BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 24-302

26 JUNE 2012

SHAW AIR FORCE BASE

Supplement

15 JANUARY 2015

Certified Current 25 August 2016

Transportation

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This Air Force Instruction (AFI) is available for downloading from the e-Publishing website at **www.e-publishing.af.mil/**.

RELEASABILITY: There is no releasability restriction on this publication.

OPR: AF/A4LE

Certified by: AF/A4L
(Maj Gen John B. Cooper)

Pages: 344

Supersedes: AFI23-302, 29 October 2007

(SHAWAFB)

OPR: 20 LRS/LGLOC

Certified by: 20 LRS/CC
(Major Jamie M. Wade)

Pages:5

Supersedes: AFI23-302_SHAWAFBSUP,
10 March 2011

This publication implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles.* It establishes Headquarters United States Air Force Vehicle Management procedures and describes the supporting data systems. Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) will expand or revise these procedures to fit local circumstances, within the intent of this instruction. Some objectives, policies and responsibilities of Vehicle Management are derived from overarching policy in DOD 4500.36-R, *Management, Acquisition, and Use of Motor* Vehicles, 16 March 2007, DOD 4140.50-R, *Management and Standards of DoD Locomotives*, 19 June 1985, DOD Instruction (DODI) C-4500.51, *Commercially Procured and Leased Armored Vehicle Policy (U)*, 25 July 2007 and DODI 4500.57, *Transportation and Traffic Management*, 18 March 2008. Send comments for suggested improvements on Air Force (AF) Form 847, *Recommendation for Change of Publication*, through the Major Command (MAJCOM) Vehicle Management Staff to Air Force Element Vehicle and Equipment Management Support Office (VEMSO) for review and forwarding to AF/A4LE for consideration. 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 the AF Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. This publication is applicable to the Air National Guard (ANG) as well as the Air Force Reserve (AFR); however, it does not apply to the Civil Air Patrol (CAP) or non-appropriated fund activities. The use of the name or trademark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the AF.

(SHAWAFB) AFI 24-302, 26 June 2012, is supplemented as follows: This supplement establishes the vehicle abuse and accident program for the 20th Fighter Wing (FW) and tenant units assigned to Shaw Air Force Base (AFB). It outlines the purpose of the program, assigns responsibilities and identifies procedures to be used in administering the program. The purpose of this program is to ensure the safety and serviceability of the wing's vehicle fleet and to ensure recovery of government funds for vehicle damage not attributable to fair wear and tear. This publication applies to 20 FW and tenant unit personnel who use Air Force government-owned vehicles (GOV). Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Send comments recommended changes, and questions about this publication, on Air Force (AF) Form 847, *Recommendation for Change of Publication*, to 20 LRS/LGLOC, 321 Cullen St., Shaw AFB, SC 29152-5125; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

(SHAWAFB) This supplement replaces rescinded AFI 23-302, Vehicle Maintenance. This supplement establishes the vehicle abuse and accident program for the 20th Fighter Wing (FW) and tenant units assigned to Shaw Air Force Base (AFB).

Chapter 1—GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE AND ITEMS OF INTEREST **19**

Section 1A—General Information and Administration 19

1.1. Principles of Vehicle Management. 19

1.2. Supplements. 21

1.3. Changes to this Instruction. 21

1.4. Operating Instructions (OI). 22

1.5. Use of Related Publications. 24

Section 1B—AF Vehicle Serviceability Standards and Types of Maintenance Used to Support Standard. 24

1.6. Serviceability Standards. 24

1.7. Organizational Maintenance. 24
1.8. Intermediate Maintenance. 24
1.9. Depot-Level Maintenance. 25
1.10. Mobile Maintenance. 25
1.11. Scheduled Maintenance. 26
1.12. Transient Vehicle and Equipment Maintenance. 27
1.13. Vehicle Abuse and Accidents Maintenance. 27
1.13. (SHAWAFB) Vehicle Abuse and Accidents. 27
Section 1C—Railway Equipment 28
1.14. Railway Equipment. 28
1.15. Acquisition of Railway Equipment. 28
1.16. Specific Duties. 28
Section 1D—Items of Interest 30
1.17. Watercraft. 30
1.18. Vehicle Management Compliance and Evaluation Checklists. 31
1.19. Reintegration of Fuels Vehicle and Vehicular Equipment Pumping Systems Maintenance. 31
1.20. Minimum Configuration Standards Instructions. 31
1.21. Vehicle Validation Visit (VVV) Process Review. 33
1.22. Commercial Internet Service Provider (CISP) for Vehicle Diagnostic Equipment. 33
1.23. Green Procurement. 35
1.24. AF/A4LE Green Procurement Program Policy. 36
1.25. General Exceptions. 37
1.26. Program Responsibilities. 37
1.27. Training. 39
1.28. Purchasing Sources. 39
1.29. Procurement Standards. 40
Table 1.1. Reclaimed Engine Coolants Available from DLA. 42
1.30. Administrative Requirements. 42
1.31. Mine Resistant Ambush Protected (MRAP) Vehicles. 43
Chapter 2—VEHICLE MANAGEMENT CONTINGENCY OPERATIONS 45
Section 2A—General Information 45

2.1. Introduction. 45
2.2. AEF Overview. 45
Section 2B—Overall Responsibilities 45
2.3. AF/A4LE. 45
2.4. Air Force Personnel Center (AFPC)/DPW: 46
2.5. WR-ALC 46
2.6. VEMSO. 46
2.7. MAJCOM Vehicle Management Staffs: 46
2.8. Base-Level and WRM Deploying Activities: 47
Section 2C—Steady-State Operations 49
2.9. Training: 49
2.10. WRM Vehicle Storage. 49
2.11. WRM Manpower Determination. 50
2.12. Contractor Operated Storage. 51
Section 2D—Transition to Surge/Deployment Preparation 51
2.13. Personnel. 51
2.14. TMSK. 52
2.15. Tools and Equipment Deployment. 52
2.16. Vehicle Deployment Process. 53
2.17. Vehicle Command Levy. 56
2.18. Home Station Survival. 56
Section 2E—Deployed Location Operations 57
2.19. VFM/VMS. 57
2.20. Safety. 57
2.21. Qualification Training. 58
2.22. Mission Critical Vehicle List. 58
Table 2.1. Priority I Vehicles, Sortie Generating. 58
Table 2.2. Priority II Vehicles, Sortie Sustaining. 59
2.23. Materiel Control. 59
2.24. VM&A. 59
2.25. Reporting Requirements. 61
2.26. Facilities. 61

2.27. Tools and Equipment: 62
2.28. Parts Organization. 63
2.29. Organizational Maintenance. 63
2.30. Mobile Maintenance. 63
2.31. Vehicle Recovery. 63
2.32. Minor/Intermediate Maintenance. 63
2.33. Repairs Which Exceed Local Capability: 64
2.34. Battle Damage Assessment. 64
2.35. Vehicle Triage. 64
2.36. Destroyed Vehicle Replacement: 64
2.37. Maintaining Other Government Motor Vehicle Conveyances (OGMVC) in Contingency Environments. 64
2.38. Continuity. 64
2.39. Contaminated Environment Operations. 64
2.40. Contamination Control Team (CCT). 64
2.41. Hazardous Material (HAZMAT). 65
2.42. Forward Vehicle Deployment. 65
2.43. Personnel (Home Station). 65
2.44. Vehicles (Deployed Location): 66
2.45. Tools and Equipment (Home Station): 67

Chapter 3—THE OBJECTIVES, RESPONSIBILITIES, ORGANIZATION AND PRINCIPLES OF MANAGING THE AF VEHICLE FLEET 68

Section 3A—Objectives 68
3.1. Objectives of Vehicle Management. 68
3.2. Application of this Chapter. 68
3.3. Professional Development. 68
3.4. Vehicle Transformation Acquisition Council (VTAC). 68
3.5. Air Force Logistics Readiness Board (AFLRB). 68
3.6. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet). 68
3.7. Specialty Equipment Market Association (SEMA) and Automotive Aftermarket Products EXPO (AAPEX). 69

Section 3B—Responsibilities 69
3.8. AF/A4L Responsibilities. 69

3.9. VEMSO Responsibilities. 69
3.10. WR-ALC Responsibilities. 69
3.11. MAJCOM Vehicle Management Staff Responsibilities. 69
3.12. Wing and Center Commanders or Equivalents Responsibilities. 70
3.13. MSG Commanders or Equivalents Responsibilities. 71
3.14. LRS Commanders or Equivalents Responsibilities. 71
3.15. VFM/VMS Responsibilities. 71
3.16. Primary Responsibility for Vehicle Management Activities. 75
3.17. Vehicle Management Assistance. 76
3.17. (SHAWAFB) Vehicle Management Assistance. 76
3.18. Prohibited Vehicle Management Activities. 78
3.19. Organizational Responsibilities. 79
Section 3C—Organization 82
3.20. Organization of Vehicle Management. 83
3.21. Maintenance Work Centers. 83
3.22. Administration Section. 83
3.23. CSC. 83
Figure 3.1. Sample Vehicle Management Organization Chart 85
3.24. Tire Repair Section: 85
3.25. Battery Shop. 86
3.26. Shop Facilities: 86
3.27. VM Training Leader. 86
3.28. VM&A. 87
3.29. Work Center Supervisors. 87
Section 3D—Principles 88
3.30. Cannibalization Rules. 88
3.31. Contract Operated Vehicle Management Activities. 88
3.32. Maintenance Priorities. 88
3.33. Vehicle Modification Policy. 89
3.34. Vehicle “Add-On” Equipment Policy. 90
3.35. NMC Hours. 91
3.36. Reclamation Procedures: 92
3.37. Staff Assistance. 92

3.38. Shop Publications. 92

Chapter 4—VEHICLE MANAGEMENT & ANALYSIS 94

Section 4A—General Responsibilities 94

4.1. Generally, VM&A is responsible for the efficient and economical operation and maintenance of the base vehicle fleet. 94

Section 4B—General Procedures 96

4.2. OLVIMS Maintenance Module Monthly Processing. 96

4.3. OLVIMS Maintenance Module Quarterly Processing. 97

4.4. Maintaining Historical Data. 97

Table 4.1. Minimum OLVIMS Data Field Requirements 97

4.5. Manage and Monitor Repetitive, Warranty, Contract and Authorized Maintenance. 99

4.6. Ensure Economical Repair of All Vehicles. 100

4.7. Accident and Abuse Work Order Processing. 101

4.8. Develop Depot Maintenance Plan. 101

4.9. Vehicle Shipment to Depot Repair. 102

4.10. Capture/Input Maintenance Historical Data in OLVIMS from Supported Outlying Work Centers and GSUs. 102

4.11. Prepare and Submit Deficiency, Warranty and Unsatisfactory Reports. 103

4.12. Develop and Manage MEL and VPRL. 103

4.13. Review and Verify Nuclear Certified Vehicle Certification and Records. 103

4.14. Develop and Maintain 18-Month Scheduled Maintenance Plan. 104

4.15. Ensure ETIC Accuracy. 104

4.16. Conduct Yard Checks Weekly. 104

4.17. Ensure Annual Serviceability Inspections are Conducted Using AF Form 4355. . 105

4.18. Verify Parts Charges in OLVIMS Daily. 105

4.19. Manage TCTOs, Service Bulletins, Manufacture Recalls and OTIs. 105

4.20. Ensure Reimbursable Units are Coded Correctly in OLVIMS and Perform Follow Up Actions for Financial Recoupment. 107

4.21. Ensure Accurate Man-Hour/Labor Accounting. 107

4.22. Vehicle VIL Key. 107

4.23. Recording Taxable Fuel Consumption. 107

4.24. Review, Validate and Process Vehicle Authorization Requests. 108

Table 4.2. Authorized Vehicle AS Codes. 110
4.25. Monitor Vehicle Data Integrity/Quality/Accuracy. 112
4.26. Using CRIS Tool to Request SBSS Updates. 113
4.27. Filling Vehicle Authorization with Most Suitable Asset. 114
4.28. Managing Excess Vehicles. 114
4.29. Review, Validate and Process Rental/Lease Requests. 115
4.30. Correct Errors on Data System Reconciliation Listings Identified on VDQD. 118
4.31. Upload Daily, Monthly and Quarterly Files to VM CoP. 119
4.32. Process LTIs. 119
4.33. Establish and Update Supply Organizational Cost Center Records (OCCR) 518 Record. 120
4.34. Responsible for Accountable SBSS Documents. 120
4.35. Serve as Inspector for Vehicle Equipment Account and Receive Required Training. 121
4.36. Perform Analysis. 121
4.37. Degree of Analysis. 121
4.38. Using Analysis Products. 122
4.39. Method of Presentation. 123
4.40. Presentation of the Analysis. 123
4.41. Performance Indicators (Metrics). 124
4.42. Specific Performance Indicators Products. 124
Table 4.3. Specific Performance Indicator Products. 124
4.43. Other Indicators. 126
4.44. Other Areas to Monitor. 127
4.45. Controlling and Evaluating Problem Areas. 127
Section 4C—Reviewing Base Support and OPLANs with IDRC 127
4.46. Interservice Vehicle Support. 127
4.47. Arranging for Interservice Vehicle Support. 127
4.48. Activity Pooling. 128
4.49. Establish, Execute, Initiate and Conduct All Vehicle Recalls. 128
Section 4D—Vehicle Support Resulting From Terrorist Threats 128
4.50. Overview. 128
4.51. Submission Procedures: 128

4.52. Armored Vehicle Requirements. 128

Section 4E—VCP 129

4.53. Establishing and Managing Installation VCP. 129

Section 4F—Additional VM&A Guidance and Program Management Responsibilities 131

4.54. Establish and Monitor VM&A Organizational Email Account. 131

4.55. DOD Fleet Fuel Card Program and Account Management. 131

4.56. Utilize FMD Program. 131

4.57. Comply with OLVIMS Legacy User Access Log Policy. 131

4.58. Procedures for Distributing and Processing COPARS Sales Slips. 131

4.59. Complete CA/CRL Annual Validation. 133

4.60. Turning In Vehicles to DLA-DS. 133

4.61. Withdrawing Vehicles from DLA-DS. 133

4.62. Vehicle End-Of-Life (EOL) Determination. 133

4.63. Interagency Motor Pools and Systems. 134

4.64. FORCE/FSE Management Codes. 134

Table 4.4. FORCE/FSE OLVIMS Code Information 135

Section 4G—Registration Numbers, License Plates, FMVRS Requirements, Special Identification and Marking 135

4.65. Registration Numbers. 135

4.66. Vehicle License Plate Program. 136

4.67. Lost or Stolen AF License Plates. 137

4.68. FMVRS Registration Requirements. 137

4.69. Special Identification. 139

4.70. Markings. 139

4.71. Complying with International Agreements. 140

Section 4H—Vehicle Requirements, Procurement and Recapitalization 140

4.72. Overview. 140

4.73. Vehicle Fleet Growth Policy The AF vehicle fleet represents a tremendous investment for the corporate AF. 141

4.74. Major Program Codes, Major Mission Types and Definitions. 141

Table 4.5. AF Vehicle Fleet Major Program Codes 142

Table 4.6. AF Vehicle Fleet Sub Category Codes 142

4.75. Class I, II, III and IV Vehicles Authorizations 143

Table 4.7. GSA Sedan and Station Wagon Classifications. 144
4.76. SUV Authorizations. 145
Table 4.8. Sedan to SUV Conversion. 145
4.77. LSV. 146
Table 4.9. LSV Sub-Categories. 146
4.78. Vehicle Redistribution. 146
4.79. First Article Testing (FAT). 146
Section 4I—Performance-Based Work Statement GFP Requirements 147
4.80. AF/A4LE Policy. 147
Chapter 5—MATERIEL CONTROL 150
Section 5A—General Information 150
5.1. Description of Materiel Control. 150
Section 5B—Specific Guidance 151
5.2. Materiel Control Responsibilities. 151
5.3. Required Publications, Reports and Listings (Electronic or Hardcopy). 153
5.4. Optional Publications, Reports and Listings (Electronic Or Hardcopy). 154
5.5. Use of Reports and Listings. 154
5.6. Supply Discipline. 155
5.7. Priority System. 155
5.8. Materiel Control and OLVIMS Coordination. 156
Figure 5.1. Materiel Control & OLVIMS Cross-Reference Listing. 157
5.9. Adjusted Stock Levels. 157
Section 5C—Issue Procedures 158
5.10. General Information. 158
5.11. Identifying the Requirement. 158
5.12. Requests Sent Through LRS Demand Processing. 158
5.13. Requests Submitted Through COPARS. 160
5.14. Requests Submitted Through BPA or GPC. 160
Section 5D—Vehicle NMCS Processing 160
5.15. General Information. 160
5.16. NMCS Verification Procedures. 160
5.17. MICAP and NMCS (AF Requisitions). 161

5.18. Supply Assistance and Difficulty. 162
5.19. NMCS Requirements through GPC, BPA or COPARS. 162
5.20. Receipt of NMCS Parts. 163
Section 5E—Managing AF Forms 1823/-1 Delayed for Parts 163
5.21. Importance of Delayed AF Forms 1823/-1. 163
5.22. Delayed Work Order Folders. 163
5.23. Monitoring Delayed Work Orders. 163
5.24. Processing Parts Receipts. 164
5.25. Work Order and Backorder Validation. 164
5.26. Partial or Completed Vehicle and Equipment Work Orders. 165
Section 5F—Bench Stocks 165
5.27. Purpose of Bench Stocks. 165
5.28. Establishment of Bench Stocks. 165
5.29. Shop and Collocated Bench Stocks, Working Stocks and Work Order Residues. 165
5.30. Low-Cost Bench Stocks. 166
5.31. High-Cost Bench Stocks. 166
5.32. Shelf-Life Items. 167
5.33. Bench Stock Review. 167
5.34. Working Stock. 167
Section 5G—Repair Cycle Asset Management 168
5.35. General Information. 168
5.36. DIFM Issues. 168
5.37. DIFM Status. 169
5.38. Supply Points. 169
5.39. DIFM and Supply Point Reconciliation. 169
Section 5H—Other Procedures for Materiel Control 169
5.40. TCTOs. 169
5.41. Tool Accountability and Issue Procedures. 170
5.42. Tire and Battery Procurement/Management. 174
5.43. Work Order Residue. 175
5.44. Vehicle Redistribution and Transfer. 175
5.45. Antifreeze Procurement. 175

5.46. Lead-Free Wheel Weight Procurement. 176
Table 5.1. Lead-Free Wheel Weights Available through the Supply System 176
Chapter 6—TRAINING **177**
Section 6A—General Information 177
6.1. General Information. 177
6.2. MAJCOM Responsibilities. 177
6.3. Vehicle Management Training Leader. 178
Section 6B—Types of Training 178
6.4. Establishing and Managing Vehicle Management Training Program. 178
6.5. OJT. 179
6.6. In-House Training. 181
Figure 6.1. Vehicle Management Training Aids 185
6.7. Qualification Training. 185
6.8. Advanced Training. 186
6.9. ASE. 186
6.10. Certified Technician Program. 187
6.11. “Maintenance Purposes Only” Vehicle Operator Certification. 187
Chapter 7—DOCUMENTATION AND RECORDS ADMINISTRATION **188**
Section 7A—Introduction And Documentation Rules 188
7.1. General Information. 188
7.2. General Description and Basic Principles of the Vehicle Management Data Collection System. 188
7.3. Use of Printed Characters. 188
7.4. Legibility. 188
7.5. Transfer and Disposition. 188
7.6. Vehicle and Equipment Records. 189
7.7. Missing Forms. 190
7.8. Maintenance of Forms for Vehicles and Equipment in Extended Storage. 190
Figure 7.1. Sample Electronic Vehicle Record File Plan 190
7.9. Processing Vehicles to Vehicle Management. 191
7.10. Maintenance of Transient Vehicles. 191
7.11. Vehicles Assigned TDY or Deployed. 191

Table 7.2. Vehicle And Equipment Records: Rules 1-13. 191

Section 7B—Operator's Inspection Guide and Trouble Report Forms 195

7.12. General Information. 195

7.13. Procedures for Recording Discrepancies and Delaying Maintenance. 195

7.14. Instructions for the Operator’s Inspection Guide and Trouble Report. 196

7.15. Heading Information. 196

7.16. Items to Be Checked, Operator’s Signature and Monthly Tire Pressure Check. ... 196

7.17. Discrepancy and Maintenance Report Section (page 2). 197

Section 7C—AF Forms 1823/-1, Vehicle and Equipment Work Order 199

7.18. General Information. 199

7.19. Special Recording Procedures. 199

7.20. How to Fill Out an AF Form 1823/-1. 201

Section 7D—AF Form 1824, Motor Vehicle Work Order Status 204

7.21. General Information. 204

7.22. How to Fill Out an AF Form 1824. 204

Section 7E—AF Form 1827, Minor Maintenance Work Order 206

7.23. General Information. 207

7.23. Procedures for Completing an AF Form 1827. 207

7.24. How to Fill Out an AF Form 1827. 207

Section 7F—AF Form 1829, Refueling Equipment Inspection Record 208

7.25. General Information. 208

7.26. How to Fill Out an AF Form 1829. 208

Section 7G—AF Form 1830, Refueling Equipment Hose Installation And Hydrostatic Test Data Record 209

7.27. General Information. 209

7.28. How to Fill Out an AF Form 1830. 209

Section 7H—Labor Hour Reporting, AF Form 1831, Indirect Labor Time Card and AF Form 1831-1, Indirect Labor Time Sheet 210

7.29. Labor Hour Reporting. 210

7.30. AF Form 1831/-1. 211

7.31. How to Fill Out AF Forms 1831/-1. 212

Section 7I—AF Form 1832, Record of Cannibalization 213

7.32. General Information. 213
7.33. How to Fill Out an AF Form 1832. 213
Section 7J—AF Form 4353, Vehicle Validation Visit 214
7.34. General Information. 214
Section 7K—AF Form 4354, Vehicle Preventive Maintenance And Inspection (PM&I) 215
7.35. General Information. 215
7.36. How to fill out an AF Form 4354. 215
Section 7L—AF Form 4355, Vehicle Incoming Inspection 216
7.37. General Information. 216
7.38. How to fill out the AF Form 4355. 216
Section 7M—AF Form 4431, Vehicle Assessment Inspection 217
7.39. General Information. 217
7.40. How to fill out the AF Form 4431. 217
Section 7N—Computer-Generated Vehicle Historical Record 218
7.41. General Information. 218
7.41. How to Fill Out a Vehicle Historical Record. 218
Section 7O—Vehicle Management Activity/Document Codes 220
7.42. General Information. 220
7.43. Work Center Codes. 220
7.44. Work Codes. 220
7.45. Work Order Number Prefix Code. 220
7.46. Management Codes. 220
7.47. Orphan Management Codes. 220
7.48. Delayed Maintenance Codes. 221
7.49. R&D Codes. 221
7.50. System Codes. 221
7.51. System and Subsystem Descriptions. 221
7.52. High-Cost Bench/Working Stock. 221
7.53. Low-Cost Bench/Working Stock. 221
Chapter 8—VEMSO 223
Section 8A—Authority and Responsibility 223
8.1. Program Authority. 223

8.2. Program Responsibility. 223

Section 8B—Duties on Behalf of AF/A4L 223

8.3. Departmental Level Forms and Publications. 223

8.4. Annual Reports. 223

8.5. Administer Vehicle Management Policies. 224

8.6. VM CoP Management. 226

8.7. DOD Fleet Fuel Card Program Management. 226

8.8. AF Vehicle License Plate Program Management. 226

8.9. AF FMVRS Program Management. 226

8.10. AF Vehicle AS Program Management. 227

8.11. AF POC with GSA Regional and National Fleet Managers. 227

8.12. Perform VVV On AF Vehicle Fleets. 227

8.13. TCTO, SB and OTI Management. 229

8.14. Defense Base Closure and Realignment (BRAC). 229

Section 8C—General Support to MAJCOM and Base Level Vehicle Management Activities 229

8.15. Technical Assistance. 229

8.16. Vendor Product Evaluation Program. 230

8.17. AEF Support. 230

Section 8D—AF Vehicle Fleet Support Branch 230

8.18. Enterprise-Wide Support. 230

8.19. MAJCOM Support. 231

8.20. Base Level VM&A Support. 231

Section 8E—Enterprise-Level Vehicle Management Support Programs and Policies. 232

8.21. LIMS-EV Vehicle View. 232

8.22. CRIS Tool. 232

8.23. VDQD. 232

8.24. AF Owned Vehicle Authorizations. 233

Table 8.1. VDQD Tab Description 233

8.25. Leased Vehicle Authorization Management. 234

8.26. Vacant Vehicle Authorizations. 235

8.27. Vehicle Shipments. 235

8.28. SBSS Accountable Record Inventory Discrepancy Management. 235

8.29. Vehicle Status Codes. 236
8.30. Computer Documents and Listings. 238
8.31. Prioritization Model Preparation for Planning and Execution. 238

Chapter 9—QAP **239**

9.1. Overview. 239
9.2. Duties of the Primary and Alternate Vehicle Management QA. 239
9.3. Vehicle Management QA. 240
9.4. Performance Plan. 242
9.5. Performance Assessment Methods. 242
9.6. Vehicle Management QAP Administrative Duties. 243
9.7. Contract Administration. 244

Chapter 10—VCO/VCNCO INFORMATION **246**

Section 10A—Introduction 246

10.1. Vehicle Control Program. 246
10.2. Vehicle Management Policy. 246
10.3. Host Logistics Readiness Services. 246
10.4. Vehicle Control Duties. 247
10.4. (SHAWAFB) Vehicle Control Duties. 247
10.5. Permissible Operating Distance (POD). 249

Section 10B—Motor Vehicle Official Use Policy 250

10.6. Official Use of Government Vehicles. 250

Section 10C—Vehicle Operators 250

10.7. Vehicle Operators Will: 250
10.8. Vehicle Operators Will Not: 250
10.9. Additional Information. 251
10.10. Vehicle Assessment Inspections. 251

Chapter 11—ENVIRONMENTAL MANAGEMENT **252**

Section 11A—Introduction 252

11.1. Roles and Responsibilities. 252
11.2. Applicable Laws and Directives. 252

Section 11B—AFV 253

11.3. AFV Acquisition. 253

11.4. Exemptions. 255

Section 11C—Infrastructure 255

11.5. Funding. 256

Section 11D—Alternative Fuel 256

11.6. Alternative Fuel Usage. 256

11.7. Biodiesel (B20). 257

Section 11E—Environmental Programs 258

11.8. Environmental Quality Program. 258

11.9. Vehicle Idling Policy. 259

11.9. (SHAWAFB) Vehicle Idling Policy. 260

Chapter 12—MRAP FOV MAINTENANCE AND MANAGEMENT 261

12.1. Roles and Responsibilities. 261

12.2. Reporting Procedures. 263

12.3. Training. 263

12.4. Configuration Management. 263

12.5. MSE Accountability. 264

12.6. Modification Management. 264

12.7. Daily Operations and Maintenance Philosophy. 264

12.8. MRAP FoV Forms. 265

12.9. GSU. 265

Figure 12.1. MRAP Organizational Maintenance Process 266

12.10. Contingency Operations. 266

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 267

Attachment 1—(SHAWAFB) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 289

Attachment 2—VEHICLE MANAGEMENT CONTINGENCY OPERATIONS 290

Attachment 3—VEHICLE AND EQUIPMENT MICAP REPORTABLE STANDARD (SRD) CODES 301

Attachment 4—VEHICLE REPLACEMENT CODES 306

Attachment 5—VEHICLE MANAGEMENT TRAINING 307

Attachment 6—SITUATION TABLE RULES 309

Attachment 7—VENDOR PRODUCT EVALUATION PROGRAM 323

Attachment 8—LIMS-EV VEHICLE VIEW **326**

Attachment 9—CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL **332**

Attachment 10—DOD FLEET CARD PROGRAM **336**

Chapter 1

GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE AND ITEMS OF INTEREST

Section 1A—General Information and Administration

1.1. Principles of Vehicle Management. Use economical, reliable and up-to-date procedures to authorize, acquire, account for and maintain vehicles in a safe and serviceable condition throughout their lifecycle.

1.1.1. **Motor Vehicle Management Definitions**.

1.1.1.1. **Motor Vehicle.** Any vehicle, self propelled, drawn by mechanical power or electrically energized, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle.

1.1.1.2. **Military Design Motor Vehicle.** A Motor vehicle (excluding commercial design motor vehicles) designed according to military specifications to directly support combat or tactical operations or training for such operations.

1.1.1.3. **Commercial Design Motor Vehicle.** A motor vehicle procurable from regular production lines and designed for use by the general public.

1.1.1.4. **Reportable Vehicle.** Reportable vehicles include passenger carrying, cargo and utility, special purpose, low speed vehicle (LSV), fire fighting, aircraft refueling, material handling equipment (MHE) and base maintenance vehicles/equipment of commercial or military design. Vehicular type equipment that meets any of the following general descriptions is included in this definition.

1.1.1.4.1. Designed or used for military field training, combat or tactical purposes.

1.1.1.4.2. Used principally within the confines of an established AF installation, target range or depot.

1.1.1.4.3. Used by an agency in the performance of investigative, law enforcement or intelligence duties if the head of such agency determines that exclusive control of such vehicle is essential to the effective performance of such duties.

1.1.2. Congressional and Executive Order (EO) vehicle reportable categories and definitions for energy reporting.

Note: The General Services Administration (GSA), the Department of Energy (DOE) and the Office of Management and Budget (OMB) have the right to change the types of vehicles that are reported each year based on Congressional and Executive office of the President requirements.

1.1.2.1. Vehicle categories required for Congressional and EO reporting purposes (i.e., Annual Federal Automotive Statistical Tool (FAST), OMB Circular No. A-11, *Preparation, Submission, and, Execution of the Budget* (current edition), reports and Standard Form (SF) 82, *Annual Agency Report of Motor Vehicle Data*. The following vehicle categories can be commercially/GSA rental/leased or Agency Owned:

1.1.2.1.1. Light Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating (GVWR) of less than 8,501 pounds.

1.1.2.1.2. Medium Duty vehicles and trucks. Commercially designed over the road vehicles with a GVWR of more than 8,500 pounds and less than 16,001 pounds.

1.1.2.1.3. Heavy Duty vehicles and trucks. Commercially designed over the road vehicles with a GVWR over 16,000 pounds. Example, truck tractors, over the road dump trucks, structural fire trucks commercially designed for road travel would be reportable, however airport crash recovering firefighting vehicles would not.

1.1.2.1.4. Low Speed Electric Vehicles (LSEV). Commercially designed Low Speed Vehicles that are powered solely by a battery system and rechargeable on a daily basis.

1.1.2.2. Vehicles reported in FAST but exempt from Congressional and EO energy mandates. Data is used for the OMB Circular A-11 Section 33, Presidential Budget (PB) 41 and other OMB and Congressional data calls.

1.1.2.2.1. Law Enforcement vehicles: Law Enforcement vehicles are those that have been equipped or retrofitted with emergency lights/siren along with other modifications such as heavy-duty or high performance suspensions and drive trains. The Energy Policy Act (EPAct)/EO exemption also covers vehicles that may be used occasionally for the purpose of surveillance or undercover operations (i.e., Air Force Office of Special Investigations (AFOSI) vehicles) or that will be transferred into law enforcement service in the future.

1.1.2.2.2. Emergency vehicles such as ambulances and structural fire trucks.

1.1.2.2.3. Non-Tactical Armored Vehicles: OMB requires each agency to report their commercially designed armored vehicles and the armor classification. Armor levels classifications are as defined in National Institute of Justice (NIJ) Standard 0108.01, *Ballistic Resistant Protective Materials*, September 1985.

