

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AIR FORCE BASE**

**MOUNTAIN HOME AIR FORCE BASE  
INSTRUCTION 24-302**



**23 DECEMBER 2015**

**Transportation**

**VEHICLE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Maj Benjamin M. Taber)

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This instruction implements Air Force Instruction (AFI) 24-302, Vehicle Management. It establishes local procedures for reporting vehicle abuse and accidents, as well as when vehicle idling is permitted. This instruction applies to all squadron commanders, tenant units, government motor vehicle point(s) of contact (GMV POC) and vehicle operators assigned to or on temporary duty (TDY) on Mountain Home AFB (MHAFB), including Air National Guard units and Air Force Reserve Command. *EXCEPTION:* The 726th Air Control Squadron (726 ACS) is a self-sustaining unit. As such, they will manage their own accidents and abuse in accordance with (IAW) AFI 24-302 and ACS policies. This instruction establishes the policies and procedures for implementing and managing the wing's vehicle accident, abuse and incident program, vehicle idling, and procuring/managing Other Government Motor Vehicle Conveyances (OGMVC) and trailers not classified as vehicles. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures and reimbursement of repairs for military vehicle accidents, abuse and incidents. Additionally, it addresses standard vehicle idling times and variances due to weather extremes. Finally, it addresses the requirements for the purchase and management of OGMVCs and trailers not classified as vehicles. Waivers will not be granted for any part of this publication. 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). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a *Glossary of References and Supporting Information*.

**1. Objective.** Unit commanders are charged with maintaining high standards of vehicle operator training and discipline. Consequently, units will transfer expenses for the actual cost to repair accident and abuse damage to vehicles operated by their personnel.

**2. Goal.** To reduce the number of vehicle accidents, abuse and incident cases, thereby, keeping the cost of repairs to an absolute minimum.

**3. Responsibilities:**

**3.1. Vehicle Management.** The 366th Logistics Readiness Squadron, Vehicle Management Flight (366 LRS/LGRV) is responsible for identifying damage from accidents, suspected abuse and incidents. The 366 LRS/LGRV flight chief, vehicle fleet manager, or their designated representative will evaluate each case of accident/abuse damage. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the Vehicle Management and Analysis Section (VM&A) in 366 LRS/LGRV.

**3.2. Vehicle Operator.** The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse, or incident. Report on base vehicle accidents immediately to the 366th Security Forces Squadron. Report off base vehicle accidents to local law enforcement. For GSA vehicles, once the accident has been reported to SFS/local law enforcement, it will also immediately be reported to GSA's Accident Management Center at 1-866-400-0411. Report all vehicle damages (GOV & GSA leased) to the vehicle operator's unit and 366 LRS/LGRV. Vehicle operators will bring the vehicle to the Vehicle Management Flight, Building 1100, for photos and provide copies of accident report(s) to Vehicle Management Customer Service.

**3.3. Vehicle Control Program.** Units will inspect their vehicles periodically for unreported damage.

**3.4. Using Organization.** Reporting damage to an AF owned or leased vehicle is the unit's responsibility. All Vehicle Management operation and maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner. Where responsibility cannot be determined, the owning organization is responsible for reimbursement. Using organizations are required to initiate internal investigations into circumstances surrounding vehicle damage not attributed to fair wear and tear IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. Based on the findings of the internal investigation, if gross negligence is suspected, the unit commander will initiate a Report of Survey (ROS).

**3.5.** The using organization is responsible for any additional photographs or accident reports required for their own investigation.

**4. Procedures:** Upon determination of vehicle damage as a result of accident, abuse or incident:

**4.1. AF-owned vehicles.** 366 LRS/LGRV will initiate a work order estimating repair costs. Vehicle Management & Analysis will send a package including the estimated work order, accident report, photos, along with an e-mail detailing the accident or abuse damage to the responsible organization's commander. A courtesy copy is sent to 366 LRS/CC

(Commander), 366 LRS RA (Resource Advisor), 366 FW/SE (Safety) and the wing ROS manager. Repairs to the damaged vehicle will then begin.

4.1.1. Once repairs are complete, a second package including photos, repair work order, Product Control Number 25 repair report, and a letter identifying the exact cost of the accident or abuse damage repairs will be signed by VFM/VMS and sent to the responsible organization's commander. 366 LRS RA will work with the responsible organization's RA to collect funds to cover repair costs.

4.2. At the request of the using organization's commander, VM&A will prepare an AF Form 20, *Repair Cost and Repairable Value Statement*, depicting actual cost expended to repair the vehicle. The AF Form 20 is required if liability is assessed in the ROS process.

4.3. **GSA-leased vehicle accidents.** Call GSA's Accident Management Center (AMC) in Kansas City MO at 1-866-400-0411 prompt #2, then follow instructions. The using organization is responsible to arrange transportation to the repair facilities. Fax the accident report (SF 91) and estimate(s) to the AMC within 5 days of the accident at 816-823-3634. Provide VM&A a copy of the repair estimate and, once repairs have been approved and completed, a copy of the invoice. After AMC has received your report and estimate(s) they will award the repair and contact the repair facility to authorize the work. GSA will contact the using organization to take the vehicle to that facility.

4.4. **GSA-leased vehicle incidents.** The using organization is responsible to arrange transportation to the repair facilities. Fax a memorandum explaining the damage to the AMC at 816-823-3634. Provide VM&A a copy of the repair estimate and, once repairs have been approved and completed, a copy of the invoice. After the AMC has received your report and estimate(s) they will award the repair and contact the repair facility to authorize the work. GSA will contact the using organization to take the vehicle to that facility.

