

**BY ORDER OF THE COMMANDER  
22D AIR REFUELING WING**

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



**16 DECEMBER 2013  
Certified Current 20 September 2016**

**Transportation  
VEHICLE MANAGEMENT**

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This instruction establishes policies and procedures for an effective Vehicle Management program at McConnell AFB and implements AFI 24-302, *Vehicle Management*, and AFD 24-3, *Management, Operation and Use of Transportation Vehicles*. This instruction is applicable to all persons operating government-owned/leased vehicles/equipment (GOV) assigned or attached to McConnell AFB, supported by the 22d Logistics Readiness Squadron (22 LRS).

This instruction outlines definitions, responsibilities and procedures for an effective accident/abuse program with the visibility and emphasis placed at the unit level and the direct responsibility of the unit commander. It also establishes the vehicle idling guidance for the wing. 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 with 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 Form 847s from the field through the appropriate functional's chain of command.

## **1. Policy and Objective**

1.1. The 22 LRS Vehicle Management Flight is not funded for accident and abuse repairs or GSA agency incurred expenses (AIE). Using organizations fund repairs resulting from these incurred costs, regardless of the determination of pecuniary liability. Visibility and emphasis

is placed at the unit level and the direct responsibility of the unit commander to foster better operator care and condition of McConnell's vehicle fleet. Unit Commanders and Flight Chiefs will ensure compliance with this instruction for vehicles managed and/or maintained by the 22 LRS/LGRV.

1.2. The objective of this policy is to ensure maximum life expectancy and efficient use of limited government vehicle resources. Vehicle accident and abuse repair expenditures and GSA AIEs are preventable nearly all the time. The key to a successful program is an effective Vehicle Control Officer/Non-Commissioned Officer (VCO/VCNCO) program, with the organizational commander's involvement. Operator training and care is essential in preventing needless repairs or expenses.

## **2. General.**

2.1. Owning/using organizations will accomplish reimbursement through Journal Voucher (JV) funds transfer from their operation and maintenance (O&M) account to the 22 LRS/LGRV-designated O&M account. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Using organizations include temporary duty (TDY) units utilizing the Vehicle Operation's U-Drive-It (UDI) fleet or recalled vehicles from McConnell's vehicle fleet. TDY units will be pursued by owning organizations for reimbursement on accidents/abuses.

2.2. The vehicle involved in an incident will remain in the 22 LRS/LGRV compound unless a vendor estimate or repair is required, unless otherwise released by the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS). The using organization is not authorized a replacement vehicle from the 22 LRS Vehicle Operations Dispatch (22 LRS/LGRDDO) UDI vehicle fleet, unless approved by the VFM or the VMS for vehicles involved in accidents/abuses. Accident/abuse cases will not count towards the unit's mission essential levels (MELs) and priority repairs will be looked at on a case-by-case basis by the VFM or VMS and considered based on current workload.

2.3. Upon occurrence of an accident or notification of suspected vehicle abuse, the unit commander or designated representative will initiate an investigation in accordance with AFM 23-220, *Report of Survey for Air Force Property*, Chapters 3 and 18, to determine the need for a report of survey.

2.4. When individual payment for damage, of a GOV, is anticipated, the actual amount of the repair will be computed using the AF Form 20. This is accomplished after the repairs are made.

2.5. If a government owned vehicle (GOV) or leased vehicle/equipment is involved in an accident with a privately owned vehicle (POV) the appropriate civil law enforcement authority or the 22d Security Forces Squadron (22 SFS) will be notified to conduct an investigation of the incident. If investigation determines the responsible party to be the GOV owned/leased operator, the GOV owning organization is responsible for reimbursement of repair costs for the GOV or leased vehicle/equipment. The 22 ARW/JA will oversee the processing of any claims against the United States filed by the POV operator. If a GOV or leased vehicle/equipment is involved in an accident with a POV, and evidence indicates that the POV operator is the responsible party, the 22 LRS/LGRV will coordinate with the 22 ARW/JA in all actions, if any, to obtain payment for damages from the POV operator or the