1.1.2.3. Vehicles not reported in FAST: Vehicles that do not fall under the data requirements of Public Law 102-486, Energy Policy Act of 1992 (EPAct 1992), October 24, 1992, Public Law 109-58, Energy Policy Act of 2005 (EPAct 2005), August 8, 2005, and EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, January 24, 2007, or the SF 82 include the following:

1.1.2.3.1. Military tactical vehicles: The Secretary of Defense has certified these vehicles types must be exempt for national security reasons. Refer to **paragraph 1.1.1.2**

1.1.2.3.2. Any off road vehicle (e.g., construction/engineering vehicles, tractors, mowers, MHE, forklifts, aircraft servicing/refueling, snow removal vehicles (plows), non-LSEV, etc).

Note: Non-LSEVs are vehicles that meet Federal Motor Vehicle Safety Standards for Low Speed Vehicles, but are not powered solely by electrical power, and are not licensable for use on federal highways.

1.1.2.3.3. Any other class or type of vehicles the OMB determines to be exempt from reporting requirements.

1.1.3. **Trailers.** Trailers that are centrally procured by WR-ALC (to include military design (tactical) trailers) will be classified and managed as a registered vehicle IAW with this AFI. Any trailers meeting all elements of following criterion will also be classified and managed as a registered vehicle IAW AF standards. WR-ALC is the only authorized purchasing agent for AF registered vehicles (refer to **paragraph 3.10.6**).

1.1.3.1. Measuring 6'x12' (width x length) or larger.

1.1.3.2. Has Department of Transportation (DOT) approved lighting.

1.1.3.3. Has at least two axles.

1.1.3.4. Has towing vehicle braking system or surge brakes that actuate each wheel.

1.1.3.5. Has a GVWR of over 6999 lbs.

Notes:
1. Vehicle Management is only responsible for the management and maintenance of the "registered" trailer itself. All equipment on the trailer that has a specific organizational use will be maintained by the using organization.
2. When the trailer is manufactured around a specific item that is "permanently attached" (meaning mounted items won't be removed to configure trailer for transportation of other items) as an integral piece of a trailer, and the sole purpose of the trailer is for transporting that item, the trailer is automatically classified an equipment item and is not a vehicle by AF definition. **Exception:** Trailers classified as Construction, Mining, Excavating and Highway Maintenance Equipment in Federal Stock Class Group 3800 (Examples e.g. concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers) will be classified as a vehicle.
3. Refer to **paragraph 3.17.2.** for policy concerning trailers not classified as a "vehicle".

1.1.4. **Controlled vehicles.** Aircraft and ground support equipment tow tractors, major crash fire rescue vehicles, MHE, aircraft refuelers, compressed gas servicing equipment, special aircraft and missile cranes, personnel lifting mechanisms on high reach trucks or cranes, M-series tactical vehicles, support equipment and munitions MHE. Additional guidance is provided in AFI 91-103, *Air Force Nuclear Safety Design Certification Program*, for nuclear certified assets.

1.1.5. AF Executive Fleet. Authorizations/vehicles assigned to Wing Commanders and above.

1.2. Supplements. MAJCOM Vehicle Management Staffs may supplement this instruction to provide detailed instructions to meet MAJCOM specific needs. MAJCOMS must have AF/A4LE approval prior to publication. MAJCOMs must route all supplements through VEMSO for review and forwarding to AF/A4LE for decision.

1.3. Changes to this Instruction. Send recommendations to improve this instruction through the MAJCOM Vehicle Management Staff to VEMSO for review and forwarding to AF/ A4LE for consideration.

1.4. Operating Instructions (OI). Unit level Vehicle Management activities set and implement local guidance in the form of OIs, IAW AFI 33-360, *Publications and Forms Management*. Typically, OIs are established for hours of operation, housekeeping, safety, security, fire prevention, minimum essential repairs, quality control procedures, hazardous and solid waste management and pollution prevention procedures and to cover location or unit-unique operations. Maintain a master file of the OIs in a central location, readily available to all personnel.

1.4.1. Coordinate OIs with appropriate agencies as needed and review or update as required by the VFM/VMS.

1.4.2. In activities where foreign nationals are employed, OIs will be bilingual (English and host country language) unless the ability to read and comprehend English is a condition of employment. OIs not applicable to foreign national employees may be exempted from this requirement. If new OIs are introduced or when OIs are changed, foreign national employees may be verbally briefed on changes and briefings documented until written bilingual versions of these OIs are translated and available.

1.4.3. All assigned personnel acknowledge in writing (i.e., initials or signature, and date) signifying they understand the OIs within 30 days of arrival, annually or when any instruction has been changed or added.

1.4.4. At a minimum, VFM/VMS must establish OIs for the following areas:

1.4.4.1. Minimum essential repairs (refer to **paragraphs 1.6.**, **3.15.5.** and **4.6.13**).

1.4.4.2. Quality assurance procedures (refer to **paragraphs 3.15.31.**, **3.23.** and **7.19**).

1.4.4.3. Pollution prevention, IAW the installation Pollution Prevention Plan and Hazardous Waste Management Plan (refer to **paragraph 11.8.5.1**).

1.4.4.4. Tire and battery procurement, issue, disposal and tire recapping policies/procedures (refer to **paragraph 5.42**).

1.4.4.4.1. Ensure that tire/battery inventory controls are implemented to identify fraud, waste and abuse.

1.4.4.5. Tool control and accountability procedures (refer to **paragraph 5.41.1.1**).

1.4.4.6. "Maintenance Purposes Only" vehicle operator certification (refer to **paragraph 6.11**). **Note:** This is not applicable to contract operated vehicle management activities.

1.4.4.7. Processes for ordering and the control/disposition of AF vehicle license plates (refer to **paragraph 4.66** and Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*).

1.4.4.8. DOD Fleet Fuel Card Program administration (if applicable) (refer to **Attachment 10.**).

1.4.4.9. Procedures for yard checks (refer to **paragraph 4.16**).

1.4.4.10. Local Green Procurement policy and procedures (refer to **paragraph 1.30.1**).

1.4.4.11. Local Commercial Internet Service Provider (CISP) policy and procedures (reference **paragraph 1.22**)

1.4.4.12. Local MRAP support policy and procedures to include IMDS use and local support (reference to **Chapter 12**).

1.4.4.13. Battery Shop operations (if applicable); include safety, inventory/issue and battery carcass/acid disposal procedures (refer to Air Force Occupational, Safety and Health Standards (AFOSHSTD) 91-20). Coordinate OI with base bioenvironmental, civil engineering environmental and ground safety offices.

1.4.4.14. Seasonal rebuild programs (if applicable); include start and completion dates. Dates will be consistent with the using organization's mission and will be coordinated in writing (refer to **paragraph 3.14.8**).

1.4.4.15. Local rules and procedures for road testing vehicles for maintenance purposes. All vehicles being road tested will be properly identified by a placard/sign indicating "ROAD TEST" or "Operational Check". Fully coordinate road test route with installation ground safety and security forces units (**refer to paragraph 3.23.7.7**).

1.4.4.16. Local procedures for On-Line Vehicle Interactive Management System (OLVIMS) maintenance and fleet module system back-up.

1.4.4.17. Policy and procedure for managing and tracking vehicle condition "Waivers" (refer to **paragraph 3.23.4**).

1.4.4.18. Vehicle abuse and accident procedures (for Vehicle Management use). At a minimum this OI will include reimbursement procedures and tracking for all O&M funds expensed through the LRS Vehicle Management accounts for repairs associated with accident and abuse cases in other squadrons. Refer to **paragraph 1.13** for general vehicle accident and abuse policies.

1.4.4.19. Local policy and procedures for Confined Spaces entry (if applicable). For more information, refer to AFOSHSTD 91-25, *Confined Spaces.*

1.4.4.20. At minimum, a squadron-level OI should be established outlining the relationship of the Fuels Management and Vehicle Management flights, addressing the responsibility of each flight to ensure refueling vehicle readiness. At minimum, the OI should outline procedures and responsibilities for: VM&A/OLVIMS support, documentation requirements and work order procedures, Material Control and parts support.

1.4.4.20.1. Vehicle Management controlled Refueling Maintenance (RFM) operations (e.g., Air National Guard or contracted vehicle maintenance activities that include RFM). Develop an OI to establish procedures for the operation of Refueling Maintenance shops to include, but not limited to, confined space entrance, purging of tanks, grounding of vehicles and when fuel tanks must be drained before working on pumping systems and general safety requirements. Refer to AFOSHSTD 91-20 for safety related information.

1.4.4.21. Minimum essential repairs to uneconomically repairable vehicles. Develop a Vehicle Management OI prescribing essential repairs to accomplish without written approval. Define the repair authority by vehicle components or dollar value, and do not exceed the one-time allowance unless authority is delegated. Refer to **paragraph 2.33.2** for USAFCENT controlled vehicles.

6.11).
Note: Sample OIs can be at:
https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-LG-AF-66-21-10&Filter=OO-LG-AF-66.

1.5. Use of Related Publications. See **Attachment 1** for a list of referenced publications. Management controls, records administration and forms documentation are described in many of these publications.

Section 1B—AF Vehicle Serviceability Standards and Types of Maintenance Used to Support Standard.

1.6. Serviceability Standards. Minimum serviceability standards for day-to-day operations are determined by the VFM/VMS based on his or her experience, manufacturers' specifications and applicable technical reference. Ensure AF vehicles are maintained in safe and serviceable condition.

1.6.1. The AF accepts the idea that as vehicles age a certain amount of wear and tear will occur and that AF vehicles will not be maintained in a like-new condition. **Example:** The condition of a vehicle in its 6th year of use is not comparable with the condition of a new vehicle. To be serviceable, a vehicle must first be safe and function as designed. Deficiencies affecting safety are not acceptable regardless of whether the vehicle is old or new.

1.6.2. Judge serviceability using the following factors:

1.6.2.1. Age and mileage of the vehicle.

1.6.2.2. Requirement for the type of vehicle and job it is designed to do.

1.6.2.3. Remaining service life.

1.6.2.4. Value of use returned in comparison with the cost of needed repairs.

1.6.3. Vehicles and vehicular equipment items identified on the USAF Master Nuclear Certification Listing (MNCL) will be maintained IAW manufacture standards, TO 36-1-191 and other relevant vehicle maintenance technical orders and manuals. "Serviceability Standards" are the same for all USAF registered vehicles regardless of "nuclear certified" status. Special or more stringent standards for "nuclear certified" registered vehicles and vehicular equipment do not exist.

1.7. Organizational Maintenance. Organizational maintenance is accomplished by unit-level vehicle operators in the various squadrons and activities across an installation. Operators use the vehicle's applicable Operator's Inspection Guide and Trouble Report, applicable TOs or Owner's manual when accomplishing organizational maintenance. Specific organizational responsibilities are outlined in **paragraph 3.19**

1.8. Intermediate Maintenance. Intermediate maintenance is accomplished by the base Vehicle Management, including major and minor repairs. VFM/VMS determine shop capability and decide which source of repair to use. Manpower, total cost, mission requirements, Non-Mission Capable (NMC) time, shop tools, equipment and technical capability influence the decision-making. Normally done in fixed shops, intermediate maintenance includes:

1.8.1. Preventive Maintenance and Inspections (PM&I) and Special Inspections.

1.8.2. Repairing, fabricating or replacing unserviceable components.

1.8.3. Refinishing, modifying (as directed by TO), repairing accessories and auxiliary equipment and doing structural repair.

1.8.4. Furnishing technical assistance to using organizations.

1.8.5. When repair exceeds the base capability, maintenance may be performed:

1.8.5.1. By a local off-base contract.

1.8.5.2. At a nearby AF base. Comply with AFI 25-201, *Support Agreements*, if personnel adjustments are needed.

1.8.5.3. Under Inter-Service Support Agreement (ISSA) at nearby military or other government shops. Affected commanders or equivalents concur on cost and vehicle disposition issues.

1.9. Depot-Level Maintenance. This level of maintenance provides technical aid (see TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*) and overhaul of specific vehicles (refer to TO 36-1-191). Warner-Robins Air Logistics Center (WR-ALC) manages depot-level maintenance for AF needs.

1.10. Mobile Maintenance. The nature of certain vehicle repairs requires maintenance support away from Vehicle Management. The vehicle repair technician will debrief the supervisor in charge or the vehicle operator concerning vehicle deficiencies. Review the Operator's Inspection Guide and Trouble Report for annotated maintenance problems.

1.10.1. Mobile Maintenance can be used to perform PM&I and Special Inspections on vehicles not easily brought to or unable to enter the maintenance shop due to size. Advance coordination is essential for proper planning and scheduling. Accomplish a complete inspection of the vehicle or equipment item at the time of the PM&I and Special Inspections.

1.10.2. The Mobile Maintenance truck may be equipped with a tow attachment, a battery booster and power plant, per Allowance Standard (AS) 457. The truck may carry tools (AS 403 and 457) and spare parts so that full PM&I and routine unscheduled work can be done. This truck may be two-way radio and/or cell phone equipped.

1.10.3. The VFM/VMS have the option to expand Mobile Maintenance to include performing minor maintenance at selected units. It may be desirable to send a mobile maintenance truck to large organizations (Civil Engineer Squadron (CES), Security Forces Squadron (SFS), Aircraft Maintenance, etc.) on a scheduled frequency to perform minor repairs.

1.10.4. The VFM/VMS determines, and then justifies, the number of Mobile Maintenance trucks necessary to be assigned.

1.10.5. If the required repairs are beyond Mobile Maintenance capabilities, request wrecker assistance from Vehicle Operations. During other than normal operating hours, Vehicle Operations will deliver the disabled vehicle to the Vehicle Management parking area. The Operators' Inspection Guide and Trouble Report will reflect the vehicle's problem and must accompany the vehicle. During the next duty day, someone from the using organization must

formally turn the vehicle in to Vehicle Management. **Note:** NMC begins when the disabled vehicle is reported to Vehicle Management so if repairs cannot be completed in 2 hours or less open a work order to capture all NMC hours.

1.11. Scheduled Maintenance. Scheduled maintenance includes PM&I and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet.

1.11.1. The 18-Month PM&I will be conducted using the AF Form 4354, *Vehicle Preventive Maintenance and Inspection (PM&I),* in conjunction with applicable manufacturer maintenance requirements.

1.11.2. Technicians must use AF Form 4355, *Vehicle Incoming Inspection*, to verify a vehicle's condition when initiating an AF Form 1823, *Vehicle and Equipment Work Order*, or AF Form 1823-1 (computer generated) *Vehicle and Equipment Work Order*, and accepting a vehicle in to maintenance. The use of AF Form 4355 will satisfy the AF obligation to inspect a vehicle's ability to operate safely at least once within a 12-month period, IAW DOD 4500.36-R. TO 36-1-191 prescribes scheduled maintenance intervals and is used to establish a scheduled maintenance plan.

Notes:
1. The completion of an AF Form 4355 is not required for "Tire-Only Work Orders" or "Follow-On" warranty/contract work orders.
2. AF Form 1823 is used only in the event that the On-Line Vehicle Integrated Management System (OLVIMS) is not available. AF Form 1823-1 is an OLVIMS computer generated Vehicle and Equipment Work Order and is the preferred form for documenting vehicle maintenance associated data/information. However, specific use and documentation requirements listed in this AFI are identical. For this reason, the term "AF Form 1823/-1" is used in this AFI to signify that the context of information is applicable to either form.

1.11.3. Using organizations will make vehicles available for PM&I and Special Inspections or arrange for a rescheduled time *before* the due date. Using organizations that exhibit a trend of failing to provide vehicles for scheduled maintenance at the scheduled time will be reported to the next command level (i.e., Mission Support Group Commander, Wing Commander, etc.) for corrective action.

1.11.4. Do not delay PM&I, Special Inspections or any special scheduled maintenance actions.

1.11.5. Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of the 18-month requirement when developing a scheduled maintenance plan. All shops will use On-Line Vehicle Integrated Management System (OLVIMS) products or other automated listings to help complete work on time. Scheduled maintenance has priority and is not delayed. When necessary, resort to a two-shift operation, overtime or contract to fulfill this need.

1.11.6. Vehicles used as static training aids (not operated on-base or public highways or for driver training) are exempt from scheduled maintenance, FMVRS registration and license plate requirements. In addition, vehicles such as mobile communication vans positioned in a semi-permanent or permanent site are exempt from scheduled maintenance. Ensure vehicle is safe to operate before operating over public roads.

1.11.6.1. Ensure training aids are on equipment account list.

1.12. Transient Vehicle and Equipment Maintenance. Provide maintenance priority to transient vehicles according to their mission or circumstance.

Note: The procedures for vehicle operators to have maintenance done on vehicles in-transit are in AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Operator*.

1.13. Vehicle Abuse and Accidents Maintenance. Vehicle abuse is considered damage caused by willful or negligent acts of improper operation or care. Vehicle accident is basically a result of a collision. The Logistics Readiness Squadron (LRS) Commander or equivalent establishes local reporting procedures and these procedures must be fully supported by all commanders to be totally effective. Using organizations fund for costs associated with government owned, rental/lease vehicle abuse and/or accident damage.

Note: Publish these implementing instructions at wing–level or equivalents.

1.13. (SHAWAFB)Vehicle Abuse and Accidents. When a damaged vehicle is turned in to the 20 LRS Vehicle Management Flight, the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) will determine if the damage is suspected accident, abuse, or incident. An accident occurs when a vehicle is damaged by inadvertently hitting, or being struck by, another vehicle or object. Vehicle abuse is any damage other than an accident that cannot be attributed to fair wear and tear. An incident is damage caused by normal use of a vehicle or an unavoidable act of nature. Vehicle Management funds costs incurred by incident damage and routine maintenance. Damage to General Services Administration (GSA) lease vehicles will be reported per guidance provided by GSA. Report damage to rental/lease agencies per the rental/lease agreement. Damaged government vehicles will be turned in to Vehicle Management within 24 hours or the next duty day, whichever comes first.

1.13.1. All Vehicle Management operation & 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.

1.13.1. **(SHAWAFB)** When vehicle abuse or accident is suspected, the following will occur: an estimate of the repairs will be completed; Vehicle Management will take electronic photographs of the damage, and will contact the owning unit's Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO). Vehicle Management and Analysis personnel will generate a letter stating the damage, whether suspected abuse or accident exists, and the repair estimates. The first letter will be sent to the owning unit VCO/VCNCO. If Vehicle Management does not receive a response in 14 calendar days, the 20 LRS Operations Officer will contact the unit's Operations Officer or equivalent. If 14 additional calendar days pass without response, the 20 LRS/CC will contact the unit's commander or equivalent.

1.13.2. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. An Investigating Officer investigates accident/abuse incidences and completes Report of Survey (ROS) IAW AFMAN 23-220, *Reports of Survey for Air Force Property* (being replaced with AFI 23-101, *Material Management*) when there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle or when the vehicle property

records must be adjusted (i.e. the vehicle is a total loss). Vehicle Management notifies the applicable commander or equivalent and Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Control Officer (VCNCO) of the unit involved, along with Base Legal, Finance and Safety Office (usually by form letter) as applicable.

1.13.3. In the event of a government owned vehicle accident, include a copy of the accident report for Base Safety Office use. Vehicle Management commences repair within a locally established time frame unless notified otherwise by the using organization or ROS investigating official.

Note: If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence.

1.13.3. **(SHAWAFB)** The owning commander or representative investigates the damage and returns the letter to Vehicle Management with the unit's government purchase card holder contact information annotated. The 20 MSG Commander will settle all disputes. Vehicle Management will hold the vehicle until the letter is returned from the using unit. Vehicle Management may begin repairs prior to the return of the letter if there is an agreement between the owning organization commander and the 20 LRS Commander. **Note:** If a GOV or government-leased/rented vehicle caused a fatality, or was involved in a fatality or an accident with private property, the 20 FW Legal Office must release the vehicle before repairs commence.

1.13.4. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could 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. Using organizations are not required to reimburse for damage caused by incidents.

Note: Wind damage to vehicle doors is not an act of nature.

Section 1C—Railway Equipment

1.14. Railway Equipment. The following provides procedures for managing and operating AF-owned or operated railway equipment and follows the intent of DODI 4500.57. It applies to all AF organizations having custody of, using, operating, maintaining or controlling railway equipment. Railway equipment consists of locomotives, locomotive cranes, railway cars (including box, flat, gondola, hopper and tank cars) and special purpose vehicles operated on railroad tracks.

1.15. Acquisition of Railway Equipment. Railroad equipment shall not be acquired except when it is not practicable or cost effective to use commercially available equipment. Evaluation of a proposed new requirement for locomotives at a DoD activity shall be done IAW DoD Directive 4100.15, *Commercial Activities Program*, March 10, 1989

1.16. Specific Duties. AF/A4LE will establish broad program policies for locomotives and has designated WR-ALC as the USAF Component Program Manager for locomotive management.

1.16.1. WR-ALC will designate the USAF Railway Program Manager and Item Manager. The Program Manager will evaluate programs, review operation and maintenance, and

provide a representative to serve as a member of the Interservice Locomotive Management Committee IAW DOD 4140.50-R.

1.16.2. WR-ALC maintains a worldwide inventory of locomotives (including contracted) and ensures railway equipment is accounted for. In addition, WR-ALC:

1.16.2.1. Shall report to the Interservice Locomotive and Car Management Committee the location, age, condition, and usage, future requirements, and redistribution of AF locomotives and captive cars.

1.16.2.2. Computes, budgets and defends the buy for USAF railway equipment and develops replacement plans.

1.16.2.3. Approves authorizations, makes initial assignments, transfers and replaces USAF railway equipment.

1.16.2.4. Authorizes the disposition of railway equipment when excess, obsolete or beyond economic repair.

1.16.2.5. Evaluates utilization reports to determine under-utilized equipment.

1.16.2.6. Maintains liaison with the Department of the Army on locomotive and captive car issues.

1.16.2.7. Develops and coordinates ISSA with the Department of the Army to provide other than organizational maintenance and schedule railway equipment for intermediate/depot-level repairs.

1.16.2.8. Assists MAJCOMs in the operation, inspection and maintenance of railway equipment.

1.16.2.9. Catalogs and standardizes USAF railway equipment, and ensures all procurement actions are accomplished through the DoD executive agent for railway equipment.

1.16.3. MAJCOMs, FOAs and Direct Reporting Units (DRU) will:

1.16.3.1. Validate authorizations for railway equipment at subordinate installations.

1.16.3.2. Establish and inform subordinate units of information required to support requests for new authorizations and replacement assets.

1.16.3.3. Furnish management reports.

1.16.3.4. Notify WR-ALC yearly of the Commands requirement for Mobile Rail Team support from the Army.

1.16.3.5. Report excess railway equipment to WR-ALC for disposition.

1.16.3.6. Account for railway equipment authorizations and assets in AFEMS.

1.16.3.7. Coordinate with WR-ALC prior to acquiring or relocating railway equipment.

1.16.4. Installations will:

1.16.4.1. Prepare and submit all required reports.

1.16.4.2. Report excess equipment through the MAJCOM, Field Operating Agency (FOA) or DRU to WR-ALC.

1.16.4.3. Account for assigned railway equipment through AFEMS.

1.16.4.4. Ensure locomotive operators are properly trained and licensed IAW Federal Railroad Administration guidelines.

1.16.4.5. Maintain licensing records for individuals qualified to operate locomotives.

1.16.4.6. Prepare requests for new authorizations and replacements for current assets.

1.16.4.7. Perform organizational-level maintenance. See TO 36-1-191 for railway equipment inspection requirements.

1.16.4.8. Notify the MAJCOM yearly of the installations requirement for Mobile Rail Team support from the Army.

Section 1D—Items of Interest

1.17. Watercraft.

1.17.1. AF watercraft (boats or vessels) are requisitioned as organizational equipment items (refer to AFMAN 23-110, *USAF Supply Manual*, Chapter 22, for policy on equipment) used to support an AF mission. All watercraft must be loaded in Air Force Equipment Management System (AFEMS) and accounted for on the owning organization's Custodian Account & Custodian Request Log (CA/CRL).

1.17.2. Watercraft less than 22 feet in length are managed purely as organizational equipment; maintenance support is an owning organization responsibility.

1.17.3. Watercraft 22 feet or longer are also managed as organizational equipment with one noted exception. During annual vehicle control program assistance visits, vehicle management personnel will review the records of watercraft 22 feet or longer to verify PM&I as per manufacturer's specifications have been accomplished. Compliance with or deviation from manufacturer's PM&I specifications will be annotated in the report to the unit commander. Maintenance support for watercraft 22 feet or longer is an owning organization responsibility.

1.17.4. Units with watercraft required for special operations/tactics, combat or covert operations are also accounted for on the owning organization's CA/CRL. These assets are managed and maintained according to user-community defined procedures. Watercraft records are not reviewed during the annual vehicle control program assistance visit for these units.

1.17.5. Watercraft purchased with non-appropriated funds, such as Morale, Welfare and Recreation boats, are not governed by this publication and are not maintained by vehicle management personnel. **Note:** Refer to **paragraphs 3.11.12.**, **3.14.9.** and **3.17.6.** for additional watercraft responsibilities and guidance.

1.18. Vehicle Management Compliance and Evaluation Checklists.

1.18.1. AF/A4LE core Compliance Inspection (CI) and core Nuclear Surety Inspection (NSI) checklists are available for use and download from the AF Checklist website: **https://www.my.af.mil/reservenetprod2/checklistservice/home.aspx**.

1.18.1.1. AF/A4LE core CI and core NSI checklist will be used to facilitate MAJCOM and Numbered Air Force (NAF) unit-level inspections, evaluations and unit self-inspection programs.

1.18.2. MAJCOM Vehicle Management activities may supplement AF/A4LE core checklist (using MAJCOM supplement references only) as required for MAJCOM specific responsibilities. MAJCOMs will not supplement checklists with any guidance authored above the MAJCOM level.

1.18.2.1. MAJCOMs will coordinate all draft supplemental checklists with ANG/A4RDV and AFRC/A4RM prior to VEMSO review.

1.18.2.2. VEMSO will in-turn submit package to AF/A4LE for review, coordination and submittal to HAF Inspection Checklist Workflow Mailbox for publication.

Note: Refer to AFI 90-201, *The Air Force Inspection System*, and the AF Checklist website for additional guidance.

1.18.3. HAF level Logistics Compliance Assessment Program (LCAP) checklist can be found on the LCAP Community of Practice (CoP) webpage. For more information concerning the LCAP, refer to AFI 20-111, *Air Force Logistics Compliance Assessment Program (LCAP)*; to include AFI 20-111, Attachment 1 for listing of LCAP Lead and Component MAJCOM designations.

1.19. Reintegration of Fuels Vehicle and Vehicular Equipment Pumping Systems Maintenance. In 2004 the AF initiated actions to migrate vehicle and vehicular equipment fuels pumping systems maintenance responsibilities from the 2T3X2B to the 2F0X1 career field. The anticipated efficiencies have not been realized. In order to ensure optimum combat and home station operations, the decision to reintegrate the skill sets into vehicle maintenance/management was rendered by AF/A4/7 in 2010. The reintegration will be conducted in a time phased/spiral approach to minimize disruption of day-to-day operations. The anticipated Refueling Maintenance reengineering completion will be in EOY 2013. Concurrently, the vehicle management community will assume responsibility for maintenance of Fuels Operational Readiness Capability Equipment (FORCE) and Fuels Support Equipment (FSE).

Note: After reintegration, Vehicle Management will maintain the prime pieces of FORCE/FSE, however the hoses/kits and assorted support equipment "kits" will remain equipment and the responsibility of fuels management to maintain.
These assets will be identified in OLVIMS and all maintenance actions to include labor, parts, accident and contract maintenance costs will be entered into OLVIMS. See **Table 4.4., FORCE/FSE OLVIMS Code Information** for OLVIMS information.

1.20. Minimum Configuration Standards Instructions. The Headquarters Air Force Civil Engineer Support Agency (AFCESA) Working Group, Tyndall AFB, will form working groups to establish Minimum Configuration Standards for base maintenance, construction and fire protection vehicles.

1.20.1. Groups are comprised of personnel representing each MAJCOM.

1.20.2. Personnel must have background in operating or maintaining base construction vehicles

1.20.3. Following criteria established for Minimum Configuration Standards:

1.20.3.1. Requirement descriptions must be generic for competitive offers. Must not include manufacturer's name or model vehicle.

1.20.3.2. Separate page required for each national stock number (NSN).

1.20.3.3. Must contain at least one of the following use codes defined by AFCESA:

1.20.3.3.1. NM – Base Maintenance.

1.20.3.3.2. NR – Airfield Damage Repair (ADR).

1.20.3.3.3. NW- RED HORSE.

1.20.3.3.4. NG – Gunnery Range.

1.20.4. Completed Minimum Configuration Standards.

1.20.4.1. All MAJCOMs must provide AFCESA written concurrences for minimum Configuration Standards established by working group.

1.20.4.2. AFCESA will establish Minimum Configuration Standards as outlined in **paragraph 1.20.3**. and coordinate with MAJCOMs then forward concurrences to 543 SEVSG IPT.

Note: Only specifications that have been unanimously approved by MAJCOMs will be forwarded and used for procurement.

1.20.5. MAJCOMs will:

1.20.5.1. Furnish ordering data to 542 SEVSG IAW approved Minimum Configuration Standards.

1.20.5.2. When Minimum Configuration Standards are applicable, furnish ordering data to SEVSG that only contains NSN, Description, Buy Quantity, Use Code and options.

1.20.5.3. Coordinate corrections or changes to Minimum Configuration Standards with AFCESA. As the Subject Matter Experts for Civil Engineer base maintenance, construction and fire protection vehicles, changes to the Minimum Configuration Standards will not be made without notification and approval from AFCESA.

1.20.6. 542 SEVSG IPT.

1.20.6.1. Engineer/Equipment Specialist will:

1.20.6.1.1. Maintain file copies of all approved Minimum Configuration Standards.

1.20.6.1.2. Prepare internal ordering data worksheet to include options excluded such as manuals, consignee delivery, military markings, etc.

1.20.6.2. The Program Manager will ensure approved Minimum Configuration Standards are posted on SEVSG website.

1.20.7. Configuration standard changes and reviews**.**

1.20.7.1. Existing configuration standards will be reviewed annually and updated as required by AFCESA. The following procedure applies.

1.20.7.1.1. AFCESA, after coordination with MAJCOMs, will notify VEMSO of any updated configuration standards.

1.20.7.1.2. Once coordinated documents are attained, VEMSO will post updated configuration standard on the AF Vehicle Management Neighborhood - CoP (VM CoP) and notify WR-ALC.

1.20.7.2. Upon request by WR-ALC, existing configuration standards will be updated as required to de-conflict procuring issues with existing standards. The following procedure applies.

1.20.7.2.1. WR-ALC will notify VEMSO of issues/concerns with standards.

Note: WR-ALC will contact VEMSO and AFCESA to resolve any issues/concerns with the Minimum Configuration Standards for CE or RED HORSE vehicles.

1.20.7.2.2. VEMSO will contact AFCESA to discuss/resolve vehicle configuration standard issues.

1.20.7.2.3. Once resolution is attained, VEMSO will coordinate with affected MAJCOMs, post updated configuration standard on the VM CoP and notify WR-ALC.

1.21. Vehicle Validation Visit (VVV) Process Review. During a program review, AF/A4L tasked VEMSO to develop a plan that would greatly reduce the travel cost and time expended by base/MAJCOM personnel to accomplish vehicle reviews. As a result, AF/A4L approved a VEMSO initiative to modernize how we right size base vehicle fleets. The creation of an enterprise process that leverages current business intelligence capabilities will be developed and integrated within Logistics Installation and Mission Support Enterprise View Vehicle View (LIMS-EV Vehicle View) as a fleet management decision support system (FMDSS). The FMDSS will contain the required logic to facilitate the validation process by replacing the current method of face-to-face interviews at over 300 locations every three years. It will systematically generate a validated "core set" of authorizations and a target list of authorizations that would be further reviewed for validation using email and/or video-teleconference with the customer, or in rare instances a site visit by a small contingent of functional experts. Anticipated FMDSS validation will be completed in CY2012.

