

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE  
INSTRUCTION 24-301**



**20 SEPTEMBER 2016**

***Transportation***

**VEHICLE ACCIDENT/ABUSE  
PROGRAM PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading

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

---

OPR: 78 LRS/LGRV

Certified by: 78 MSG/CC  
(Col Jarvis R. Baker)

Supersedes: ROBINSAFBI 24-3,  
26 January 2011

Pages: 7

---

This instruction implements AFD 24-3, *Management, Operation and Use of Transportation Vehicles*, and AFI 24-302, *Vehicle Management*. This instruction outlines responsibilities, definitions, and procedures for an effective vehicle accident, abuse, misuse, and incident program with the visibility and emphasis placed at the unit level and under control of the unit commander. This instruction applies to all assigned personnel and associate units to the 78th Air Base Wing, Robins AFB, Georgia. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created as a result of a process prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with AF Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

## ***SUMMARY OF CHANGES***

Moderate changes were made throughout this document and must be completely reviewed. Significant changes include: adoption of revised AFI 24-302, incorporation of Air Force Vehicle and Equipment Management Support Office roles and responsibilities. Additional updates include, but limited to waxing, washing, maintenance, operator roles and responsibilities.

### **1. General Information**

1.1. Objective. Reduce number of vehicle accidents and abuses, protect AF personnel from injury or death and eliminate unnecessary expenditure of limited monetary resources.

1.2. General. The base Vehicle Management Flight is funded to provide periodic maintenance and repairs caused by normal wear and tear, but not for accident and abuse repairs. Money to repair accident and abuse damage must be transferred from unit's Operational and Maintenance accounts to 78th Logistics Readiness Squadron (78 LRS).

**2. Vehicle or Equipment Abuse.** Vehicle and vehicular equipment abuse is defined as an act or omission that has caused, or may cause damage, and cannot be attributed to normal wear and tear or accident. Vehicle or equipment abuse may result in early failure of components or result in immediately detectable damage. The following are examples of vehicle or vehicular equipment abuse:

2.1. Failure to accomplish organizational or operator maintenance in accordance with the manufacturer's commercial publication or AF instructions, manuals, or technical orders.

2.2. Knowingly operating a vehicle or vehicular equipment with a malfunction that may cause or result in further damage.

2.3. Overloading the vehicle or vehicular equipment, or failure to tie down or secure cargo.

2.4. Operating a vehicle or vehicular equipment with broken tire chains, overinflated tires, or underinflated tires.

2.5. Operating a vehicle or vehicular equipment with known safety discrepancies, malfunctions, or damage.

2.6. Failure to bring a vehicle or vehicular equipment to Vehicle Management (78 LRS/LGRV) or authorized leased serviced provider (as applicable) for scheduled maintenance.

2.7. Failure to protect the vehicle or vehicular equipment exterior painted surfaces from oxidation or corrosion (washing as needed minimum; 180 days and waxing as required to protect vehicle finish).

2.8. Failure to bring a vehicle or vehicular equipment to Vehicle Management, or notify authorized leased serviced provider (as applicable) within 24 hours (or next duty day) after discovery of a safety discrepancy, or 72 hours (or next duty day) after a non-safety discrepancy is discovered.

2.9. Modifying, adding equipment, or applying markings to vehicle or vehicular equipment without written approval from the 78 LRS Vehicle Fleet Manager (VFM) and if required, AFMC 441 VSCOS and from AFMC AFLCMC/WNZABC prime item manager.

- 2.10. Tampering with engine governors, pollution control devices, or computer control systems.
- 2.11. Running engines at excessive speeds. If an engine is allowed or forced beyond its designed RPM limit, it can result in greatly reduced engine life or even catastrophic failure.
- 2.12. Operating vehicles with low oil or coolant levels due to failure to check levels, according to established guidance, failure to monitor dash instrumentation, or significantly overfilling the engine crankcase, transmission or hydraulic reservoirs, as applicable.
- 2.13. Operating vehicles improperly such as lugging in high gear and shifting into reverse when traveling forward.
- 2.14. Failures that are not the result of normal wear and tear, or defective material or workmanship.
- 2.15. Operating with applied or dragging parking brake.
- 2.16. Intentional destruction or disfigurement.
- 2.17. Servicing fuel tank, hydraulic reservoirs, or other items with the incorrect fluid. Failure to maintain sufficient fluid levels needed to operate the vehicle/equipment. i.e. (fuel, oil, hydraulic, brake, etc.). **Note:** The vehicle abuse examples listed above are not all inclusive. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement.

