

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**JOINT BASE CHARLESTON  
INSTRUCTION**



**24-302**

**17 JANUARY 2017**

**Transportation**

**VEHICLE ACCIDENT AND ABUSE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Major Abbilyn M. Johnson)

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This instruction implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It outlines responsibilities and procedures for an effective vehicle accident and abuse program at Joint Base Charleston (JB CHS). Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to encourage better operator care and condition of JB CHS's vehicle fleet. This instruction is applicable to all persons operating Appropriated Funded government owned vehicles (GOV) or General Services Administration (GSA) vehicles/equipment, assigned to JB CHS or its geographically separated units (GSU), which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS) and managed by the 628th Logistics Readiness Squadron Vehicle Management Flight (628 LRS/LGRV). This instruction is applicable to the Air National Guard (ANG) as well as the Air Force Reserve (AFR); however, it does not apply to the Civil Air Patrol (CAP) or non-appropriated funded activities. 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*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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. This publication may not be supplemented. 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*, 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. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, DoD 4500.36-R, DoDI 1000.19 and DoDI 6055.4. The applicable SORNs F024 AF IL C, *Motor Vehicle Operator's Records* (December 10, 2013 78 FR 74122) and F031 AF SP L, *Traffic Accident and Violation Report* (June 11, 1997 62 FR 31793) are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include determination of pecuniary liability or reimbursement made by the individual to the government, reporting of vehicle damaged in accidents or abuse, procedures for repair estimates greater than \$2,500.00, procedures to follow if GOV caused a fatality or was involved in a fatality or an accident with private property and 628 ABW/JA coordination with civilian insurance company to facilitate repair of GOV or equipment damaged by a POV or other non-Air Force property.

### **1. General Information.**

1.1. The organization using vehicles and equipment will reimburse 628 LRS/LGRV for material and contract labor costs to repair accident and abuse-related damage, to include contract maintenance costs, which cannot be attributed to normal fair wear and tear.

### **2. Roles and Responsibilities.**

2.1. Owning/Responsible organizations will:

2.1.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program (see **Attachment 5** of this instruction and AFI 24-302).

2.1.2. Ensure Vehicle Control Officer(s) (VCO) and/or Vehicle Control Noncommissioned Officer(s) (VCNCO) are appointed by their commander and receive training prior to appointment. Provide a copy of the appointment letter to 628 LRS/LGRV.

2.2. VCO/VCNCO's will:

2.2.1. Report U-Drive-It or loaned vehicle damage to 628 LRS Vehicle Operations Flight (628 LRS/LGRDDO) within 1 duty day.

2.2.2. Initiate Report of Survey through the Report of Survey Manager as required in accordance with AFI23-220\_AMCSUP\_JBCHARLESTONSUP\_I, *Reports of Survey for Air Force Property*.

2.2.3. Turn in all vehicles damaged due to accidents, incidents or abuse, to include U-Drive It and loaner vehicles, within 1 duty day to 628 LRS/LGRV Customer Service. Vehicles involved in an accident must be turned in even if there is no apparent damage.

2.2.3.1. For Government Owned Vehicles:

2.2.3.1.1. Report vehicle damage to Security Forces (628 SFS) or local

authorities (off base).

2.2.3.1.2. Complete and provide the Standard Form (SF) 91, *Motor Vehicle Accident Report*, and the Department of Defense (DD) Form 518, *Accident Identification Card*, (if involved with a Privately Operated Vehicle (POV) to 628 LRS/LGRV Customer Service at the time of vehicle turn-in.

2.2.3.1.3. The initial responsibility to identify and report accidents rests with the vehicle operator. The damage must be reported immediately to the 628 SFS/local authorities prior to moving the vehicle.

2.2.3.1.4. Provide pictures of the accident.

2.2.3.2. For GSA Lease vehicles:

2.2.3.2.1. Report vehicle damage 628 SFS or local authorities (off base).

2.2.3.2.2. Complete and provide the SF 91 and the DD Form 518 (if involved with a POV) to 628 LRS/LGRV Customer Service at time of vehicle turn-in.