1.22. Commercial Internet Service Provider (CISP) for Vehicle Diagnostic Equipment.

1.22.1. **Overview.** The AF has more than 50,000 intelligent vehicles which use computer based diagnostics equipment. This equipment services on-board vehicle computers and performs malfunction diagnostics. Vehicle families have different types of diagnostic computers, which must be connected to the manufacture's web site to download vehicle executable files and diagnose maintenance problems. Diagnostic equipment is unique to each vehicle with some devices running unique operating systems, which are not Standard Desktop Compliant (SDC). All devices download executable files from the vehicle vendor's web site for transfer to on-board vehicle computer systems. Consequently, vehicle diagnostic devices cannot connect to the manufacture's web site from AF networks. The only

connection solution is through use of a CISP. As a result, the AF Chief Information Officer (SAF/CIO A6), in coordination with the Designated Accrediting Authority, has authorized the procurement and utilization of CISPs in support of AF vehicle diagnostic computers/equipment, provided AF/A4L policy and established Rules of Behavior are followed and enforced.

1.22.2. **AF/A4L Policy.** A vehicle management CISP connection is solely for connection of AF vehicle diagnostic equipment to vehicle manufacture and diagnostic equipment vendor's web sites for the purpose of maintaining AF vehicles and equipment. Computers configured with vehicle diagnostic software are authorized to use this connection but no other computer endpoint devices are permitted to connect to the CISP. Connection of unauthorized computer or other endpoint devices will be in violation of this policy and the Rules of Behavior and are subject to punishment under the Uniform Code of Military Justice or administrative consequences for Department of the AF civilians. Contractors violating the Rules of Behavior are subject to the terms of their contract.

1.22.2.1. AF/A4LE will update Core Compliance Inspection Checklist with a requirement to review the program to ensure compliance at unit-level.

1.22.3. **Rules of Behavior.** The "*Rules of Behavior For Commercial Internet Service Provider (ISP) Vehicle Diagnostic Equipment*" (CISP RoB) document contains policy as well as VFM/VMS and Vehicle Diagnostic Equipment User responsibilities. Each VFM/VMS and all vehicle diagnostic equipment users must sign a CISP RoB prior establishing a CISP access point or connecting vehicle diagnostic equipment to the CISP respectively. Go to the VM CoP for electronic version of CISP RoB.

1.22.4. **VEMSO Responsibilities.**

1.22.4.1. Coordinate and manage all CISP access used for vehicle diagnostic equipment and to ensure each connection is physically secure.

1.22.4.2. Coordinate request with local communication squadrons for CISP access point installation.

1.22.4.3. Establish and maintain "CISP Program" an electronic file location containing the following:

1.22.4.3.1. List of active CISP at each location and VM POC listing.

1.22.4.3.2. Signed copies of *Rules of Behavior For Commercial Internet Service Provider (ISP) Vehicle Diagnostic Equipment* for each authorized unit.

1.22.4.3.3. CISP RoB template.

1.22.5. MAJCOM Vehicle Management Responsibilities.

1.22.5.1. Coordinate CISP connection installation with VEMSO.

1.22.5.2. Maintain a list of responsible VFM/VMS controlling the CISP connection at each location under subordinate control.

1.22.5.4. Ensure the responsible VFM/VMS has signed user Rules of Behavior on file locally and maintain access to VFM/VMS signed Rules of Behavior.

1.22.5.5. Ensure CISP is not utilized until a Rules of Behavior document or signed by VFM/VMS and users.

1.22.5.6. Enforce CISP Rules of Behavior.

1.22.5.7. Monitor subordinate vehicle management activity CISP utilization.

1.22.5.8. Hold subordinate VFM/VMS accountable for control of the CISP.

1.22.5.9. Provide reports as required.

1.22.6. **VFM/VMS Responsibilities.**

1.22.6.1. Document processes and procedures for management oversight of CISP.

1.22.6.2. Physically secure the CISP connection to prevent unauthorized access and use.

1.22.6.2.1. Control access to and use of the CISP connection to prevent all unauthorized connections to the Internet.

1.22.6.3. Maintain signed User Rules of Behavior acknowledgement. Retain signed copies locally (electronically or hard copy) until no longer needed (user no longer assigned/employed or no longer requires access) IAW Table and Rule T 33 - 07 R 07.00 in the AF RDS in AFRIMS.

File signed copies IAW

1.22.6.3.1. Do not permit use of CISP connection until user acknowledges responsibilities under the Rules of Behavior. Hold individual users accountable for user Rules of Behavior. Pursue necessary disciplinary action as appropriate, involving the chain of command when the Rules of Behavior are violated.

1.22.6.4. Ensure only vehicle diagnostic equipment is connected to the CISP connection.

1.22.6.4.1. Ensure only vehicle manufacture's and diagnostic equipment vendor's web sites are accessed for the sole purpose of vehicle maintenance.

1.22.6.5. Monitor use of the CISP connection. Maintain an on-site log of usage log which contains user information which corresponds to time of use. Retain on-site usage logs for six-months.

1.22.6.5.1. Semi-annually review vehicle management CISP connection logs for use violations..

1.22.7. **Vehicle Diagnostic Equipment User Responsibilities.**

1.22.7.1. Use the CISP connection for vehicle maintenance purposes only.

1.22.7.2. Connect only authorized vehicle diagnostic equipment to the connection.

1.22.7.3. Report unauthorized use of this connection.

1.22.7.4. Safeguard the connection from improper use while in your control.

1.23. Green Procurement.

1.23.1. **Background.** IAW Section 6002 of the *Resource Conservation and Recovery Act* (RCRA), Section 9002 of the *Farm Security and Rural Investment Act* (FSRI) *of 2002*, and EO 13423, Federal agencies are directed to implement sustainable environmental practices

for the acquisition of green products and services. As a result, Federal Acquisition Regulation (FAR), Subpart 23.4, *Use of Recovered Materials and Biobased Products*, current edition, provides policy and procedure towards the procurement of recycled-content and biobased products, such as United States Environmental Protection Agency (EPA)-designated recycled-content and Department of Agriculture (USDA)-designated biobased products, to include, EPA and USDA-designated antifreeze, refined lubricating oil, sorbents and vehicle tires.

1.23.2. The DOD Green Procurement Program (GPP) was established in 2004 and provides an agency-wide strategy for implementing an effective program. The purpose of the DOD GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and waste generation. Green procurement practices also play a key role in enhancing transportation efficiency and sustainable buildings. The DOD GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. This strategy does not directly address the compliance requirements of any specific component of the Federal Green Purchasing Program; rather it defines the management framework all DOD organizations will use to ensure compliance with procurement preference requirements as a routine part of day-to-day purchasing activities, and the AF/A4LE GPP policy maintains that same strategy.

1.23.3. An AF/CV Memorandum, *Air Force Green Procurement Program*, June 2, 2011, reaffirmed the requirements of existing executive and legislative mandates, and AF GPP policy, and required each functional activity to integrate GPP requirements into their respective instructions in order to instill a philosophy of sustainability throughout the AF.

1.24. AF/A4LE Green Procurement Program Policy. AF Vehicle Management activities within the Contiguous United States (CONUS), Alaska and Hawaii will establish a GPP giving first preference (preferred procurement) to EPA-designated recycled-content vehicular products and USDA-designated biobased products and shall purchase designated products/items in the following categories to the maximum extent practical; meeting performance and safety standards set forth by vehicle manufactures and technical orders, while being procured in a cost-effective manner.

1.24.1. Engine Coolants (EPA).

1.24.2. Engine Oil, Gear Oil, Hydraulic Fluids and Lubricants (EPA and USDA).

1.24.3. Sorbent Products (USDA).

1.24.4. Tires (EPA).

Notes:

1. Vehicle Management activities outside the Contiguous United States (OCONUS) (except in Alaska and Hawaii) are not required to have a formal GPP program.

2. EPA Comprehensive Procurement Guideline (CPG) items apply almost exclusively to CONUS, Alaska and Hawaii installations. However, Vehicle Management activities OCONUS (except Alaska and Hawaii) are highly encouraged, *but not required*, to buy recycled-content products locally whenever these products meet technical needs, are readily available and are cost effective. The key requirement for OCONUS activities is to be aware that all purchases made in the U.S. for shipment to an overseas installation must comply with EPA CPG requirements, unless exception exist.

1.25. General Exceptions. Vehicle Management activities will not purchase EPA-designated recycled-content or USDA-designated biobased products if any of the following conditions apply.

1.25.1. Item cannot be purchased within a reasonable timeframe and mission impairment is imminent.

1.25.2. Item does not meet performance standard or manufactures requirements. This exception includes specific restrictions listed in TO 36-1-191 (e.g., retreaded, recapped or regrooved tire use/application restrictions), or specific product requirements/restrictions listed by manufactures (e.g., the exclusive use of specialized coolants or motor oils).

Note: Refer to **paragraph 5.42.** for general tire procurement policies and procedures.

1.25.3. Item is not available at a price equal to/or less than the comparable non-EPA or USDA-designated product cost.

1.25.4. USDA-designated biobased items (i.e., hydraulic fluids and penetrating fluids) will not received preferred procurement for either of the following:

1.25.4.1. In support of spacecraft/launch support equipment.

1.25.4.2. In support of military-series or tactical vehicles designed or procured for combat or combat-related missions.

1.26. Program Responsibilities.

1.26.1. AF/A4LE.

1.26.1.1. Provide policy and guidance on implementing the GPP.

1.26.1.2. Establish procurement data requirements and procedures to collect data that meet reporting requirements.

1.26.1.3. Utilize and analyze procurement data for the purpose of management evaluation of GPP performance.

1.26.1.4. Incorporate GPP requirements into AF compliance inspection checklist.

1.26.2. MAJCOM.

1.26.2.1. Provide GPP oversight by validating program management requirements though MAJCOM Staff Assistance Visits and compliance inspections.

1.26.2.2. Recommend changes in policies or procedures to AF/A4LE to improve the GPP when necessary.

1.26.2.3. Providing oversight of contracted vehicle management activity contracts to ensure green procurement requirements are addressed in accordance with the terms of the contract.

1.26.3. LRS Commander or Equivalent.

1.26.3.1. Supporting the Vehicle Management GPP policy and plan.

1.26.3.2. Ensuring that required Vehicle Management personnel are trained in green procurement and such training is tracked and managed as necessary to ensure all personnel involved in the procurement process are knowledgeable and competent to

comply with green procurement requirements relevant to their procurement/purchasing action(s).

1.26.3.3. Conduct routine self-assessments of the effectiveness of GPP awareness training, the completeness and integrity of GPP performance data and the overall GPP.

1.26.4. Vehicle Management.

1.26.4.1. Vehicle Management activities will identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission. The list of green procurement opportunities should be developed and maintained at a level within the activity where initial purchasing requirements are defined.

1.26.4.2. Establish procedures to collect GPP data to support administrative requirements.

1.26.4.3. Recommend changes in policies or procedures to MAJCOM to improve the GPP when necessary.

1.26.4.4. Review and update GPP every three years or sooner if regulations or requirements change, new products are designated or operational changes affect procurement.

1.26.4.5. When warranted, apply life cycle cost concepts to determine cost effectiveness of green alternatives for use in procurement decisions. For example: a review recapped tire longevity and cost data was compare to new tire longevity and cost data. The comparison revealed that the average recapped tire only had 50 percent of the service life of the average new tire and cost 40 percent less than the new tire price. Based on that data, the unit should purchase new tires because it would take two recapped tires to equal the service life of one new tire and will cost 20 percent more than one new tire.

1.26.4.5.1. If using life cycle data to warrant a green purchase exception (see **paragraph 1.25.3**), ensure data is thorough, complete and well documented.

1.26.5. **Purchase Request Originator, Purchaser and Supervisory Personnel.** Includes personnel authorized to order items using the Standard Base Supply System (SBSS), section supervisors, Material Control personnel, Government Purchase Card (GPC) holders, supply technicians and the VFM/VMS.

1.26.5.1. Reviewing purchase requests to determine whether green products have been considered or requested.

1.26.5.2. Determining if there is appropriate justification based on price, performance or availability for not meeting the purchasing requirements of the GPP.

1.26.5.1. Determining if recycled content and biobased products satisfy local requirements for price, availability and performance.

1.26.5.2. Identifying opportunities for specifying environmentally preferable products.

1.26.5.3. Ensuring that relevant green procurement requirements are identified prior to submission to Material Control or GPC card holder, so that final/approved purchase requests properly address all relevant green procurement requirements.

1.26.5.4. Following locally established procedures for documenting purchases and exceptions to green procurement requirements.

1.27. Training. Although Green Procurement training is required for all Government Purchase Card (GPC) users, Green Procurement training will also be required for the VFM/VMS, Section Supervisors, personnel assigned to Material Control and any other personnel assigned to Vehicle Management with the authority to order or purchase parts and supplies every two years. "Green Procurement" computer-based training is a Continuous Learning course (CLC 046) available from the Defense Acquisition University (DAU). Once completed the course will be documented in the member's training record. Go to DAU's iCatalog web page **http://icatalog.dau.mil**/ for more information and access to the course.

1.28. Purchasing Sources. When a requirement is established for a product in one of the categories listed above, Vehicle Management activities will review the following sources for Green Products/Services (designated items):

1.28.1. **Federal Supply.** These sources would include the Defense Logistics Agency (DLA) and U.S. General Service Agency (GSA) catalogs and/or websites. Procuring items through these sources offers the advantage of competitive bidding, compliance with EPA minimum content thresholds for recovered materials, and central tracking. These sources also provide an additional service through independent estimation, certification and verification of EPA-designated items containing recovered material, thereby reducing overhead costs for buyers to monitor vendor compliance with affirmative procurement requirements.

1.28.1.1. **DLA.** DLA's "DOD EMALL" is a web-based eCommerce site that allows authorized users to search, compare, and purchase commercial and noncommercial products and services through a single interface in an easy-to-use online format. DOD EMALL uses a "green tree" icon to identify environmentally preferable attributes. Products available include re-refined lubricating oil and reclaimed engine coolant. GPC card holder must register with the site before product catalogs can be viewed. Website login is at: **https://dod-emall.dla.mil**.

1.28.1.2. **GSA.** The GSA website contains a "Green Products Compilation" page that offers a downloadable workbook as a tool to facilitate the procurement of green products. The Green Products Compilation workbook is separated into areas to include Vehicle Products and Lubricants, Oils, Hydraulic Fluids and Greases. The workbook can be accessed at: **http://www.gsa.gov**.

1.28.2. **EPA-Designated Recycled-Content Vehicular Products.** The EPA Database of Environmental Information for Products and Services (**http://yosemite1.epa.gov/oppt/eppstand2.nsf**) provides a quick reference guide to the various programs and products involved in DOD's GPP. The EPA database provides links to contract language, specifications and policies; environmental standards and guidelines; vendor lists of product brands; and other useful sources of information (e.g., fact sheets, guidance, case studies). Additionally, the EPA's CPG program provides details concerning products listed in the Vehicular Products category, Product Resource Guides and Product

Supplier Directories. Go to: **http://www.epa.gov/waste/conserve/tools/cpg/index.htm** to access information.

1.28.3. **USDA-Designated Biobased Products.** USDA BioPreferred® vendors can be found on the USDA BioPreferred website: **http://www.biopreferred.gov**. The site contains an electronic product catalog of USDA-designated biobased products, their manufactures and locations. Purchasing activities can browse the catalog by subject. Be sure to review all categories for potential products that fall into the procurement categories listed above.

Note: There will be some overlap between the EPA-designated items and the USDA list for biobased items. USDA states that procurements subject to CPG requirements (EPA-designated items) do not also have to satisfy the new biobased product requirements, if the two sets of requirements are inconsistent. However, this does not mean that EPA-designated items must automatically be purchased in place of biobased purchases. Purchasers should look at the benefits and costs of products and select the one that provides the best value overall.

1.28.4. **Local Vendors.** Activities may also purchase designated items for local vendors provided the items have: 1) the highest percent practical biobased material practical or exceed minimum USDA Biobased standards; or 2) have the highest percentage practical of recovered material or comply with the EPA's recommended recoverable materials content ranges. Standards and content ranges can be found under the product categories on the USDA and EPA website respectively. Material Control or authorized purchasers should thoroughly review and exhaust internet resources to find the least expensive products that meet Green standards and matches operational/manufactures' requirements.

1.29. Procurement Standards.

1.29.1. **Tires.** Vehicle Management will purchase retread/recapped tires to the maximum extent practical before new tires are purchased from any source. Procuring activities will establish preference programs consisting of one or both components listed below.

1.29.1.1. Procurement of tire retreading services for the agencies' used tire casings. The EPA recommends that procuring agencies specify that tire repair and retread services must conform to Federal Specification ZZ-T-441H (or current version).

1.29.1.2. Procurement of tires through competition between vendors of new tires and vendors of retread tires. The EPA recommends that procuring agencies specify that retread tires must meet the requirements of Federal Specification ZZ-T-381, "Tires, Pneumatic, Vehicular (Highway) (New and Retreaded).

1.29.2. Refer to *DLA-Columbus, Cooperative Approved Tire List (CATL-1922)*, current edition, for a list of approved Cooperative Tire Qualification Program (CQTP) retread tire manufactures.

Note: There is no legal requirement or national government policy mandate for government agencies to use the CTQP or CATL list when purchasing retread tires.

1.29.3. **Engine Coolants.** Vehicle Management will use/procure recycled/reclaimed coolants (antifreeze) to the maximum extent possible. Manufacturer specifications must specifically state that recycled/reclaimed antifreeze can be used in the vehicle.

1.29.3.1. Vehicle Management may establish a program for engine coolant reclamation (recycling) and reuse that consists of either reclaiming the spent engine coolants onsite or

establishing a service contract for reclamation of the spent engine coolant for use in vehicles.

1.29.3.2. Vehicle Management may purchase reclaimed engine coolant when making direct purchases of this item, such as when necessary to make up for losses due to leakage or spillage.

1.29.3.3. Recycled/reclaimed antifreeze is not always compatible with existing virgin coolants and the coolant system must be completely drained and purged prior to the use of recycled/reclaimed antifreeze. Be sure to check manufacturer's specifications prior to adding or replacing recycled/reclaimed antifreeze. Other general exceptions are as follows:

1.29.3.3.1. Using recycled/reclaimed antifreeze would void the warranty. However, recycled/reclaimed antifreeze will be used if it meets the manufacturer's specifications.

Note: After the warranty period expires recycled/reclaimed antifreeze MUST be used exclusively if approved by the vehicle's manufacturer. Tech data must specifically state that recycled/reclaimed antifreeze is approved for use in the vehicle.

1.29.3.3.2. Some heavy equipment manufacturers do not recommend the use of reclaimed engine coolants, particularly in engines meeting the new Tier II and Tier III emissions requirements, e.g., the Halverson loader coolant requirement prevents the use of recycled/reclaimed antifreeze. Be sure to check manufacturer's specifications on the use of recycled/reclaimed antifreeze.

1.29.3.4. DLA Defense Supply Center Richmond (DSCR) sells both reclaimed and virgin engine coolant. DSCR requires that reclaimed engine coolant contain a minimum of 50 percent reclaimed ethylene glycol. DSCR offers reclaimed engine coolants containing either 100 percent reclaimed ethylene glycol or 60 percent and 50 percent blends of reclaimed and virgin ethylene glycol. As shown in **Table 1.1, Reclaimed Engine Coolant Available from DLA**, each blend is available in 1-gallon, 5-gallon and 55-gallon drum packaging, for a total of nine stock items. These products can be used in administrative vehicles, construction and material handling vehicles and equipment, and military ground combat tactical vehicles and equipment. DSCR currently contracts with Leeder Automotive for reclaimed engine coolant.

Table 1.1. Reclaimed Engine Coolants Available from DLA.

Type	Ethylene Glycol Content (Percentage)	Size	NSN
I	100	1 gallon	6850-01-464-9125
I	100	5 gallon container	6850-01-464-9137
I	100	55 gallon drum	6850-01-464-9152
IP	60	1 gallon	6850-01-464-9266
IP	60	5 gallon container	6850-01-464-9263
IP	60	55 gallon drum	6850-01-464-9096
50/50	50	1 gallon	6850-01-471-6530
50/50	50	5 gallon container	6850-01-471-6534
0/50	50	55 gallon drum	6850-01-471-6521

1.29.4. **Hydraulic Fluids.** Mobile Equipment, hydraulic fluids formulated for general use in non-stationary equipment, such as tractors, end loaders or backhoes - 44% - Minimum Biobased Content.

1.29.5. **Greases-Truck.** Lubricants composed of oils thickened to a semisolid or solid consistency using soaps, polymers or other solids, or other thickeners. Lubricants that are designed for use on the fifth wheel of tractor trailer trucks onto which the semi-trailer rests and pivots - 71% Minimum Biobased Content.

1.29.6. **Sorbents.** Materials formulated for use in the cleanup and automotive, industrial, or kitchen soils and oils, including grease, paint, and other coatings, from hard surfaces - 89% Minimum Biobased Content.

1.29.7. **Re-refined Oil.** Vehicle Management will use/procure re-refined lubricating oil to the maximum extent possible. The EPA recommends that procuring agencies set their minimum re-refined oil content standard at the highest level of re-refined oil, but no lower than 25 percent re-refined oil. Re-refined oil purchased through DLA meets that standard. DOD policy dictates that DLA automatically substitute re-refined oil when activities order certain grades of commercial oil.

1.29.7.1. Vehicle management activities purchasing oil from sources other than DLA must comply with the legal requirements to use re-refined oil, meeting the re-refined oil content specified above, and is reminded that the central supply system is the preferred method of purchasing supplies.

1.29.7.2. Approved re-refined oil, which can be used in most AF vehicles, will meet current American Petroleum Institute (API) standards, evidenced by the "Starburst" symbol on the container.

1.29.7.3. Do not purchase or arrange for purchase of any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards.

1.29.7.4. Model year 2007 and newer diesel engines with new emissions requirements should use virgin API CJ-4 motor oil until it is available as a re-refined product.

1.30. Administrative Requirements.

1.30.1. VFM/VMS will establish an Operating Instruction (OI) outlining the AF/A4LE program policy contained herein and how the program will be implemented locally.

1.30.2. **Green Procurement Program Log.** Vehicle Management activities will maintain "Green Procurement Program Log" and document data concerning the use/procurement of all items identified in the designated categories above (to include new/virgin/exempted items/products). The GPP Log template available on the VM CoP must be used and will include the following headings:

1.30.2.1. Unit.

1.30.2.2. Date of Purchase (or Date Recycled for in-house antifreeze recycling).

1.30.2.3. Product Category (e.g., Engine Coolant, Engine Oil, Hyd. Fluids/Lubricants, Tires).

1.30.2.4. Product Type (Recycled Content, Biobased Content, Retread or New/Virgin).

1.30.2.5. Procurement Source (e.g., SBSS, GPC, In-House, Contract).

1.30.2.6. Procurement Exception (e.g., Yes or No).

1.30.2.7. Exception Reason. This area will be used to identify reason for exception (purchasing a non-EPA-designated recycled-content or USDA-designated biobased product).

1.30.2.8. Quantity.

1.30.2.9. Unit of Issue (e.g., Each, Gallon, Tube).

1.30.2.10. Part #, NSN, or Specification or Tire Size.

1.30.2.11. Tire Size (if applicable).

1.30.2.12. Total Cost (to include shipping, core charge, etc.)

1.30.2.13. Additional Info. This cell may be used to identify vehicle registration and work order number item was procured for (as needed) or bulk purchase.

1.30.3. The GPP Log entries will be maintained for three years.

1.30.4. **GPP Log Reporting.** The data contained in the GPP Log will be reported to VEMSO twice a year.

1.30.4.1. Active Duty and Reserve vehicle management activities will report data during April and October for the six-month period preceding the reporting month.

1.30.4.2. Air National Guard vehicle management activities will report data during January and July for the six-month period preceding the reporting month.

1.30.5. **Additional Program Resources.** Additional information on GPP is available from the VM CoP and other internet sources.

1.31. Mine Resistant Ambush Protected (MRAP) Vehicles. This AFI now contains the basic AF directive for MRAP Family of Vehicles (FoV) weapon system management. It provides the minimum essential guidance and procedures for safely and effectively maintaining and managing the MRAP weapon system. Managing the complete MRAP as a system-of-systems enables systematic configuration management while providing visibility of readiness and mission

capability of the entire weapon system. The system used to track, collect and maintain data for MRAP configuration and life cycle sustainment is the Integrated Maintenance Data System (IMDS). For further details, refer to **Chapter 12, MRAP FoV Maintenance and Management**.

Chapter 2

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

Section 2A—General Information

2.1. Introduction. This chapter establishes instructions for vehicle management activities tasked with a deployment mission, Air and Space Expeditionary Force (AEF) responsibility, War Readiness Material (WRM) management, vehicle deployment tasking and/or supporting Range of Military Operations (ROMO). Provisions of this chapter apply to steady state, transition to surge, Major Theater War and reconstitution operations. All Vehicle Management personnel, regardless of rank, will be familiar with the contents of this chapter.

2.1.1. This chapter contains guidance primarily for use prior to deployment, during deployment and is designed to assist deployed Vehicle Management personnel to establish and operate in a contingency environment. Its use is mandatory.

2.2. AEF Overview. The AF's Total Force is part of the AEF. There are four major elements of the AEF structure: readily available force, Enabler force, in-place support and Institutional Force. The first three elements are components that primarily constitute the AF's war-fighting capability and are therefore postured in Unit Type Codes (UTC); the fourth element provides the AF's sustainment capability necessary to meet Secretary Of the Air Force (SECAF) statutory functions. The readily available force is the primary pool from which the AF fulfills the Global Force Management Allocation Plan rotational requirements. To meet these requirements, the AF aligns its war-fighting capabilities into a baseline of 10 AEFs (five pairs), each intended to contain an equivalent capability from which to provide forces. During periods of increased requirements, capability areas from these 10 AEFs may be realigned within the Global AEF construct to a Tempo Band that provides a deeper pool of capability, deploying that capability at a higher deploy-to-dwell rate (i.e. the ratio of time deployed in support of a contingency versus the time not deployed in support of a contingency). The baseline AEF (Band "A") is organized to support a one-to-four ratio. The alternative Tempo Bands are organized to support an increasing deploy-to-dwell ratio with Bands "C", "D" and "E" supporting one-to-three, one-to-two, and one-to-one ratios respectively. Band "B" (like Band "A") supports a one-to-four ratio but with a 6 month vulnerability period vice 4 months; the vulnerability periods for Bands "C", "D" and "E" are also six months. Two additional Tempo Bands are designed to support ARC forces in capability areas that might require mobilization. Tempo Band "M" and "N" are designed to support mobilization-to-dwell ratios of one-to-five and one-to-four respectively. When forces are realigned to a different Tempo Band, each block within the Tempo Band is intended to contain an equivalent capability. For additional information concerning AF planning and functions of the AEF, refer to AFI 10-401, *Air Force Operations Planning and Execution*.

Section 2B—Overall Responsibilities

2.3. AF/A4LE. The AF will have sufficient motor vehicles, manpower, tools, facilities and shop equipment on hand to support the AF WMP, AEF operations and/or ROMO.

2.3.1. Adjudicate any vehicle sourcing reclama issues.

2.3.2. Appoint specific MAJCOM A4, as determined by Area of Responsibility (AOR), as POC for logistical support for specific operation.

2.4. Air Force Personnel Center (AFPC)/DPW:

2.4.1. Sources personnel after receiving operational plan (OPLAN) or AEF tasking request from parent MAJCOM.

2.4.2. Adjusts or forwards personnel tasking shortfalls as appropriate.

2.5. WR-ALC

2.5.1. Implements procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations.

2.5.1.1. This does not relieve unit responsibility for maintaining duplicate, deployable printed or electronic copies of TOs for WRM and Mobility vehicles listed on the Vehicle Authorization Listing (VAL) with the following "Use" codes: J – Vehicle Mobility, K – Vehicle Base Support, L – Vehicle Joint Use, M – Vehicle Pure WRM.

2.5.2. Sources vehicles after receiving OPLAN or AEF tasking request from parent MAJCOM. WR-ALC will work closely with MAJCOM Vehicle Management Staffs to identify potential sources for Mission Capable (MC) vehicles.

Note: Since WR-ALC is not a force provider, Air Combat Command (ACC), as the air component to Joint Force Commander (JFCOM), will manage the scheduling and sourcing of forces (including vehicles) to meet the Combatant Commander's (COCOM) requirements through the AFPC/DPW. ACC/A4RE will work directly with WR-ALC to coordinate with other MAJCOMs, where necessary, to source required vehicle assets. The same process will be followed by other MAJCOMs who have air component/force provider responsibilities in their respective AOR.

2.5.3. Adjusts or forwards vehicle tasking reclama actions as appropriate.

2.6. VEMSO. Provides support necessary to equip expeditionary Vehicle Management forces with the best tools, equipment, parts, maintenance techniques and general support for deployed operations. This support is accomplished through research of available commercial products (via the Product Evaluation Program), capture and formalization of deployment lessons learned and review policy change recommendations.

2.6.1. Researches and develops management techniques, procedures and guidance necessary to guide Vehicle Management operations in an expeditionary, deployed environment. Tips and lessons learned will be captured, developed and distributed to enhance knowledge level of personnel subject to deploy.

2.6.2. Develops vehicle deployment-condition standards to ensure maximum reliability in field conditions with minimal investment. Monitors condition of vehicles deployed through collection and dissemination of "lessons-learned" and other means to institutionalize readiness and maximize return on investment.

2.6.3. Assists MAJCOM, NAF or deployed VM activities with emergency "reach-back" vehicle tech data support for deployed vehicle maintainers.

2.7. MAJCOM Vehicle Management Staffs:

2.7.1. Develop supplemental guidance specific to theater-unique operations.

2.7.2. Ensure Vehicle Management activities are equipped and trained to fulfill wartime and AEF mission requirements.

2.7.3. Program for manpower, facilities, shop equipment, technical manuals and tools necessary to support organizational and intermediate management concepts for all vehicles committed to wartime and AEF missions.

2.7.4. Manage WRM vehicle assets according to AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, as supplemented.

2.7.4.1. Assign primary WRM vehicle management function within the headquarters. The individual will work with the WRM Global Management staff (ACC/A4RX) and Command WRM Officers to manage the WRM vehicles program.

2.7.5. Contact WR-ALC for vehicle repair assistance above MAJCOM capability.

2.7.6. Establish minimum reporting requirements to identify on-hand vehicle assets and ensure shortages, vehicle MC rates and materiel management support problem areas are identified.

2.7.7. MAJCOMs with host base responsibilities are required to provide Vehicle Management and spare parts support for inbound forces identified in OPLAN.

2.7.8. MAJCOMs with host base responsibilities may direct Individual Toolkits (ITK) for all Air Force Specialty Codes (AFSC) be left in place during rotations. If this happens, the host base and MAJCOM will notify inbound forces that ITKs are not required for that operating location.

2.7.9. Where appropriate, tenant MAJCOMs assist the host MAJCOM to source their command's vehicle-specific and peculiar spare parts. The host base Vehicle Management organization is responsible for follow-on spare parts support.

2.7.10. Serve as Functional Area Managers (FAM) on MAJCOM Crisis or Contingency Action Teams (CAT) or equivalent. Identify, source and track deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility (ITV) to MAJCOM leadership as required. Refer to **paragraph A2.2** for additional guidance.

2.7.11. Contact WR-ALC for additional vehicle requirements to support OPLAN and AEF tasking.

2.7.12. Adjust or forward vehicle-tasking reclamas as appropriate.

2.7.13. Transfer accountability for vehicles that have been deployed from home station. The shipping MAJCOM transfers vehicle accountability to the combatant MAJCOM. The combatant MAJCOM accepts accountability for vehicles deployed to their AOR. After accountability has been transferred, the losing MAJCOM can initiate replacement actions with WR-ALC using the command levy process (see **paragraph 2.17**) or through their vehicle buy process. Transfers from AFR and ANG must comply with DODD 1225.6, *Equipping the Reserve Forces*, 7 April 2005.