POV operator's insurance company. If the operator of the POV is uninsured, the 22 LRS/LGRV will coordinate repairs on the GOV vehicle/equipment at no cost to the owning/using organization and 22 ARW/JA will oversee any actions, if any, to pursue reimbursement for non-GSA assets. If a GSA-leased vehicle/equipment is involved in an accident with a POV, GSA Accident Control Center will coordinate or pursue all actions, if any, against the POV operator or POV operator's insurance to obtain payment for damages. If the operator of the POV is uninsured and GSA Accident Control Center cannot recover the accident cost, then the 22 ARW will be charged the repair cost through an agency incurred expense. The 22 LRS/LGRV will coordinate with the 22 ARW/JA to pursue reimbursement for GSA accident charges.

2.6. Report UDI or loaned vehicle damage to 22 LRS/LGRSD and 22 LRS/LGRV within 24 hours.

2.7. The 22d Mission Support Group Commander (22 MSG/CC) is the final decision authority to resolve any conflicts concerning this program.

### **3. Procedures.**

3.1. The using organization reports all vehicle damage to the 22 SFS immediately. NLT the next duty day damage is reported to the 22 LRS/LGRV and the vehicle is turned in. All GOVs will be reported to Vehicle Management Flight Customer Service, building 710. GSA vehicles will be reported to Vehicle Management & Analysis (VM&A) office. The vehicle must be accompanied by the AF Form 1800, *Operator's Inspection Guide and Trouble Report* and a completed SF 91, *Motor Vehicle Accident Report*. A Security Forces accident form or statement of accident should be turned in with the vehicle, if available. GSA vehicle damage is also reported to the GSA Accident Control Center, the 22 ARW/JA and the 22d Air Refueling Wing Safety Office (22 ARW/SE) within the same time frame.

3.2. The VFM/VMS will decide whether or not to initiate accident, abuse or incident action on the vehicle. All accident and abuse cases will be forwarded to the 22 LRS/CC, who will make the final determination.

3.3. The using organization will be responsible for obtaining repair estimates from a local vendor for GSA vehicles. A copy of this estimate will be provided to VM&A and GSA.

3.4. The Vehicle Management Flight will provide the squadron commander of the using organization a letter of accident/abuse notification. If responsibility cannot be determined, the letter will be sent to the owning organization.

3.5. Using/owning organizations will submit a vehicle release letter within 5 calendar days from the date of the accident/abuse, unless the owning organization, in coordination with VFM/VMS, determines more time is needed. GOV maintenance repairs will commence after the 5th calendar day of the vehicle being reported to the 22 LRS/LGRV. Accidents/abuses to GSA-leased assets require repair approval through the GSA Accident Control Center with notification to the 22 LRS/LGRV. Units will provide Vehicle Management and Analysis (22 LRS/LGRV) copies of all estimates, accident forms, pictures and repair bills for GSA-leased vehicles. GSA will determine repairs required to vehicles and where the unit will take the vehicle for repairs.

3.6. The using organization will deliver and pick up all leased vehicles from local vendors for damage estimate or repair.

#### **4. GSA AIE**

4.1. A GSA AIE is defined as an agency incurred expense billed from GSA. This is a cost outside those paid for in the GSA lease agreement. Normally this is a repair or expense not attributed to fair wear and tear or affecting the run ability of the vehicle.

4.2. Owning/using organizations are subject to bear all costs of GSA AIEs.

4.3. Attachment 2 provides, but not limited to, a list of examples of when an AIE may be billed to an agency. For further information, contact your GSA Fleet Service Representative.

#### **5. Vehicle Idling Policy**

5.1. All personnel operating vehicles owned/leased by the 22 ARW will adhere to the “5 minute” idle policy IAW AFI24-302, *Vehicle Management* with the following exemptions.

5.2. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment are exempt for emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal. In addition any vehicle will be exempt if the engine must idle for proper operation of life/property saving accessories or if activity is required for public safety.

5.3. All vehicles will be attended while idling during inclement weather and may exceed the “5 minute” idling policy under the following conditions.

