

Administrative Changes to LAKENHEATHI24-301, *Government Motor Vehicle (GMV) Accident and Abuse Program*

OPR: 48 LRS/LGRV

References throughout to AFI31-201 are hereby changed to AFI31-118, 5 March 2014.

References throughout to AFI31-204 are hereby changed to AFI31-116, 9 May 2012.

References throughout to AFI23-302 are hereby changed to AFI24-302, 26 June 2012.

Reference on Attachment 1 to AFI23-302, *USAFE_SUP_1*, is deleted.

24 June 2015

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION 24-301

6 JULY 2012

Transportation



**GOVERNMENT MOTOR VEHICLE (GMV)
ACCIDENT AND ABUSE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 48 LRS/LGRV

Certified by: 48 MSG/CC
(Col Scott I. Benza)

Supersedes: LAKENHEATHI23-101,
3 November 2009

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*. It describes the responsibilities of all personnel whenever damage occurs or is discovered on government motor vehicles (GMV). It provides responsibilities to all unit commanders, 48th Logistics Readiness Squadron Vehicle Management Flight (48 LRS/LGRV), Vehicle Control Officers and Vehicle Control Noncommissioned Officers (VCO/VCNCO), and vehicle operators for the purpose of maximizing the service life of all vehicles under the functional control of the 48th Fighter Wing (48 FW). Through active participation in the investigation process, personnel will become more aware of the serious monetary drain that occurs through unnecessary damage to Air Force assets. In addition, adherence to the procedures in this instruction will maximize the service life of assigned vehicles through the establishment of a comprehensive program of controls and penalties to decrease instances of vehicle damage resulting from accidents, abuse, and misuse. It applies to all units assigned to the 48 FW. 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*, prescribed by Air Force Instruction (AFI) 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through appropriate functional chain of command. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This instruction has been revised to reflect that units are responsible for timely reporting of vehicle accidents to the Vehicle Management Flight. Also, unit commanders may designate representatives to release vehicles for repairs.

1. Program Responsibilities.

1.1. Objective. The objective of this instruction is to provide 48 FW personnel with a comprehensive program of controls to extend the service life of assigned vehicles by decreasing instances of damage resulting from accidents, abuse, and misuse.

1.2. Compliance. All squadron commanders and staff agency chiefs are responsible for compliance with this instruction. All vehicle operators have primary responsibility to prevent accidents, abuse, and misuse. Secondary responsibility rests with the unit VCO or VCNCO, who should be inspecting unit vehicles periodically for unreported damage. Unreported vehicle damage clearly indicates that unit personnel are not inspecting their vehicles properly. Documentation, tracking, and repair of accident and abuse damage is the responsibility of 48 LRS/LGRV, or repair through local commercial activities as applicable.

1.3. Program Managers/Monitors. 48 LRS/LGRV manages the 48 FW Accident, Abuse, Incident, and Misuse Program. The appointed VCO or VCNCO within each organization will act as liaison between the using organization and 48 LRS/LGRV.

1.4. Program Review. 48 LRS/LGRV reviews the accident, abuse, incident, and misuse program annually.

1.5. Unit Commanders:

1.5.1. Ensure a viable accident, abuse, and misuse prevention program is part of the unit safety program.

1.5.2. Ensure all vehicles are utilized only for their intended purpose, and reasonable care is exercised during their use to maximize service life.

1.5.3. Ensure all accident, abuse, and misuse cases are properly investigated within their unit. Will be responsible for all damage to vehicles by personnel assigned to their unit.

1.6. User's Responsibilities for Unassigned Vehicles. There are times when the using organization is different from the organization for which the vehicle is assigned, i.e. U-Drive-It (UDI) vehicle from the Vehicle Operations Element, a loaned vehicle from another organization, or use by temporary duty (TDY) personnel. Under these conditions, the investigation and transfer of unit funds applies to the using organization.

1.6.1. Resolve all disputes concerning classification of vehicle damage and funds transfer.

1.6.2. Ensure 48 LRS/LGRV is reimbursed for all in-house or commercial repairs caused by assigned personnel.

1.6.3. In those cases where the vehicle is sent to an off-base contractor for repair, ensure using unit funds are available to facilitate payment for damages.

1.6.4. When TDY personnel are operating the vehicle, 48 LRS/LGRV performs all required repairs and no funds will be transferred.

1.7. Exceptions. This instruction does not apply to those organizations already identified as refundable or reimbursable to the 48 LRS, i.e. Office of Special Investigation, Medical Group, 372d Training Squadron, Housing, Defense Commissary Agency, etc.