2.8. Base-Level and WRM Deploying Activities:

2.8.1. Maintain WRM vehicles according to guidelines established in this chapter, related AF TOs, Vehicle Management publications and AFI 25-101, as supplemented by the MAJCOM.

2.8.2. Comply with the provisions of TO 36-1-191 and other shipping instructions as provided by WR-ALC or MAJCOM.

2.8.3. Identify problem areas which cannot be resolved locally to the MAJCOM.

2.8.4. Develop local guidance for Vehicle Management wartime concept of operations as directed by the MAJCOM. Include procedures for operating in chemical/biological contaminated environments and repairing contaminated vehicles. See AFMAN 10-2503, *Operating In A Chemical, Biological, Radiological, Nuclear, And High-Yield Explosive (CBRNE) Environment*, for additional guidance.

2.8.5. Select best (most serviceable and maintainable) vehicles for deployment. Ensure each deployment-tasked vehicle is accompanied with set of spare key(s) and an assembled spare wheel/tire. Spare wheel/tires will be provided by the owing organization, or Vehicle Management if not available. In addition, each commercially designed light and medium duty vehicle (see **paragraph 1.1.1**) and military designed prime mover must also be equipped with lug wrench(es), jack and jack handle. This ensures operators are self-sufficient to change out a spare tire; especially, in remote or hostile locations.

2.8.6. Ship current printed or electronic copy of TO and any other necessary technical data for maintenance with each vehicle, unless directed otherwise by the MAJCOM. When several vehicles of the same make/model/type are deployed as a package, each vehicle should be accompanied with a complete TO set. This ensures availability of technical data if vehicle is redistributed, diverted or forward deployed. If a unit is tasked to deploy a vehicle and has only one TO for the vehicle, the unit ships that TO or a photocopy with the vehicle if electronic copy cannot be attained.

2.8.7. Assemble Temporary Mission Support Kits (TMSK) as directed. TMSKs will be affixed to the vehicle or shipped against the appropriate vehicle's contingency Transportation Control Number (TCN). Refer to **paragraph 2.14** for TMSK guidance.

2.8.8. Fuel availability at deployed locations (such as Ultra-Low Sulfur Diesel) should also be taken into consideration when determining which vehicle(s) to deploy.

2.8.9. Ensure VFM/VMSs are familiar with current Designed Operational Capability (DOC) statement, OPLANs, In-Garrison Expeditionary Site Plans (IGESP) and UTC Mission Capability (MISCAP) statements.

2.8.10. Deploy with sufficient skilled personnel and equipment resources to satisfy all contingency wartime and AEF requirements.

2.8.11. Document costs to prepare vehicles, spare parts and tech data for shipment. Units will retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.8.12. Monitor the Time Phased Force Deployment Data (TPFDD) to ensure tasked vehicles are shipped to the correct location on time. For ITV, units are required to provide the MAJCOM with the following information concerning vehicle equipment: Deployment TCN (F-Prefixed), Unit Line Number (ULN), UTC, vehicle registration number and

departure and delivery dates within the allotted transit times. For tracking purposes, when Vehicle Management personnel are tasked to deploy with a tasked vehicle (e.g., natural disasters) forward the following information to the MAJCOM: Complete name, grade, AFSC and last four digits of the social security number. See AFI 24-203, *Preparation and Movement of Air Force Cargo*, for allotted transit times.

2.8.13. Maintain duplicate printed or electronic copies of TOs to support WRM out-load and mobility (identified by Use Code (UC) "A" on VAL) vehicles.

2.8.14. Deploying units will ensure individual members are trained as required and equipped for contingency operations. Individual members will ensure they are qualified and equipped for contingency operations

2.8.15. Fill or shortfall personnel OPLAN or AEF tasking as appropriate.

2.8.16. Refer to **Figure A2.1**, **Vehicle Fleet Manager's Pre-Contingency Checklist**, for assistance on pre-deployment planning.

Section 2C—Steady-State Operations

2.9. Training:

2.9.1. Repair Operations: Although difficult to predict the actual operating environment at a contingency location, it is possible to exercise personnel in a simulated or practice deployment.

2.9.1.1. Deployable personnel need to be prepared for flexible operations under adverse conditions. They must also be well trained in the use of all tools and shop equipment.

2.9.1.2. Pre-deployment training is not required unless specifically addressed via tasking "Line Remarks".

2.9.2. Contingency Environment: Operations in a contingency environment will expose vehicle maintainers to many situations and problems not encountered in normal peacetime operations. Training provides the required knowledge and skills to plan for, respond to, and recover from conventional and irregular warfare CBRNE events. To complement the training, installations must include realistic exercises and scenarios demonstrating the level of proficiency required for operating in a contingency environment and for evaluation purposes. Refer to AFMAN 10-2503 for additional training information.

2.10. WRM Vehicle Storage. WRM vehicles are authorized to bridge the gap between peacetime and wartime requirements. These vehicles are authorized and maintained separately from the active peacetime vehicle fleet and are normally preserved in storage. MAJCOMs develop specific storage concepts for vehicles identified in the WRM Global Strategy Document (GSD).

Note: Specific storage concepts for FORCE (or the legacy systems FSE) will be at the direction of MAJCOM and approved by (or coordinated with) the WRM Global Manger (ACC/A4RX).

2.10.1. Vehicles are stored in active (ready to roll) or inactive (deep stored) categories. MAJCOMs determine the mix of active and inactive stored vehicles. For basic planning, the following guidance applies:

2.10.1.1. Active stored vehicles: Vehicles stored outdoors, under partial cover or vehicles required to support initial incoming forces are preserved to Level C as described in TO 36-1-191 or as specified by the MAJCOM.

2.10.1.2. Inactive stored vehicles: Vehicles will be stored in an enclosed building and preserved to Level A storage as described in TO 36-1-191 or as prescribed by MAJCOM guidance.

Note: Dense packing of vehicles in an enclosed building does not constitute inactive storage.

2.10.2. Vehicles are controlled according to AFI 25-101, as supplemented.

2.10.3. Accomplish lubrication at least every 18 months on active stored vehicles. An oil and filter change is accomplished every three years.

2.10.4. WRM vehicles are rotated into the active peacetime fleet (where like-vehicle peacetime authorizations exist) to ensure equipment dependability/life cycle management and to equalize utilization.

2.10.5. Develop a parking plan for each storage location.

2.10.6. Fire extinguishers and chocks are mounted to or located in each vehicle, or positioned in the vehicle storage area.

2.10.7. When inside storage cannot be provided, outside storage areas are well lit, have adequate drainage and are secured by a chain link or equivalent fence.

2.10.8. Exceptions to Storage Policies. Fuel servicing, fire fighting, aircraft cargo loaders and certain other vehicles are equipped with systems that must be exercised more frequently. To the maximum extent practicable, fully exercise operational systems on these vehicles every 30 days.

2.11. WRM Manpower Determination. Vehicle Management and Manpower Office consider the following factors when developing manpower requirements supporting vehicle storage:

2.11.1. The quantity and complexity of vehicles to be stored (vehicle equivalents).

2.11.2. The storage level (active storage requires more manpower than inactive storage).

2.11.3. Frequency of inspection and the average amount of time required for each inspection.

2.11.4. Age of the Fleet. Older vehicles may require more maintenance than pre-positioned new vehicles.

2.11.5. The degree and frequency of vehicle fleet involvement in exercises (that is, used to support Joint Chiefs of Staff (JCS), intra-theater or local exercises).

2.11.6. Rotation. This will affect the number of Limited Technical Inspections (LTI) required.

2.11.7. If applicable, the amount of time required for vehicles to be placed in or removed from storage.

2.11.8. Hours of operational coverage, e.g., 24 hours a day, 7 days a week.

2.11.9. Material handling and surface movement of cargo to, from and between operating locations in support of surge and sustainment operations at bare base versus fixed facilities.

2.11.10. Fleet size for management and dispersed locations.

2.12. Contractor Operated Storage. Contractor operated storage is the AF Standard. Explore the use of military personnel only if local environment and political conditions prevent contract establishment. Vehicle Management and Manpower Office also consider manpower ceilings, contractor availability, cost, location, and duration of storage as governing factors. Assign technically competent (7-level personnel in AFSC 2T3) AF vehicle repair technicians as Quality Assurance Personnel (QAP) and ensure QAP-specific training is provided. See **Chapter 9** for additional information on QAP.

Section 2D—Transition to Surge/Deployment Preparation

2.13. Personnel.

2.13.1. Closely review all deployment tasking MISCAPs and line-remarks. Current MISCAP information can be obtained from the Unit Deployment Manager (UDM). Contact the Installation Deployment Officer (IDO) for assistance if UDM is unavailable.

2.13.1.1. The MISCAP describes the performance level required by the tasked UTC. The tasked unit is responsible for ensuring deploying personnel can meet all MISCAP requirements.

2.13.2. If the unit cannot support the tasking, forward a shortfall request through appropriate channels immediately.

2.13.3. Personnel with AFSCs 2T3X1, 2T3X2A, 2T3X2C and 2T370 will be prepared to deploy with an ITK of standard and metric hand tools if specifically directed by MAJCOM, or line-remarks, to do so. ITK must also include any AFSC-specific tools required to fulfill MISCAP requirements. See **Figure A2.4** for recommended items.

Note: ITKs must be assembled as light and compact as reasonably possible to help ensure commercial air transportation capability. Some domestic flights may have a 50-pound weight limit. Ensure excess baggage allowance is authorized on deploying member's orders if the member is deploying with an ITK.

2.13.3.1. Personnel with AFSCs 2T370, 2T390 and 2T300 will be prepared to deploy with minimum publications and forms listed in **Figure A2.2** and **Figure A2.3** if directed to do so. Ensure all publications and forms are the most current versions. Electronic copies (CD, external hard-drives, etc.) are preferable if computer support capable of reading media is confirmed.

2.13.4. Personnel with AFSC 2T3X7 will be prepared to deploy with an ITK consisting of laptop, all-in-one printer/ scanner/fax, 30 days of administrative office supplies and current versions of electronic publications and forms listed in **Figure A2.2** and **Figure A2.3** if specifically directed by MAJCOM, or line-remarks.

2.13.4.1. The 2T3X7 ITK will consist of a functional, fully tested and modern laptop computer with current AF Standard Desktop configuration that is capable of joining a ".mil" domain. Laptop will be exercised before departure to ensure full serviceability and internet access capability. A compatible printer with extra ink or toner cartridges will accompany the Vehicle Management & Analysis (VM&A) laptop. See **Figure A2.5** for additional 2T3X7 ITK guidance.

2.13.4.2. If required, the deploying unit will send an in-use OLVIMS computer and printer. Replacement computers can be easily sourced for home station use. It is imperative the deploying members be able to establish and operate OLVIMS at the deployed location as soon as practical.

2.13.5. Deploying units may also be tasked to assemble and ship an ITK to support Materiel Control operations. The ITK will consist of items listed in **Figure A2.6**. The ITK will include administrative office supplies and current versions of electronic publications and forms listed in **Figure A2.2** and **Figure A2.3,** unless specially authorized to deviate by host MAJCOM.

2.13.6. The combatant MAJCOM may direct ITKs for all AFSCs to be left in place during rotations. If this happens, the combatant MAJCOM must notify inbound forces that ITKs are not required for that operating location.

2.13.7. Mobility processing functions are responsible for ensuring each deploying member has all required individual equipment. Items such as steel toe boots, safety glasses/goggles, reflective belts and hearing protection are mandatory. Refer to **Figure A2.7** for suggested individual deployment items member should consider taking if not directed to or issued.

2.14. TMSK.

2.14.1. If approved by higher headquarters or stated as a line-remark on Vehicle Redistribution Order **(**RDO), deploying vehicles will be shipped with a TMSK.

2.14.2. Each TMSK assembled is designed to support one vehicle for 30 days with common and high-use items in the event of minor malfunctions before the supply chain and/or shop stocks are established at the deployed/forward location. Refer to **Figure A2.10** for an example listing of possible TMSK items.

2.14.3. TMSKs are individually assembled, boxed, and shipped within the cab, trunk, and truck bed or on the forks of each vehicle, if physically possible. If this is not feasible, consider placing the most critical items (TO and critical parts) in the cab or other vehicle compartments. If items shipped inside the vehicle are not readily visible (e.g., inside high reach or telephone maintenance truck compartments), identify location with a prominently placed label. Over-sized kits must be shipped IAW **paragraph 2.16.12** to ensure the kit arrives at the same location with the vehicle.

2.14.3.1. If more than one vehicle of the same type is deploying to the same location, those kits can be consolidated into a larger kit. When consolidating kits, quantities and breadth of the kits should be increased. This ensures availability of items if vehicles are redistributed, diverted or forward deployed.

2.14.4. Mark each TMSK exterior with vehicle make, model, registration number, shipping unit, gaining unit (if known) and shipping unit POC with Defense Switch Network (DSN) phone number. Each TMSK item inside the kit will be individually labeled with part number, NSN, description, vehicle type and model year.

2.14.5. Units with Mobility coded (UC “A” on VAL) and deployment-prone vehicles may have pre-built TMSKs <u>only</u> when authorized by the MAJCOM.

2.15. Tools and Equipment Deployment.

2.15.1. Vehicle Management leadership at all levels must be aware of 2T3XX UTC tasking(s). This information is available from the UDM, base-level Readiness Flight or the MAJCOM Logistics Plans and Readiness function.

2.15.2. Tasked units build and deploy tool and equipment kits from host Vehicle Management shops as necessary to meet wartime tasking(s). UTC UFMXK, Transportation Vehicle Management Support Kit, is designed to support Vehicle Management operations for 30 days. **Note:** Verify required contents with UDM or IDO. The most current inventory list can be accessed in Logistics Module (LOGMOD). Additional items for unique situations can only be added *after* MAJCOM Vehicle Management Staff's approval.

2.15.3. Electrical transformers may be required for some overseas locations. Contact MAJCOM if specific guidance is required.

2.15.4. Deliver kits in air transportable tool storage cabinets to facilitate shipping and secured storage at pre-positioned and contingency locations.

2.16. Vehicle Deployment Process.

2.16.1. **Vehicle Tasking Flow.**

2.16.1.1. The "Forces For " Memorandum assigns forces to the combatant commander's (COCOM) authority. COCOMs are AFRICOM, CENTCOM, EUCOM, NORTHCOM, PACOM, SOUTHCOM, etc. **Note:** Assigned forces may be allocated between COCOMs as ordered by SECDEF.

2.16.1.2. The Joint Force Provider (JFP) provides personnel and equipment identified in the COCOM Request For Forces (RFF).

Notes:
1. There are currently three JFPs: USTRANSCOM, USJFCOM and USSOCOM. For example, AMC sources personnel and equipment in support of Mobility Air Forces (MAF)/USTRANSCOM requirements, ACC sources personnel and equipment in support of Combat Air Forces (CAF) and conventional forces/USJFCOM requirements and AFSOC sources personnel and equipment in support of Special Forces/USSOCOM.
2. USTRANSCOM is currently the JFP for Nuclear and Space.
3. USJFCOM is currently the JFP for ISR.

2.16.1.3. MAJCOMs other than ACC, AMC and AFSOC do not answer to JFP request for the AF. Instead they answer to their respective COCOMs regarding their ability to support requirements through their component (NAF/MAJCOM) with their assigned forces. Examples include: USAFE (NAF/MAJCOM) answers to EUCOM, PACAF (NAF/MAJCOM) answers to PACOM, etc.. Note: MAJCOM vehicle staffs validate vehicle and vehicle maintenance personnel requirements generated by NAFs to ensure realistic requirements and optimum sourcing prior to the NAF uploading the requirements in the Joint Operation Planning and Execution System (JOPES).

2.16.1.4. When COCOM combat/relief efforts requirements exceed the supporting MAJCOM capabilities (shortfalls), or needs capability not assigned to support their AOR, then an RFF is submitted through the appropriate JFP depending on the type force they are requesting (Mobility, Conventional, Special Operations, Space or ISR).

2.16.1.5. There are some COCOMs that do not have assigned forces, for example AFRICOM. In this case, the COCOM goes directly to the JFP with a RFF.

2.16.1.6. The components build the requirements in the Time Phased Force Deployment Data (TPFFD), so once requested and assigned, the requirements flow to AFPC/DPW for sourcing.

2.16.1.7. For all "vehicle sourcing" in response to RFFs, AFPC sends requests to ACC/A4R to provide sourcing by Unit Identification Code (UIC). ACC reviews required delivery dates/location to identify the most efficient way (cost/time/lift) to support the COCOM. For example, for Haiti relief efforts, assets were sourced to units in Florida, and/or units that already had lift scheduled to move other cargo.

Note: As AMC is the lead for MHE assets, ACC coordinates with AMC to provide sourcing for those type assets.

2.16.1.8. MAJCOM FAM validates TPFDD tasking and the request systematically flows to tasked base/unit via Deliberate and Crisis Action Planning and Execution Segment (DCAPES). MAJCOM FAM also provides tasking and shipping information to VFM/VMS based on TPFDD and advises VFM/VMS to contact IDO and/or UDM for specific tasking details/timelines that are not generally passed via non-secure networks.

2.16.1.9. MAJCOM staff tracks TPFDD deployment actions and operates MAJCOM CATs or equivalent. See **paragraph A2.2** for specific guidance.

2.16.2. Tasked units send reclama requests back to MAJCOM as soon as possible. This enables better decision-making and prevents short-notice tasking(s) to the same or other units.

2.16.3. No vehicle will be deployed from an installation without coordination through the host VM&A activity. Units deliver vehicles to Vehicle Management Customer Service Center (CSC) for an LTI to ensure suitability for deployment. The VFM/VMS, or designated representative, will inspect and approve each vehicle and documentation package prior to shipment to ensure suitability and compliance with TO 36-1-191. Unsuitable vehicles are either repaired or replaced with another vehicle.

Note: VM&A will contact parent MAJCOM to validate unit identified or non UFXXX-series vehicle shipments.

2.16.4. Funding. Tasked units fund all costs to place vehicles into safe and serviceable condition (refer to TO 36-1-191, Chapter 1 and/or manufacture specifications) and build TMSKs from their O&M budgets, unless otherwise provided in the shipping instructions. Units document and retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.16.5. Preparation for Shipment: Units ensure that only their best (newest/most serviceable and maintainable) vehicles are shipped to meet OPLAN, AEF or ROMO shipment tasking(s). Rotate vehicles as necessary within the wing to satisfy home station priority needs. Leasing may be required. The following steps will be accomplished prior to vehicle shipment:

2.16.5.1. Perform an LTI.

2.16.5.2. Place vehicle in safe and serviceable condition (refer to TO 36-1-191, Chapter 1 and/or manufacture specifications).

2.16.5.3. Service vehicle fluid systems or perform PM&I and Special Inspections if due within 90 days of shipment date. Complete all Time Compliance Technical Orders (TCTO), Service Bulletins (SB), One-Time Inspections (OTI), Manufacturer Recalls and delayed maintenance prior to deployment. Contact the MAJCOM for guidance if unable to comply before the shipment date.

2.16.6. Each tasked 60K-loader will deploy with one air transport configuration tool.

2.16.7. When deploying aircraft refueling vehicles the losing organization will contact the gaining organization for specific fuel type, filters and/or additives used at the deployed location. Refueling Maintenance will install appropriate filters prior to aircraft refuelers being shipped.

2.16.8. Upon satisfactory completion of LTI, VM&A prepares a deployment package consisting of: appropriate Operator's Inspection Guide and Trouble Report, Waiver Card, DD Form 518, *Accident Identification Card*, AF Form 1297**,** *Temporary Issue Receipt*, Standard Form (SF) 91, *Motor Vehicle Accident Report*, copy of LTI, Vehicle Historical Record and DD Form 1348-1A, *Issue Release/Receipt Document*. See **paragraph A2.3** for more specific guidance. Secure data package and spare keys in cab or operator's compartment for shipment. If shipped data and/or keys are not readily visible, identify location with a prominently placed label.

2.16.9. Prepped vehicles are delivered to the Cargo Deployment Function (CDF) or Traffic Management Flight (TMF) as directed by local policy. Vehicle Management may be responsible for transporting TMSKs if not affixed to the vehicle. The Installation Deployment Plan will provide additional guidance on air and surface shipment standards and deploying unit UDM responsibilities.

2.16.10. Any vehicle or equipment shipped against a TPFDD tasking will have a contingency TCN automatically generated from the LOGMOD. The UDM or IDO will be able to determine if a vehicle is tasked against the TPFDD. The TCN for a TPFDD shipment will start with "FF" if generated correctly.

2.16.10.1. If LOGMOD is unavailable, use the following guidance to ensure correct TCNs have been manually generated: The TCN for each vehicle is built using the ULN from the TPFDD. Contingency TCNs are identified by "$" symbols in the 7th and 8th position of the 17-character data element. Refer to Defense Transportation Regulation (DTR) 4500.9-R, Part II, *Cargo Movement*, June 2008, and Part III, *Mobility*, July 2011, for additional guidance.

2.16.10.2. Any vehicle or equipment not shipped against a TPFDD tasking will have a standard TCN created. Do not have a standard TCN created for a TPFDD-tasked vehicle shipment.

2.16.11. Vehicle Management will closely coordinate with deploying unit UDM when TMSK is not affixed to the vehicle. TMSKs shipped with, but not attached to, vehicles are moved as multi-piece shipments. Ensure pieces are correctly marked (i.e., item 2 of 2) against shipment's contingency TCN. Also, ensure the proper priority and Required

Delivery Date (RDD) is assigned to all TMSKs that are shipped separately. This ensures the kit will arrive in time to support the vehicle if needed.

2.16.11.1. This data is entered into the Cargo Movement Operations System (CMOS) or Global Air Transportation Execution System (GATES) and initiates ITV through the Global Transportation Network (GTN).

2.16.12. Document and retain all TCNs for deploying vehicles and related cargo. Monitor all shipments and provide all data to MAJCOM and gaining unit.

2.16.13. Surface Movement: Do not move vehicles to seaport until contacted by Surface Deployment and Distribution Command with a call forward date.

2.17. Vehicle Command Levy. VEMSO directs command levy vehicle shipment instructions to effect permanent inter-command transfer of a vehicle in support of an operational AF requirement. This action may, or may not occur concurrently with a vehicle deployment tasking identified in an operational TPFDD. For example, during the build up for Operation Iraqi Freedom, it was known vehicles deploying to the CENTCOM AOR would not be released from the theater of operations, so command levy instructions were provided as the operational TPFDD was developed and executed. In other instances, when short-term contingency or humanitarian relief efforts transitioned to enduring missions, command levy instructions were provided after the vehicles had been deployed for a lengthy period. Approved command levy action will be forwarded to WR-ALC when funding allocation of second destination transportation funds is required for shipment.

2.17.1. Vehicles are routinely deployed to support operational requirements via the Vehicle Command Levy process. If a vehicle deployment exceeds six months, the owning unit (i.e., the unit that originally deployed the vehicle) will contact their respective MAJCOM vehicle staff to determine if the deployed vehicle(s) will be permanently transferred to the deployed location via command levy.

2.17.2. The MAJCOM vehicle staff in turn, will contact the VEMSO and request instructions regarding return of the vehicle to home station or command levy action.

Note: For information concerning the RDO process. Refer to **paragraphs 4.78.** and **8.5.6.**

2.18. Home Station Survival. Deployment and AEF tasking(s) can impact home station operations beyond sustainability. The following paragraphs give VFM/VMS possible options to mitigate the impact of heavy deployment tasking(s). Refer to the VM CoP for additional survival tips and examples. Ensure leadership is informed and approves implementation of any operational changes.

2.18.1. Manpower.

2.18.1.1. Augmentation. Explore the use of civilian over hires, or ANG and AFR backfills. Contact Base Civilian Personnel Office for guidance on civilian over hires. Contact nearest ANG or AFR base for possible augmentation. Additionally, contact MAJCOM POC for Individual Mobilization Augmentee (IMA) support. Manning Assistance can also be requested through the MAJCOM. Requesting unit is responsible for funding Temporary Duty (TDY) costs. A contingency Emergency and Special Program (ESP) code may be available for reimbursement.

2.18.1.2. Training. Prior to deployment, accelerate 5-level upgrade training while the majority of trainers are still available. Compensate for reduced capability by training non-deploying members in critical shop operations. This should help maximize shop productivity during heavy deployment periods.

2.18.2. Shop Operations.

2.18.2.1. Develop and implement a vehicle-parking plan. Identify serviceable, non-essential vehicles to be parked. Identification method could be from across the base, focused on deploying unit's vehicle fleet, commander's or equivalent's option or by number/type of mechanics deployed. If the last option is selected, compute the total number of vehicle equivalents earned by the deploying mechanics, then park the proper fleet mix based on the total vehicle equivalents. Extensive coordination with base leadership must occur before implementing any type of parking plan. The following guidance must be used if a parking plan is implemented.

2.18.2.1.1. The vehicles must be stored in a controlled and monitored environment. They must be parked for the duration of the deployment. A parking plan and map are recommended.

2.18.2.1.2. Ensure parked vehicles are preserved to the appropriate storage level IAW TO 36-1-191.

2.18.2.1.3. Do not cannibalize from parked vehicles. This will cause increased workload before vehicles can be returned to using organizations.

2.18.2.2. Focus on quality of maintenance performed. Use the approved vehicle Minimum Essential Levels (MEL) and **paragraph 3.32** as a gauge to develop maintenance priorities and establish in-house MC rate goals. Established goals will be thoroughly briefed and approved by the commander.

2.18.2.3. Contract Maintenance. Preplanning potential contract maintenance is crucial. Contact local Contracting Office to set up Blanket Purchase Agreements (BPA) or short-term maintenance contracts. Maximize use of ESP codes for funding support.

2.18.2.4. ISSA. If available, contact local DOD components or government maintenance operations. Discuss establishing an ISSA for Vehicle Management support during contingencies and/or AEF rotations. Ensure any ISSA address AF unique requirements for priority, types of maintenance and quality of services.

Section 2E—Deployed Location Operations

2.19. VFM/VMS. After the initial phase of all contingencies, the deployed VFM/VMS implements responsibilities outlined in **Chapter 1** and **Chapter 3** of this instruction at the deployed location**.** When the deployed LRS does not have a VFM/VMS assigned, the senior ranking military member with AFSC 2T3XX assumes those duties.

2.20. Safety. Vehicle Management operations will observe and follow all applicable safety policies and AFOSHSTDs. The Vehicle Maintenance Safety Handbook will be made available (hard copy or electronically) to all vehicle management personnel at deployed locations.

Note: VM Safety Handbook is available for download on the VM CoP or the Air Force

Logistics Management Agency website: http://www.aflma.hq.af.mil/lgj/otherpublications.asp

2.21. Qualification Training. Initiate immediately if needed. The senior deployed 2T3XX ensures personnel are qualified on available shop equipment, local safety procedures, emergency response actions and assigned vehicle fleet**.**

2.22. Mission Critical Vehicle List. Each deployed Vehicle Management operation employs a maintenance priority system which considers current battle conditions and requirements. The deployed VFM/VMS assigns priorities as necessary.

Note: Keyed to parts availability and local priorities, sortie-generating vehicles receive immediate maintenance attention. Refer to **Table 2.1.**, **Priority I Vehicles, Sortie Generating,** and **Table 2.2., Priority II Vehicles, Sortie Sustaining,** for vehicle types and models associated with these categories and **paragraph 4.12.** for information concerning MEL and Vehicle Priority Recall Listing (VPRL) development.

Table 2.1. Priority I Vehicles, Sortie Generating.

VEHICLE TYPE	MODEL OR SIZE
Aircraft Refuelers	R-9, R-11, R-12, FORCE/FSE, and C-300/C-301 only when storing aviation fuels,
Aircraft Towing	MB-2, MB-4, U-30, Bobtail
Munitions Loading/Hauling	7.5T Crane, 50K Container Handler, Truck Tractor, 30/40 Foot Semi-Trailer, Forklift assigned to munitions functions
Aircraft Servicing	Potable Water Truck; Deicer; Lavatory Service Truck; Staircase Truck
Aircraft Cargo Loading/ Unloading	Aircraft Loader (25/40/60K) and Next Generation Small Loader, 10K Standard Forklift, 10K All Terrain Forklift, 40 Foot Rollerized Trailer
Aircraft Launch Vehicles	Various general purpose vehicles for crew transport and aircraft maintenance

Table 2.2. Priority II Vehicles, Sortie Sustaining.

VEHICLE TYPE	MODEL OR SIZE
Fire Fighting Vehicles	Structural, Crash and Rescue Fire Fighting Vehicle
Medical	Ambulance Bus, Ambulance, Modular
MHE	Forklift; Truck, 9-Ton Hi-Lift
Explosive Ordnance Disposal	Mine Resistant Ambush Protected (MRAP) Vehicle; M-113 Armored Personnel Carrier, M1116 High Mobility Multipurpose Wheeled Vehicle (HMMWV), Armored Conversion, M1165 Up-Armored High Mobility Multipurpose Wheeled Vehicle (UA-HMMWV), K451 High Mobility Trailer and other critical response vehicles assigned to EOD
Fuel Support (non-Sortie Generating)	C-300/C-301, Trailer, Fuel 600 gallon
ADR	Truck, Dump, Tractor Dozer; Loader; Roller, Truck Tractor, Excavator; Grader, Sweeper Vacuum, Trailer, Farm Tractor, with broom
Snow and Ice Removal	Snow Plows, Blowers and Sweepers; Dump Trucks equipped with plows, blowers and/or brooms; Farm Tractors equipped with brooms
Security Forces Vehicles	HMMWV, M-113; air conditioning equipped K-9 vehicles, other critical vehicles assigned to SFS

2.23. Materiel Control. Basic Materiel Control functions are specified in **Chapter 5.**

2.23.1. Materiel Control personnel will follow standard supply procurement procedures and utilize the Standard Base Supply System (SBSS) when procuring repair parts and supplies. Materiel Control personnel can also coordinate with the servicing Contracting Office to establish vehicle parts procurement via local purchase. Innovations in information technology, worldwide commercial delivery and government reforms have made internet parts sourcing through commercial vendors with BPA and the Government Purchase Card (GPC) a viable alternative to traditional parts acquisition methods. Aggressive use will be made of commercial style transportation parts delivery alternatives.

2.23.2. The combatant MAJCOM specifies how to accomplish follow-on spare parts support to the theater of operations. A Global Logistics Support Center (GLSC) will be in place to support contingency operations. Identify other support systems using theater-unique supplements.

2.23.2.1. The GLSC Ground Support Flight provides service for Vehicle Management activities. They manage mission capable (MICAP), awaiting parts (AWP) and NSN items. The GLSC will also have a local purchase element to handle non-NSN requirements.

2.23.3. Aggressively follow up with local ELRS Materiel Management function, NAF or combatant MAJCOM to establish contact with the appropriate GLSC.

2.24. VM&A.

2.24.1. A 2T3X7, or qualified vehicle maintenance technician, is responsible for AF Form 1823/-1 preparation and ensuring vehicle repairs are accomplished consistent with priorities established by the VFM/VMS**.**

2.24.2. If a 2T3X7 is not available, contact NAF or MAJCOM for additional assistance if required.

2.24.3. All maintenance performed on vehicles requires documentation and reporting IAW procedures established by this AFI and as supplemented by MAJCOM. OLVIMS is implemented and used as soon as practical, normally within 30 days. See **Figure A2.2** and **Figure A2.3** for publications, TO, and forms needed to operate at a deployed site.

2.24.4. Establish a vehicle control point upon arrival at a forward operating location. The vehicle control point's primary function is to establish and maintain accountability for the base vehicle fleet as soon as possible. Vehicle fleet size is controlled by AS 034 and/or vehicle sets identified in the "Force Module Construct".

