

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

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



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Transportation

***HILL AFB VEHICLE
MAINTENANCE MANAGEMENT***

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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(Lt Col Terry J. Bowles)

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This instruction implements AFD 24-3, *Management, Operation and Use of Transportation Vehicles*. The purpose of this instruction is to focus commander's attention on vehicle accidents and abuse to reduce unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to reduce vehicle accidents and abuses at Hill Air Force Base. The key to successfully reduce the number of accidents and abuses is to make commanders and supervisors aware of the high costs associated with accident and abuse repairs. When payments are made by the 75th Logistics Readiness Squadron (75 LRS), these costs are hidden from the using commander. To ensure that the using commander has visibility of costs associated with accidents and abuses, this supplement requires that the using organization become directly involved in the payment process. This publication applies to all Hill AFB organizations and tenant organizations that operate and use Air Force owned and leased vehicles. It does not apply to the Air National Guard. Use AFI 24-301, *Vehicle Operations*; AFI 24-302, *Vehicle Management*; and AFMAN 24-306, *Manual for the Wheeled Vehicle Driver* in concert with this instruction. This instruction is not to be used as a stand-alone document. 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 chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

1. Procedures.

1.1. Vehicles damaged by accident, abuse, neglect or any other cause shall be turned in to the Vehicle Management Customer Service Center (CSC) section as soon as damage is discovered. If a vehicle is signed out for use from the 75th Logistics Readiness Squadron/Vehicle Operations section (75 LRS/LGRDD) and damaged while being used, the vehicle's damage must be reported to 75 LRS/LGRDD immediately. If the vehicle is not operable, the unit Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO) will contact the 75th Logistics Readiness Squadron/Vehicle Management Flight (75 LRS/LGRV) and request wrecker service support. **NOTE:** Organizations with leased General Services Administration (GSA) vehicles will initiate abuse or accident repair actions by calling the GSA per the lease agreement. The 75 LRS/LGRDD must be notified within 24-hours when a GSA vehicle is involved in an accident. The GSA will make the determination whether repairs are required and where the vehicle should be taken for repair work.

1.2. Once the damaged vehicle or suspected abuse (see Table 1.1) is turned in to vehicle management, CSC will notify the Vehicle Management (VM) Flight Chief or the Vehicle Fleet Manager (VFM). The VM Flight Chief or VFM will inspect the vehicle and make the determination whether to proceed with accident or abuse action. At this time, CSC will take pictures of the damage and process a vehicle damage estimate identifying the estimated repair costs. The CSC will then notify the unit's VCO/VCNCO. A courtesy copy of the estimated work order and photographs will be forwarded to the 75th Logistics Readiness Squadron Commander (75 LRS/CC), Ground Safety (75 ABW/SEG) and if necessary, the Staff Judge Advocate Directorate (75 ABW/JA), and Financial Management Comptroller Squadron (75 ABW/CPTS). The VCO/VCNCO and VM Flight Chief or VFM will determine how payment for the damage will be handled. The easiest form of payment is the using unit's Government Purchase Card (GPC). If the cost of the repair exceeds the GPC one-time limit, then a funds transfer is warranted and can be accomplished in one of the following ways:

Table 1. Vehicle/Equipment Abuse

Examples of vehicle/equipment abuse:
Tampering with governors or distributors.
Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
Operating a vehicle with applied/dragging parking brakes.
Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.
Using a vehicle/equipment for other than the intended or designed purpose (e.g., 6K F/L used to transport a 10,000-pound pallet, bobtail tow-tractor used to transport passengers).
Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.
Vehicle/equipment being operated by an unqualified/untrained operator.
Tire wear beyond re-capable limits (e.g., cord exposed).
Intentional destruction/disfigurement of vehicle/equipment interior/exterior.
Allowing a vehicle to idle longer than 5 minutes while at rest. Exceptions include emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment. Also specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal will be exempt.
Damage resulting from improperly installed or broken tire chains.
Failure to clean interior and exterior of vehicle/equipment to meet appearance standards.
Corrosion or oxidation caused by insufficient waxing or operator care.
Servicing the vehicle/equipment with improper fuel, oil, or fluids.
Operating a vehicle/equipment with improperly inflated tires.
Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.
Failing to come to a complete stop before changing direction or placing the vehicle/equipment transmission gear selector in park.
Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

1.2.1. Outside Department of Defense (DoD) Agencies. DD Form 448, *Military Interdepartmental Purchase Request* (MIPR) is used as a source document for funding between the paying unit and 75 LRS. The agency will create a MIPR and the 75 LRS will bill against the MIPR. The agency providing the service is required to do an acceptance of

the MIPR indicating that they can in fact provide that service to the requesting agency. The funds are transferred at the Defense Finance and Accounting Service (DFAS) level.