1.8. Comptroller Squadron.

1.8.1. The 48 LRS/LGRV will notify the 48 LRS Resource Advisor (RA), who in turn will notify the applicable squadron RA. Documentation, along with a journal voucher (JV), will be prepared by the squadron RA and provided to the 48th Comptroller Squadron Financial Analysis Office (48 CPTS/FMA) for processing.

1.8.2. The commander of the using organization upon notification of an accident or abuse must release the vehicle to 48 LRS/LGRV for repairs. This may be satisfied through written or email memorandum to the Vehicle Management and Analysis (VM&A) work center. The applicable squadron RA will provide the designated fund cite to the 48 LRS RA in order to recoup repair costs.

1.8.3. Backup documentation for accidents and abuses will include any documents submitted by the using organization and the Vehicle Repair Detail Report from 48 LRS/LGRV, and will include actual repair costs and associated correspondence.

1.8.4. The 48 LRS RA will process JVs as required for reimbursement of associated repair cost. JVs will normally be processed as accidents occur with coordination from the 48 LRS RA, which will include all accumulated documentation from squadron RAs with the required backup documentation described in paragraph 1.8.3.

2. Program Definitions.

2.1. Accidents. Normally the result of a collision, impact, or abrasion against a fixed or moving object involving a GMV, causing damage to the GMV or the object, whether immediately noticeable or not.

2.2. Abuse. When an operator fails to exercise reasonable care. A negligent act or omission that results in damage not attributable to fair wear and tear under normal use. Fair wear and tear is defined as the deterioration of items attributed to normal usage. Vehicle abuse may result in safety hazards, early failure of components, or immediately detectable damage. Some examples of vehicle abuse occur when an individual operator or organization:

2.2.1. Fails to accomplish operator maintenance as outlined in appropriate governing directives.

2.2.2. Fails to report malfunctions, defects, or damage to 48 LRS/LGRV in a timely manner, usually within 24 hours or the next duty day.

2.2.3. Improperly loads, or fails to tie down, or otherwise secure cargo.

2.2.4. Tampers with governors, or pollution control devices.

2.2.5. Operates a vehicle with improperly inflated tires, or tires with insufficient tread.

2.2.6. Fails to adequately protect painted surface from damage or oxidation.

2.2.7. Modifies, or otherwise installs add-on equipment without prior written approval from 48 LRS/LGRV.

2.2.8. Operates a GMV with insufficient oil or coolant, or services a GMV with incorrect type of fluid, i.e. diesel instead of unleaded gasoline, standard brake fluid where silicon should be used, gear oil instead of automatic transmission fluid, etc.

2.2.9. Operates a GMV in a manner for which it was not designed or intended, i.e. while the emergency brake is applied, over-accelerates, changes gears from forward to reverse while the vehicle is in motion so as to cause damage, etc.

2.2.10. Fails to exercise reasonable care when opening doors in high winds. Reasonable care would include parking GMV into the wind, and/or properly restraining the doors when opened.

2.2.11. Fails to deliver vehicle or equipment to 48 LRS/LGRV for scheduled service, to include scheduled lube and oil filter change, annual safety inspections, Major Command (MAJCOM)-directed special inspections, manufacturer recalls, technical service bulletins, or time compliance technical inspections.

2.3. Incidents. Vehicle damage that cannot be attributed to fair wear and tear, or an accident. Incidental damage is not within the control of the vehicle operator to prevent. For example, damage caused by severe weather conditions, i.e. hail, falling trees, airborne debris, etc, road hazards, i.e. rocks, nails, etc., or damage caused by faulty mechanical conditions. All such repairs will be performed by 48 LRS/LGRV as routine.

2.4. Misuse. Vehicle damage that cannot be attributed to fair wear and tear. Normally occurs when the vehicle is used for other than its intended purpose, or failure to comply with proper operating procedures as outlined in the applicable Technical Order or user's manual. Damage sustained as a result of misuse will normally be processed as vehicle abuse.

3. Program Procedures.

3.1. Objective. To provide guidance necessary to effectively report, investigate, track and repair damage resulting from accidents, abuse, and misuse.

3.2. Report initiation. The person causing or discovering vehicle damage will notify their unit VCO/VCNCO without delay. All vehicle damage will be immediately reported to 48 LRS/LGRV for classification, i.e. accident, abuse, misuse, or incident, and to prevent further damage and/or unsafe operation of the vehicle.

3.2.1. When involved in a vehicle accident, whether damage is visible or not, the operator immediately notifies their VCO/VCNCO, accomplishes all appropriate accident reports, and takes the vehicle to 48 LRS/LGRV for a serviceability inspection.