2.24.5. Establish a VCO/VCNCO program. Generate VCO/VCNCO list with 24-hour contact information. Brief VCO/VCNCO (in mass or individually as mission permits) on official use, accident and abuse procedures, use of DD Form 518 and SF 91, *Motor Vehicle Accident Report*, accountability, host nation/local use restrictions, weather/geographic related conditions, drivers license requirements, discrepancy reporting, add-on equipment requests, other vehicle management procedures, and vehicle related items listed in AFI 24-301, *Vehicle Operations* (mainly drivers license requirements), AFMAN 24-306_IP and **Chapter 10**.

2.24.6. Manage fleet using LIMS-EV Vehicle View (refer to **Attachment 8**), the Consolidated Request Information System (CRIS) Tool and the Vehicle Data Quality Dashboard (VDQD) (refer to **Section 4B**.)

2.24.7. Create and maintain a tracking system for all commercial rented/leased vehicles. At a minimum, the system will contain: license/tag number, rental/lease date, rental/lease length, using organization, monthly rental/lease cost, monthly miles traveled, fuel consumption by fuel type, PM&I and Special Inspection intervals.

2.24.8. Create a contingency vehicle MEL and VPRL if not already established. If both listings are already in place, review for accuracy and update if required. Route vehicle MEL and VPRL to Expeditionary Mission Support Group (MSG) Commander for final approval. Brief vehicle MEL and VPRL purpose and procedures to VCOs and VCNCOs, and to Unit Commanders as needed.

2.24.9. Destroyed/Contaminated Vehicle Replacement. Vehicles may be destroyed or rendered unusable by conventional, chemical, biological, radiological or nuclear weapons during combat operations. Rotate vehicles from lower to higher priority units to maintain base operations. Leasing may be required to fill shortages. Contact NAF or MAJCOM to obtain replacement vehicles if necessary.

Note: Contaminated vehicles can be deemed serviceable. Do not abandon or stop reporting items contaminated. Follow guidance in **paragraphs 2.30.** and **2.31.**

2.24.10. Urgent Vehicle Authorizations for contingencies (See **paragraph 4.24.13**).

2.25. Reporting Requirements. Host MAJCOMs and other AF agencies require information for decisions necessary to support a deployed unit**.**

2.25.1. During the deployment phase, report capability to NAF and MAJCOM weekly or as directed. Send information copies to the main operating base and tenant organizations. Ensure Vehicle Management personnel at NAF and MAJCOM are aware of Situation Report (SITREP) inputs.

2.25.1.1. SITREPs will be provided by classified message or e-mail to the combatant MAJCOM Commander, with information copies to the main operating base and tenant organizations.

2.25.1.2. Total "Priority 1" and "Priority 2" vehicles assigned, total vehicle losses, and total vehicles Non-Mission Capable-Supply (NMCS) and Non-Mission Capable-Maintenance (NMCM). Use LIMS-EV Vehicle View to view up-to-date information (refer to **Attachment 8**).

2.25.1.3. Facility, equipment, tools, technical data and part shortfalls.

2.25.1.4. Personnel and skill shortages.

2.25.1.5. For specific materiel management support difficulties requiring MAJCOM assistance, list vehicle registration number and type, part number, date parts ordered, requisition number, and status. MAJCOMs develop procedures for reporting vehicle status when repairs exceed local capability (including other military and contract sources).

2.25.2. Manage fleet using LIMS-EV Vehicle View (refer to **Chapter 4** and **Attachment 8**). Required documents are Ship, Salvage and Rotate Report; Newly Received Vehicle Report; and Host Base Transmit/Receive Report. Reports are due to the combatant MAJCOM not later than (NLT) the 10th of each month.

2.25.3. The combatant MAJCOM Commander establishes additional reporting requirements and timelines.

2.25.4. Reports Control Symbol. MAJCOMs and other AF agencies assign a reports control symbol to recurring and one-time reporting requirements.

2.26. Facilities.

2.26.1. Facilities at forward operating locations may consist of host nation buildings, expandable structures, tents, or other appropriate mobile units. Vehicle Management facilities support PM&I, Special Inspections, unscheduled and intermediate levels of maintenance. Care needs to be taken in planning to include utilities (electric and water), wash facilities, exhaust ventilation and a compressed air source. For planning purposes, shop-working areas must accommodate approximately 5 percent of the fleet at one time in addition to ancillary functions. Refer to AFH 32-1084, *Facility Requirements*, for exact space authorization.

2.26.2. The Vehicle Management facility is a component of the AS 159 (Basic Expeditionary Airfield Resources (BEAR) Order of Battle) BEAR Vehicle Maintenance/Operations UTC (XF*VC). It comes in two different configurations, either Air (XFAVC) or Surface (XFSVC). It is specifically for Vehicle Maintenance, Vehicle

Operations and Management Operations. This UTC comes with one small shelter. For "maintenance" operations task two each 4K Dome UTCs (XF*AB - also comes in Air or Surface) along with AM-2 Matting (XF*AM) for flooring.

2.26.3. Facilities should be accessible to the key functions supported, e.g., sortie-generating (flight line) and Aerial Port Operations Center (ATOC). It may be necessary to establish dispersed Vehicle Management locations.

2.26.4. A separate facility for refueling vehicles is highly desired. Some contingency locations may not have the capability to establish a separate Refueling Maintenance facility. Those operating locations may be forced by necessity to combine maintenance operations. Combined maintenance operations can only be conducted under strict adherence to the following guidelines:

2.26.4.1. Applies only to vehicles transporting diesel or aviation fuel.

2.26.4.2. Properly train all assigned personnel in fuels management safety procedures.

2.26.4.3. Maximum of one fuel truck inside shop at any time. Repairs and service will be limited to the actual prime mover only (chassis, exterior, drive train, etc.). Drain refueling system fuel storage tank as much as possible prior to entering shop to reduce mass spill potential. If the storage tank/system cannot be drained, ensure fuel system is completely closed and there are no leaks before entering shop. Comply with all installation spill containment procedures.

2.26.4.4. Properly ground vehicle using the vehicle's static discharge grounding reel.

2.26.4.5. No smoking within 50 feet of vehicle or shop area.

2.26.4.6. No spark or flame within 50 feet.

2.26.4.7. A truck or trailer mounted refueling system will not be opened inside the main shop. Repairs and service will be limited to the actual prime mover only (chassis, exterior, drive train, etc.). Refueling system repairs must be accomplished in designated area/shop and will not be accomplished inside a combined Vehicle Management shop. Drain refueling system's fuel storage tank as much as possible prior to entering shop to reduce mass spill potential. If the storage tank/system cannot be drained, ensure fuel system is completely closed and there are no leaks before entering shop. Comply with all installation spill containment procedures.

2.27. Tools and Equipment:

2.27.1. UTC UFMXK, Vehicle Management Support Kit (see **paragraph 2.15.2**), is designed to support maintenance operations at a bare base location in the 1-30 day range. It is a light, lean, air transportable kit limited to one aircraft pallet position. Each UTC UFMXE (Wing Vehicle Management Element Team) tasked to support a bare base location should be equipped with one UFMXK. If not, immediately contact local TMF, ATOC, Reception Control Center, NAF and/or MAJCOM to determine the UTCs actual location. If known, the TCN expedites tracking efforts.

2.27.2. UTC UFMXT is a heavier follow-on kit designed for arrival in the 30-60 day range. The kit contains tire machines, portable shop cranes, wheel dollies, hydraulic hose

equipment, heavy jacks, etc. This kit will be immediately requested through NAF or MAJCOM if operating location is projected to remain open more than 30 days.

2.28. Parts Organization. Assorted vehicle parts may be on hand from vehicle TMSKs and/or UTC UFMXK packages. It is imperative that all parts be inventoried and organized as soon as possible. Shop equipment UTC should include cabinets and tools to expedite organization and storage efforts. Shop efficiency and mission effectiveness will suffer if the type and quantity of on-hand items are not known or readily available. Parts should also be secured at any time the shop is unoccupied.

2.29. Organizational Maintenance. Increased level of operator maintenance is essential during wartime. Although this expanded role of operation is viewed as a battlefield reality, the vehicle mechanic will continue to perform the bulk of the intermediate maintenance workload. The scope of increased operator maintenance and level of maintenance support (parts, tools, etc.) is determined by the using organization's VCO/VCNCO and the local VFM/VMS.

2.30. Mobile Maintenance. Several Mobile Maintenance vehicles may be needed depending on size and scope of operation, mission, location and threat. Vehicles may be tasked to set-up as a base of operations in an alternate location if main shop is destroyed. Vehicles must be adequately set-up for any possible tasking.

2.30.1. Expanded Mobile Maintenance. On-scene support is the goal of this concept. When implemented, the expanded Mobile Maintenance concept positions Vehicle Management personnel in key areas throughout the base to provide quicker response to major users as well as dispersed Vehicle Management assets. An example may be positioning a Mobile Maintenance vehicle at or near an aircraft ramp area in support of air freight or aircraft maintenance vehicles if a permanent outlying shop cannot be established and/or fully manned.

Note: Ensure Mobile Maintenance vehicle fuel tank level is always maintained above ½ tank. Fuel shortages, enemy action or increased Force Protection Condition (FPCON) may interfere with resupply actions.

2.31. Vehicle Recovery. Vehicle Operations normally provides this service though it may be performed by Vehicle Management as locally determined. Ensure only qualified personnel operate wreckers if local guidance requires Vehicle Management to perform this function.

2.32. Minor/Intermediate Maintenance. If a maintenance capability does not exist at deployed locations, a minimum essential maintenance capability is established using the following guidelines:

2.32.1. PM&I and special inspections are performed only if the capability exists and operational mission tempo allows.

2.32.2. To the maximum extent, unscheduled maintenance is accomplished at dispersed locations prior to the onset of hostilities.

2.32.3. During contingency situations, repairs not affecting safe operation or operational capabilities may be deferred or waived. The senior on-site 2T3XX maintenance technician determines acceptable vehicle safety and serviceability standards.

2.32.4. Extensive use of cannibalization may be required to compensate for parts shortages and the uncertainty of resupply.

2.33. Repairs Which Exceed Local Capability: Contact host MAJCOM for procedures when repairs exceed local capability (including other military and contract sources).

2.34. Battle Damage Assessment. All assigned personnel must be familiar with vehicle battle damage assessment. They must be able to respond and assess vehicle damage caused by air and ground attacks. All battle damage assessments need to be reported through the appropriate channels and relayed to the installation leadership. Fast and accurate damage assessment is the key to critical decision making.

2.35. Vehicle Triage. Closely related to damage assessment, and done in conjunction with it, is vehicle triage. Based normally on Priority I and II vehicle MELs, triage is accomplished as part of the damage assessment process. Triage is the process of assessing damage, putting the priority vehicles first, and doing cannibalization or whatever it takes to get those vehicles back in commission. TO 36-1-191 standards may be waived as necessary during active conflict. Field repairs may be the norm. Many vehicles can still do their job without a fender or non-critical part/component. Refer to TO 36-1-181, *Battlefield Recovery/Evacuation & Repair*, for additional reference information.

2.36. Destroyed Vehicle Replacement: Vehicles may be destroyed or rendered unusable by conventional, chemical, biological, radiological or nuclear weapons during combat. Rotate vehicles from lower to higher priority authorizations to maintain base operations. Leasing may be required to fill shortages. Contact host NAF or MAJCOM to obtain replacement vehicles if necessary.

2.37. Maintaining Other Government Motor Vehicle Conveyances (OGMVC) in Contingency Environments. All OGMVCs will be inspected and maintained to manufacturer specifications. This ensures both safe operations and full life expectancy from AF equipment. Owning organizations will have OGMVCs and non-SBSS (not on a vehicle account) reportable LSVs maintained through a local vendor contract. If a local contract is not a viable option, Vehicle Management will be responsible for maintaining these assets. For additional guidance refer to **paragraph 3.17**

2.38. Continuity. Establish continuity books, folders, files, etc. as appropriate for the location. Continuity is the key to seamless transition as personnel are replaced. Confusion over local/unique Vehicle Management procedures can create delays in personnel departure, cause inefficient repair operations and hamper mission accomplishment. Sample information can be located at the VM CoP/AFCENT Contingency Units folder: **https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-LG-AF-66-22-2&Filter=OO-LG-AF-66**.

2.39. Contaminated Environment Operations. Detailed guidance for Vehicle Management operations in a CBRNE environment are contained in AFMAN 10-2503.

2.40. Contamination Control Team (CCT). Unit CCT activation is not normally required for wartime immediate and operational levels of decontamination. All personnel are expected to perform these levels of decontamination using the M291 and M295 decontamination kits or expedient methods. Vehicle, equipment, munitions, aircraft maintenance and base populace personnel are expected to execute immediate and operational decontamination on their assigned assets. The installation commander will have to decide if the accomplishment of thorough decontamination is likely to produce an operationally-beneficial result, and if the time and

resources required conducting decontamination operations is worth the effort to increase operational tempo or reduce the MOPP level. The installation commander will determine if there is a need for an installation CCT or if those units identified to establish CCTs are required to conduct those decontamination operations. For example, if there are a large number of vehicles that must be decontaminated; the installation commander can decide to have the LRS conduct the decontamination operation or set up a team from several base agencies with an LRS representative to oversee the operation. Teams will receive just-in-time training from the Readiness and Emergency Management Flight when the requirement for CCTs is established. Additional CCT guidance is contained in AFMAN 10-2503.

2.41. Hazardous Material (HAZMAT). Coordinate with the Civil Engineering (CE) Environmental Section and Base Supply for the purchase of HAZMAT and waste storage containers if the site is projected to remain open more than 30 days. Also coordinate procedures for collection and disposal of hazardous waste with the CE Environmental Section. Download Material Safety Data Sheets for HAZMAT used in the work center from the website: **http://www.msdssearch.com**.

2.42. Forward Vehicle Deployment. Forward vehicle deployment refers to moving vehicles from one forward operating location to new or captured bases. The unit may have minimal response time to meet forward deployment tasking(s). New or captured bases will be operating with minimal support functions. It is imperative that the best vehicles and equipment are forward deployed. To ensure full MC; the following vehicle shipment standards apply:

2.42.1. Perform an LTI and service all fluid systems. Vehicle must be safe and serviceable. Vehicle must be able to perform assigned mission with no or very minimal support. Vehicle will be shipped with an assembled spare wheel/tire and all applicable TOs. Commercially designed light and medium duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handle.

2.42.2. Assemble TMSK as directed. See **paragraph 2.14** for TMSK shipment guidance.

2.42.3. Secure OLVIMS data, TOs and spare key(s) in cab or operator's compartment. Shipping base will maintain copy of historical data until gaining location accepts and loads vehicle. If shipped data and/ or keys are not readily visible, identify location with a prominently placed label.

2.42.4. Contact NAF or MAJCOM Vehicle Management Staffs for guidance if unable to meet the above standards by the shipment deadline.

Section 2F—Reconstitution

Note: "Reconstitution" in the context of this publication refers to drawdown and base closure operations after hostilities have ended. Reconstitution includes activities at home station and the deployed location.

2.43. Personnel (Home Station).

2.40.1. Training. Evaluate training status after personnel have returned to home station. Initiate training for any appropriate areas. Ensure all personnel supporting OPLAN and AEF tasking(s) can fulfill MISCAP requirements.

2.40.2. Reporting. IAW AFI 10-201, *Status of Resources and Training Systems (SORTS).* Accurately report status of all personnel UTCs in the Air and Space Expeditionary Force

Reporting Tool (ART). Ensure training status and skill level concerns are reflected in the comments section. Reporting in SORTS does not fulfill ART reporting responsibilities.

2.44. Vehicles (Deployed Location):

2.44.1. Accountability. Maintain accountability of all vehicles that have been redeployed from closing locations. AF, NAF or MAJCOM Vehicle Management Staffs will provide redeployment/ shipment guidance. Provide current shipping status to NAF and MAJCOM Vehicle Management Staffs as required.

2.44.2. Disposition Authority (USAFCENT AOR Only). Deployed sites do not have local authority to salvage vehicles. For non-critical vehicles that are replacement eligible or have exceeded the one-time repair limit, this decision is left to USAFCENT/A4RV. All other disposition decisions will be made by the MAJCOM. To request salvage instructions units need to submit an Air Force Technical Order (AFTO) Form 91, *Limited Technical Inspection-Motor Vehicle*, to USAFCENT/A4RV, e-mail: **AFCENTA4RVShawDistro@afcent.af.mil.**

2.44.3. Defense Logistics Agency – Disposition Services (DLA-DS) Procedures. Contact Regional or Zone DLA-DS Manager for processing guidance after a vehicle has been approved for DLA-DS. Notify NAF or MAJCOM Vehicle Management Staffs if unable to locate a Regional or Zone DLA-DS Manager for the current theater of operations. If DLA-DS representation is not able to assist with disposal, the MAJCOM or NAF Vehicle Management Staffs will direct disposal IAW DOD 4160.21-M, *Defense Materiel Disposition Manual*, DLA-DS 18 August 1997, Chapter 8, Abandonment or Destruction (A/D). Some general guidance is listed below:

2.44.3.1. Property cannot be A/D without proper confirmation that necessary Defense Militarization (DEMIL) has been completed and certified. DOD 4160.21-M outlines DEMIL procedures and certification official criteria. Some A/D Officer and witnessing party guidance is listed below.

2.44.3.1.1. The A/D Officer may not be the Accountable Officer, responsible Property Officer or serve as a witnessing party to A/D actions.

2.44.3.1.2. The witnessing party shall attest to having observed actual accomplishment of A/D action. The witnessing party will normally not be involved in the receipt, classification or accounting of property.

2.44.3.2. The "accountable activity" shall document all actions on or attached to, DD Form 1348-1A. The 1348-1A will be used to credit the appropriate account.

2.44.3.3. VM&A personnel will fax, mail or e-mail scanned copy of DLA-DS issued 1348-1A (for each approved asset) to Langley AFB.

2.44.3.4. Refer to DOD 4160.21-M and **https://www.dispositionservices.dla.mil**/ for more guidance.

2.44.4. **Vehicles Sent to DLA-DS (USAFCENT AOR Only).** All SBSS transactions for the AOR are processed at Langley AFB. Before HQ ACC will salvage a vehicle in SBSS they require a signed 1348-1A for their records, and this form will have to be generated locally. Once the form is filled out and signed by all parties, fax to DSN 965-2901 or scan it and email to **acc.a4tvf.swa@langley.af.mil.**

2.45. Tools and Equipment (Home Station):

2.45.1. Reporting. Report all equipment UTC status in ART. Ensure reporting is accurate as compared against UTC MISCAP. Use comments section to describe details if necessary.

2.45.2. Replenishment. Air Staff or MAJCOM will issue replenishment guidance. The message will contain funding information, points of contact, applicable units and purchase deadlines.

Chapter 3

THE OBJECTIVES, RESPONSIBILITIES, ORGANIZATION AND PRINCIPLES OF MANAGING THE AF VEHICLE FLEET

Section 3A—Objectives

3.1. Objectives of Vehicle Management. Use economical, reliable and up-to-date procedures for life cycle management of the AF Vehicle Fleet.

3.2. Application of this Chapter. Managers at all levels use this chapter to ensure adherence to the responsibilities, objectives and principles of Vehicle Management.

3.3. Professional Development. Key to AF Vehicle Fleet Manager's success is professional development through continuing education in areas such as asset management, financial management, fleet information management and business management. Below are "Must Attend" events for AF Vehicle Fleet Managers:

3.4. Vehicle Transformation Acquisition Council (VTAC). The VTAC is comprised of the Chief, Material Support Division (AF/A4LE), 2T3 Career Field Manager, VEMSO Director, MAJCOM Vehicle Management senior leaders and Functional Managers, WR-ALC Vehicles and Support Equipment leadership and key vehicle staff members, all 2T3 CMSgts and/or civilian equivalents.

3.4.1. The mission of the VTAC is to optimize combat capability of the AF through effective transformation of vehicle management policy by exploiting emerging technologies while ensuring the functional, professional development and sustainment capabilities of enlisted Combat Logistics Readiness Vehicle Management Airmen are met in support of expeditionary wartime requirements.

3.4.2. The VTAC also assesses and advocates business rule changes to organizational, functional and personnel policy, as it affects the AF Vehicle Management Enterprise. The vision is to exploit technology and the best business practices in order to provide effective and energy efficient vehicle services and assets necessary to operate bases and support Combatant Commander requirements.

3.4.3. Additionally, the VTAC advocates trained and educated Airmen to deliver optimum combat support to the war fighter. Four key focus areas are:

1) Vehicle Management.
2) Professional Development.
3) Functional Development.
4) Functional Sustainment.

3.5. Air Force Logistics Readiness Board (AFLRB). The AFLRB serves as the focal point for implementing materiel management, vehicle operations, vehicle maintenance, fuels management, distribution and deployment policies and procedures throughout the AF.

3.6. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet). FedFleet is a unique General Services Administration annual conference that consolidates a comprehensive collection of government fleet managers, automotive vendors and automotive

educational sessions into a single venue. The focus is on attaining the asset management goals of becoming more accountable, effective, energy efficient and financially responsible for government vehicle fleets.

3.7. Specialty Equipment Market Association (SEMA) and Automotive Aftermarket Products EXPO (AAPEX). SEMA shows consists of a diverse group of manufacturers, distributors, retailers, automotive training and publishing companies that use this annual venue to show and demonstrate new automotive technologies. The accompanying AAPEX represents and displays new technologies, tools and equipment products from the $395 billion global motor vehicle aftermarket.

Section 3B—Responsibilities

3.8. AF/A4L Responsibilities.

3.8.1. Set policy for life cycle management of AF vehicles and vehicular equipment.

3.8.2. Facilitate MAJCOM programming and funding requests for vehicle infrastructure.

3.8.3. Manage personnel, training and manpower matters for the career fields.

3.8.4. Analyze, improve and implement vehicle automated management systems.

3.9. VEMSO Responsibilities. VEMSO is an AFELM assigned to AF/A4L. They are tasked as an adjunct staff to Air Staff to work vehicle and equipment issues. Specific information regarding VEMSO can be found in **Chapter 8** of this instruction.

3.10. WR-ALC Responsibilities. WR-ALC provides Vehicle Management aid in wartime for AF forces worldwide when needs are beyond the MAJCOM capability. They implement procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations. Responsibilities include:

3.10.1. Support central logistics of registered vehicles.

3.10.2. Provide central logistics support of registered vehicle and vehicular equipment items .

3.10.3. Implement warranty policy and managing its result.

3.10.4. Implement manufacturer defect notification and measuring its impact.

3.10.5. Manage depot-level maintenance for AF vehicle needs.

3.10.6. Act as the central procurement agency for all AF vehicle purchases.

3.10.7. USAF Component Program Manager for locomotive management

3.11. MAJCOM Vehicle Management Staff Responsibilities. Note: When used in this publication, the term “MAJCOM” refers to FOA, DRU, ANG, AFRC and all MAJCOMS unless otherwise indicated. Additional MAJCOM responsibilities may exist within each functional area of this AFI.

3.11.1. Develop supplemental guidance and plans for Vehicle Management to support contingency operations in their specific theater of operation.

3.11.2. Organize, train and equip subordinate Vehicle Management activities to fulfill their wartime vehicle and mission requirements.

3.11.3. Program for vehicles, manpower, facilities, shop equipment, technical manuals and tools to support organizational and intermediate maintenance concepts for all vehicles committed to wartime missions.

3.11.4. Manage WRM vehicle assets according to AFI 25-101, as supplemented.

3.11.5. Request vehicle repair assistance, as necessary, from WR-ALC IAW TO 00-25-107-WA-1, *Maintenance Assistance*.

3.11.6. Establish minimum reporting requirements to identify on-hand vehicle assets and to identify shortages.

3.11.7. Provide vehicle support for tenant forces identified in OPLANs where MAJCOMs have host base responsibilities and ensure host base vehicle management activities update supported units in OLVIMS annually with reimbursement distribution code of 3 or 4.

3.11.8. Identify force structure requirements in support of contingencies.

3.11.9. Coordinate classified unit's limited vehicle data requirements with VEMSO as permitted by program security managers.

3.11.10. Provide data as directed by AF/A4LE.

3.11.11. Assume responsibilities (as designated by the AFCPM) as the Activity Program Coordinator (APC) for the DOD Fleet Fuel Card Program for base-level organizational accounts within their MAJCOM.

3.11.12. Develop and provide guidance/instructions on the control and management of AF watercraft 22 feet or longer to base level Vehicle Management activities as required.

3.11.12.1. At their discretion, MAJCOMs may choose to manage watercraft less than 22 feet in length as described in this publication.

3.11.12.2. Provide assistance for depot-level repair proposals as required.

3.11.13. Process LTIs within 30 days.

3.11.14. Comply with Vehicle Buy Program (LIM-EV Vehicle View Prioritization Model) requirements. Refer to **paragraph 8.31** and **Attachment 9** for specific details concerning program requirements.

3.11.15. Review lubrication, engine oil and filter change (PM&I) interval change/waiver requests submitted by subordinate vehicle management activities. Changes to established intervals must be supported by written justification and approved by the MAJCOM Vehicle Management Staffs IAW TO 36-1-191.

3.12. Wing and Center Commanders or Equivalents Responsibilities.

3.12.1. Recognize the policies and procedures in this AFI.

3.12.2. Responsible to the MAJCOM for the management of vehicles and equipment.

3.12.3. Direct organizational maintenance according to technical directives.

3.12.4. Publish installation vehicle abuse and accident prevention policy.

3.13. MSG Commanders or Equivalents Responsibilities.

3.13.1. Approve the installation VPRL and the vehicle MEL.

3.13.2. Review vehicle distribution and sourcing plan to support the Emergency War Order (EWO) and/or other contingency tasking during the IGESP process.

3.14. LRS Commanders or Equivalents Responsibilities. At the installation or activity level, ensures vehicles and equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material. Be familiar with LIMS-EV Vehicle View (See **Attachment 8**.) Additionally, ensure that:

3.14.1. Vehicle Management facilities are adequately programmed to eliminate deficiencies and appropriate status is maintained for vehicle repair projects in the military construction program.

3.14.2. Material is available to support Vehicle Management.

3.14.3. Vehicle Management quality assurance standards comply with AF policy.

3.14.4. Vehicle Management budget programs are accurate and submitted on time.

3.14.5. Personnel are available, according to mission requirements, to prevent disruption of the shop workflow.

3.14.6. Personnel are properly trained to progress in the 2T3XX Air Force Specialty (AFS).

3.14.7. The rotation of 2T3XX personnel outside Vehicle Management is limited to a period no longer than 12 months within a 3-year period.

3.14.8. Target dates are established for beginning and completing repairs on off-season vehicles and equipment to ensure their readiness when seasonal needs require their use. This responsibility can be delegated to VFM/VMS.

3.14.9. Provide support to units that are assigned watercraft. Refer to **paragraph 1.17**

3.14.10. Administration of the installation's vehicle abuse and accident program.

3.14.11. Approves short-term vehicle leasing up to one year.

Note: See **paragraph 4.29.10.**

3.14.12. Take active role in Vehicle Control Program (VCP) enforcement, when appropriate.

3.15. VFM/VMS Responsibilities. The VFM/VMS are responsible for overall vehicle fleet management. Responsibilities are as follows.

3.15.1. Ensure maintenance facilities and programs for deficiency elimination are adequate and establish a layout for work centers; considering such factors as workflow, equipment, tools and supplies.

3.15.2. Coordinate on all correspondence above unit-level dealing with Vehicle Management issues.

3.15.2.1. Classified locations will coordinate limited vehicle data requirements through their MAJCOM or unclassified host to VEMSO.

3.15.3. Assign responsibilities and give authority to supervisors to ensure all functions within Vehicle Management operate effectively.

3.15.3.1. Resolve technical problems or ask for technical aid to solve problems that involve maintenance beyond local capabilities.

3.15.4. Ensure personnel are available to meet workload demands and productivity of assigned personnel is maintained.

3.15.5. Assume the responsibilities of the Functional Commander or Functional Director for the Contractor-Operated Parts Store (COPARS) contract.

3.15.5.1. Authorize personnel to order and receive parts from the COPARS store. Keep authorizations to a minimum consistent with effective management and control.

3.15.5.1.1. A current, up-to-date listing of those personnel authorized to purchase parts must be posted in the store and a copy kept in the contract file. The list reflects the printed name and sample of the individual's signature by organization (as a minimum, first and last name) and includes personnel from other organizations using COPARS when authorized. Changes are given to the COPARS contractor and Materiel Control as they occur.

3.15.6. Authorize the use of the GPC and ensure its use conforms to prescribed directives.

3.15.6.1. Authorize personnel to request GPC purchases and receive parts purchased using the GPC. Keep authorizations to a minimum consistent with effective management and control.

3.15.6.1.1. A current, up-to-date listing of those personnel authorized to request parts purchases and receive parts purchased with the GPC must be maintained by the GPC holder(s). The list reflects the printed name, duty section and sample of the individual's signature (as a minimum, first and last name).

3.15.7. Coordinate with the Materiel Management Flight to make sure required supplies are available.

3.15.8. Approve NMCS requisitions.

Note: Responsibility listed may be delegated to Vehicle Maintenance Foreman in writing.

3.15.9. Approve or disapprove all cannibalization requests.

Note: Responsibility listed may be delegated to Vehicle Maintenance Foreman in writing.

3.15.10. Assign responsibility for the technical publications library to the section that can maintain it most effectively.

3.15.11. Perform organizational quality control for AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply.*

3.15.12. Develop continuity folders to track major problems, construction projects, long-range plans, approved waivers and/or deviations, and unique operating requirements and past maintenance practices.

3.15.13. Develop and submit an annual Vehicle Management budget. Control expenditures during the budget year and act as Cost Center Manager.

3.15.14. Evaluate training requirements and request formal training by:

3.15.14.1. Checking training progress and needs by personal observation and coordination with supervisors, using VM&A analysis of workload output, reviewing recurring maintenance reports, evaluating skill levels and assessing training status reports.

3.15.14.2. Ensuring On-the-Job Training (OJT) is conducted according to AFI 36-2201, *Air Force Training Program*, and chooses a qualified person to set up and administer the training program. Ensure an Air Education and Training Command (AETC) Form 156, *Training Quality Report* (TQR) is submitted when technical graduates do not meet the training proficiency level of the approved Career Field Education and Training Plan (CFETP). Submit an AETC Form 156 also when deficiencies are identified in Career Development Courses (CDC). Refer to AFI 36-2201 for specific instructions.

3.15.14.3. Submitting requests for formal training to MAJCOM Vehicle Management Staff.

3.15.15. Perform duties of AF Innovative Development through Employee Awareness (IDEA) program Office of Primary Responsibility (OPR) for vehicle related suggestions (see AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*).

3.15.16. Establish a Vehicle Control Program and provide VCO/VCNCO orientation. See **Chapters 4** and **10** for further guidance/information.

3.15.17. Understand, use and ensure VM&A utilization of LIMS-EV Vehicle View for vehicle fleet management. Refer to **Chapter 4** and **Attachments 8**.

3.15.18. Maintain liaison with and visit using activities. In addition, be aware of their mission and operation; provide technical assistance for organizational maintenance.

3.15.19. Develop and distribute local policy and procedures concerning OGMVC, trailers not classified as a vehicle and non-vehicular equipment procurement, maintenance and management. Refer to **paragraph 3.17** for further details.

3.15.20. Ensure full advantage of part and vehicle warranties is taken.

3.15.21. Control the contract maintenance program IAW Performance-Based Work Statement (PWS).

Note: Not applicable to Air National Guard vehicle management activities.

3.15.22. Ensure proper documentation of vehicle accident and abuse repairs.

3.15.23. Ensure vehicle deficiency reports (DR) are processed. Reviews information accuracy prior to the submission of DRs.

3.15.24. Ensure VM&A maintains vehicle active and historical data IAW **paragraph 7.6** and **Table 7.2**, and retains/disposes active and historical data IAW Table 24 – 03 in the AF RDS in AFRIMS.

