

carts, ATVs, quad-runners, snowmobiles, etc.) not meeting specifications of Title 49 CFR 571.500 FMVSS will be categorized as OGMVCs and assigned prime NSN 2340-00-585-7495 in AFEMS, AS 036. OGMVCs will be purchased IAW the Federal Acquisition Regulation (FAR), Defense FAR Supplement, AF FAR Supplement, related AFIs and AFPD 64-1, *The Contracting System*, and managed IAW AFMAN 23-110 and AFI 91-207, *Air Force Traffic Safety Program*. **Note:** *Skid steer loaders and mini-excavators made by Bobcat or other manufacturers are classified as registered vehicles and will be managed as vehicles under the category of Base Maintenance/Construction Equipment.*

3. Non-REMS Low Speed Vehicles (NRLSV) Definition: LSVs purchased with unit funds prior to 1 June 2006, organizations may continue to manage these assets as equipment until the vehicle has reached its life expectancy. This category of LSVs will be assigned prime NSN 2340-00-540-3900, AS 036 and will be considered as non-REMS reportable LSVs (NRLSV).

4. OGMVC's/NRLSV's are for official use only. *The instructions pertaining to government motor vehicle (GMV) abuse and misuse will apply.*

5. NRLSV's/OGMVCs: NRLSVs and OGMVCs programs will be an UCI checklist item(s) to ensure all management and maintenance requirements are being met. During VVVs, OGMVCs and non-REMS reportable LSVs will be considered as an element of a unit's total motor vehicle capability when assessing vehicle fleet size adequacy.

6. Vehicle/Equipment Determination: All purchase requests for equipment which could be categorized as a "vehicle" will be routed through 78 LRS/LGRV and in-turn sent to MAJCOM for final determination (examples: *trailers, golf carts, ATVs, loaders, etc.*). Only those assets categorized as "equipment" and cataloged as an "OGMVC" will be managed IAW this publication. Requests which are determined to be a "vehicle", must be procured and managed IAW AFI 23-302.

7. Safety:

7.1. NRLSVs/OGMVCs at a minimum will be equipped with the following; seatbelts (if installed or as an offered as an optional item by manufacturer), headlights, taillights, directional signals, rear view mirror and when applicable roll over protection. Manufactured installed safety devices will not be modified, tampered with or removed from asset. All OGMVC/NRLSVs with a maximum speed of 25 MPH must display a Low Speed Vehicle placard (Triangle) on the rear of the asset. Items listed above must conform to Department Of Transportation's requirements and safety requirements outlined in AFI 91-207 *Traffic Safety Program*. (Note: Units that utilize All Terrain Vehicles ("ATVs") will refer to AFI 91-207 par. 2.2.4.1 and 4.6.8 for addition training and safety requirements.)

7.2. The minimum requirements to operate a OGMVCs/NRLSVs is 18 years of age, a valid state driver's license and completion of one-time unit training on the specific type/model. Each unit operating OGMVCs will establish, in coordination with 78 ABW/SE, a written training plan tailored to the vehicle(s). The lesson plan will be kept in VCO or VCNCO hand book. Documentation of training will be on AF Form 55, Employee Safety and Health Record, or approved equivalent. Operation of OGMVCs (owned, leased or rented) requires possession of an AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card.

7.2.1. Chemical Warfare Training: Additional training is required to operate vehicles in chemical warfare gear. This training will be documented in personnel training records (if

applicable) and individuals will be issued an AF Form 483, *Competency Card*, as proof of successful completion. It is highly encouraged that all AF military personnel to be qualified on operating vehicles in chemical warfare gear.

7.2.2. Accident Reporting: Accidents involving NRLSVs/OGMVCs will follow reporting procedures involving government owned/leased/rented equipment. OGMVCs maintained by 78 LRS/LGRV, will follow procedures outlined in RAFBI 24-1.

7.3. OGMVCs are not authorized to travel on Robins AFB roads with a speed limit posted exceeding 25 MPH unless approved by the Robins AFB Installation Commander. They are authorized to cross at intersections which have signal lights or other traffic control devices in place. Exception: They may be operated on Robins Parkway – between Richard Ray Blvd and First Street for access to fuel station (78 ABW/CC OGMVC Guidance). Electric conveyances are prohibited from Robins Parkway at all times. OGMVC/NRLSVs/LSVs shall not be operated outside the installation unless authorized in writing by 78 SFS/CC.

7.4. NRLSVs/OGMVCs modifications or add-ons will be coordinated with 78 ABW/SE and the manufacture. The request will include the specificities of add-on or modification to include: who will install, specifications (drawings, technical references, etc), intent of use/reason (towing, warnings, etc). Existing modification/add-ons will be coordinated with 78 ABW/SE. If approved, a copy of the approval shall be kept in records at custodian level. NRLSVs/OGMVCs speed control devices shall not be adjusted or tampered with.

