager (VFM), Vehicle Management Superintendent (VMS) or Vehicle Management Flight Commander by the 319 LRS/CC.

4.1.2. Send an accident/abuse notification memorandum to the following: Using organization, 319 ABW/SE, 319 CPTS/FM and 319 ABW/JA.

4.1.2.1. Direct accident/abuse repairs within 5 duty days after accident/abuse notification, if the using organization commander does not indicate to 319 ABW/LGRV a Report of Survey investigation had been or will be initiated.

4.1.3. Not provide UDI replacements to organizations with vehicles involved in accidents or abuse actions, unless it will impede installation security, force protection, or sortie generation and sustainment.

4.2. The 319 LRS/LGRV VFM or VMS will:

4.2.1. Identify suspected accidents and abuses. Evaluate and validate each alleged vehicle accident and abuse case.

4.2.2. Consider the facts and determine whether the vehicle should be processed as an accident or suspected abuse, due to damages not attributed to fair wear and tear (unreported accidents are treated as vehicle abuse).

4.3. Vehicle Management and Analysis (VM&A) section will:

- 4.3.1. Document and track vehicle accident and abuse repairs.
  - 4.3.2. Prepare vehicle accident and abuse notifications.
  - 4.3.3. Provide an AF Form 20, *Repair Cost and Repairable Value Statement*, when it has been determined that liability is to be assessed or voluntary payment is to be made as a result of a Report of Survey.
- 4.4. Using organization commander will:
- 4.4.1. When deemed appropriate, appoint an investigating officer to conduct a preliminary investigation IAW AFMAN 23-220, Reports of Survey for Air Force Property, Chapter 18.
    - 4.4.1.1. The investigator will not hold the position of the unit Vehicle Control Officers (VCO)/Vehicle Control Noncommissioned Officers (VCNCO).
  - 4.4.2. Ensure the investigation is completed and processed IAW AFMAN 23-220, Reports of Survey for Air Force Property, Chapter 18.
  - 4.4.3. Release vehicle for repairs using Attachment 4 within 5 duty days.
  - 4.4.4. Brief group leadership at staff meetings on accidents within their organizations to include the who, what, where and corrective actions.
- 4.5. Assigned or using organization will:
- 4.5.1. Reimburse the 319 LRS or fund for all vehicle parts and /or contract repair cost of vehicles damaged by personnel assigned to their organization.
  - 4.5.2. Turn vehicles into Vehicle Management immediately after being released from the accident scene, if the vehicle can be driven safely. Vehicles that cannot be operated safely must be reported via telephone (DSN 362-3765) within 24 hours. The initial responsibility to identify and report accidents rests with the vehicle operator and using organization.
- 4.6. VCO/VCNCO will:
- 4.6.1. Maintain an accident/abuse case file containing at least, but not limited to the following; SF 91, Motor Vehicle Accident Report (not applicable for abuse cases), copy of investigation, accident/abuse notification memorandum. This file will be inspected as part of the annual VCO assessment.
  - 4.6.2. Provide, at a minimum, one monthly vehicle safety briefing.
- 4.7. The 319 MSG/CC will:
- 4.7.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority. If an organization commander thinks the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 319 LRS/CC. If the 319 LRS/CC agrees, the case will be dropped. If the 319 LRS/CC does not agree, the case will be forwarded to the 319 MSG/CC for final decision.
- 4.8. 319 ABW/JA will:

4.8.1. Contact the liable party's insurance company and arrange direct payment to the repairing contractor when the POV operator is the negligent party in an accident with a government owned or leased vehicle and equipment. If the operator of the POV is uninsured, 319 ABW/JA will pursue reimbursement.

## 5. Additional Guidance

5.1. Multiple-Unit Accidents: Each unit will conduct an investigation. The commanders of the units involved will jointly determine liability. If a decision cannot be made, the 319 MSG/CC will have final decision authority.

5.2. If a government-owned or rented vehicle/equipment is involved in an accident with a privately owned vehicle (POV) and the POV is the negligent party, Vehicle Management and Analysis (VM&A) will coordinate with 319 ABW/JA to have the liable party's insurance company make direct payment to the repairing contractor. If the operator of the POV is uninsured, the Vehicle Management Flight will repair the government-owned vehicle/equipment with funding from the 319 ABW. The 319 ABW/JA will pursue reimbursement from the POV owner.

5.3. If a government owned or leased vehicle/equipment is involved in an accident with a POV and the government owned or leased vehicle/equipment operator is the negligent party, 319 ABW funding or (if wing funding is not available) the using organization is responsible for reimbursement of repair costs. 319 ABW/JA will determine/resolve the POV legal liability issue if a claim is filed

5.4. Pecuniary Liability: Reimbursement to 319 LRS for repairs due to accidents or abuses will be made regardless of individual pecuniary liability as assessed through a Report of Survey.