5.3.1. Air conditioner use when the heat category flag colors are “red” or “black”.

5.3.2. Heater use when temperatures reaching 40 degrees or less with or without wind chill factors.

JOEL D. JACKSON, Colonel, USAF  
Commander

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

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

AFI 24-302, *Vehicle Management*, 29 June 2012

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

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

***Prescribed Forms:*** None

***Adopted Forms:*** AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

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

**AIE**—Agency Incurred Expense

**CC**— Commander

**GOV**—Government Owned Vehicle

**GSA**—General Services Administration

**IAW**— In Accordance With

**JV**—Journal Voucher

**LRS**—Logistic Readiness Squadron

**MEL**—Mission Essential Level

**MSG**—Mission Support Group

**NLT**—No Later Than

**O&M**—Operations and Maintenance

**OPR**—Office of Primary Responsibility

**POV**—Privately Owned Vehicle

**RDS**—Records Disposition Schedule

**SFS**—Security Force Squadron

**TDY**—Temporary Duty

**UDI**—U-Drive-It

**VCO/VCNCO**—Vehicle Control Officer/Non-Commissioned Officer

**VFM**—Vehicle Fleet Manager

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

**VMS**—Vehicle Management Superintendent

*Terms*

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

**Vehicle Accident**—Any situation where a GOV strikes or is struck by another GOV, commercial vehicle, POV and/or object, structure or animal.

**Vehicle Abuse**—Damage caused by willful or negligent acts of improper operation or care. An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear, accident or incident. Some examples of vehicle abuse are listed in Attachment 2.

**Vehicle Incident**—Any situation where a GOV sustains damage where the actions of the vehicle operator could not have prevented the outcome (i.e., act of nature). **Note: Wind damage is not an act of nature; users have control over opening and closing of doors.**

**GSA Agency Incurred Expense**—A cost billed by GSA outside those paid for in the GSA lease agreement. Normally this is a repair or expense not attributed to fair wear and tear or affecting the run ability of the vehicle.

**Attachment 2****EXAMPLES OF VEHICLE ABUSE AND AIES**

**NOTE:** The examples below are not an all-inclusive list of vehicle abuses.

**A2.1.** Vehicle reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.

A2.1.3. Operating a vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

A2.1.5. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).

A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, modification or adding special equipment unauthorized in or on vehicles.

A2.1.8. Operating a vehicle with improperly inflated tires (not in accordance with the manufacturer's recommended inflation pressure as marked on the vehicle) or tire wear that is beyond recoupable limits (i.e., cord exposed).

A2.1.9. A vehicle being operated by an unqualified/untrained operator.

A2.1.10. Intentional destruction/disfigurement of vehicle interior/exterior.

A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders or Kansas law concerning vehicle safety.

**A2.2.** Other situations where vehicle abuse action may be initiated:

A2.2.1. Failure to report malfunctions, defects in or damage to a vehicle to 22 LRS/LGRV within 24 hours of discovery. A preapproved delay of this action to satisfy immediate mission needs can be authorized, but must be coordinated through the Vehicle Management and Analysis section.

A2.2.2. Failure to bring a vehicle/equipment to 22 LRS/LGRV for scheduled maintenance before an overdue condition exists. Preapproved rescheduling for early accomplishment of scheduled maintenance in order to meet urgent mission requirements can be accomplished to prevent this condition from occurring.

A2.2.3. Wind damage.

A2.2.4. Unreported accident damage or other damage not attributed to an incident or accident.

A2.2.5. Vehicle damage or system failures not attributed to fair wear and tear.

**A2.3.** Situations where a GSA AIE may be initiated:

A2.3.1. Body or glass damage or missing vehicle parts.

A2.3.2. Premature tire wear.

A2.3.3. Premature or overdue schedule maintenance.

A2.3.4. Vehicle add-on or modification not directed by GSA.

A2.3.5. Purchases with the vehicle's fleet card, which does not affect the run ability of the vehicle. Unauthorized or unidentifiable purchase of items or services. Improper fuel grade or excessive purchases of oil and other authorized fluids. Purchases not authorized by the maintenance control center or receipts not provided to the GSA Fleet Service Representative.

A2.3.6. Failure to perform operator's care or safeguard the vehicle.

A2.3.7. Vehicle deterioration above fair wear and tear upon termination. This includes damage or add-on equipment required to be removed, by GSA, prior to resale.