8. Procurement:

8.1. OGMVCs must be procured through Base Supply, Equipment Accountability Office (EAO). They will not be procured, (rented/leased/purchased) using the Government Purchase Card (GPC) or AF Form 9. When procuring an OGMVC consider a service agreement to include PMI, service and repairs. Provide a copy of the agreement when available, to 78 LRS/LGRV during the approval process.

8.1.1. Accomplish requisitions using an AF Form 2005, AF Form 601, DD Form 1348-6, Green Procurement statement and attached checklist. The request(s) will include purchase price, part number, Supply Account, source, make, model, manufacture, maximum speed, optional equipment, and installed safety equipment. Three quotes from separate vendors are also required. The final delivery destination will be 78 LRS/LGRV, Bldg# 319. Custodians will be notified when asset is available for pick-up. For more information concerning Green Procurement visit: <https://org.eis.afmc.af.mil/sites/78abw/78ceg/cean/pollutionprevention/Green%20Procurement%20Program/Forms/AllItems.aspx>

8.2. All OGMVCs purchase request checklist, forms and manufacture's data will be routed through, 78 ABW/SE (Ground Safety Office) (coordination), 78 LRS/LGRV (coordination), 78 CONS/PK (coordination) and 78 LRS/LGRM (approval).

9. Disposal/Turn-in:

9.1. Equipment Custodian will initiate turn-ins. They will be processed through the unit VCO or VCNCO, 78 LRS/LGRV and 78 LRS/LGRM-EAO. The asset will be physically taken to location designated by EAO.

9.2. Equipment Custodian will provide AF Form 2005 with equipment account, detail number, unit type code (UTC), increment number (when applicable), serial number, NSN, and registration number to 78 LRS/LGRM when asset is being processed for turn-in. 78 LRS/LGRM -EAO will do final inspection and remove asset from CA/CRL and process to DRMS. The EAO section will then provide LGRV with the above information to remove asset from OLVIMS.

10. Organization Responsibility:

10.1. To provide Commanders, equipment custodians and VCOs/VCNCOs with added oversight, it is highly recommended organizations establish a separated shop code for OGMVCs/NRLSVs assigned to their unit/squadron (example: 901LG or 901OG). The account will be *independent* from other shop equipment thus increasing asset visibility and accountability.

10.2. Equipment custodians with OGMVCs/NRLSVs assigned can submit a WR-ALC Form 229 to establish a separate shop code (LV or OG). Once established, the assets will be transferred to the new account.

11. OGMVC/NRLSV Equipment Custodian/VCO/VCNCO Responsibility:

11.1. Equipment Custodian and VCO/VCNCOs will be the focal point for transfers, asset accountability, Report of Surveys (ROS), purchase request, fuel keys, PMI and salvage. Equipment Custodian will also provide 78 LRS/LGRV the following information: year equipment was manufactured, purchase price, make, model, serial number or VIN number, manuals, equipment account, serial/VIN number and all applicable checklist. During the annual Vehicle Control Program (VCP) visit, documentation on OGMVC and NRLSV assets will be inspected. This will include but not limited to safety, serviceability, PMI and overall condition. Any unit that has more than 5 percent of its total assigned OGMVCs/NRLSVs recorded as over-due scheduled maintenance (by date) during the last 6 month period prior to the annual VCP assistance visit will achieve an unsatisfactory rating. The results of the inspection will be included in the annual VCP visit findings.

11.2. Equipment Custodian and VCO/VCNCO will ensure all pending maintenance actions are accomplished and the VCO/VCNCO will notify Vehicle Management and Analysis (VM&A) when PMI actions have been completed. The notification will consist of one of the following: invoice from vender, Air Force approved system generated invoice or work order. Assets will have PMI and services accomplished IAW owner's manual. When owner's manual is not available the PMI will be performed at a minimum, annually. The AF Form 4354 can be used as a guideline for completing PMIs when owners' manual(s) are not available. This form can be down loaded at <http://www.e-publishing.af.mil>. 78 ABW/SE will be notified by X registration number and the organization(s) which fail to have PMIs completed by due date(s). VCO/VCNCOs are required to keep a copy of invoices or have access to Air Force system generated invoice/work orders.

11.3. Equipment Custodian in conjunction with the VCO or VCNCO will ensure a lesson plan is developed in coordination with 78 ABW/SE. The lesson plan should include, but is not limited to inspection prior to use, safe operation, and any other operator specific instructions IAW applicable owner's manual. Documentation of training will be on AF Form 55, Employee Safety and Health Record, or approved equivalent.

12. Operators responsibility:

12.1. Operators will complete unit specific training before operating OGMVCs. Documentation of the training will be on AF Form 55, Employee Safety and Health Record, or approved equivalent. Operation of GMVs (owned, leased or rented) requires possession of an AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card, this requirement includes OGMVCs.

12.2. Operators will inspect asset prior to use, utilizing the AF Form 1800 and document daily/weekly inspections. The completed forms will be maintained by the VCO/VCNCO IAW AFI 23-302 and Air Force Records Disposition Schedule located at <https://webri.ms.amc.af.mil>. Assets with any safety discrepancies, to include overdue PMI, will be taken out of service immediately and reported to the custodian/VCO for corrective action.