## 6. Procedures. Upon determination of vehicle damage, as a result of an accident or abuse.

6.1. Vehicle Management will initiate a work order to establish a repair cost estimate.

6.2. Vehicle Management will provide a notification that will include details of the accident/abuse damage, photos and estimated cost. The 319 LRS/CC or delegated appointee will send the notification to the commander of the responsible organization. (see [Attachment 3](#))

6.3. Using organization commander will investigate the accident/abuse and release the vehicle for repairs. By releasing vehicles for repair, the using organization commander is accepting financial liability and will fund or reprogram funds to the 319 LRS.

6.4. As determined by the VFM/VMS, accident/abuse repairs will generally be completed utilizing contracted maintenance. In-shop repairs will be accomplished at the discretion of the VFM/VMS in order to minimize the backlog of maintenance repairs for mission critical assets.

6.5. Using organizations have the option to front-load funds to the 319 LRS. Unit Resource Advisors (RA) must coordinate these transactions with the LRS RA. In some cases, when accident/abuse repairs are contracted, unit's RA may be able to make their own payment upon repair completion. In these cases, Vehicle Management will make arrangements to inspect the vehicle for quality control before payment is made.

6.5.1. For those organizations not in the same Budget Authorization and/or Program Element Code and are not part of the normal reimbursement program, the using organizations responsible for the accident/abuse damage will provide an OF 1017-G *Journal Voucher* to the 319 LRS/RA for the amount of the accident/abuse cost.

## 7. Definitions

7.1. Abuse: A willful or negligent act of improper operation or care, or omission that has caused damage that cannot be attributed to fair wear and tear under normal circumstances. Vehicle abuses may result in early failure of components or immediately detectable damages. Some examples are listed in Attachment 2.

7.2. Accident: Any situation where a government owned or leased vehicle/equipment strikes or is struck under conditions indicating that the situation occurred due to negligence or unintentional act of the vehicle operator.

7.3. Fair wear and tear: The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

7.4. Incidents: Damages caused by acts of nature, natural disasters, mechanical failures or other phenomenon that could not have been avoided by safe operations 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 accident. Using organizations are not required to reimburse for damages caused by incidents. Note: Wind damage to vehicle doors is not an act of nature.

PAUL E. BAUMAN, Colonel, USAFCommander,  
319th Air Base Wing

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010 AFI 24-302, *Vehicle Management*, 26 June 2012

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 20, *Repair Cost and Repairable Value Statement*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1800, *Operators Inspection Guide and Trouble Report*

OF 1017-G, *Journal Voucher*

SF 91, *Motor Vehicle Accident Report*

***Prescribed Forms*** - None

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**GOV**—Government-Owned Vehicles

**GOV/E**—Government Owned Vehicles/Equipment

**GPC**—Government Purchase Card

**LRS**—Logistics Readiness Squadron

**MAJCOM**—Major Command

**O&M**—Operation and Maintenance

**OPR**—Office of Primary Responsibility

**POV**—Privately Owned Vehicles

**RA**—Resource Advisor

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey

**UDI**—U-Drive-It

**VCO**—Vehicle Control Officer

**VFM/VMS**—Vehicle Fleet Manager or Vehicle Management Superintendent

**VM&A**—Vehicle Management and Analysis Section

**Attachment 2****EXAMPLES OF VEHICLE ABUSE**

- A2.1.** Vehicle abuse reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:
- A2.2.** Tampering with governors or distributors.
- A2.3.** Operating vehicles with insufficient oil or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A2.4.** Operating vehicle with applied/dragging parking brakes.
- A2.5.** Improper distribution or failure to secure loads properly in cargo area of vehicle or not following established loading/unloading procedures.
- A2.6.** Using a vehicle for a purpose other than it's intended or designed for (e.g., 6K forklift used to transport a 10K lb. pallet).
- A2.7.** Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.8.** Unauthorized wiring, marking, modification, or adding special equipment in or on vehicles.
- A2.9.** Operating a vehicle with improperly inflated tires that are not in accordance with manufacturer's recommendation.
- A2.10.** Vehicle being operated by an unqualified/untrained operator.
- A2.11.** Tires worn beyond re-capable limits (i.e., cord exposed).
- A2.12.** The intentional destruction/disfigurement of a vehicle interior/exterior.
- A2.13.** Operation of a vehicle/equipment in conflict with a published Department of Defense, Air Force Occupational Safety and Health, Occupational Safety and Health Administration, Air Force Regulations/Instructions/Manuals/Technical Orders, or North Dakota law concerning vehicle safety.
- A2.14.** Failure to retract or protect hydraulic cylinder rams from pitting/corroding when not being used.
- A2.15.** Servicing the fuel tank, hydraulic, or other fluid reservoirs with incorrect fluid.
- A2.16.** Any damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy conditions.
- A2.17.** Other situations where vehicle abuse action may be initiated:
- A2.18.** 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.
- A2.19.** Failure to bring a vehicle/equipment to vehicle maintenance for scheduled preventive maintenance before an overdue condition exists.
- A2.20.** Corrosion or oxidation caused by insufficient waxing or operator care