3.2.2. When vehicle damage is not the result of an accident, or an investigation determines that the vehicle operator exercised reasonable care, the damage is considered normal wear and tear, and 48 LRS/LGRV accomplishes repairs as routine maintenance. There is no transfer of funds.

3.2.3. When accidental, abusive, or misuse damage has occurred to a vehicle, 48 LRS/LGRV will request the using organization conduct an investigation. The investigation is to determine whether the vehicle operator exercised reasonable care. The

commander of the using organization makes the determination whether to conduct a Report of Survey in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. A Report of Survey shall be conducted when the commander suspects gross negligence, willful misconduct, or deliberate unauthorized use was involved.

3.3. Accident and Abuse Responsibilities.

3.3.1. 48 LRS/LGRV.

3.3.1.1. For vehicles involved in an accident, initiate an accident estimate work order. If no damage is discovered, record “no damage”, and forward a “no damage” report to the unit VCO/VCNCO.

3.3.1.2. If damage is discovered, initiate an itemized estimate of required repairs utilizing an AF Form 1823, *Vehicle and Equipment Work Order*, prescribed by AFI 23-302, *Vehicle Management*. Both direct and indirect costs will be included to determine one-time repair limitations.

3.3.1.3. Provide written/electronic notification to the commander or designated representative of the using organization, the 48 LRS Commander (or designated representative), and the base Safety Office (electronic notification is acceptable). A copy will be also sent to the unit VCO/VCNCO.

3.3.1.4. The repair process will commence once the Vehicle Fleet Manager or Superintendent has personally inspected the vehicle accident or abuse case. Digital pictures will be taken and retained for investigation purposes. 48 LRS/LGRV will hold the vehicle for 3 duty days before beginning repairs. The organizational commander may request additional time beyond 3 days in order to investigate the circumstances surrounding the accident or abuse.

3.3.1.5. Coordinate with units to ensure funds are available prior to vehicles being delivered to local commercial repair facilities. In those cases where the repair cost exceeds \$3,000, 48 LRS/LGRV will coordinate with base contracting and request authority to exceed the single purchase limit allowance set by the Government Purchase Card (GPC) Program. If funds are not available, certification by the unit RA must be provided. At that time, 48 LRS/LGRV will review manpower availability and funding from the fenced account, and prioritize repairs based on these factors. The vehicle will have a lower priority than those already processed for corrosion control, with the exception of mission essential and emergency response vehicles.

3.3.1.6. Damage will normally be repaired using local commercial sources, and paid for by 48 LRS/LGRV using a GPC. In special circumstances, commercial repairs may not be in the best interest of the Air Force (determined by 48 LRS/LGRV), and will be accomplished in-house.

3.3.1.7. Notify the using organization when in-house or commercial repairs have been completed. Organizations will initiate reimbursement once a JV has been filed.

3.3.1.8. Upon completion of the repairs, produce two copies of an On-Line Vehicle Integrated Management System (OLVIMS) listing itemizing the actual cost of repairs. One copy will be forwarded to the using organization as notification of

material costs being transferred to 48 LRS/LGRV. A second copy will be forwarded to 48 CPTS/FMA for reimbursement action for all material costs incurred. For GPC payments, a copy of all costs will be produced for full reimbursement to the 48 LRS/LGRV GPC account.

3.3.1.9. Track the cost of all required parts and materials, whether accomplished in-house or through contract sources, utilizing the OLVIMS.

3.3.1.10. Ensure only those repairs directly related to the accident, abuse, or misuse are accomplished to prevent the unwarranted and excessive transfer of unit funds.

3.3.1.11. Provide the using organization with an AF Form 20, *Repair Cost and Repairable Value Statement*, prescribed by AFMAN 23-220, upon request when pecuniary liability is being assessed.

3.3.1.12. Establish and maintain an accident and abuse case file for tracking purposes.

3.3.2. Using Organization.

3.3.2.1. In accordance with established governing directives, each using organization shall, through their VCO/VCNCO, make every effort to properly care for all assigned government owned, leased or rented vehicles. Furthermore, to maximize service life by reducing overall utilization, each using organization must restrict government owned, leased or rented vehicles to be used only for official mission-essential tasks.

3.3.2.2. The commander or designated representative of the using organization must release the vehicle for repairs within 3 duty days of notification by 48 LRS/LGRV. The unit commander can request additional time if needed to investigate the circumstances of the accident/abuse. In order to expedite the return of the vehicle to the using organization, 48 LRS/LGRV will commence repairs if the unit commander has not released the vehicle in the allotted 3 duty days.