**3. Vehicle Accident.** For purposes of this instruction, the term "vehicle accident" refers to any collision that occurs unexpectedly and unintentionally.

**4. Responsibilities.** Vehicle Management is responsible for processing accidents and identifying suspected vehicle abuse. The VFM will evaluate suspected cases and initiate each alleged vehicle abuse case. The Vehicle Management and Analysis (VM&A) element will document, track, and provide costs for vehicle abuse and accident cases.

4.1. Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officers (VCNCO) are responsible to ensure accidents and suspected abuses are reported to Vehicle Management and authorized leased serviced provider (when applicable). They must also ensure the SF-91, *Motor Vehicle Accident Report* and, if applicable, DD Form 518, *Accident Identification Card* are completed for all accidents. **NOTE:** A complete list of VCO/VCNCO responsibilities is outlined in the VCO/VCNCO guidebook.

**5. Procedures.** Upon identification, a vehicle abuse or accident case will be opened using the following steps:

5.1. Vehicle Management will initiate a work order for registered vehicle or vehicular equipment, estimating the cost of repairs. A letter identifying the type of damages and estimated repair cost will be routed to the commander and VCO or VCNCO of the organization, requesting an investigation and release notification. A courtesy copy of this letter will be sent to 78 ABW legal, finance, and safety offices. **NOTE:** Vehicle Management does not process work orders for GSA or leased vehicles.

5.2. Vehicle Management will begin repairing the vehicle or vehicular equipment after a release for repair letter is received. The letter must be signed by the owning unit's VCO or VCNCO, stating that the vehicle or vehicular equipment is no longer needed for the

investigation. This letter is required to be forwarded to the Vehicle Management Flight within 5 working days. If no release letter is received, repairs will commence 5 working days after commander and VCO or VCNCO notification. In the event funding is unavailable, near the end of a fiscal year (FY), maintenance actions will be put on hold until the next FY unless the vehicle is identified as mission essential. **NOTE:** If a Government Owned Vehicle (GOV) was involved in a fatality or an accident with property damage where USAF could be held liable to the other party in the accident, only the 78 ABW Legal Office can release the vehicle or piece of equipment for repairs. 78 LRS Vehicle Management Flight will coordinate with the 78 ABW Legal Office regarding release for repairs in accident cases covered in paragraph 5.7.

5.3. All accidents involving GSA vehicles, regardless of damage, will be reported to the GSA Accident Control Center and Vehicle Maintenance. A copy of the SF-91 and an estimate of repairs shall be turned into LGRV, Fleet Management within 3 duty days of the incident. Money reimbursed for abuse/accident repair of GSA vehicles will be returned to the GSA lease account from the owning organization or party found liable for the damage.

5.4. If the estimate for repair cost exceeds the vehicle's "one-time repair limit," the vehicle is considered uneconomically repairable. A Limited Technical Inspection will be accomplished by Vehicle Management for registered vehicles requesting disposition instructions. All other disposition instructions will be determined by authorized leased serviced provider.

5.5. The owning unit VCO or VCNCO or commander is responsible for ensuring an investigation is conducted for alleged vehicle or vehicular equipment abuse or an accident. A written reply to the VFM is required within 10 duty days after the date of the notification letter. The group commander or equivalent will be notified if a response or request for extension is not received in 10 duty days. A U-Drive-It (UDI) or recalled vehicle will not be provided to organizations with vehicles identified in cases of abuse or involved in accidents, unless it will impede sortie generation or sustainment.

5.6. The unit CC, unit VCO or VCNCO, or the investigating official may request an AF Form 20, *Repair Cost and Repairable Value Statement*, from VM&A. When payment for requested damage is involved, either voluntarily or through the use of a DD Form 200, *Financial Liability Investigation of Property Loss*, the actual cost of repairs is computed using an AF Form 20. This is done in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property (being replaced by AFI 23-101, Material Management)*. If a financial analysis is required, VM&A will provide an AF Form 20 to 78 CPTS/FMAO and the unit involved. For associate tenant units, reimbursements for abuse repairs will be in accordance with respective support agreements.