1.2.2. Air Force Organizations Outside Operating Budget Account Number (OBAN) 47U3 75 Air Base Wing (75 ABW). In this case an AF Form 406, *Miscellaneous Obligation/Reimbursement Document* (MORD), is used as the source document. The owing organization prepares a MORD that is used to draw funds from their funding line and into 75 LRS funding for a particular item or service. The funds are transferred at the DFAS level.

1.2.3. Organizations within OBAN 47U3 75 ABW: Funds transfers that take place within the 75 ABW are usually accomplished by preparing a less formal computer generated load sheet document. This document identifies where funds are moved from and where funds are being transferred to between different cost centers. This is usually attached to an email correspondence identifying the reason for the funds transfer. The funds are transferred by the 75 CPTS.

1.3. Prior to repairs, the unit commander/director or the VCO/VCNCO will be required to release the vehicle for repairs. GSA vehicles will be released for repairs by authority of GSA only. Regardless of unit release, repairs action will commence within 5 workdays unless other arrangements were previously made between unit and VM Flight Chief or VFM. After repairs have been completed, the vehicle will be held until payment has been made by the responsible unit. Commanders should review procedures in AFMAN 23-220/Hill AFB Supplement 1, *Reports of Survey for Air Force Property* to determine if a report of survey is appropriate.

1.4. Vehicle accidents involving privately owned vehicles will be processed using the following guidelines:

1.4.1. Due to potential liability issues that may arise between the government and a person's private insurance company, 75 ABW/JA must be notified immediately by 75 LRS/LGRV when government vehicles are involved in an accident with privately owned or contractor owned vehicles, on or off Hill Air Force Base. Government vehicles will not be released for repairs at commercial shops until released by 75 ABW/JA.

1.4.2. If the driver of a privately owned vehicle or contractor owned vehicle is deemed liable for the accident, that driver's insurance company should provide a repair estimate, or a repair estimate may be provided by a commercial repair shop recommended by the driver's insurance company. Contact 75 ABW/JA for guidance if the driver does not have insurance, or if the driver's insurance company refuses to accept liability or to otherwise cooperate in making repairs. The 75 LRS/LGRV will inspect all commercial repair work accomplished on government-owned vehicles and 75 LRS/LRGDD will inspect all GSA vehicles to verify that the repairs satisfactorily meet USAF standards.

1.4.3. Repair costs associated with the accident will be billed directly to the person's private insurance company by the repair shop. Contact 75 ABW/JA for further guidance when the private insurance company refuses to pay the commercial repair shop directly, or otherwise refuses to cooperate.

1.5. Due to the extended downtime for vehicles undergoing extensive repair for accidents and abuses, vehicle operations may provide a back-up vehicle only under specific situations,

such as a unit falls below their vehicle minimum mission-essential level. This support is limited to 30 days unless approved by the 75 LRS/CC.

2. Exceptions to Reimbursements. Funds will not be transferred for vehicle damage repair resulting from an incident or accidents in which the operator was not a contributing factor. However, the unit or unit's operator responsible for an incident or an accident will be held responsible and unit funds will need to be transferred for repair costs.

3. Summary. Assessing repair costs directly to using organizations squadron commanders will foster an effective operator-training program, encourage operator care, prevent needless repairs, and ultimately save Hill Air Force Base funds.

RONALD E. JOLLY, SR., Colonel, USAF
Commander

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

AFMAN 23-220/Hill Supplement 1, *Management of Government Property Reports of Survey of Air Force Property*, date 28 July 2003

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, date 7 July 2010

AFI 24-302, *Vehicle Management*, date 26 June 2012

AFI 24-301, *Vehicle Operations*, date 1 Nov 2008

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, date 1 July 2009

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

Prescribed Forms

None

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*, date 1 July 1984

DD Form 448, *Military Interdepartmental Purchase Request*, date June 1972

AF Form 847, *Recommendation for Change of Publication*, date 22 Sept 2009

Abbreviations and Acronyms

75 ABW—Air Base Wing

75 LRS—Logistics Readiness Squadron

75 LRS/CC—Logistics Readiness Squadron/Commander

75 LRS/LGRV—Vehicle Management Flight

75 LRS/LGRDD—Vehicle Operations Section

75 CPTS—Comptroller Squadron

75 SEG—Ground Safety

CSC—Customer Service Center

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

GSA—General Services Administration

GPC—Government Purchase Card

OO—ALC/FM – Comptroller Directorate

OO—ALC/JA – Staff Judge Advocate

OBAN—Organizations Outside Operating Budget Account Number

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Officer/Noncommissioned Officer

VM—Vehicle Management

VFM—Vehicle Fleet Manager

USAF—United States Air

Terms

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

Vehicle Incident— Any situation where a GOV/E sustains damage where the actions of any participative vehicle operator could not have prevented the outcome. Typical examples of vehicle incidents include damage to earth-moving equipment striking hidden objects and damage resulting from acts of nature, such as hail storms, lightning, wind-blown objects, and vandalism.