3.15.25. Analyze reports received from VM&A (e.g., manpower, MC rates, cost, etc.) to find weak or deficient areas, and develop/implement corrective policies and procedures.

3.15.26. Review sustainment cost and deferred workload data in LIMS-EV Vehicle View.

3.15.27. Review workloads, schedule work assignments, leave schedules, standby rosters and recall rosters.

3.15.28. Assess inspections and quality assurance findings with supervisors and take corrective action when it is indicated. Identify specific vehicles, vehicle types or users that require an excessive amount of maintenance effort and initiate the process to correct the problem.

3.15.29. Conduct production meetings weekly with section supervisors to identify and solve maintenance problems, review workload and discuss production issues.

3.15.30. Conduct weekly "Roll Call" with all Vehicle Management employees. These weekly meetings should help keep Airmen and civilians informed on current issues, clear up confusion and dispel rumors, brief technical and safety tips and provide additional face-to-face communication between management and their teams.

Note: The weekly Roll Call requirement is not applicable to contracted vehicle management operations.

3.15.30.1. Schedule meetings to discuss safety and hazards at least twice a year.

3.15.31. Ensure LTIs are prepared promptly and accurately.

3.15.32. Stay current on environmental matters associated with Vehicle Management.

3.15.33. Promote and ensure operational risk management (ORM), safety and occupational health and fire prevention. As a minimum:

3.15.33.1. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, for Vehicle Management safety standards, practices and procedures.

3.15.33.2. Maintain an AF Form 55, *Employee Safety and Health Record*, for all assigned personnel IAW AFI 91-202.

3.15.33.3. Refer to AFI 90-901, *Operational Risk Management*, for ORM program management, practices and procedures.

3.15.33.4. Ensure surveys of shop noise levels, lighting, fume, and exhaust, paint booth and welding extraction systems are performed by the Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) by regulation, or whenever a major change in shop operations occurs that creates a hazardous condition.

3.15.33.5. Ensure at least two people are in the work center when repairing vehicles. When after duty hours and/or by mobile maintenance repairs are required, a qualified operator for the type of vehicle being repaired satisfies the two-person requirement when the mechanic is a five skill-level or higher.

3.15.33.6. Ensure satisfactory completion of safety spot inspections are conducted IAW AFI 91-202, paragraph 3.5, using the safety checklist in AFOSHSTD 91-20, *Vehicle Maintenance Shops*, Attachment 7, as a reference.

3.15.34. Prepare seasonal equipment for use at the start of the operating season. Any local procedures must comply with MAJCOM guidance.

3.15.35. Ensure VM&A updates tenant units in OLVIMS annually with reimbursement distribution code (R/D) 3 or 4.

3.15.36. Review all repair requests that exceed a vehicle's one-time repair limit (OTRL).

3.15.36.1. Forward all LTIs on vehicles to MAJCOM for disposition action.

3.15.37. Review and provide recommendation for all vehicle authorizations requests prior to submitting to MAJCOM.

3.15.38. Review annual Vehicle Prioritization Model output. Refer to **Chapter 8** and **Attachment 9.**

3.15.39. Monitor and ensure utilization of the VDQD to review data integrity and initiate correction. Refer to **Chapter 4**.

3.16. Primary Responsibility for Vehicle Management Activities.

3.16.1. Provide the AF with safe and serviceable motor vehicles, watercraft and railroad equipment to meet the war fighter's requirements.

3.16.2. Vehicle Management is responsible for service, inspection and repair of the AF vehicle fleet.

3.16.2.1. Paint and mark vehicles following guidance in TO 36-1-191, Chapter 2.

3.16.2.2. Use TO 36-1-191, Chapter 5 to determine the logistics supportability of obsolete vehicles. Perform an LTI and make a repair decision when logistics supportability is in question.

3.16.3. Vehicle Management is responsible for the management and accountability of the AF vehicle fleet using LIMS-EV Vehicle View, OLVIMS and CRIS Tool. Refer to **Chapter 4**.

3.16.4. Maintain or replace attachments that come originally with a vehicle/registered piece of equipment for which Vehicle Management has prime responsibility.

3.16.4.1. If the using organization purchases additional attachments for the same vehicle/registered piece of equipment, it is the using organization's responsibility to maintain and replace those attachments. Associated O&M costs are paid by the owning organization.

3.16.5. Maintenance on major specialized systems mounted on standard vehicle chassis is the responsibility of the using organization. Additionally, using organizations are responsible for ensuring that specialized systems meet all required AF, DOD, Federal or International standards or agreements (e.g. frequency management). Specialized systems include, but are not limited to, communications equipment, munitions maintenance systems, environmental systems, special hoists and sensitive test equipment. Using organizations arrange for in-house or contract repair of the equipment. Vehicle Management is only responsible for maintaining the basic vehicle body, chassis and power train.

3.16.6. Special tools designed for operator preventive maintenance shipped with a specific piece of equipment are transferred with the equipment to the using organization.

3.16.7. Where no repair criterion is established by the Item Manager (IM), the one-time repair limit is the lesser of:

3.16.7.1. 75 percent of the acquisition cost.

3.16.7.2. Multiply the replacement cost by two and divide the result by the vehicle's age in years.

3.17. Vehicle Management Assistance. When requested, and approved by VFM/VMS, Vehicle Management may assist organizations owning non-vehicular equipment, OGMVCs or trailers not classified as a vehicle. All maintenance/parts support for these assets will be on a reimbursable basis only. Additionally, any service provided to these assets will be on a "manpower/mission permitting" basis.

Note: The following guidance is not applicable to non-appropriated funded activities and assets.

3.17. (SHAWAFB)Vehicle Management Assistance. Purchase requests for low speed vehicles (LSV) and other government motor vehicle conveyances (OGMVC) must be coordinated with Wing Ground Safety, Base Contracting, Vehicle Management, and approved by the 20 LRS Equipment Accountability Office. During this coordination, Vehicle Management will verify whether or not the item being requested can be classified by the Air Force as a registered vehicle. This guidance is not applicable to non-appropriated funded activities and assets.

3.17.1. **OGMVC.** OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, ATVs, quad-runners, snowmobiles, electric stand-up, etc.) that **DO NOT** meet specifications of 49 CFR Part 571 (FMVSS) or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at WR-ALC, to be an OGMVC by AF definition.

3.17.1. **(SHAWAFB)** Units purchasing OGMVCs must budget for maintenance. Vehicle Management is not funded for maintaining OGMVCs.

3.17.1.1. When needed, Vehicle Management will forward OGMVC specification, pictures and/or appropriate information to the appropriate WR-ALC IPT Program Manager, through the MAJCOM Fleet Manager, for determination to ensure the desired asset is an OGMVC/equipment item and not a vehicle. The IPT Program Manager makes the final vehicle or equipment determination.

3.17.1.2. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFPD 64-1, *The Contracting System*; and will manage IAW AFMAN 23-110 and AFI 91-207, *Air Force Traffic Safety Program*. Purchase requests for OGMVCs will be processed through the Wing/Base Ground Safety Office (coordination), Contracting (coordination), Vehicle Management (coordination) and LRS Equipment Accountability Office (approval) prior to purchase. Wing Ground Safety will review each purchase of OGMVCs reportable IAW Air Force Pamphlet (AFPAM) 91-210, *Contract Safety*, paragraph 7.1.4.

3.17.2. **Trailers Not Classified as Vehicles.** Trailers **not** meeting all "registered vehicle" criterions established in **paragraph 1.1.3** will be identified as an equipment item, and if locally procured, will be accounted for on the owning unit's CA/CRL.

3.17.2.1. Properly routing local purchase requests for trailers. Purchase request must be reviewed by the VFM/VMS to ensure the desired trailer is an equipment item and not a registered vehicle.

3.17.2.2. When needed, Vehicle Management will forward trailer specifications, pictures and/or appropriate information to the appropriate WR-ALC IPT Program Manager, through the MAJCOM Fleet Manager, for determination to ensure the desired asset is not a centrally procured registered vehicle trailer. The IPT Program Manager makes the final vehicle or equipment determination.

3.17.2.3. The following trailers that will not be classified as vehicles regardless of definition: horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stages.

3.17.3. **Organizational Responsibilities.** Organizations owning OGMVCs or trailers not classified as vehicles will:

3.17.3.1. Manage as equipment items in several different categories with a prime NSN for each category.

3.17.3.2. Fund and manage all aspects of initial procurement and replacement.

3.17.3.3. Work to secure and fund a local maintenance agreement for all asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection, to include all safety related systems, at least annually. Documentation of maintenance/service actions (if not performed by Vehicle Management) will be provided to VM&A.

3.17.3.4. Ensure operators utilize an AF Form 1800 to document operator's serviceability inspections IAW manufacturer recommended intervals or standards in TO 36-1-191 for a comparative asset, to include monthly tire pressure checks.

3.17.3.5. Ensure assets that operate on public roads, off an installation, are in compliance with one of the following:

1) Registered and plated IAW state and/or local law.
2) Registered in FMVRS and plated with AF approved UNICOR license plates.

Note: Owning units will fund any and all registration and/or license plate cost. Vehicle Management will provide UNICOR license plate procurement and FMVRS assistance as requested.

3.17.3.6. Salvage Procedures. Owning units will process assets for disposal IAW local DLA-DS procedures. UNICOR procured license plates (if issued) will be turned in to Vehicle Management for disposition as "accountable items".

3.17.4. **Vehicle Management Support.** The following support will be provided by Vehicle Management. VM&A will:

3.17.4.1. Assigned X-registration numbers. VM&A will request X-registration numbers from VEMSO using established method.

3.17.4.2. Load assets and manufacture's PMI schedule into OLVIMS.

3.17.4.3. Establish Vehicle Historical Record for each asset.

Note: If Vehicle Management is not providing maintenance, establish a separate site code in OLVIMS for tracking. The separate OLVIMS site code WILL NOT be uploaded into LIMS–EV

Vehicle View.

3.17.4.4. Notify the owning organization of pending maintenance action due dates.

3.17.5. **Motorcycles.** Although motorcycles are classified in Title 49, Code of Federal Regulations (CFR), Part 571, *Federal Motor Vehicle Safety Standards* (FMVSS), current edition, as vehicles, Vehicle Management is not responsible for the management of motorcycles. Indigenous vehicle management maintenance actions (other than operator's maintenance) will not be performed. Owning organizations must secure and fund a local maintenance agreement for all asset maintenance above the operator level. However, the maintenance on AF owned motorcycles (excluding NAF owned) will be tracked by the host Vehicle Management.

3.17.5.1. For specific owning organization and Vehicle Management responsibilities refer to **paragraphs 3.17.3** and **3.17.4**

3.17.6. **Watercraft.** AF watercraft 22 feet or longer are managed in a manner similar to OGMVCs. Accountability is maintained on the owning organization's CA/CRL; maintenance support is an owning unit responsibility.

3.17.6.1. During annual vehicle control program assistance visits, verify periodic maintenance and inspection as per manufacturer's specifications has been accomplished on watercraft 22 feet or longer. Annotate compliance or deviation from manufacturer's PM&I specifications in the report to the unit commander.

Note: Units with watercraft required for special operations/tactics, combat or covert operations are also accounted for on the owing organization's CA/CRL. These assets are managed and maintained according to user-community defined procedures. Watercraft records are not reviewed during the annual vehicle control program assistance visit for these units.

3.17.6.2. Watercraft less than 22 feet in length are managed purely as organizational equipment; maintenance support is an owning organization responsibility.

3.17.6.3. Additional information concerning watercraft can be found in this publication at **paragraph 1.17**

3.18. Prohibited Vehicle Management Activities.

3.18.1. The following vehicles shall not be serviced, repaired, garaged or stored in any vehicle management facility/shop or in any building where Government property is stored:

3.18.1.1. Privately Owned Vehicles (also known as "POV").

3.18.1.2. Non-appropriated fund motor vehicles.

3.18.1.3. Vehicles disposed of to DLA-DS.

3.18.1.4. Vehicles appropriated and/or owned by state or local government agencies.

Note: The above restriction to POVs and non-appropriated fund vehicles does not apply to authorized auto hobby shops.

E**xceptions:**

1. National Forest Service vehicles.
2. CAP vehicles as outlined in AFPD 10-27, *Civil Air Patrol*.
3. POVs and non-appropriated fund vehicles may be garaged temporarily just prior to, during

and just after severe weather if approved by the installation MSG Commander or equivalent.
4. POVs may park in the Vehicle Management compound only with written approval of the LRS Commander or equivalent.

3.18.2. Do not use government owned tools, equipment or supplies purchased from appropriated funds to service or repair leased (GSA or commercial), rental, non-appropriated fund or POVs.

Exceptions:
1. Vehicle Management activities authorized by AF/A4LE to provide maintenance on AF leased vehicles.
2. The use of government owned tools, equipment and supplies purchased from non-appropriated funds for use at authorized auto hobby shops.

3.19. Organizational Responsibilities. Vehicle operators and using organizations are responsible for and will perform at a minimum the following inspections, servicing, and maintenance:

3.19.1. Using as a guide, and documenting completion on the applicable AF Form (AF Form 1800, *Operator's Inspection Guide and Trouble Report* or AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)* or AF Form 4427 (*Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*, using organizations/operators will perform a full serviceability/functional check of vehicles under their control IAW established intervals for vehicle types, located in TO 36-1-191, Table 3-1, or applicable TO for fuel support equipment (when the fuel support equipment is not in WRM storage). MAJCOM Vehicle Management staff may increase the frequency of serviceability/functional checks at their discretion. Refer to **Chapter 7** for documentation instructions.

3.19.1.1. During the "documented" vehicle serviceability/functional check, operators will check all fluid levels IAW applicable operator/owner's manual or TOs. General-purpose vehicle operators will check and service fuel, engine oil, and the windshield washer reservoir. All other fluid levels, i.e., coolant, automatic transmission, power steering, brake and batteries are checked by the vehicle operators and reported to Vehicle Management for servicing when required. Vehicle Management checks non-operator serviced automatic and manual transmissions and differential fluid levels at PM&I intervals. Additionally, for special purpose vehicles, vehicle operators check and service hydraulic fluid reservoirs on special units or attachments.

Notes:
1. Some vehicle types do not require a documented "full" serviceability/functional check daily, and/or before use. However, vehicle operators will perform a visual inspection or "walk-around" prior to use. The vehicle operator will ensure the vehicle does not have unreported damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle.
2. Vehicle operators are responsible for checking and servicing Diesel Exhaust Fluid (DEF) levels for vehicles that require that product.

3.19.1.1. **(SHAWAFB)** Organizational Responsibilities. The first "walk-around" serviceability inspection performed before a vehicle is operated each day or each shift will be documented in the AF Form 1800/1807, *Vehicle Waiver Record*.

3.19.1.2. Tire pressure checks/adjustments will be accomplished by the 10th of each month and documented on the applicable Operator's Inspection Guide and Trouble Report form. For vehicles equipped with electronic Tire Pressure Monitoring System (TPMS), vehicle operators will perform visual inspection of tires to ensure proper operation of TPMS dash indicator and check for unusual wear or damage. Refer to Section 7B—Operator's Inspection Guide and Trouble Report Forms for further guidance.

Note: During the monthly tire pressure check/adjustment, operators will check spare tire pressure and adjust as needed (if applicable).

3.19.1.3. Keep vehicles clean at all times to include the interior. Vehicle management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization must clean the vehicle prior to being accepted in the CSC.

3.19.1.4. Keep tires properly inflated and change flat tires. Operators may request assistance from Vehicle Management for removal and installation of outsized tires.

3.19.1.5. Operators assist tire shop personnel in the removal and installation of tires on vehicles when vehicles are taken to Vehicle Management for tire-only repair work.

3.19.1.6. Unit VCO/VCNCO will ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. Spare wheel/tires received with new vehicles will be given to the using organization. If no spare is included with a vehicle as original equipment and a unit requires a spare, or if a unit requires more spares, then the unit purchases the initial requirement, and vehicle maintenance covers the cost of replacement tires after the original purchase.

3.19.1.7. Tighten loose nuts, bolts and screws, install light bulbs and windshield wiper blades (with CSC assistance).

3.19.1.8. Using organizations are responsible for purchasing wire ropes/cables on assigned vehicles equipped with these items. Operators of these vehicles are responsible for replacing defective wire ropes/cables. Operators will notify and provide recertification paperwork to VM&A as soon as possible after making the replacement. They also make adjustments to mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc). Inspect and grease vehicles as required by the TO or manual, and report any problems to vehicle management.

3.19.1.9. Fire truck operators maintain and replace accessory firefighting equipment such as power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment and portable lights or lighting systems even if equipment is shipped as part of the vehicle purchase.

3.19.1.10. Medical personnel maintain and replace non-vehicular medical equipment such as life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment, even if they are shipped as part of the vehicle purchase.

3.19.1.11. Organizations assigned tracked vehicles procure and replace track shoes.

3.19.1.12. Base communications or contract maintenance (arranged for by the using organization) repairs two-way mission radio and intercom systems, even if these are shipped as part of the vehicle purchase.

3.19.1.13. Maintenance of locally procured vehicle-mounted equipment and attachments. Organizations must coordinate with the VFM/VMS before vehicle-mounted equipment and attachments are acquired. Associated O&M costs are paid by the owning organization. This topic will be briefed at VCO/VCNCO meetings.

3.19.1.14. Include maintenance and parts publications in the request to locally purchase equipment to be supported by Vehicle Management. Send the publications to Vehicle Management after the equipment is received. The VFM/VMS do not assume management responsibility for locally purchased equipment without the necessary technical data if, in their opinion, inspection, servicing, adjustment or repair work cannot be performed properly.

3.19.1.15. Buying jacks, jack handles, lug wrenches, wax, highway warning kits, spare tires, wheels, tire chains, fire extinguishers, wheel chocks, placards, shoring, dunnage, lubricants, lubrication equipment, starting fluid, windshield washer fluid, special tools, and accessories to meet operating requirements.

Note: When equipment operators are responsible for lubricating equipment before and during use, Vehicle Management will advise operators regarding the lubricant to be used, tools needed and frequency of lubrication. The using organization procures required tools and lubricants, and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair.

3.19.2. Vehicle Discrepancies and Maintenance Turn-In.

3.19.2.1. Vehicle operators record all discrepancies as they perform inspections, or when discovered in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report. All non-safety related discrepancies/items will be reported to Vehicle Management within one normal duty day.

3.19.2.2. When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles/equipment (as referenced in **paragraphs 3.19.2.2.1** thru **3.19.2.2.7** below) the operator will discontinue use, record discrepancy on the appropriate Operator’s Inspection Guide and Trouble Report and report the discrepancy to Vehicle Management as soon as possible. If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use, record discrepancy and notify Vehicle Management the next duty day. Discrepancies for the following items are considered “safety related” and reported to Vehicle Management immediately:

3.19.2.2.1. Tires or brakes.

3.19.2.2.2. Steering mechanisms.

3.19.2.2.3. Operating levers controlling power transmission, hoisting, dumping and tripping devices. Warning lights such as turn signals, brake lights, emergency and rotating flashers.

3.19.2.2.4. Headlights, reflectors and clearance lights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).

3.19.2.2.5. Windshield wipers and defrosters (when weather conditions require them to be operated).

3.19.2.2.6. Other similar safety and warning equipment and devices peculiar to special purpose units.

3.19.2.2.7. Any other condition reasonably deemed a safety hazard.

Note: The above list is not all-inclusive or may not cover all vehicle type. Vehicle operators should contact Vehicle Management if there are any questions concerning vehicle discrepancies and/or safety.

3.19.3. For nuclear tasked units, the using organization will ensure nuclear certification status and configuration of vehicles identified on the MNCL prior to the vehicle being used for operations involving nuclear weapons or nuclear weapon systems. Refer to AFI 63-125, *Nuclear Certification Program*.

3.19.4. CES Responsibilities**.** Civil Engineering (CE) personnel will:

3.19.4.1. Change the broom, filter bags, skid plates and deflectors on all sweepers. Maintain correct adjustment of brooms, deflectors and caster wheels on all sweepers. Change the moldboard cutting edges and shoes on earth-moving and snow-removal equipment. Sharpen and change blades and deflectors on grass-cutting equipment. Conduct or arrange for weight and dielectric tests and provide documentation to VM&A. Replace wire ropes/cables on assigned equipment. The unit VCO/VCNCO or primary operator will notify and provide recertification paperwork to VM&A as soon as possible after making the replacement. The user and Materiel Management Flight ensure these requirements get requisitioning priorities according to the mission being supported.

Note: The using organization funds for and buys these items and associated hardware such as nuts and bolts.

3.19.4.2. Maintain installed equipment related to the normal CE function, such as stoves, refrigerators, heaters, air-conditioners, sanitary facilities, similar CE items mounted in government-owned trailers (including house trailers) and truck cargo compartments.

3.19.4.3. Fund for and maintain real and non-real property equipment assigned on the CES Equipment Authorization Inventory Data (EAID) and tenant equipment assigned to CES according to AFI 25-201 agreements. This includes mobile (wheeled or skid-mounted) engine-driven utility-type generator sets, pumps, air compressors, liquid gas generators, house and office trailers, and so forth, to which USAF/AFEMS vehicle registration numbers have not been assigned.

3.19.4.4. Store and inspect seasonal equipment not in possession of Vehicle Management every month during off-season months, using the applicable Operator's Inspection Guide and Trouble Report. Operationally check motorized equipment fully during this inspection.

Section 3C—Organization

3.20. Organization of Vehicle Management. Organize the Vehicle Management activity IAW AFI 38-101, *Air Force Organization*. Follow the guidance in AFI 38-101 if directed to contract Vehicle Management (See **Figure 3.1** for a typical shop organization chart). All Vehicle Management functions are consolidated under the VFM/VMS. AF/A4LE is the approval authority for requests to deviate from consolidation.

Exception: Mobile units with organic maintenance capability, having separate Vehicle Management facilities, sufficient manpower and an organizational structure, usually including VM&A and Materiel Control, maintain their own equipment when in garrison. These units may be consolidated under the installation VFM/VMS; however, they do not require AF/A4LE approval to operate independently.

3.21. Maintenance Work Centers. Establish work centers as focal points for the labor, parts and tools needed to do the job. Determine the number of work centers by the type and quantity of vehicles to be serviced and the location of shop buildings. The work center supervisor is responsible for all work done in the work center.

3.22. Administration Section. If applicable, the administration section performs administrative functions as directed by the VFM/VMS.

3.23. CSC. CSC is the POC between the vehicle user and Vehicle Management. CSC technicians debrief vehicle operators and perform incoming inspections on vehicles for determining maintenance requirements. The VFM/VMS determines (in an OI) the extent of completed work to be inspected, what types of repairs and services are inspected, and by whom. The skill level of personnel, the vehicle complexity and critical mission support are determining factors. Generally, all completed PM&I, steering and brake repairs receive an outgoing inspection. The technician in charge of this section is well experienced in all aspects of Vehicle Management. In this section, consideration of the needs of the using organization is given to avoid unnecessary vehicle downtime and increase MC time by providing service within the shortest turn-around time possible. Quality and service is the byword of this section; it must be readily accessible and recognizable to the customer. VFM/VMS ensures this section provides timely service. When necessary, personnel from other sections are used during peak workload periods. Specific responsibilities of CSC include the following:

3.23.1. Provide fast and dependable service to the user.

3.23.2. Debrief vehicle operators.

3.23.3. Verify malfunctions and perform a complete inspection using diagnostic test equipment when required. Use AF Form 4355 to document vehicle's condition.

3.23.4. Determine if the malfunction is a result of suspected accident or abuse, and if so, take proper action; "Waiver" only non-essential work. Using the appropriate series Operator's Inspection Guide and Trouble Report as a permanent waiver card is optional at the discretion of the VFM/VMS. Alternatives for tracking waivered items will be established using a computer listing, card file index, etc.

3.23.5. Delay work when necessary, only when safety defects are not involved and when deficiencies will not cause further damage to or problems with the vehicle. Complete delayed/deferred work as soon as is practical, i.e., parts are on hand and vehicle is in the shop.

3.23.6. Perform minor maintenance as required. Portable test equipment and a small working/bench stock enhance the CSC operation. The CSC and outlying work centers use AF Form 1827, *Minor Maintenance Work Order,* for repairs that take no more than two total labor hours time for all jobs required and requires only the installation of low-cost stock parts. Do not use the AF Form 1827 for PM&I, Special inspections, TCTOs, SBs and OTIs. The AF Form 1827 will not be used when the total repair time (including awaiting maintenance, awaiting parts and actual labor) exceeds two hours. A normal work order will be processed to capture NMC downtime exceeding the two-hour limit. The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair period. Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS.

3.23.7. Vehicle and Equipment Work Order and Vehicle Processing (Main Shop). When the vehicle operator reports to the CSC/shop with the vehicle inspection guide, the operator stays with the vehicle until the inspection and debriefing are complete. Operators will perform required operator care (refer to **paragraph 3.19**), to include interior and exterior cleanliness, before turning the vehicle over to the CSC. Processing steps essentially follow the pattern below (the VFM/VMS may adjust procedures for vehicle in processing as necessary to meet local conditions and mission):

3.23.7.1. Using the Operator's Inspection Guide and Trouble Report form along with the AF Form 4355, the inspector makes a complete inspection to verify the vehicle's malfunctions, validate waived items and to ensure repairs that effect safe vehicle operation are addressed. CSC personnel use the proper diagnostic and test equipment to identify and isolate the malfunctions when required.

3.23.7.2. The CSC determines if there are any delayed/deferred or scheduled inspections due; installs delayed parts that have been received, workload permitting.

3.23.7.3. The CSC will initiate an AF Form 1823/-1 if the vehicle requires any one of the following:

3.23.7.3.1. PM&I, Special Inspections, TCTO, SB or OTI are required/due.

3.23.7.3.2. Repair action takes two or more hours to complete.

3.23.7.3.3. Vehicle/equipment NMC downtime has been longer than two hours (refer to **paragraph 3.35**.)

3.23.7.3.4. If required part used is other than low-cost bench/working stock.

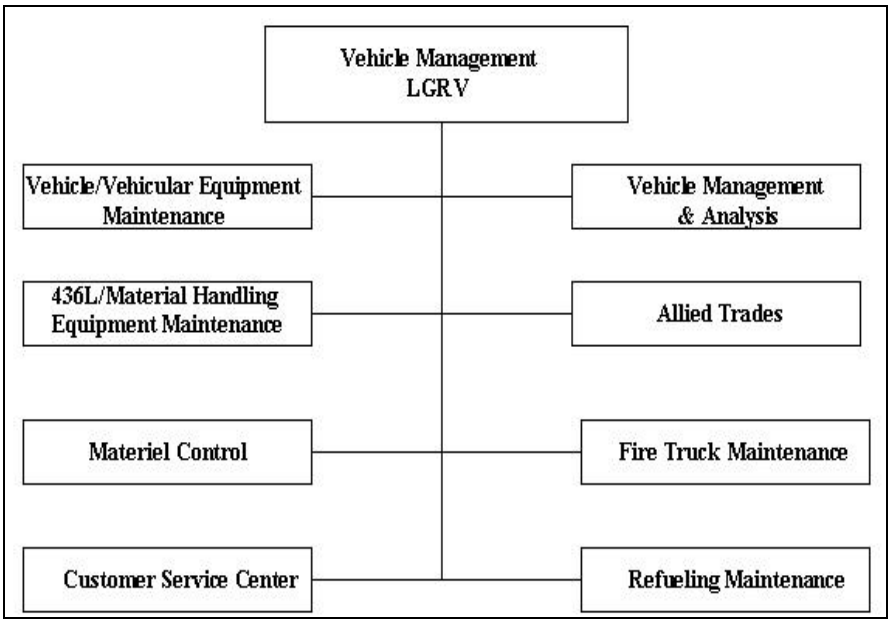
3.23.7.4. The CSC enters the actual/suspected malfunctions on the AF Form 4355, to include all tests that have been performed, and the direct labor-hours spent to perform the inspections and tests, and forward (and AF Form 1823/-1 if processed in the CSC) to VM&A.

3.23.7.5. The "look phase" of PM&I, lubrications and oil filter changes may best be performed by the CSC section. Enter labor-hours for this work on the AF Form 1823/-1.

3.23.7.6. The VFM/VMS determines which outgoing quality inspections will be done.

3.23.7.7. Perform road tests as needed. Ensure road test locations are approved in advance through SFS and wing safety.

Figure 3.1. Sample Vehicle Management Organization Chart



Notes:

1. Except where approved by AF/A4LE, consolidate all Vehicle Management functions under the VFM/VMS.

Exception: Mobility units with organic maintenance capability; i.e., RED HORSE, ASOCS, etc.

2. Refueling Maintenance (RFM) is a sub-section of Fuels Management, however Vehicle Management has ultimate fleet management and repair reporting responsibilities of refueling vehicle assets and may assign 2T3XX technicians to Refueling Maintenance for chassis maintenance and/or Fuels Management liaison duties. Refer to **paragraph 1.19.** for information concerning future pumping system maintenance reintegration.

3.24. Tire Repair Section:

3.24.1. Repair all vehicle tires.

3.24.2. Maintain all assigned tire repair and servicing equipment in a safe operating condition.

3.24.3. Ensure strict compliance with safety standards.

3.24.4. Personnel assigned to the Tire Shop will be thoroughly trained in all aspects of tire inspection and repair procedures. Document training certification on AF Form 55, Employee Safety and Health Record, civilian employees and training records for military personnel. Copies of TOs 36-1-191 and 36Y32-1-142, *Organizational, Direct Support, and General Support Maintenance Care, Maintenance and Repair of Pneumatic Tires and Inner Tubes,* will be available in the Tire Shop. Personnel must be familiar with the instructions outlined in these publications. Exercise extreme caution when working with split-rim wheels. Refer to AFOSHSTD 91-20 for additional guidance.

3.24.5. The vehicle operator has primary responsibility for removing and installing mounted tires; however, Vehicle Management personnel remove and install mounted tires once the vehicle has been accepted into the shop, unless it has been previously agreed upon that the operator will provide assistance.

3.25. Battery Shop.

3.25.1. Maintain an adequate stock of batteries to give quick service.

3.25.2. Test, fill and charge all batteries.

3.25.3. Keep all batteries under lock and key to prevent theft.

3.25.4. Keep all assigned equipment, such as battery chargers, tools and safety equipment in good operating condition. Comply with all applicable safety standards.

3.25.5. Refer to AFOSHSTDs 91-20, 91-66, *General Industrial Operations*, and 91-501, *Air Force Consolidated Occupational Safety Standard*, for additional guidance.

3.26. Shop Facilities:

3.26.1. The AF has a large investment in Vehicle Management shops because the majority of intermediate maintenance is done in these fixed facilities. Productivity is increased by using new methods and procedures to get the most out of personnel, tools and space. For example, to have good workflow, locate VM&A and the CSC in places that are easy for customers to reach. Ideally, related work centers are located close together.

3.26.2. Use AFI 32-1024, *Standard Facility Requirements*, as a guide to compute total space needs to provide adequate facilities, to identify deficiencies in the shop, and as the basis to initiate corrective action.

3.26.3. Send requests for real property construction, modification or changes to the CES on AF Form 332, *Base Civil Engineer Work Request.*

3.26.4. Send requests for maintenance or repair of real property facilities to the CES.

3.26.5. Activities that do not have standard AF shops develop a plan to use the shop areas to gain the most efficiency and productivity. The VFM/VMS consider the following in their plans:

3.26.5.1. Type, size and number of vehicles to be worked on.

3.26.5.2. Type of work and service to be done.

3.26.5.3. Time needed to do a job.

3.26.5.4. Space required for each type of repair.

3.26.5.5. Locations of water, air, electrical outlets and exhaust fume ventilators.

3.26.5.6. Location of shop tools, such as hydraulic floor jacks, transmission jacks, portable lubrication equipment, etc.

3.26.5.7. Locations of COPARS, VM&A, CSC and Materiel Control are as close to each other as possible. Be sure that the CSC section is easy for vehicle users to find.