5.7. GOV accidents indicating the liability for the accident is upon a commercial company or private party, either with self-insurance or commercial car insurance company coverage, will have repair estimates accomplished by the company's or insurance company's adjuster or by a business recommended by the commercial company or insurance company. Pictorial evidence of the damage will be obtained for the responsible party and for use by 78 ABW Legal Office in case the accident requires litigation.

5.7.1. Where there is no dispute as to liability, a civilian business repair firm will make repairs at the expense of the liable company or insurance company insuring the party responsible for the accident.

5.7.1.1. The commercial company or insurance company will pay the cost of repairs associated with the accident directly to the civilian business repair firm.

5.7.1.2. 78 LRS/LGRV will notify the 78 ABW Legal Office when payment is received for release of a GOV (or asset) to repair firm. An authorized representative of 78 LRS/LGRV will inspect and accept all repairs.

5.7.2. In cases of disputed liability or when mission requires most rapid repair of GOV, the GOV will be repaired as expeditiously as needed at government expense. Decision to expedite vehicle repairs will be determined by Vehicle Management. The owning organization must be below Mission Essential Listing and/or have a critical mission requirement for that type of vehicle.

5.7.2.1. 78 ABW Legal Office will retain responsibility for processing the government claim. After pictorial evidence is preserved for evidence, 78 ABW Legal Office will release the GOV for repair at government expense.

5.7.2.2. 78 ABW Legal Office will prepare memoranda of witness interviews (USAF driver and passenger where applicable) who observed accident.

5.7.2.3. 78 LRS/LGRV will provide 78 ABW Legal Office a record of the government's expense to do the repairs.

5.7.3. In all cases where damage to a GOV appears to be the responsibility of a party or parties other than the USAF or another federal agency, 78 ABW Legal Office will assert a government claim against the party responsible for the damage.

5.8. The cost for accidents and abuses for GOVs will also be reimbursable by responsible unit. Financial liability may also be imposed on drivers of GOVs and GSA vehicles where "gross negligence, willful misconduct, or deliberate unauthorized use" is determined. The VCO is responsible to ensure the vehicle accident documentation is completed within the allotted time, and a copy of the paperwork is forwarded to 78 LRS/LGRV. The responsible VCO must also ensure vehicle is turned into Vehicle Management (Building 308) for repairs.

5.9. Vehicle Management will notify owning/responsible organizational commander of the actual accident/abuse cost once all repairs are completed.

5.10. Organizations using a UDI vehicle will be held accountable for repair costs and will transfer required funds to 78 LRS. The owning unit commander will transfer funds for all accident and abuse cases to 78 LRS. Reimbursement must be completed no later than 30 days following completion of repairs.

5.11. Dependent upon the owning organization's funding type; there are two methods available for organizations to reimburse 78 LRS for vehicle abuse and accidents. The organization may either: 1) reprogram funding authority to 78 LRS, or 2) provide funding with an AF Form 406, *Miscellaneous Obligation/Reimbursement Document* or DD Form 448, *Military Interdepartmental Purchase Request*.

**6. Vehicle abuse and accident awareness/prevention.** Each unit VCO/VCNCO will conduct and document monthly vehicle safety orientation and education briefings. Additionally, VCO/VCNCOs will brief operators about motor vehicle adverse safety trends and mishaps to assigned personnel when required. VCO/VCNCO will provide vehicle operators with instructions to follow, including agencies to contact, when accidents occur.

JEFFREY R. KING, Colonel, USAF  
Commander

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

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

AFMAN 23-220, *Report of Survey for Air Force Property*, 1 Jul 1996

AFI 23-101, *Material Management*, 8 Aug 2013

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

AFPD 24-3, *Operation and Use of Ground Transportation Vehicle*, 6 Sep 2006

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

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

**GSA**— General Services Administration

**GOV**— Government Owned Vehicle

**OPR**— Office of Primary Responsibility

**VCO**— Vehicle Control Officer

**VCNCO**— Vehicle Control Noncommissioned Officer

**VFM**— Vehicle Fleet Manager

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