4.5. When payment for damage, either voluntary or through use of the Department of Defense (DD) Form 200, *Financial Liability Investigation of Property Loss*, is involved, the actual cost of repairs is computed using an AF Form 20 IAW AFMAN 23-220.

4.6. The organization responsible for damages is responsible for material cost and contract repair costs to repair accident and/or abuse-related damage. Reimbursement is made regardless of an individual member's pecuniary liability.

4.7. The 366 MSG/CC will resolve issues regarding organizational fault or negligence of accident and/or suspected abuse cases that cannot be resolved by the 366 LRS/CC.

## 5. Accident Reporting Procedures:

5.1. **Reporting Procedures.** Report all vehicle accidents on Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*. Ensure you obtain the names of all individuals involved, including witnesses and police. Complete and deliver the SF 91 to the unit, along with narrative in your own words.

5.2. **POV Procedures.** Coordinate all vehicle accident cases involving a GOV and a POV with private insurance through 366 FW/JA (Judge Advocate) (Base Legal Office).

5.3. **GOV Procedures.** Accomplish repair estimates and actual GOV repairs with 366 LRS/LGRV.

5.4. **GSA-Leased Procedures.** Contact GSA's Accident Management Center for repair authorization.

**6. Vehicle Idling:**

6.1. In order to reduce fuel consumption, fuel costs, engine wear, maintenance cost and emissions, the unnecessary idling of vehicles needs to be brought to a minimum. Consequently, all government vehicles must be shut down when not in use except under the following conditions:

6.1.1. Idling is permitted (while being monitored) when the temperature/wind chill is below freezing for as long as necessary for a unit to complete the mission.

6.1.2. Idling is permitted (while being monitored) when the temperature is above 90 degrees for as long as necessary for a unit to complete the mission.

**7. OGMVC and Trailer Procurement:**

7.1. Route all request to procure Other Government Motor Vehicle Conveyances and trailers not classified as vehicles through 366 LRS, Vehicle Management Flight for evaluation prior to submission to Contracting for purchase. Account for all OGMVCs and trailers not classified as vehicles on the unit's equipment account (R-15) and maintained IAW manufacturer's guidelines and/or T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. Units are not authorized to purchase Low Speed Vehicles.

DAVID R. IVERSON, Colonel, USAF  
Commander

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

AFI 24-302, *Vehicle Management*, 26 June 12

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

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

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 Jan 12

***Prescribed Forms***

No forms are prescribed by this publication.

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

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

SF 91, *Operator's Report of Motor Vehicle Accident*

***Abbreviations and Acronyms***

**ACS**—Air Control Squadron

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**CC**—Commander

**DD**—Department of Defense

**FW**—Fighter Wing

**GOV**—Government Owned Vehicle

**IAW**—In Accordance With

**JA**—Judge Advocate

**LGRV**—Vehicle Management Flight

**LRS**—Logistics Readiness Squadron

**MHAFB**—Mountain Home AFB

**MSG**—Mission Support Group

**OGMVC** — Other Government Motor Vehicle Conveyances

**POV-Privately**—Owned Vehicle

**RA**—Resource Advisor

**ROS**—Report of Survey

**SE-Safety**—**SF**-Standard Form

**TDY**—Temporary Duty

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

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

### *Terms*

**Accident** — A vehicle accident is basically a result of a collision.

**Abuse** — Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Refer to Attachment 2, Types of Vehicle Abuse, for examples of vehicle abuse.

**Incident** — Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could not have been avoided by safe operation or adequate vehicle care during non-use. The VFM/VMS is the fleet management functional expert with the authority to determine what is/is not classified as an incident. Wind damage to vehicle doors is not an act of nature. As defined by GSA, an incident is any vehicle encounter not classified as an accident, such as striking a deer, striking a stationary object, vandalism, theft, vehicle misuse, abuse, neglect and acts of nature. The using organization of GSA vehicles is responsible for all repair costs associated with incidents.

**Other Government Motor Vehicle Conveyances** — Self-propelled assets providing a basic transportation capability (i.e., golf carts, all- terrain vehicles, quad-runners, etc) not meeting specifications of 49 CFR Part 571 (FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-585-6195 in AFEMS, AS 036).

## Attachment 2

### EXAMPLES OF POTENTIAL VEHICLE ABUSE

#### A2.1. Examples of Potential Vehicle Abuse:

A2.1.1. Failure to accomplish operator maintenance IAW AFI 24-302 paragraph 3.19 resulting in damage to the vehicle that was otherwise preventable.

A2.1.2. Not reporting maintenance discrepancies that affect vehicle safety or mission capability, or not reporting accident damage within 1-duty day, or not reporting safety discrepancies as soon as possible or if after duty hours, the next duty day.

A2.1.3. Overloading or failing to tie down or otherwise secure cargo.

A2.1.4. Tampering with governors or pollution control devices.

A2.1.5. Operating vehicle/equipment with broken tire chains or improperly inflated tires.

A2.1.6. Failure to protect the painted surface from oxidization and corrosion.

A2.1.7. Modifying a vehicle/equipment without written permission from 366 LRS/LGRV flight chief or superintendent.

A2.1.8. Refueling a vehicle with incorrect type fuel, that is, diesel instead of gas or vice versa.

A2.1.9. Contributing to wind damage by not parking vehicle into the wind or restraining doors when opening.

A2.1.10. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

A2.1.11. Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.

A2.1.12. Using a vehicle for other than its designed purpose.