3.26.5.8. Size of the shop parking area.

3.26.5.9. Location of vehicle publications.

3.27. VM Training Leader. The Vehicle Management Training Leader develops and administers a training program as outlined in **Chapter 6** and AFI 36-2201.

3.28. VM&A. VM&A is the focal point for determining repairs and authorizing the expenditure of manpower and material through the work centers. It is also the focal point for the movement of vehicles and equipment to and from the work centers and for commercial contract repair activities. VM&A will be accessible and recognizable to its customers.

3.28.1. VM&A ensures the efficient and economical operation of the base vehicle fleet.

3.28.2. VM&A oversees the VCP, Fleet Analysis and vehicle management/maintenance data integrity.

3.28.3. VM&A personnel will use LIMS-EV Vehicle View or CRIS Tool for hand receipts, the VDQD for data integrity and the CRIS Tool for requesting SBSS transactions. Specific responsibilities and procedures are outlined in **Chapter 4**.

3.29. Work Center Supervisors. Work center supervisors are responsible for:

3.29.1. Coordinating with VM&A to ensure priorities are met and maintenance tasks are completed on time.

3.29.2. Assigning work to personnel commensurate with their skills.

3.29.3. Ensuring that proper tools and equipment are readily available and serviceable, and that subordinate personnel are properly trained in their use. The supervisor reports shortages and deficient equipment to the VFM/VMS.

3.29.4. Ensuring technicians comply with safety procedures and technical data.

Note: Complying with technical data does not mean an open book reference for each repair task. It does require the technician to be familiar with the procedures for each job. Complex repair tasks, performance specifications, torque ratings, special tolerance adjustments and so forth, do require reference to technical data, and, in some cases, repeated reference at the job location. Technical data for vehicles or vehicular equipment serviced must be current. Any of the following data sources, in printed or digital form, are acceptable: TOs; commercial manuals, printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1® or its equivalent**.**

3.29.5. Inspecting incoming vehicles and equipment not processed through CSC. The supervisor coordinates with VM&A if additional repairs not listed on the AF Form 1823/-1 are required and revises the Estimated Time In-Commission (ETIC) as needed.

3.29.6. Inspecting repaired vehicles and equipment to ensure all vehicles are in a safe serviceable condition.

3.29.7. Briefing newly assigned personnel.

3.29.8. Assigning personnel to duty positions to ensure full use and progression opportunities.

3.29.9. Determining the most efficient and economical means of returning vehicles to service. The supervisor will carefully consider the repair or replacement of individual assemblies or subassemblies and components to make effective use of resources. In addition, adhere to any safety and serviceability standards, and avoid “over-maintaining” the vehicle.

3.29.10. Informing VM&A of the requirement for more work so that maximum productivity may be obtained from assigned personnel.

3.29.11. Checking with Materiel Control on parts requirements and availability.

3.29.12. Accounting for labor hours for work center.

3.29.13. Determining training needs, sending training requirements to the VFM/VMS and assisting in OJT.

3.29.14. Ensuring parts received for vehicles during the work phase are properly protected and not improperly stored on the vehicle's seat or other soft trim.

3.29.15. Ensuring vehicles are properly prepared and maintained for storage when placed in NMCS status (see TO 36-1-191).

3.29.16. Assisting VM&A by providing accurate data/information in order to properly complete and transmit DRs.

Section 3D—Principles

3.30. Cannibalization Rules. The VFM/VMS use cannibalization primarily to meet mission goals. Cannibalization action is documented according to **Chapter 7** and proper cost accounting will be done.

3.30.1. MAJCOM or WR-ALC may direct the repair of critical vehicles pending disposition. Cannibalization of the major components or assemblies of critical vehicles pending disposition instructions must be approved by the MAJCOM Vehicle Management Staff.

3.30.2. The AFEMS (C001) provides an on-line query, with the exception management code ID (IIEM), to determine the vehicle criticality. A critical vehicle is identified by the critical code "C".

3.30.3. The Vehicle Management Index File (VMIF) (located at: **https://webapps.robins.af.mil/vehicle/vmif**/) also identifies vehicles as critical or non-critical.

3.31. Contract Operated Vehicle Management Activities. All PWSs for vehicle management should be performance-based. Vehicle management functional managers at all levels should use this AFI (citing specific chapters and/or paragraphs) as the basis for developing a PWS. Also, **Chapter 9** should be reviewed for additional information concerning contract activities.

3.32. Maintenance Priorities. Each Vehicle Management activity applies priorities to support the mission and customer needs as follows:

3.32.1. Routine Priority: Vehicle Management normally assigns "Routine" priority to all vehicles, regardless of type or use. However, vehicles requiring scheduled maintenance actions (e.g., PMI, TCTO, Special Inspections or OTI) will receive preferential action over routine non-scheduled maintenance actions.

3.32.2. Red (Urgent) Priority: Vehicle Management assigns "Red" priority when one or more of the following conditions apply:

3.32.2.1. A unit is below the established MEL for a particular vehicle/equipment type, further loss of vehicles or equipment will degrade mission support and other base assets cannot fulfill the need of a particular vehicle. Refer to **paragraph 3.32.5**.

3.32.2.2. A special project requires a certain type of vehicle in service.

3.32.2.3. Severe weather or other natural circumstances create a need for certain types of vehicles.

3.32.3. Installed emergency warning lights, military radios or other such accessories do not automatically cause a vehicle to be a higher priority. Like and possibly dissimilar vehicles without such accessories are generally sufficient to perform the mission until the equipped vehicle is returned to service.

3.32.4. When a replacement vehicle is temporarily given to a user, the prime vehicle receives a routine maintenance priority.

3.32.5. Direct Mission Support Vehicles/Equipment: Vehicles and equipment which are used to support combat, tactical or airfield operations (including but not limited to "Sortie Generating" and "Sortie Sustaining" vehicles and equipment listed in **Tables 2.1** and **2.2**). MELs for these vehicles will be developed and verified each year between using organizations and the vehicle management activity. The MEL shows the number of vehicles or equipment, by authorized type and any substitutes, which can be in the shop at one time and not seriously affect the user's mission.

3.32.5.1. The VFM/VMS review the vehicle MEL for maintenance priorities and for backfilling primary vehicles when vehicles are in Vehicle Management. Questions on the proposed vehicle MEL and any problems in maintaining the levels are resolved with the using organization before the final publication of the list. Normally, it is not possible to have 100 percent of any vehicle type in an organization listed as MEL. Allowance must be made for scheduled maintenance, normal breakdowns, etc. The vehicle MEL is presented to the MSG Commander or equivalent for approval. This list serves as the vehicle maintenance priority repair list.

3.32.5.2. Vehicle Management ensures that minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities. Within Vehicle Management, it may be necessary to consolidate the work force, work overtime, cannibalize parts, delay work or make temporary repairs to return priority vehicles to service.

3.33. Vehicle Modification Policy. Vehicle modifications are any alterations to a vehicle that will change the original configuration or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, lifting, power train or restraint systems of a vehicle.

3.33.1. Modification request should only be forwarded when the customer needs cannot otherwise be met; either through vehicle rotation or leasing.

Note: Secondary restraint systems (airbags) will not be disabled unless approved by the National Highway Transportation Safety Administration (NHTSA). Wing and MAJCOM Safety and Vehicle Management will validate requests for such action prior to submission to the NHTSA,.

3.33.2. All requests for modifications will be submitted to VM&A and routed through the MAJCOM Vehicle Management function for appropriate Air Logistics Center (ALC) approval. The prime ALC ensures the configuration changes to special mounted equipment is documented in appropriate technical data and that necessary adjustments are made to logistics support plans.

3.33.2.1. Permanent local modifications to special mounted equipment are usually not approved unless required to correct isolated problems.

3.33.3. All modification correspondence/approvals will be maintained in the permanent portion of the vehicle historical record.

3.33.4. Additional guidance is provided in AFI 91-103 for nuclear certified vehicles.

Note: Unapproved modifications to nuclear certified vehicles will probably result in the vehicle being classified as "restricted use".

3.34. Vehicle "Add-On" Equipment Policy. Adding manufactures' optional equipment or after-market optional part/accessory to meet certain operational needs is not considered a modification if the vehicle is still used for its original purpose and can be returned to original condition within a reasonable amount of time (i.e., 24 hours) with little or no expense.

3.34.1. Generally, an add-on will not change the original configuration, or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, steering, lifting, power train or load carrying/restraint systems of a vehicle. Examples of vehicle add-on equipment include (but is not limited to): light bar/emergency lights, siren, two-way radio, pintle hook and trailer-hitch assemblies.

3.34.2. Requesting organizations must submit written add-on equipment justification to Vehicle Management. Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation.

3.34.2.1. Organizational justification request for add-on equipment to government controlled rented or leased assets will also be sent to Vehicle Management. If approved, VM&A will submit to leasing agency (i.e., GSA) to obtain approval for installation of add-on equipment to vehicle. Leasing agency's concurrence or non-concurrence will be maintained in the requesting organization's vehicle control records in VM&A.

3.34.3. Add-on equipment will not be installed prior to VFM/VMS approval.

3.34.3.1. If approved, when workload and resources permit, Vehicle Management may elect to install these items.

3.34.4. Vehicles will be placed back into original configuration if vehicle is rotated/shipped, and at using unit's cost.

3.34.5. Add-on equipment will be assigned vehicle equivalents and captured in OLVIMS for government owned assets. Vehicle Fleet Managers will consider the following guidance when deciding whether to claim additional equivalents for locally added or factory-installed optional equipment:

3.34.5.1. Items are only claimed once, regardless of how many are on the vehicle. Examples are pintle hooks on bobtails, roof mounted air conditioning units on buses, etc.

3.34.5.2. Some examples of items not to count as add-on equipment are standard (original equipment) shelving, bins, flashing lights, additional wiring on ambulances, standard plows and blades on snow plows and graders, standard AM/FM radios, anti-lock brakes, air bags, mud flaps and electronic fuel injection systems.

3.34.6. Any requests for add-ons to nuclear certified vehicles will be routed to the Base Safety Office for approval. For informational purposes, all add-on requests will be courtesy copied to MAJCOM vehicle management prior to approval. Additional guidance for modifications of nuclear certified vehicles reference AFI 91-103 and AFI 91-107.

3.34.7. File approved authorization to install add-on equipment in the permanent portion of the vehicle record jacket or scanned copy in equivalent electronic file.

3.35. NMC Hours. NMC hours start on the date and time entered on the Operator's Inspection Guide and Trouble Report (the date/time that the discrepancy is reported to Vehicle Management) or when a request for mobile maintenance (roadside) support is received.

3.35.1. When initiating a work order, the CSC will adjust the NMC start time to account for actual downtime which began with any mobile maintenance or wrecker support request. As needed, adjustments will be coordinated with VM&A and/or Vehicle Operations Dispatch to confirm the operator's original request for repair/wrecker assistance.

3.35.2. Vehicles awaiting accident, abuse and repair decisions/repairs will draw downtime.

3.35.3. Upon VFM/VMS request, VM&A provides an NMC report reflecting hours controlled by Vehicle Management (in-house) and repair hours not controlled by Vehicle Management (contract, warranty, etc.).

3.35.4. NMC time ends after completion and verification of all maintenance actions.

3.35.5. To support MAJCOM management programs, separate MC percentage goals can be established to apply as a metric (management indicator). This may be by major vehicle type or overall fleet.

3.35.5.1. Exclude reporting NMC hours for excess vehicles in status code D, E, I, or N and ensure they are opened as "4000" work orders. Repairs of seasonal equipment during the off-season such as snow removal, deicing equipment and lawnmowers will also be opened as "4000" work orders and will not report NMC hours. Refer to **paragraph 4.28** for definition of status codes mentioned above.

3.35.5.2. Exclude reporting NMC hours for vehicles owned or under the control of the Air Force Research Laboratory (AFRL). These vehicles are placed in fleets around the AF to collect O&M data in an effort to develop and perfect new technologies for AF use. Significant NMC hours are expected during these tests.

3.35.6. NMCS vehicles are not normally repaired until all the parts have been received, unless approved by the VFM/VMS. For example, an engine received for a crash fire fighting vehicle may be installed even though a required converter has not been delivered. After the engine is installed, the status of the vehicle reverts to NMCS. The supply priority for the converter is not downgraded.

Note: Vehicles on NMCS status will be prime candidates for corrosion control repairs. Remove the vehicle from NMCS status in OLVIMS only until the corrosion repairs are completed, then

return the vehicle to NMCS status until the parts are received.

3.35.7. Use MC data to support manning, shop equipment, vehicle replacement criteria, new vehicle buy budgets and reliability and deployment programs.

3.36. Reclamation Procedures:

3.36.1. Accomplish reclamation to the extent necessary before or after processing to DLA-DS. VM&A coordinates with using organizations for removal of organizational equipment prior to transferring a vehicle to DLA-DS. Document removed parts on AFTO Form 91. MAJCOM Vehicle Management Staffs establish policy regarding retention of DLA-DS-bound vehicles for purposes of parts reclamation or for training purposes.

3.36.2. Withdraw vehicles from DLA-DS for special projects or an authorized need upon written MAJCOM Vehicle Management Staff approval. VFM/VMS provide technical assistance in selecting vehicles to be withdrawn. Procedures for withdrawing vehicles from DLA-DS are in AFMAN 23-110, Volume 2, Part 2.

3.36.3. VFM/VMS will monitor the repair and turn-in of vehicle parts to ensure serviceable parts with a foreseeable need are not turned in for disposal. To reduce the potential for fraud, waste and abuse, inventory and store serviceable, non-credit turn-in parts for which there is a projected need, as work order residue.

3.37. Staff Assistance. MAJCOM Vehicle Management Staffs provide staff assistance to the base Vehicle Management activity. A visit is made when required by the MAJCOM or requested by the squadron, group or wing commander or equivalent, and approved by the MAJCOM.

3.38. Shop Publications. Necessary technical literature, including TOs and service manuals will be available at all times. Technical data for vehicles or vehicular equipment, must be current. Any of the following data sources, in printed or digital form, are acceptable: Current TO or commercial manual; printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1®. When conflict occurs between technical data sources, or questions arise about the accuracy of any technical data, repair procedures or replacement parts, other than AF-directed inspection criteria, the final decision authority lies with the representative or dealer for the manufacturer of the vehicle or equipment item in question. Rationale being the manufacturer or their representative must have the latest procedures and parts information available.

3.38.1. Establish and maintain a Technical Order publication file, commonly referred to as a TO Library, accessible to all work centers. The TO Library will be managed and inspected IAW TO 00-5-1-WA-1, *AF Technical Order System*.

3.38.1.1. Geographically separated work centers will have access to current publications such as AFOSHSTDs, TO 36-1-191, etc., available in printed or digital form to prevent wasted travel time to the central library. The work center supervisor determines which publications are needed in their work center.

3.38.2. Order commercial books or TOs when new vehicles are received without publications, using the emergency ordering procedures in TO 00-5-1-WA-1.

3.38.3. Report deficiencies of technical publications on AFTO Form 22 IAW TO 00-5-1-WA-1. Return all excess copies of new vehicle or equipment TOs promptly to the appropriate ALC as required by TO 00-5-1-WA-1.

Chapter 4

VEHICLE MANAGEMENT & ANALYSIS

Section 4A—General Responsibilities

4.1. Generally, VM&A is responsible for the efficient and economical operation and maintenance of the base vehicle fleet. The element is responsible for fleet accountability, management/maintenance analysis, preventative maintenance and special inspection scheduling and establishing and managing the vehicle control program. Some specific responsibilities of VM&A include (but are not limited to) the following areas and programs.

Note: Refer to ***Section 4B*** for corresponding procedures.

4.1.1. Capture, process and use OLVIMS data as prescribed by Air Force Computer System Manual (AFCSM) 24-1, *On-Line Vehicle Interactive Management*, and this instruction.

4.1.2. Manage and maintain vehicle historical record files (refer to **Chapter 7**.)

4.1.3. Monitor and manage repetitive maintenance, warranty, contract, and authorized repairs.

4.1.4. Ensure economical repair of all vehicles,

4.1.5. Oversee Accident and Abuse Program.

4.1.6. Develop annual Depot maintenance plan and monitor base-level program.

Note: Refer to TO 36-1-191.

4.1.7. Prepare and submit deficiency, warranty and unsatisfactory reports. Use procedures provided in TO 36-1-191, Chapter 7.

4.1.8. Develop and manage the MEL and the VPRL.

4.1.9. Review all new and assigned vehicle data plate information to determine nuclear certification status. Refer to **paragraph 4.13** for additional information.

4.1.10. Develop and maintain an 18-month scheduled maintenance plan.

4.1.11. Ensure ETICs are accurate.

4.1.12. Conduct weekly yard checks.

4.1.13. Ensure a safety inspection is conducted annually via AF Form 4355 being completed for each vehicle. Review/correct quarterly report provided by VEMSO that will list vehicles that have not had an AF Form 1823/-1 reported within the past year.

4.1.14. Verify parts charges in OLVIMS daily.

4.1.15. Manage TCTO, Service Bulletin, Manufacture Recalls and OTIs.

4.1.16. Manage reimbursable maintenance program. Ensure reimbursable units are coded correctly in OLVIMS and perform follow up actions for financial recoupment.

4.1.17. Monitor vehicle modification and add-ons programs.

Note: Refer to **paragraphs 3.33** and **3.34.**

4.1.18. Provide Fuels Management a quarterly, or as required, master list depicting all assigned vehicles and organization codes to include a break out of all vehicles that have changed since the previous list.

4.1.19. Review, validate and process vehicle authorization requests.

Note: Special attention should be given to specific authorization requirements of tenant units.

4.1.20. Monitor vehicle data integrity/quality/accuracy using LIMS-EV Vehicle View, CRIS Tool and VDQD.

4.1.21. Use CRIS Tool to request SBSS updates.

4.1.22. Fill vehicle authorizations with the most suitable asset.

4.1.23. Manage excess vehicles.

4.1.24. Manage installation vehicle rental and lease requests.

4.1.25. Correct errors on data system reconciliation listings identified on the VDQD.

4.1.26. Upload daily, monthly and quarterly files to the VM CoP or designated location.

4.1.27. Process LTIs for disposition.

4.1.28. Establish, maintain and update supply Organizational Cost Center Records (518 record).

4.1.29. Responsible for accountable SBSS documents such as: “A2 (X)”, “REC VEH”, “ISU VEH”, “RVP REC”, “FET”, “TIN VEH”, “SHP VEH”, “FCH”, “1ETT”, “1ETX”, “1ED”, “1GP”, “SRC” and supporting justifications and documentation for supply reports such as “R-59” and “M-10”. The AF Vehicle Fleet Support Branch (AFVFSB) of VEMSO will provide “RVP” and “FCH” documents to VM&A. Local VM&A is the liaison between AFVFSB and supply. All requirements to complete local or MAJCOM supply forms will be accomplished by local VM&A.

4.1.30. Serve as “Inspector” for vehicle equipment account and receive required training as outlined in AFI 23-110.

4.1.31. Perform needed vehicle management and maintenance analysis as required by the VFM/VMS.

4.1.32. Reviewing base support and OPLANs with Installation Deployment Readiness Center (IDRC). Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

4.1.33. Establish, execute, initiate and conduct all vehicle recalls.

4.1.34. Manage the installation VCP.

4.1.34.1. Provide vehicle status to the using organization’s VCO/VCNCO.

4.1.34.2. VM&A maintains a complete and current list of VCO/VCNCOs to include:

4.1.34.2.1. Name, grade, telephone number and email address of the person(s).

4.1.34.2.2. Name of the organization, its assigned code and mailing address. **Note:** Reference Chapter 10 for further information regarding VCO/VCNCO requirements.

4.1.35. Establish and monitor a VM&A organizational email account (e.g., "50LRS.VM&**A@CHANUTE.AF.MIL**") that will be used to receive Vehicle Management related correspondence and data calls from Component-Numbered Air Force (C-NAF), MAJCOM, VEMSO and Air Staff.

4.1.36. Administer the DOD Fleet Fuel Card Program. Refer to **Attachment 10.**

4.1.37. Utilize the Fuels Manager Defense (FMD) (Purple Hub) program.

Section 4B—General Procedures

4.2. OLVIMS Maintenance Module Monthly Processing. Procedures before, during and after OLVIMS maintenance module new month processing:

4.2.1. Before submitting a new month parameter (YK) transaction, VM&A will:

4.2.1.1. Backup OLVIMS "database" folder and "print files" folder.

4.2.1.2. Validate the accuracy of the tire recapping percentage.

4.2.2. After the new month parameter transaction is submitted, but before closing out the previous month (Dual Month Status) via the YB transaction, VM&A will:

4.2.2.1. Review the Work Order Master File. Ensure all work order numbers marked "partially closed" are closed completely. Verify work order(s) identified as "open excessive time" or "Special Action Required" is accurate. Review work orders marked "Awaiting Contract Cost" for accuracy of status.

4.2.2.2. Input indirect employee time for the previous month.

4.2.2.3. Ensure employee master list changes are input.

4.2.2.4. Ensure Geographically Separated Unit (GSU) AF Form 1823/-1 data is input, when applicable.

4.2.2.5. Input minor maintenance actions for the previous month.

4.2.2.6. Run Man-hour Utilization Report for the previous month.

4.2.2.7. Input all previous month parts and fuel charges.

4.2.2.8. Contract operated maintenance elements input overhead cost IAW AFCSM 24-1 (VZ Transaction).

Note: Performance based contracts are exempt.

4.2.2.9. Review/update mileage inconsistencies and miles per gallon estimators on the Quick Reference Listing (PCN 63).

4.2.2.10. Backup OLVIMS "database" folder and "print files" folder.

4.2.2.11. Use approved removable storage media to store monthly processing files.

4.2.3. After closing out the previous month (YB), VM&A will:

4.2.3.1. Print, file or electronically store monthly products and reports.

4.2.3.2. Validate data contained in the refundable/reimbursable file. Process refund and reimbursable costs according to local accounting and finance rules.

4.2.3.3. Upload the Halverson and Tunner loader OLVIMS monthly data to the VM CoP after completion of monthly processing, but NLT the 5th duty day of the month (if applicable).

Note: If no work orders were opened during period, upload separate file (excel/word) with the vehicle registration number, hour and odometer meter reading to the VM CoP.

4.3. OLVIMS Maintenance Module Quarterly Processing. Procedures for OLVIMS maintenance module quarterly processing:

4.3.1. After making quarterly corrections to the PCN SB004-56 (Quarterly Corrections Listing), perform an "XN" transaction.

Note: The OLVIMS Vehicle Report Region code which depicts Metropolitan Statistical Areas (MSA) must be accurate. The following numerical values are the only characters that will be entered into the OLVIMS "YJ" transaction for the "VEH REPORT REGION" code: 1=Non-MSA, 2=Foreign, 3=Non-MSA other/US territories and 4=MSA. Units can go to the Department of Energy's website to determine if they are in an MSA: http://www.eere.energy.gov/vehiclesandfuels/epact/state/progs/dyn_msa.cgi

4.4. Maintaining Historical Data.

4.4.1. Ensure all required OLVIMS data fields are populated and accurate. At a minimum, the data fields referenced in **Table 4.1, Minimum OLVIMS Data Field Requirements**, will be populated.

Table 4.1. Minimum OLVIMS Data Field Requirements

OLVIMS CODE	DATA FIELD	COMMENTS
AZ	REG NUM	Enter the registration number of the vehicle (from data plate or paperwork received). If registration number is not supplied, contact MAJCOM to obtain NSN.
	MGMT CODE	Cross reference NSN provided to VMIF.
	M/H/K CODE	From VMIF Interchangeability & Substitutable (I&S) data Actual indicator used on vehicle.
	USE ORG	Matches org code listing posted on the VM CoP (last two digits of Allowance Standard) **Note:** If asset is not classified as a vehicle and belongs to a unit that doesn't already have a vehicle account established at any location across the AF, VEMSO will provide use org code.
	OWN CMD	Must match MAJCOM code on SBSS Organizational Cost Center Record (518 record).
	USE CMD	Must match using MAJCOM code on SBSS Organizational Cost Center Record (518 record).

	RC/CC CODE	Get from Finance for reimbursable units.
	VEH EQIUV	Located on OLVIMS “Help” screen.
	STANDARD PRICE	From VMIF I&S data.
	LIFE EXP	From VMIF I&S data.
	MAKE/TYPE	Abbreviate type of vehicle and manufacturer: FRD-Ford, CHY-Chevy.
	NATIONAL STOCK NUMBER	Enter the NSN of the vehicle (from data plate). If NSN is not supplied, contact MAJCOM to obtain NSN.
	ACCEPT DATE	(YYMM) Date vehicle was accepted by the AF from the manufacturer as shown on vehicle data plate or on vehicle shipping document
	DEPOT DATE	(YYMM) Date returned from depot rebuild (leave blank if N/A).
	DATE ASSGND	(MMDDYY) Date assigned to using org.
	WARRANTY EXPIRATION DATA	From manufacturer.
	FUEL CODE	For vehicles built with E-85 capability use fuel code “A” regardless of fuel type used, all other fuel codes will reflect the fuel type used by the engine that powers the vehicle. Example: D = diesel, G = gas, K = kerosene, N = none.
	EFFECTV DATE	(MMDDYY) Date first AZ transaction was processed.
	CRT IND	Get from VMIF. Enter C if vehicle is critical leave blank if not critical.
	NUC IND	Cross-reference asset NSN/Model Number to MNCL. If nuclear certified, populate field with an “N”. If identified as restricted use, or not nuclear certified, leave blank. **Note:** If identified as “restricted use”, print/save page from MNCL and place in permanent portion of the vehicle’s record jacket or electronic file.
	WRM IND	Must reflect asset use code in LIMS-EV Vehicle View. If asset is/will be loaded as “L” or “M” mark as WRM using OLVIMS "Help" screen, all others leave blank.
CZ	SERIAL/VIN NUMBER CHSI	Enter chassis serial/VIN number from VIN data plate.
	MODEL CHSI	Enter chassis model number from vehicle data plate if available.

	MFR CHSI	Enter chassis manufacturer's abbreviated name.
	ENGINE MODEL/SIZE PRIME	Enter model/size of engine located on engine data plate or similar engine decal.
	SERIAL NUMBER PRIME	From engine data plate of similar engine decal.
	MFR PRIME	Enter engine manufacturer's abbreviated name.
	TECHNICAL ORDERS	Enter TO or TO series that applies to vehicle. If TO number has not been assigned, enter manufacturer's commercial manual number.

4.5. Manage and Monitor Repetitive, Warranty, Contract and Authorized Maintenance.

4.5.1. Before sending an AF Form 1823/-1 to the shop, the VM&A Workload Controller:

4.5.1.1. Reviews the AF Form 1823/-1, Vehicle Historical Record and the OLVIMS repetitive maintenance screen for repetitive maintenance.

4.5.1.2. Decides whether the repair is covered by a new vehicle warranty or a previous contract, COPARS or other parts warranty.

4.5.2. Procedures for Processing Contract Maintenance Repairs.

4.5.2.1. VM&A keeps active and inactive files on contract maintenance work order correspondence, coordinates with the VFM/VMS and the work center supervisor, plans the workload, monitors the funding status and keeps files on work specifications.

4.5.2.2. VM&A initiates AF Form 1823/-1 and funding documents, i.e., AF Form 9, *Request for Purchase*, or GPC purchases request form, for all work done commercially. Documents will include work specifications and other data as needed. The completed documents are sent to the VFM/VMS, or designee, for review and signature.

Note: Vehicle down time for contract work orders, including awaiting contract action, is NMCM time.

4.5.2.3. After the funding documents are certified or signed, one copy is retained.

4.5.2.4. VM&A arranges vehicle/component transport to the vendor.

4.5.2.5. VM&A monitors contracted requirement and informs the VFM/VMS if requirement/timeline has changed.

4.5.2.6. Once completed, the contracted repairs or service are inspected for compliance with agreement, estimate and/or industry standard requirements by a qualified technician. The VFM/VMS, or designee, checks the AF Form 9 (if used) and the vendor’s invoice for accuracy against the AF Form 1823/-1.

4.5.2.6.1. The original invoice is attached to the original voucher for submission by the Accounting Liaison Office (ALO). A copy of the invoice is attached to the ALO copy of the voucher and another copy returned to the vendor with the payment. (Not applicable if using the GPC).

4.5.2.7. A "JZ" transaction is accomplished in OLVIMS to input the repair cost. Upon receipt of the vendor's invoice, compare the cost to the agreed price and change OLVIMS if necessary (not applicable if using the GPC). If an actual vendor's invoice is not received with the vehicle, use the price on the contract document.

4.5.2.8. The ALO develops and certifies SF 1034, *Public Voucher for Purchases and Services Other Than Personal,* (original and three copies) to pay the vendor. The ALO reports discounts for prompt payment or other changes to the original invoice cost to VM&A for adjustment to the original input to OLVIMS (not applicable if using the GPC).

Notes:
1. Warranty provisions are entered during "JZ" transaction processing. Additional warranty information will be entered in the remarks area of the closed AF Form 1823/-1.
2. Estimates repair costs (for major repairs and repairs that may cause the one-time repair limit to be exceeded) and ensure repairs are authorized according to TO 36-1-191.
3. When applicable, monitor contract repair funds and advise the VFM/VMS and Cost Center Manager as appropriate.

4.6. Ensure Economical Repair of All Vehicles.

4.6.1. Scheduling Maintenance. VM&A exercises flexibility in scheduling work into the shop. Parts availability, work center manning and the needs of the customer are considered when VM&A plans, schedules and adjusts the shop workload.

4.6.1.1. Schedule vehicles for needed inspections, services and repairs. An appointment system is recommended.

4.6.1.2. Inform the work center supervisor of scheduled work, TCTOs, SBs, OTIs, Manufacturer Recalls, completed defers and other needs.

4.6.2. Ensure work is authorized before it is started and notify the VFM/VMS of any estimated repair costs that exceed the one-time repair limit for the vehicle.

4.6.3. Assign Work Priority. Refer to **paragraph 3.32** Notify the VFM/VMS when mission essential vehicles fall below MEL. PCN SB004-008 can be used to aid in this requirement.

4.6.4. Perform Workload Control Board duties.

4.6.4.1. Initiate and route AF Form 1823/-1 to the work centers.

4.6.4.2. Monitor workload status and control work flow through the work centers.

4.6.4.3. Consider maintenance in progress, backlog maintenance and work awaiting shop when an ETIC is requested. The VM&A Workload Controller and the applicable work center supervisors jointly determine the ETIC to be assigned.

4.6.4.4. Update the workload control board with vehicle and personnel status as required by the VFM/VMS.

4.6.5. Delay work when needed. Check the delayed workload and schedule vehicles for work when the shop capability and needs of the customer permit.

4.6.6. Recommend, in coordination with the work center supervisor, contract repair action when repair work or the workload becomes too excessive. Initiate contract documents after approval is received from the VFM/VMS. See **paragraph 4.5.2**

4.6.7. Ensure that vehicle and parts warranties are used/exploited.

4.6.8. Monitor cannibalization.

4.6.9. Assist work centers in preparing LTI forms..

4.6.10. Ensure repairs for TCTOs, SBs, OTIs and Manufacturer Recalls are scheduled, tracked, accomplished and recorded.

4.6.11. Establish and control Vehicle Management labor hour reporting in OLVIMS as prescribed by AFCSM 24-1.

4.6.12. Process OLVIMS Maintenance data, as prescribed by AFCSM 24-1, while ensuring 100 percent OLVIMS and vehicle data accuracy to include: Vehicle Identification Number (VIN), make, model, serial number, fuel code, fuel consumption and mileage/hour reading.

4.6.13. Closely monitor repairs on vehicles displaying replacement codes A through J .

Note: Replacement codes are used as a maintenance management economical tool only. Perform only minimum essential repairs on these vehicles to keep them in service until replacements are received.

