

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING  
(AETC)**

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

**29 OCTOBER 2012**

**Logistic Readiness Squadron**

**VEHICLE ACCIDENT AND ABUSE  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-Publishing.af.mil>

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 81 LRS/LGRV

Certified by: 81 LRS/CC  
(Lt Col Stephen D. Wier)

Supersedes: Keesler AFB Instruction 24-  
302, 27 Nov 06

Pages: 7

---

This instruction implements AFD 24-3, Operation, Maintenance, and Use of Transportation Vehicles. It establishes policies and procedures for managing the vehicle accident and abuse program, addressing the following definitions: authority, dispositions, and reporting procedures for military vehicle accidents and incidents of abuse. This instruction applies to all squadron commanders, Vehicle Control Officers (VCO), Vehicle Control NCOs (VCNCO), and vehicle operators assigned, attached or TDY to Keesler AFB, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 Form 847 from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed based on the rewrite of paragraphs 4.5. and 4.6.2. and the addition of paragraph 4.6.3.. This policy guidance changes repair of accident and abuse repairs procedures for the 81 LRS or local contractor. Furthermore, it establishes procedures for processing the accident/abuse from start to finish and for the using

organization to make direct payment to a local repair shop or funds transfer for repairs to the 81 LRS/LGRV.

### **1. Terms Explained.**

1.1. Motor Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a Government Owned Vehicle (GOV) which causes damage to either the GOV or the object, whether immediately noticeable or not.

1.2. 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. Vehicle abuse may result in safety hazards, early failure of components, or immediately detectable damage. For example, vehicle abuse may occur when an individual operator or organization:

1.2.1. Fails to accomplish maintenance.

1.2.2. Does not report malfunctions, defects or safety discrepancies affecting vehicle condition to vehicle maintenance. Safety items must be reported immediately; non-safety items will be reported by the next duty day.

1.2.3. Overloads the vehicle or fails to tie down or otherwise secure cargo.

1.2.4. Tampers with governors, speedometers, tachometers or pollution control devices.

1.2.5. "Riding" or "slipping" the clutch, except when necessary to control while maneuvering a vehicle.

1.2.6. 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.

1.2.7. Excessive use of the engine while braking.

1.2.8. Operates a vehicle with improperly inflated tires or tires with insufficient tread.

1.2.9. Fails to protect the painted surface from oxidation and corrosion by infrequently washing, waxing, and polishing.

1.2.10. Fails to bring a vehicle or piece of equipment in for scheduled maintenance. Fails to monitor and adjust fluid levels or services with incorrect fluids (e.g., diesel instead of mogas, 30W oil instead of hydraulic fluid).

1.2.11. Incurs wind damage by not parking vehicles into the wind "when possible," restraining doors when opening, or leaving doors open while the vehicle is unattended.

1.2.12. Operates a vehicle in violation of the operator's manual or accepted driving practices.

1.2.13. Modifying a vehicle without proper authority.

1.3. Vehicle Incident. When damage to a vehicle cannot be classified as an accident or abuse, and is beyond the control of the using organization, it will be categorized as a "vehicle incident." Some examples of vehicle incidents are:

1.3.1. Damage by vandals.

1.3.2. Damage by windblown flying objects such as sand, rocks, tree limbs, and other materials.

1.3.3. Damage due to acts of nature such as hurricanes, tornadoes, lightning, and hail.

## 2. General 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 take appropriate actions to minimize accident occurrences and avoid all vehicle abuse. In abuse cases attributed to organizational or personal negligence, the using organization or responsible individual will be held financially liable for the cost to repair damaged vehicles according to AFMAN 23-220, Reports of Survey for AF Property.

2.2. The 81 MSG/CC will administer this instruction with assistance from other base agencies, including Security Forces, Staff Judge Advocate, Safety, Civilian Personnel, Contracting, Comptroller, and organizational financial management personnel.

2.3. Non-AETC units located on Keesler AFB or TDY units visiting and in need of vehicle management support from 81 LRS shall comply with this instruction as an understood condition of receipt of vehicle support.