2.2.3.2.3. Provide pictures of the accident.

2.2.3.2.4. Provide one repair estimate from a locally approved vendor (completed after the vehicle has been initially reported to and processed by 628 LRS/LGRV Customer Service.

2.2.3.2.5. If repair estimate is greater than \$2,500.00, three repair estimates are required from locally approved vendors.

2.2.3.2.6. Return vehicle to Vehicle Maintenance after obtaining repair estimate. The 628 LRS/LGRV will submit the complete accident package to GSA Accident Center.

2.2.3.2.7. GSA Accident Center determines authorized vehicle repair with a Purchase Order (P.O.). The P.O. provides cost of repair and approved repair facility.

2.2.3.2.8. Once a P.O. has been issued by GSA Accident Center, the vehicle will be released to the unit to be turned over to the authorized repair facility.

2.2.3.2.9. All accident vehicle damages must be turned in to the vendor within 1 duty day of approval.

2.2.3.2.10. Provide 628 LRS/LGRV a copy of the vehicle accident repair receipt from the vendor.

2.2.3.2.11. Forward Letter of Release/Acceptance of Financial Responsibility to 628 LRS/LGRV and 628th Comptroller Squadron Financial Management Flight (628 CPTS/FMF) within 3 calendar days (see [Attachment 4](#) of this instruction).

2.3. 628 LRS/LGRV will:

2.3.1. Identify vehicle damage caused by accident or abuse.

2.3.2. For all GSA assets; complete and submit the accident package to the GSA Accident Center.

2.3.3. Provide VCO/VCNCO the approved P.O. for GSA vehicles and release the asset to unit for repairs.

2.3.4. Ensure that copies of accident reports are submitted to the 628 Air Base Wing Judge Advocate (628 ABW/JA) for all vehicle types no later than 1 duty day for all accidents involving POVs.

2.3.5. Provide accident or abuse notification letter or e-mail (see **Attachment 2** of this instruction) and photos to the applicable commander and VCO/VCNCO of the unit involved. Copies will also be sent to the 628 ABW Report of Survey (628 ABW/ROS) Monitor, 628 CPTS/FMF, Wing Ground Safety (628 ABW/SE), and the Vehicle Management and Analysis section (628 LRS/VMA).

2.3.6. Determine the most economical means of repair for GOVs.

2.3.7. Repairs of GOVs will commence after 3 duty days from the time of notification to the affected using commander unless a delay is requested in writing by the using organization for incident investigation.

2.3.7.1. If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property, the 628 ABW/JA is release authority for vehicle before repairs may commence.

2.3.8. Provide Air Force Form 20, *Repair Cost and Repairable Value Statement*, to the assigned or using organization.

2.4. 628 CPTS will:

2.4.1. Transfer O&M funds from the appropriate account into the 628 LRS's O&M account.

2.5. 628 ABW/JA will:

2.5.1. Coordinate with the civilian insurance company to protect a claim to facilitate repair of GOV or equipment damaged by a POV or other non-Air Force property.

2.5.2. Provide vehicle management with written or electronic instruction to repair a damaged vehicle.

2.6. The 628 ABW/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, 628 ABW/JA will ensure that the liable party makes satisfactory payment.

2.7. 628 Mission Support Group Commander (628 MSG/CC) is the final deciding authority to resolve all conflicts concerning this program.