**A2.21.** Failure to purge fluids from piping/hoses prior to the ambient temperature falling below the freezing point.

**A2.22.** Failure to plug in vehicles during cold weather when the vehicle is equipped with a block heater or arctic winterization kit.

Attachment 3

SAMPLE NOTIFICATION LETTER



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 319TH AIR BASE WING (AMC)  
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

DD MMM YYYY

MEMORANDUM FOR 319 XXX/CC

FROM: 319 LRS/LGRV

SUBJECT: Vehicle Accident/Abuse, Registration Number (reg # or GSA)

1. On dd mmm yyyy, subject vehicle was turned into vehicle maintenance with (explain damage). It has been determined that this is not the result of fair wear and tear. You should consider this damage an abuse. The actual repair cost consists of 0.0 hours labor at 0.00 per hour and \$0.00 in materials for a total cost of \$0.00.
2. (Explain how damage occurred)
3. Our records indicate this vehicle was assigned to your organization at the time the damage occurred. If you find there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use, a report of survey is required.
4. If you have any questions, contact Vehicle Management at 747-3764.

DAVID D. JACKSON, MSgt, USAF  
Vehicle Fleet Manager

## Attachment 4

## SAMPLE LETTER OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS 319TH AIRBASE WING (AMC)  
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

DD MMM YYYY

MEMORANDUM FOR 319 LRS/LGRV  
319 CPTS/FMA

FROM: (Assigned/Using Organization)

SUBJECT: Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) assigned to our organization/used by our organization was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to vehicle maintenance for repairs.
2. I understand that all contract repair costs associated with these repairs will be paid by Government Purchase Card (GPC) from our unit directly to the contractor. If GPC cannot be used, contract repair costs will be reimbursed to 319th Logistics Readiness Squadron by transferring funds from our unit's Operation and Maintenance (O&M) account to the 319th Logistics Readiness Squadron O&M account (RC/CC: 234249, EEIC: 61925).

Signature Block Unit Commander

## Attachment 5

### SAFE DRIVING GUIDELINES

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. There are six main areas that should be stressed:

1. Regular vehicle inspections (at least weekly, or more frequently, as needed).
  - Tires (check tire pressure and visually check for damage/abnormalities).
  - Lights (visually check for proper operation).
  - Leaks (visually check for fuel/brake/oil/coolant leaks).
  - Engine oil and coolant (visually check levels).
  - Battery (visually check fluid level if capable, cleanliness, security of hold-down).
  - Drive belts (visually check for fraying or cracking).
  - Safety devices (functionally check operation of seat belts, headrests, and warning lights).
  - Instruments, horn and windshield wipers (functionally check for operation).
  - Brake and steering (functionally check responsiveness and effectiveness).
  - Note any unusual occurrences such as noise, odor, or erratic instrument/operation.
2. Safe driving cushion between vehicles.
  - Use the 2-second rule during normal driving conditions, increase distance during inclement weather.
  - Never over-drive the distance lit by your headlights.
  - 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.
  - Exercise caution anytime you are backing a vehicle; use spotters when necessary.
  - Use mirrors to monitor your surroundings. If you cannot see, use a spotter.
  - Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment. Larger vehicles need a larger area to maneuver.

### 3. Expecting the unexpected.

- 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.
- Be attentive to situations that may come up while driving. You are not the only driver on the road.
- Always drive defensively and expect other drivers to do something unexpected.
- 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.
- 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.

### 4. Weather and road conditions.

- Changing weather conditions can degrade road conditions in a matter of seconds.
- Road surfaces may have damaged areas; be prepared for them.

### 5. Rules of the road.

- Pay attention to traffic signs and obey them. Traffic signs give drivers information to prepare for situations on the road ahead.
- Follow posted speed limits. Speed limits are set for a reason.
- 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.

### 6. Use of seat belts.

- Seat belt use is MANDATORY for all military and civilians driving on Grand Forks AFB.

### 7. Cell Phones.

- Cell phones are not allowed on Grand Forks AFB while operating motor vehicles or equipment unless using a hands free device.

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 decrease making it more difficult to cope with incidents on the road.