3.3.2.3. Conduct an internal investigation or Report of Survey as deemed appropriate by the using organizational commander, for all damage not attributable to fair wear and tear in accordance with AFI 31-201, *Security Forces Standards and Procedures*, AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 91-204, *Safety Investigations and Reports*, and AFMAN 23-220. The investigation will assess and specifically address whether the operator exercised reasonable care, determine the cause, identify actions necessary to prevent recurrence, and determine whether pecuniary liability will be assessed. This report must be signed by the unit commander, and maintained with all other accident records.

3.3.2.4. Damage will normally be repaired utilizing local commercial sources and paid for via the 48 LRS/LGRV GPC account. In special circumstances, commercial repairs may not be in the best interest of the AF (determined by 48 LRS/LGRV), and will be accomplished in-house by 48 LRS/LGRV.

3.3.2.5. Reimburse 48 LRS/LGRV for in-house or commercial repair costs. Costs will be limited to parts and Operating and Maintenance (O&M) costs for in-house repairs. For commercial repairs, reimbursement will be for the entire total of repairs, to include labor. 48 LRS/LGRV will furnish 48 CPTS/FMFL with an itemized bill

reflecting all costs associated with the repairs with a letter stating the using organization agrees to reimburse 48 LRS/LGRV. The prepared JV will be sent to and processed by 48 CPTS, who will then transfer the obligations from the using organization for all repairs to the 48 LRS/LGRV account.

3.3.2.6. As outlined in AFI 23-302, request an AF Form 20 from 48 LRS/LGRV when pecuniary liability will be assessed. Reimbursement to 48 LRS/LGRV will not be delayed pending pecuniary liability actions.

3.3.2.7. Review the billing as reflected on the OLVIMS report, and contact 48 LRS/LGRV to resolve any billing disputes.

3.4. Procedures for GMV/Lease Vehicle Misuse and Incidents.

3.4.1. When 48 LRS/LGRV determines vehicle damage is the result of misuse, as defined in this instruction, it shall be processed as a vehicle abuse.

3.4.2. When 48 LRS/LGRV determines vehicle damage to be incidental, as defined in this instruction, it shall be repaired as routine unscheduled maintenance with no transfer of funds.

4. Temporary Replacement Vehicles. Temporary replacement vehicles are normally not provided to the using organization during the investigation or repair of damage resulting from a vehicle accident, abuse, or misuse.

5. Repair Actions. Repair actions may be delayed if loss of the vehicle will adversely impact the wing's mission, existing damage does not impair the safe operation of the vehicle, and when no further damage will result by delaying the repairs.

6. Repair Priority. Normally, all vehicle accident, abuse, and misuse damage repairs will receive a routine repair priority by 48 LRS/LGRV. Fire trucks, ambulances and other mission-essential vehicles may be prioritized as determined by the Vehicle Fleet Manager or Superintendent.

7. Final Decision. 48 LRS/LGRV is not budgeted for covering the cost of repairing abuse and accidents, therefore, using organizations will be expected to automatically provide for payment of costs for accidents or abuses. In those situations where 48 LRS/LGRV and the using organization cannot reach agreement on who pays for a specific abuse or accident case, the accident/abuse investigation file will be forwarded to the 48 MSG Commander, who is the final decision authority to resolve conflicts. The MSG Commander will also decide who pays for repairs when accidents occur between the different base organizations and the party at fault cannot be clearly identified.

8. Management Incentives. The purpose of this program is the appropriate alignment of budget responsibility for unit controllable events, and to deter vehicle accident and abuse cases, which jeopardize lives and drain our limited resources. Commander emphasis and direct involvement is essential to the program's success.

JOHN T. QUINTAS, Colonel, USAF
Commander, 48th Fighter Wing

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010
AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 2008
AFI 23-302, *Vehicle Management*, 29 October 2008
AFI 23-302, *USAFE_SUP_1, Vehicle Management*, 15 April 2011
AFI 31-201, *Security Forces Standards and Procedures*, 30 March 2009
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

Prescribed Forms

None

Adopted Forms

AF Form 20, *Repair Cost and Repairable Value Statement*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1823, *Vehicle and Equipment Work Order*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
CPTS—Comptroller Squadron
FW—Fighter Wing
GMV—Government Motor Vehicle
GPC—Government Purchase Card
IAW—In Accordance With
JV—Journal Voucher
LGRV—Vehicle Management Flight
LRS—Logistics Readiness Squadron
MAJCOM—Major Command

MEL—Mission Essential Level

MSG—Mission Support Group

OLVIMS—On-Line Vehicle Integrated Management System

O&M—Operating and Maintenance

RA—Resource Advisor

RDS—Records Disposition Schedule

TDY—Temporary Duty

UDI—U-Drive-It

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VM&A—Vehicle Management and Analysis