ROBERT K. LYMAN, Colonel, USAF  
Commander

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

AFI 23-220\_AMCSUP\_JBCHARLESTONSUP\_I, *Reports of Survey for Air Force Property*, 19 August 2014

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

AFI 91-207, *The US Air Force Traffic Safety Program*, 23 March 2015

AFI 91-202\_AMCSUP, *The US Air Force Mishap Prevention Program*, 28 January 2016

***Prescribed Forms***

None

***Adopted Forms***

SF 91, *Motor Vehicle Accident Report*

DD Form 518, *Accident Identification Card*

AF Form 20, *Repair Cost and Reparable Value Statement*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Reserve

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**CAP**—Civil Air Patrol

**CC**—Commander

**CPTS**—Comptroller Squadron

**DD**—Directive Division

**FMF**—Financial Management Flight

**GOV**—Government Operated Vehicle

**GSA**—General Services Administration

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**JA**—Judge Advocate

**JB CHS**—Joint Base Charleston

**LGRDDO**—Vehicle Operations Flight  
**LGRV**—Vehicle Maintenance Flight  
**LRS**—Logistics Readiness Squadron  
**MSG**—Mission Support Group  
**O&M**—Operation and Maintenance  
**OLVIMS**—On-line Vehicle Interactive Management System  
**OPR**—Office of Primary Responsibility  
**P.O**—Purchase Order  
**POV**—Privately Owned Vehicle  
**RDS**—Records Disposition Schedule  
**ROS**—Report of Survey  
**SE**—Ground Safety  
**SF**—Standard Form  
**SFS**—Security Forces Squadron  
**T.O**—Technical Order  
**VCNCO**—Vehicle Control Non-Commissioned Officer  
**VCO**—Vehicle Control Officer  
**VMA**—Vehicle Management and Analysis  
**VOO**—Vehicle Operations Officer

### *Terms*

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

**Motor Vehicle Accident**—Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

**U-Drive-It**—Vehicle available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use. Support is normally limited to 72 hrs.

**Vehicle Abuse**—An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident, or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in [Attachment 3](#) of this instruction.

**Vehicle Incident**—Repairs required as a result of damages beyond the control of an individual, which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation will accompany vehicles turned in to explain any incident damage. Examples of incidents are: (1) A rock thrown through the windshield by the tire of a vehicle

being followed (2) A wind-carried object striking a vehicle (3) Hail or other inclement weather damage.

## Attachment 2

## SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER

Figure A2.1. Accident or Abuse Notification Page 1


	<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE HEADQUARTERS 628TH AIR BASE WING (AMC) JOINT BASE CHARLESTON SC</p>
<p style="text-align: center;">MEMORANDUM FOR 628 CES/CC 628 CES/VCO/VCNCO</p>	
<p>FROM: 628 LRS/LGRV</p>	
<p>SUBJECT: Vehicle Accident</p>	
<p>1. USAF vehicle <b>Reg #</b>, assigned to your organization, was turned in for maintenance on <b>Day Month Year</b> with damage that cannot be attributed to fair wear and tear. The following is an estimate of the repairs necessary to return the vehicle to a safe and serviceable condition. It is important to note that this is an estimate, which could change upon completion of repair actions.</p>	
<p>Registration No: <b>Reg #</b> W/O No: <b>W/O Number (estimate)</b> Labor Cost: <b>\$ Direct Cost in ZL Screen (OLVIMS)</b> Material Cost: <b>\$ Direct Parts/Materials Cost</b> Total Cost: <b>\$ Total Labor/Material</b> Statement of Damages: <b>Damage Description</b></p>	
<p>2. IAW AFI 24-302, <i>Vehicle Management</i>, Sections 10.7.7-10.7.7.1., report vehicle malfunctions to the Vehicle Management Customer Service Center (or equivalent) element within one normal workday. Operators do not delay discrepancy reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed in paragraphs 3.19.2.2.1. through 3.19.2.2.7. are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible. Note: If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day. Failure to report malfunctions may constitute vehicle abuse.</p>	
<p>3. If requested by your unit, 628 LRS/LGRV will forward an AF Form 20, <i>Repair Cost and Repairable Value Statement</i>, with actual repair costs to your organization. IAW AFI 24-302, <i>Vehicle Management</i>, Section 1.13.1., all Vehicle Management operation &amp; maintenance (O&amp;M) funds expended for vehicle accident and abuse repair costs, including contract cost [sic], will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage, if not the owner.</p>	
<p>4. IAW AFMAN 23-220, <i>Reports of Survey for Air Force Property</i>, and immaterial of Report of Survey findings, repair costs will be reimbursed to Vehicle Management using unit funds. In the case of General Services Administration (GSA) vehicle accident/abuse repairs, costs will be recouped in order to reimburse the Vehicle and Equipment Management Support Office (VEMSO) and clear the GSA bill-backs on the monthly Air Force Enterprise GSA bill.</p>	
<p style="text-align: center;"><i>Serving All</i></p>	