**3. Responsibilities.** The vehicle operator has the primary responsibility to prevent vehicle accidents/abuses. Operator should report all damage immediately to the unit's VCO/VCNCO. The secondary responsibility rests with the unit VCO/VCNCO, who should inspect unit vehicles periodically for unreported damage and inspect each vehicle being turned in for damage repairs. Unreported damage to an Air Force vehicle clearly indicates that the unit operator or VCO/VCNCO is not inspecting vehicles properly.

3.1. Unit commanders located within Keesler supported with assigned vehicles will:

3.1.1. Personally review all vehicle accident and suspected abuse cases involving their vehicles.

3.1.2. Ensure proper guidelines for investigating and processing vehicle accident and suspected abuse cases are followed and that timely and comprehensive investigations are conducted. (See AFI 24-302, Vehicle Management, and AFMAN 23-220, Reports of Survey for Air Force Property.)

3.1.3. Send a letter of release authorizing payment of damages and the release of damaged vehicles to be repaired to the Vehicle Management Flight (81 LRS/Vehicle Fleet Manager) upon completion of the unit's investigation.

3.1.4. Any vehicle damage not attributed to fair wear and tear will be funded by the using organization by direct payment or a funds transfer. Any deviation from this policy must be approved by the 81 MSG/CC.

3.1.5. If gross negligence, willful misconduct, or deliberate unauthorized use is determined to be the cause of the damage, ensure appropriate steps are taken to recover the USAF costs from the individual concerned (see AFMAN 23-220).

3.2. 81 MSG/CC will:

3.2.1. Resolve issues regarding organizational failure to provide direct payment or reimbursement of suspected accident or abuse cases that cannot be resolved by the 81 LRS/CC.

3.2.2. Request that unit commander of the responsible organization allocate appropriate funds to the local repair shop or 81 LRS/LGRV in an amount equal to the cost of the repairs to the damaged vehicle.

3.3. Vehicle Maintenance Management will:

3.3.1. Determine if a suspected accident or abuse exists and request a unit investigation as appropriate. Prepare an AF Form 20, Repair Cost and Repairable Value Statement, or obtain a copy of the commercial repair invoice, which reflects the actual cost of vehicle repairs, for the unit commander of the responsible organization, in all cases being processed for monetary payment or reimbursement.

3.3.2. Ensure documentary photographs are taken of all accidents and suspected abuses.

3.3.3. Prepare correspondence to using organizations' commanders advising them of the suspected accident/abuse cases, and request an investigation.

3.3.4. Review all accident/abuse cases for adequacy of investigation and action taken and return inadequate case files to the investigating organizations with appropriate comments concerning the case.

3.3.5. Ensure repair work does not begin until a release letter for the damaged vehicle is received from the unit commander of the using organization acknowledging the vehicle is no longer needed for investigative purposes and indicating payment method.

3.3.6. Refer cases to 81 LRS/CC if differences cannot be resolved.

3.3.7. Close cases when all actions have been completed and maintain a historical record of all abuse/accident cases for a period of 6 years and 3 months IAW T24-03, R13.00. Also, ensure a copy of pertinent work orders are maintained in the vehicle's record jacket for a period of 1 year IAW T24-03, R02.00.

3.4. The 81st Security Forces Squadron (81 SFS) will investigate vehicle accidents occurring on-base and forward reports to the responsible unit VCO/VCNCO and 81 LRS/LGRV. All other accident reports provided by outside agencies will be collected by the responsible VCO/VCNCO utilizing assistance from 81 SFS.

#### 4. Processing Procedures.

4.1. When an accident or suspected abuse occurs and the vehicle is operable, the user will bring the vehicle to 81 LRS/LGRV. If the vehicle is not operable, the unit VCO/VCNCO will contact Vehicle Operations (81 LRS/LGRDD) and request wrecker service:

4.2. 81 LRS/LGRV Customer Service Center personnel will inspect damage and process a vehicle work order requesting initial repair cost estimate.

4.3. 81 LRS/LGRV Vehicle Management & Analysis will send a letter including digital pictures and local contractor estimates for repair through 81 LRS/CC to the commander of the using organization requesting the damage be investigated IAW AFMAN 23-220.

4.4. If the estimate for repair cost exceeds the vehicle's "one-time repair limit", the vehicle is considered uneconomically repairable and should not be repaired. Exceptions may be made to meet mission needs, with HQ AETC/AFRC/AFSPC approval.