13. 78 LRS/LGRM Responsibility:

13.1. LGRM will manage organizational CA/CRLs. They will provide LGRV the account, shop code and custodians contact information of organizations with OGMVCs/NRLSVs assigned.

13.2. LGRM will notify LGRV when OGMVCs/NRLSVs transfers by providing the account, shop code, X-Registration number and detail the asset transferred to and from.

13.3. LGRM will load OGMVCs into Air Force Equipment Management System as follows; UTC first two positions will be the year, the remaining positions will be the last 4 of the VIN/Serial number. LGRMS will also when possible, embed the last 6 characters of the registration number into increment number (example: X00001). If this is not feasible, a "P" series NSN will be established with the "X" registration number (Example: 2340P10X12345).

14. 78 LRS/LGRV Responsibility:

14.1. LGRV will notify LGRM when OGMVCs are received. This information will include year, make, model, document number when applicable and serial/VIN number.

14.2. LGRV will request "X" registration numbers for OGMVC/NRLSV from Vehicle and Equipment Management Support Office (VEMSO). The "X" registration number will be placed on the rear of all OGMVCs and NRLSVs. The markings will be visible from the rear. To standardize placement and size, LGRV will install these markings. (T.O. 36-1-191)

14.3. LGRV will load OGMVC/NRLSV into OLVIMS database for tracking purposes and notify the VCO or VCNCO and custodians of pending PMI's dates. A copy of the completed PMI's documentation will be maintained by VM&A. VM&A will notify the 78 LRS/CC and 78 ABW/SE when asset(s) PMI become overdue.

14.4. LGRV will remove OGMVCs/NRLSV from the OLVIMS data base when the turn-in documentation has been provided by 78 LRS/LGRM - EAO.

MITCHEL H BUTIKOFER, Colonel, USAF
Installation Commander

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

Items marked with an asterisk are found on Allowance Standard Retrieval System Web Version at <https://earms2.wpafb.af.mil/sites/asrs/ASRSSStdTxt.asp>

AFEMS AS 019, Vehicle Allowance, Vehicle All Major Commands,*

AFEMS AS 036, Non-REMS Vehicles/Railway/Vehicle Attachments/Non-REMS Mobility,*

AFI 23-302, *Vehicle Management*, 29 October 2007

AFI 91-207, *The US Air Force Traffic Safety Program*, 22 May 2007

AFMAN23-110, *USAF Supply Manual*, Updated Quarterly

AFMAN33-363, *Management of Records*, 1 March 2008

AFPD 64-1, *The Contracting Systems*, 7 December 2007

Title 49 CFR 571-500, *Federal Motor Vehicle Safety Standard*, December 2005

TO 36-1-191, *Technical & Managerial Ref for Motor Vehicle Maint*, 20 July 2007

Adopted Forms

AF Form 9, Request for Purchase

AF Form 55, Employee Safety and Health Record

AF Form 601, Equipment Action Request

AF Form 847, Recommendation for Change of Publication

AF Form 1800, Operator's Inspection Guide and Trouble Report

AF Form 2005, Issue/Turn-In Request

AF Form 2293, US Air Force Motor Vehicle Operator Identification Card

AF Form 4354, Vehicle Preventive Maintenance and Inspection (PMI)

DD Form 1348-6, Single Line Item Requisition System Document, DOD (Manual Long Form)

WR Form 229, Request for Establishment/Change of Equipment Custodian, Organization Record, or Shop Code

Abbreviations and Acronyms

AFI—Air Force Instruction

AFEMS—Air Force Equipment Management System

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFMAN—Air Force Manual

AS—Allowance Source
CA/CRL—Custody Authorization/Custody Receipt Listing
CFR—Code of Federal Regulations
DD—Department of Defense
DOT—Department of Transportation
DRMS—Defense Reutilization and Marketing Service
FAR—Federal Acquisition Regulation
FMVSS—Federal Motor Vehicle Safety Standard
GPC—Government Purchase Card
GMV—Government Motor Vehicle
IAW—In Accordance With
IG—Inspector General
LSV—Low Speed Vehicle
MPH—Miles Per Hours
NRLSV—Non-REMS Reportable Low Speed Vehicles
OGMVC—Other Government Motor Vehicle Conveyances
O&M—Operations and Maintenance
OPLAN—Operations Plan
OPR—Office of Primary Responsibility
PPLAN—Provisional Plan
PMI—Preventive Maintenance Inspection
UTC—Unit Type Code
REMS—Registered Equipment Management System
RDS—Records Disposition Schedule
SII—Special Interest Item
TO—Technical Order
UTC—Unit Type Code
VCO—Vehicle Control Officer
VCNCO—Vehicle Control Noncommissioned Officer
VEMSO—Vehicle and Equipment Management Support Office
VIN—Vehicle Identification Number
VM&A—Vehicle Management and Analysis