Figure A2.2. Accident or Abuse Notification Page 2

5. Questions may be referred to Vehicle Management and Analysis at 963-4196.

DANIEL J. MUSLEVE, 1st Lt, USAF  
Flight Commander

cc:  
628 ABW/CPTS  
628 ABW/JA  
628 ABW/SEG  
628 LRS/LGLO  
628 LRS/LGRVA

*Serving All*

**Attachment 3****EXAMPLES OF VEHICLE ABUSE****A3.1. Vehicle abuse action will be initiated for vehicle or equipment damage or failure resulting from:**

A3.1.1. Improper cargo distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading or unloading procedures.

A3.1.2. Using a vehicle for other than it's intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).

A3.1.3. Operating vehicles with insufficient oil or coolant, or a failure to check fluid levels according to established requirements, or failure to monitor dashboard instrumentation.

A3.1.4. Operating vehicle with brakes applied or dragging parking brakes.

A3.1.5. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A3.1.6. Failure to clean, wax, or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.

A3.1.7. Unauthorized wiring, marking, or modification of a vehicle (modifications must be processed in writing through the VCO or VCNCO, the vehicle operations officer (VOO), and vehicle maintenance management for approval).

A3.1.8. Operating a vehicle with broken tire chains or improperly inflated tires; i.e., not IAW manufacturer recommendations.

A3.1.9. Tire wear beyond minimum acceptable safe tread depth. Tire wear that exposes the cord, renders tires unsuitable to be recapped or re-grooved, and is unsafe.


A3.1.10. Intentional destruction or disfigurement of vehicle interior or exterior.

A3.1.11. Failure to accomplish proper operator care and maintenance.

Attachment 4

SAMPLE RELEASE / ACCEPTANCE OF FINANCIAL RESPONSIBILITY LETTER

Figure A4.1. Release/Acceptance of Financial Responsibility.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC

MEMORANDUM FOR 628 LRS/LGRV  
628 CPTS/FMF

FROM: Owing/Responsible Organization

SUBJECT: Release/Acceptance of Financial Responsibility

1. The Air Force vehicle, **registration number**, assigned to **your 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 replacement parts and contract repairs costs associated with these repairs will be charged directly to our unit's funds **EEIC: \_\_\_\_\_ RC/CC: \_\_\_\_\_**.

**SIGNATURE BLOCK**  
Commander

*"Serving All"*



## 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 and becoming familiar with the following directives: AFI 91-207, *The US Air Force Traffic Safety Program* and AFI 91-202\_AMCSUP, *The US Air Force Mishap Prevention Program*. There are six main areas that should be stressed:

**A5.2.** Regular Vehicle Inspections (at least monthly, or more frequently as required for Firefighting, Fuel servicing, Material Handling/463L, Nuclear-Certified assets and Security forces assets by AFI 23-302, USAFE SUP 23-302 and other policy guidance).

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. As the vehicle in front of you passes an object begin counting, if you pass that object before reaching two seconds you could be following too closely.

A5.3.2. Never over-drive the distance lit by your headlights.

A5.3.3. Signal your intentions at least 100 feet ahead of intersection. Not signaling your intentions well in advance causes other drivers to make last-minute/panic decisions.

A5.3.4. Exercise caution anytime 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. Don't 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 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.