4.5. Prior to repairs, the unit commander of the damaged vehicle will be required to release the vehicle for repairs. This must be accomplished by submitting a vehicle release letter to the 81 LRS/Vehicle Fleet Management which indicates payment method of the vehicle damage and that the vehicle is no longer needed for investigation of the accident or abuse. Commanders may initiate a DD Form 200, Financial Liability Investigation of Property Loss, investigation into the circumstances involving an accident or suspected abuse case where gross negligence is evident.

4.6. Vehicle accident and abuse repair costs (material and/or contract costs) will be borne by the unit responsible for the damage. Unit responsible may be different than the unit assigned (i.e., U-Drive-It fleet is assigned to 81 LRS/LGRDD but used on daily basis by all organizations).

4.6.1. All accident and abuse repairs will be accomplished by contract maintenance whenever possible unless the vehicle is considered special purpose and parts are not available to local contractors.

4.6.2. All accident and abuse repairs performed by 81 LRS/LGRV will require a direct transfer of funds from the responsible organization to the 81 LRS/LGRV account prior to release of vehicle back to user. Funds transfer will be accomplished by a form letter (see Attachment 2) to the responsible organization commander for endorsement and then forwarded to 81 CPTS/FM for funds transfer. Courtesy copies will be sent to 81 LRS/RA and 81 LRS/LGRV.

4.6.3. If the repairs are performed by contract services, the responsible organization must make direct payment to the local repair shop prior to the vehicle being repaired and returned back to the user. This direct payment to the local repair shop should be in the form of a Government Purchase Card or an AF Form 9 coordinated through Contracting.

4.7. Owning units are responsible for affecting payment or transfer of funds from other organizations. VCO/VCNCO will ensure copies of accident reports are submitted to 81 TW/JA not later than 1 duty day after an accident with a privately owned vehicle.

4.8. Due to extended downtime for vehicles undergoing extensive repairs due to accidents and abuses, 81 LRS/LGRDD will only be able to provide a U-Drive-It loaner vehicle under specific cases, such as falling below Mission Essential Levels.

4.9. Resolution of disagreements concerning implementation of these policies will follow the normal chain of command; squadron commander to squadron commander, then group commander to group commander. The 81 MSG/CC is the final decision authority to resolve all conflicts concerning the vehicle accident, abuse, and incident program.

**5. Exception to Reimbursements.** Funds will not require transfer or payment for damage resulting from an incident as described in paragraph 1.3.

BRADLEY D. SPACY, Brigadier General, USAF  
Commander, 81st Training Wing

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

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

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 24-301, *Vehicle Operations*, 1 November 2008

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

AFMAN 23-220 Keesler AFB Sup, *Reports of Survey for Air Force Property*, 1 October 2009

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

*Air Force Records Disposition Schedule*

***Prescribed Forms***

No prescribed Forms

***Adopted Forms***

AF Form 9, *Request for Purchase*,

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

DD Form 200, *Financial Liability Investigation of Property Loss*

***Abbreviations and Acronyms***

**GOV**—Government Owned Vehicle

**TDY**—Temporary Duty

**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Noncommissioned Officer

Attachment 2

FUNDS TRANSFER MEMORANDUM, *SAMPLE*

MEMORANDUM FOR (Unit/CC)

FROM: 81 LRS/CC

SUBJECT: Funds Transfer

1. Request \$xxx.00 be transferred to cover accident/abuse repair costs performed on vehicle xxxxxxx, case number xxxxx, as follows:

FROM  
ORGN: \_\_\_\_\_  
DFMR: \_\_\_\_\_  
RC/CC: \_\_\_\_\_  
EEIC: \_\_\_\_\_

TO  
81 LRS/LGRV  
RC/CC: \_\_\_\_\_  
EEIC: \_\_\_\_\_

2. Reimbursement procedures are outlined in AFI 24-302, Vehicle Management Paragraph 4.20.

\_\_\_\_\_  
SIGNATURE BLOCK  
Commander

1st Ind, (unit)

TO: 81 TRW/FMA

Concur/Nonconcur

I understand the cost associated with these repairs to include parts, material, and civilian labor will be transferred from our unit's Operation and Maintenance account to the 81st Logistics Readiness Squadron account.

\_\_\_\_\_  
SIGNATURE BLOCK  
Commander, (unit)