4.7. Accident and Abuse Work Order Processing. Refer to **paragraph 1.13** for program policy. The following will take place when the shop receives a vehicle with actual or suspected accident or abuse damage:

4.7.1. CSC personnel will notify the VFM/VMS and initiate the appropriate " Estimate" AF Form 1823/-1. The "estimate" work order will be used to estimate accident/abuse repair cost only.

Note: When computing estimated cost for repairing accident damage, indirect cost is included only to determine one-time repair limitations.

4.7.2. Actual repairs will be documented using an "Accident or Abuse Actual" AF Form 1823/-1, and will not be initiated until the organization of responsibility "releases" the vehicle for repairs. Only accident or abuse related repairs will be documented on the "actual" work order. Any other unscheduled repairs or scheduled services will be completed on an unscheduled or scheduled maintenance work order to follow.

4.7.3. VM&A will prepare an AF Form 20, *Repair Cost and Reparable Value Statement*, when required by local policy or requested by the Surveying Officer.

Note: Both military and civilian Direct Labor charges computed by OLVIMS are used for determining labor cost for in-house repairs of vehicles/equipment on the AF Form 20.

4.8. Develop Depot Maintenance Plan.

4.8.1. VM&A is responsible for the effective use of the depot program.

4.8.2. Initiate and plan depot repair needs IAW TO 36-1-191.

Note: Prior to submitting vehicles for depot overhaul, review the vehicle due-in listing to ensure a future need exists for the overhauled asset.

4.8.3. Vehicles at depot will draw downtime. Retain vehicle record in master file while vehicle is undergoing depot rebuild so that vehicle downtime is accurately documented.

4.8.4. Downtime begins when vehicle is removed from service and shipping LTI is accomplished (a "4000" work order will remain "open"). Downtime ends after the vehicle returns from depot, acceptance LTI is accomplished and the vehicle is available for use.

Note: Vehicle will not draw downtime if vehicle is not being returned to the shipping base.

4.8.5. Capture depot rebuild cost. Process a "JZ" transaction to capture the cost of depot rebuild when the vehicle returns from depot ("JZ" transaction is generated by the "JZ" screen" that may be seen on the PCN SB004-005, edit list. "JZ" is used to charge the contract cost and establish contract warranty information). The cost will include transportation and actual depot repair costs. "JZ" transactions are limited to $99,999 per month/quarter. If depot and shipping costs exceed $80,000, split the cost evenly and capture the remaining cost the following two quarters. Depot cost is provided by WR-ALC to the MAJCOM Vehicle Management Staff, which subsequently forwards the cost data to the base. Contact servicing TMF for the shipping cost to depot. Use this same shipping cost for the return cost from depot.

4.8.6. Ensure depot rebuild date is captured and properly loaded via the "AZ" (years and months) in OLVIMS to prevent premature movement into replacement codes A-J, reference AFCSM 24-1 ("AZ" transaction used to load/update/delete a vehicle (static data)).

Note: AF license plates will be removed from vehicles prior to departure for depot. License plate(s) will be stored in the vehicle's records jacket (or in VM&A if vehicle records are stored electronically). If vehicle is being transferred to another location after depot repairs, VM&A will ship the plates to the new location via registered mail. (Refer to TO 36-1-191)

4.9. Vehicle Shipment to Depot Repair. Certain types of vehicles are eligible for depot-level repairs. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203. Criteria for these vehicles are contained in TO 36-1-191, Chapter 9. MAJCOM Vehicle Management Staffs will provide shipping instructions for vehicles scheduled for depot repair. Three vehicle status codes apply to depot shipments. Status codes "B" and "G" (accountability not retained by the shipping base) require processing of turn-in documents. Input of either of these two codes will automatically create shipping documents. Status code "R" (vehicle programmed for return to the base) requires preparation only of an off-line "DO NOT POST" shipping document. An "FCI 2C" transaction is required to enter status code "R" into the SBSS records.

4.10. Capture/Input Maintenance Historical Data in OLVIMS from Supported Outlying Work Centers and GSUs.

4.10.1. Work Order and Vehicle Processing for Outlying Work Centers. The operator debriefing and incoming inspections are completed in the work center and repair needs are validated. The de-briefer gives the information to initiate the AF Form 1823/-1 to the VM&A Workload Controller and makes sure any scheduled maintenance and delayed requirements are known. The work center supervisor (or a designated technician) accomplishes final inspections, which will be shown on the AF Form 1823/-1.

4.11. Prepare and Submit Deficiency, Warranty and Unsatisfactory Reports. Submit and prepare reports using the Joint Deficiency Reporting System (JDRS) in conjunction with TO 00-35D-54-WA-1, *USAF Deficiency Reporting and Investigating System*, and TO 36-1-191 Chapter 7. **Note:** JDRS user login is mandatory. The JDRS website is located at **http://www.jdrs.mil**/.

4.12. Develop and Manage MEL and VPRL.

4.12.1. In conjunction with using organizations, vehicle MELs are established (by vehicle type/Mgt Code, to include any substitutes) to reflect the minimum number of vehicles needed in service to complete the user's mission. The vehicle types using MELs will be limited to those types of vehicles listed in **Table 2.1**, **Table 2.2** or those needed on a seasonal or special project basis. MELs will be verified by using organizations and the vehicle management activity annually.

4.12.2. Using organizations will provide justification data to support requested MEL to vehicle management.

4.12.3. VM&A reviews request, analyzes utilization data and maintenance history and provides the VFM/VMS with recommendations. The VFM/VMS reviews proposed MEL with the using organization VCO/VCNCO before MSG Commander approval and final publication of the list. The MSG Commander is the final authority for an unresolved MEL.

Note: It is not realistic to have 100 percent of any vehicle type in an organization listed as the MEL. Allowance must be made for scheduled maintenance, normal breakdowns, etc.

4.12.4. The approved MEL list serves as the vehicle maintenance priority repair list when the vehicle types identified are below the MEL.

4.12.5. VM&A manages and executes vehicle priority recalls for the base.

4.12.5.1. Vehicles listed on the VPRL are grouped by unit and vehicle type and consists of vehicles that exceed the MEL required for a unit to accomplish its mission. This listing will serve as a recall tool to use for short-term vehicle needs.

4.13. Review and Verify Nuclear Certified Vehicle Certification and Records.

4.13.1. VM&A will validate, document and ensure the accuracy of nuclear vehicle certification status by completing the following actions:

4.13.1.1. New vehicle. During initial inspection of new vehicles, VM&A will verify nuclear certification status by comparing the vehicle's data plate, shipping documents, NSN, make and model information against the MNCL. If the vehicle is nuclear certified, enter the nuclear certified vehicle identifier "N" into OLVIMS "AZ" screen (refer to **Table 4.1**)

4.13.1.2. During scheduled PM&I. Validate the data plate information on Nuclear Certified vehicles (to include data plate legibility) and ensure the data matches vehicle information contained on the MNCL. Review OLVIMS to ensure the nuclear certified status of the vehicle is correctly identified. Reference AFCSM 24-1, section 5.3.11.1.

4.13.1.3. Additionally, review the permanent portion of the records jacket/file for documentation concerning nuclear certified vehicle modification request, DULL SWORD reporting and subsequent certification actions (e.g., "Restricted Use").

4.13.1.4. Document actions on AF form 4354 and maintained in the active portion of the records jacket/file.

4.13.2. Vehicles that have been properly "restricted" for use during nuclear operations by the AFSC (and have been listed as such on the MNCL by vehicle registration number) will have the "N" designator removed from the "NUC IND" field on the OLVIMS "AZ" screen for that registration number. If the AFSC removes the vehicle's "restricted" status from the MNCL, then the "N" designator will be reapplied in OLVIMS at that time.

4.14. Develop and Maintain 18-Month Scheduled Maintenance Plan.

4.14.1. Scheduled maintenance includes PM&I and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet. The 18-Month PM&I will be conducted using the AF Form 4354 in conjunction with applicable manufacturer maintenance requirements.

4.14.2. Consider seasonal needs, labor-hour availability, organizational needs and fair apportionment of the 18-month requirement when developing a plan. Scheduled maintenance has priority and is not delayed.

4.14.3. Vehicles used as static training aids (not operated on base or public highways) are exempt from scheduled maintenance. In addition, vehicles such as mobile communication vans positioned in a semi-permanent or permanent site are exempt. Perform scheduled maintenance before operating these vehicles over public roads.

4.14.4. Develop, as necessary, work cards and checklists for certain vehicle types or special inspection and servicing requirements. Bilingual work cards and checklists may be mandatory when local national employees are not required to read and speak English.

4.15. Ensure ETIC Accuracy.

4.15.1. ETICs will represent the "best estimate" on when all vehicle repairs are accomplished and the vehicle is projected to be returned to use.

4.15.2. The new ETIC field in OLVIMS will be populated for all vehicles with an open work order. Once a work order is open a new ETIC will be established. Blank "new ETIC" fields are not authorized for any vehicle with an open work order.

4.15.3. ETICs for vehicles awaiting disposition instructions will be the projected date that the vehicle will receive the highest level of disposition instructions.

4.15.4. The new ETIC will not have a historical date (yesterday or older). ETICs will be updated as needed to ensure most accurate estimates are projected.

4.16. Conduct Yard Checks Weekly.

4.16.1. From home screen press Alt F2, then press Alt F6.

4.16.2. Select all options and print Yard Check Listing.

4.16.3. Walk through the VM compound, yard(s) or controlled area and validate all vehicles listed on Yard Check Listing are in VM control and the status is accurate in OLVIMS. If not, research and take appropriate action to correct.

4.16.4. Identify all vehicles in the compound not reflected on the Yard Check Listing. Ascertain reason the vehicles are not on the Yard Check Listing and take appropriate action to correct as needed.

4.16.5. Yard checks will be completed weekly or more often as determined by the VFM/VMS.

4.17. Ensure Annual Serviceability Inspections are Conducted Using AF Form 4355.

4.17.1. VM&A will ensure that an AF Form 4355 has been performed (via processing an AF Form 1823/-1) for each registered vehicle annually. Completion of the inspection can be accomplished via mobile maintenance or shop visit; provided an AF 1823/-1 is initiated in OLVIMS. Refer to **paragraph 7.37**. for AF Form 4355 completion instructions

4.17.2. For informational purposes only, VEMSO will distribute a report quarterly to respective bases and MAJCOMS for compliance/verification action.

4.17.2.1. The report will list vehicles that have NOT had an AF Form 1823/-1 reported (opened) within the proceeding12-month period. VM&A will review the report and take action to ensure compliance.

4.17.2.2. Report will contain MAJCOM, OLVIMS Base/Site Code, vehicle registration number, Base and Unit details.

Note: The report will only be valid for vehicle management activities that have submitted OLVIMS quarterly data IAW **paragraph 4.31.4**.

4.18. Verify Parts Charges in OLVIMS Daily. Refer to **paragraphs 5.2.20** and **5.14**

4.19. Manage TCTOs, Service Bulletins, Manufacture Recalls and OTIs. Control of TCTOs, SBs and OTIs. TCTOs are managed differently than regular TOs. They must be requisitioned individually and as a series they must be identified for automatic distribution. TCTOs, SBs and OTIs are managed IAW the following procedures:

4.19.1. VEMSO is notified by WR-ALC concerning newly released TCTOs, SBs and OTIs. VEMSO will provide base-level Vehicle Management a list of vehicles requiring the TCTO, SB or OTI. VEMSO will courtesy copy MAJCOMs.

4.19.2. Units must ensure they are on TO distribution listing for each TCTO series. These series are listed in the "-36" index for the type of vehicle they pertain to. The TO monitor must review the "-36" index on receipt and ensure that for each type of vehicle assigned, if there is an applicable TCTO series that it is on distribution. This ensures TCTOs published under that series are sent to the unit.

4.19.3. VM&A must date stamp each TCTO, SB or OTI once received (electronically dated e-mail/message traffic is sufficient); determine TCTO, SB or OTI action and/or parts kit requirement by reviewing the TCTO, SB or OTI cover page for affected vehicle registration numbers; and notify Materiel Control to order required parts kits after determining and verifying base requirements.

4.19.3.1. Use "T" prefix for work order numbers when a TCTO will be completed on that work order.

4.19.3.2. Use “S” prefix for work order numbers when a SB or OTI will be completed on that work order.

4.19.3.3. Use “B” prefix to order parts (if required).

4.19.4. WR-ALC requires verification of correct TCTO or SB ordering before kit is released for shipment. Contact the appropriate IM or Equipment Specialist for the affected vehicle type by telephone, fax or electronic mail, provide vehicle registration numbers and requisition due-in document numbers, obtained from Materiel Control, to enable kit release.

4.19.5. Take continuous supply follow-up action until kits are received.

4.19.6. Complete TCTOs, SBs and OTIs actions as soon as possible, before the required completion (suspense) date. TCTO, SB or OTI not completed by the “completion date” will be considered "outstanding" and places the vehicle’s serviceability in jeopardy.

4.19.6.1. When directed by the WR-ALC, VEMSO and/or MAJCOM, vehicles with “outstanding” actions will be removed from service until the subject TCTO, SB or OTI is accomplished.

4.19.7. Record the completion of the TCTO, SB or OTI on the computer-generated Vehicle Historical Record (OLVIMS PCN SB004-829). VEMSO will collect completion/compliance reporting via LIMS-EV Vehicle View monthly data files for completed TCTOs and SBs. Urgent action TCTO and SB completion reporting will be included with all others, however they may require manual completion reporting depending on time constraints and fleet safety concerns. VEMSO will notify applicable units and MAJCOMs as the need arises.

4.19.8. When closing “T” or “S” prefixed work orders (after F3 key is pushed), VM&A personnel must ensure the TCTO/SB number entered into OLVIMS is **identical** the TCTO/SB number shown in LIMS-EV Vehicle View/TCTO view for that registration number. If they do not match, the TCTO/SB will still show as due in LIMS-EV Vehicle View.

4.19.9. Maintain active master TCTO, SB and OTI files. A rescinded file will be maintained when needed for special programs and projects. When a rescinded TCTO is needed, it can be obtained by following the procedures in TO 00-5-1-WA-1.

4.19.10. Verify TCTO status via LIMS-EV Vehicle View. The TCTO view depicts four separate, but linked, TCTO requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, the viewer will have an informed look at an individual TCTO or the status of a larger TCTO program completion level within a filter set.

4.19.10.1. Access LIMS-EV Vehicle View and click the TCTO tab.

4.19.10.2. Data points and definitions.

4.19.10.3. Total required. Depicts the sum vehicles required to have a TCTO completed on them within the filter set. Source of the vehicle count is a sum of the registration numbers listed in the TCTO table that matches the filter set.

4.19.10.4. Complete. Depicts the sum of vehicle registration numbers listed within the filter set that have a “TCTO COMPLETED DATE” listed.

4.19.10.5. Due/On-Time. Depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has not passed the "MUST BE DONE DATE". Will be reflected when within 60 days of due date.

4.19.10.6. Overdue. Depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has passed the "MUST BE DONE DATE".

4.19.11. Can toggle between numerical values or percentages in the chart. If a TCTO/SB has been completed, and a monthly OLVIMS file has passed to LIMS-EV Vehicle View, and the TCTO. SB is not showing complete, the TCTO/SB may not match between what was input into OLVIMS and what was listed on the TCTO/SB.

4.19.12. To correct, edit, add or delete TCTO data, use "CZ" transaction. Must edit "C record" in OLVIMS to match ("CZ", "CV" and "ZH").

4.19.13. OLVIMS data crossed in monthly file uploaded to VEMSO (VYHK0D2T.ZIP).

4.20. Ensure Reimbursable Units are Coded Correctly in OLVIMS and Perform Follow Up Actions for Financial Recoupment.

4.20.1. Receive Responsibility Center/Cost Center (RC/CC) code for reimbursable units from Finance.

4.20.2. Send "?ARAD6C.DA1" file monthly to Finance Budget Office.

4.20.3. Once file is returned from DFAS, reconcile for accuracy.

4.20.4. Resubmit reconciled "? ARAD6C.DA1" file back to Finance Budget Office for recoupment.

4.20.5. Monitor reimbursement via resource advisor.

Note: Refer to **paragraph 7.49.** for additional information.

4.21. Ensure Accurate Man-Hour/Labor Accounting. Refer to **Chapter 7**.

4.22. Vehicle VIL Key. Quarterly (or as required), VM&A will provide Fuels Management a master list depicting all assigned vehicles and organization codes to include a break out of all vehicles that have changed since the previous list.

4.22.1. The list must include the vehicle registration number, unit, all grades of product that will be used (e.g., MUR, MRR, DL1, DL2, CNG, LNG, etc.) and if it is alternative fuel capable.

4.22.2. Operation procedures will be developed between VM&A and Fuels Management to ensure notification of vehicle deletions, assignments, rotations, nontaxable and alternative fuel use.

Notes:
1. Installation Fuels Management is responsible for the Automated Fuel Service Station (AFSS) equipped for VIL.
2. VIL key requirements/policy for alternative fuel vehicles is located in **paragraph 11.6.4.**

4.23. Recording Taxable Fuel Consumption. Current Internal Revenue Service (IRS) guidance identifies fuel for government vehicles operated solely on government installations as exempt from Federal and some state levied taxes. In order to ensure the DOD obtains

appropriate tax credit for the fuel consumed by these vehicles the following procedures must be followed.

Note: If any vehicle uses a county, state or federal highway one or more times during a fiscal quarter, fuel consumed by that vehicle is taxable for that period. Crossing over a county, state or federal highway at an intersection does not count as use. All off-road vehicles, e.g., graders, forklifts and K-loaders, qualify. Defense Logistics Agency (DLA) Energy is responsible to issue guidance clearly outlining taxable and non-taxable guidelines for DOD fuel use. Additional information can be found on the DLA Energy website.

4.23.1. VCOs and VCNCOs, in conjunction with VM&A, must verify and list all vehicles designated for travel off the installation during the upcoming quarter.

4.23.2. Once finalized, VM&A then forwards the list of vehicles expected to travel off the installation to Fuels Management. Fuels Management then verifies each VIL is encoded to properly reflect taxable status of fuel to be consumed by the vehicle. Fuels Management will use this list to encode the VIL with a UC.

Note: Recording of taxable fuel consumption and coding VIL keys accordingly *is not* a requirement for Air National Guard units.

4.23.3. Fuel Tax Refund Requests. The AF is not authorized to seek reimbursement for DLA Energy owned fuel or fuel purchased under a GSA lease as they are purchased under standard pricing. For information on obtaining reimbursement of fuel taxes on non-DLA Energy owned fuel or fuel purchased under a GSA wet lease, contact the local Accounting and Finance office.

4.24. Review, Validate and Process Vehicle Authorization Requests.

4.24.1. Vehicle Authorization Review Authority. Only the minimum number of vehicles necessary to support the mission will be authorized. The VFM is the vehicle authorization review authority for the installation. The VFM or equivalent:

4.24.1.1. Reviews and validates vehicle requirements and vehicle change requests.

4.24.1.2. Recommends increases or decreases in vehicle authorizations.

4.24.2. Considers the following to address additional vehicle authorizations:

4.24.2.1. Use of vehicles from the U-Drive It (UDI) fleet, priority recall, or short term lease/rental to satisfy short duration or sporadic mission requirements.

4.24.2.2. Types and quantities of vehicles must clearly be the minimum number to accomplish the mission.

4.24.3. Do not authorize vehicles for reasons of grade, prestige, personal convenience or to individual persons except as previously stated.

4.24.4. Use LIMS-EV to review vehicle utilization.

4.24.5. The AS is a seven-digit code which describes the AS used, Base Code and User Code. For example, the AS Code for a registered fleet vehicle (010) belonging to Langley AFB (LA), LRS Vehicle Mgt Flt (EG) would be: “010LAEG”.

4.24.6. All additions or changes to vehicle authorizations, require an authorization request to be processed through MAJCOM to VEMSO. To request a new authorization or to request updates to an existing authorization MAJCOMs send request to VEMSO org box. VEMSO will work with MAJCOM/using VM&A for clarification as needed.

Note: Authorization requests applicable to USCENTCOM AOR will be processed through USAFCENT/A4RV, IAW USAFCENT VM Pamphlet 23-302.

4.24.6.1. Authorized quantity increase due to mission change. Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., OPLAN, Provisional Plan (PPLAN), Executive Order (EXORD), Fragmentary Order (FRAGO), base layout, operation moved to a different location on base, added a ramp, etc.

4.24.6.2. All new or increased authorizations will be coordinated with functional community. If approved, functional community will request vehicle procurement funding for the initial validated vehicle requirements and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars. MAJCOMs will annotate they have secured funds for initial purchase before submitting for approval.

4.24.6.3. Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. All adjustments to authorization quantities must be approved by MAJCOM and then VEMSO (AF/A4LE).

4.24.6.4. Offset authorization(s) must be equal to or greater than the purchase price of the authorization(s) being requested.

4.24.7. Authorization Analysis. The objective of the analysis is to validate the requirement and determine whether a more effective avenue, such as short-term leasing or co-utilization of assets, can satisfy the requirement without adding additional authorizations. The VFM will use the conclusions of the analysis to make approval/disapproval.

4.24.8. Justification Requirements. The following data is required on all new authorization and change request. Any request that does not contain all required data available will be returned for completion.

4.24.8.1. Indicate if the request is for new, increase, reduction or deletion.

4.24.8.2. SRAN.

4.24.8.3. Org and Shop Code for new authorization.

4.24.8.4. Document Number existing authorization adjustments.

4.24.8.5. NSN (Prime NSN only, no asset NSNs) from the VMIF.

4.24.8.6. Use Code.

4.24.8.7. UTC (for Use Code A authorizations).

4.24.8.8. Increment Code for Use Code C and D authorizations. For use code “C”, populate with two- digit Base Code and two-digit User Code. For use Code “D”, populate with two-digit Base Code and an Org code of “BS” (for BEAR) or “WM” (for WRM).

4.24.8.9. AID.

4.24.8.10. AS. The allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change EAID.

4.24.8.10.1. AS information contained in request must match the as is information loaded in LIMS-EV Vehicle View and AFEMS. Request with mismatched or missing AS will be returned for clarification. Review **Table 4.2, Authorized Vehicle AS Codes**, for ASs used for vehicle authorizations.

Note: ASs are identified in AFMAN 23-110, Volume 2.

Table 4.2. Authorized Vehicle AS Codes.

AS	NOMENCLATURE	DESCRIPTION
010	Vehicle Fleet (Registered)	Basic allowance standard for all AF owned fleets.
011	Watercraft	Allowance standard is a source document only and does not solely constitute authorization or approval authority for watercraft.
012	Vehicle Fleet (Leased)	Basic allowance standard for all lease fleets. **Note:** Only leased vehicles will be used to fill these authorizations. No AF owned vehicles allowed.
034	Vehicle Fleet (Contingency)	Reports authorizations at contingency locations (non-normalized) worldwide.
037	Vehicle Fleet (AF provided and replaced contractor Support)	Use when AF vehicles are Government Furnished Property (GFP) to a contractor and will be replaced by the AF.
048	Special Retention Authority (Excess)	Unauthorized equipment on hand.
051	AF Vehicles for Non-AF Activity (AF provided but not AF replaced contractor support)	Use when AF vehicles are GFP to a contractor and will not be replaced by the AF. VM&A will not rotate vehicles to/from a contractor authorized/assigned under AS 051. Authorizations under this allowance will be reduced/deleted upon final disposition of the vehicle.
054	Special Project Vehicles	Use to report authorizations supporting a MAJCOM or USAF approved special project/program. **Note:** 054 authorizations **will not exceed one year**. If the authorization is needed beyond the termination date, MAJCOMs will establish permanent authorizations using another AS or the authorization will be deleted.

4.24.8.11. Current In-Use Quantity (must match what is in AFEMS).

4.24.8.12. Current Authorized Quantity (must match what is in LIMS-EV Vehicle View).

4.24.8.13. New Authorized Quantity.

4.24.8.14. Number Required.

4.24.8.15. Registration Number. The registration number is needed when increasing or adding authorizations and an on-hand asset will be used to fill. Provide document number and registration number where vehicle is located and where it will be moved to. If registration number is not provided by requester, VEMSO will select the oldest vehicle and move it to excess in order accommodate authorization request.

4.24.9. In addition to the required data listed in above, requesting vehicle management activities must answer and respond to the following questions:

4.24.9.1. Does the justification provide the directive, project or publication that generated the request, if appropriate?

4.24.9.2. Does the justification identify expected utilization information?

4.24.9.2.1. Provide estimated monthly miles/hrs used each month. For passenger carrying vehicles (that carry seven or more passengers) list number of passengers moved each month and frequency of movement.

4.24.9.2.2. List equipment/supplies needing towed/hauled (to include dimensions and weight) and any special movement requirement (e.g., air ride suspension).

4.24.9.3. Does the justification list the number of vehicles currently authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements?

4.24.9.4. Does the request justify why transportation support from Vehicle Operations (taxi or UDI) cannot satisfy the vehicle requirement (OLVIMS data must substantiate lack of support)?

4.24.9.5. Does the justification include a mission impact statement on the organization, base or wing if the request is denied?

4.24.9.6. Does the justification cite any actions taken to realign other authorizations to accommodate the requirement?

4.24.10. If a request is disapproved by VEMSO, the MAJCOM Vehicle Fleet Manager may appeal the decision to AF/A4LE (2T3 CFM). Appeals beyond AF/A4LE will follow normal chain of command elevation.

4.24.11. An approved request will have a TACR submitted by VEMSO (allowance change request) in AFEMS.

4.24.11.1. After the TACR is approved/AFEMS updated by the AS manager at WR-ALC, VEMSO emails the approved request back to the MAJCOM.

4.24.11.2. VEMSO updates SBSS with the changes in the approved request and notifies the base of completed action.

4.24.11.3. VEMSO will retain copies of approved and disapproved justifications for all authorizations as required.

4.24.12. Authorization requests are not required for excess AS 048.

4.24.13. Contingency "Urgent" Authorization Request Process.

4.24.13.1. When an authorization request is validated by contingency staff as “Urgent” it is loaded via CRIS Tool using “AID 048XXXX” with a status code of "J” as an interim action. Status code "J" represents Vehicle is not yet formally authorized but is in use and required.

4.24.13.2. Urgent authorization justification request are then submitted to MAJCOM Vehicle Management Staff for approval/disapproval.

4.24.13.4. VEMSO will view request via CRIS Tool, load authorization in SBSS and mark as "Complete" in CRIS Tool.

4.24.13.5. Contingency staff will ensure the follow on authorization request to the MAJCOM contains the words "Authorization Already Loaded via 048”, the authorized NSN, quantity authorized and document number from the "Urgent" authorization request.

4.24.13.6. When VEMSO receives authorization request containing "Authorization Already Loaded" statement, VEMSO will move vehicles assigned to AS 048 authorization to new authorizations and delete AS 048 authorization for approved changes. For disapproved request VEMSO will delete the 048 authorization and notify requestor of completed action.

4.25. Monitor Vehicle Data Integrity/Quality/Accuracy. This will be accomplished using LIMS-EV Vehicle View, CRIS Tool and VDQD.

4.25.1. LIMS-EV Vehicle View is a “Data Service” that serves as the overarching gateway to AF/A4/7 enterprise reporting and analysis. LIMS-EV Vehicle View provides a consolidated look at vehicle accountability and sustainment data. Data comes from SBSS and OLVIMS and is merged with supplemental tables that are maintained by VEMSO. As a result, all information is placed into a usable and accessible format. (See **Attachment 8** for LIMS-EV Vehicle View navigation details**)**.

4.25.2. All sustainment data comes from base level OLVIMS files, all inventory/accountability data comes from SBSS.

4.25.3. Units will upload “Daily” and “Monthly” OLVIMS files onto the VM CoP. Monthly files must be updated by the 15th of the month. On the 21st of each month, the previous month’s data will be displayed in LIMS-EV Vehicle View.

4.25.4. SBSS data is brought into LIMS-EV Vehicle View daily from the AF data warehouse.

4.25.5. WR-ALC will use their Consolidated Analysis and Reporting System (CARS) program to update the due-in information into LIMS-EV Vehicle View. This is daily feed. Twice a day LIMS-EV Vehicle View conducts an Extract Transform Load (ETL) (0830 and 2030 US Eastern Time) and pulls in data from the VM CoP and the data warehouse or other designated location. At that time, files that were uploaded to the VM CoP or designated location are checked for errors.

4.25.6. If errors exist, files will be ignored and the last “good” file will continue to be displayed.

4.25.7. Units will check the VDQD and ensure their current files were updated. If a file was uploaded, and is not reflected in LIMS-EV Vehicle View, contact VEMSO.

4.25.8. VDQD. The VDQD is located on the VM CoP. The dashboard is broken down into tabs and is updated once a month (SBSS Reports, OLVIMS Reports, Data Upload Metrics and Applications). The only exception is the SBSS Reports (Vacancies/Overages Panel) which is updated daily. Each tab contains specific panels with a built-in search. All panels open to full screen and contain moveable/filterable columns that are exportable. Data files can be download in Excel, however all filters must be removed before download will execute or a download error will occur.

4.26. Using CRIS Tool to Request SBSS Updates.

4.26.1. SBSS is the "accountable" system for all AF managed vehicles. VEMSO will accomplish all vehicle transactions in SBSS.

4.26.2. CRIS Tool is the transaction-requesting interface between VM&A and VEMSO. The CRIS Tool resides on the Pentagon server and is updated by VEMSO daily with SBSS data from the data warehouse.

4.26.3. Access CRIS Tool via LIMS-EV VEHICLE VIEW or save link for accessing directly.

4.26.4. VM&A will use CRIS Tool to request updates to SBSS for the following transactions:

Note: Lease vehicles can fill vacant Government Owned authorizations. Government (Blue Fleet) vehicles will not be used to fill open leased vehicle "AS 012" authorizations.

4.26.4.1. Receiving a new vehicle. Prior to assigning a vehicle to an authorization (Load Asset); verify an opening exists.

4.26.4.2. Rotating a vehicle to an existing authorization. Prior to assigning a vehicle to an authorization; verify an opening exists.

4.26.4.3. Shipping a vehicle.

4.26.4.4. Clearing a vehicle from the AF inventory (e.g., DLA-DS, transferring to other services, nations or governmental agencies, etc).

4.26.4.5. Placing a vehicle in excess. Select Excess Request

4.26.4.6. Changing registration number. Select Update Asset.

4.26.4.7. Changing NSN. Select Update Asset.

4.26.4.8. Changing status code. Select Update Asset.

4.26.5. To perform CRIS Tool transactions (additional information located in **Chapter 8**):

4.26.5.1. Select base.

4.26.5.2. Select request type (i.e., rotate asset).

4.26.5.3. Select registration number or DOC# from drop down menu (if applicable). All asset and authorization data for the registration number selected will be displayed.

4.26.5.4. Type in requested information, then click submit button.

Note: All data fields in CRIS Tool must be populated and with correct data. Incomplete or incorrect data will significantly delay requests being processed.

4.26.5.5. Once request is submitted, it moves to "Awaiting" status and an automated email notification is sent to VEMSO.

4.26.5.6. VEMSO will process requests in SBSS within three business days of submission.

4.26.5.7. Once processed, VEMSO will mark request as complete and request will move to "Completed" status.

4.26.5.8. Local VM&A is the liaison between AFVFSB and supply. Local VM&A/bases are responsible for all "accountable" supply documents to include completing local and MAJCOM forms. See local Supply Document Control for accountable documents lists and local form requirements. See base supply for details. AFVFSB will provide "RVP" and "FCH" documents to VM&A.

4.26.5.9. All VM&A personnel must have Equipment Management Block I training and inquiry rights to ES-S.

4.26.5.10. Completed requests could take up to 48 hours to show in CRIS Tool and LIMS-EV Vehicle View after SBSS is updated. Each installation's SBSS data is passed to the warehouse on different intervals. Contact the servicing Supply Customer Service section for base specific times/intervals.

4.27. Filling Vehicle Authorization with Most Suitable Asset.

4.27.1. VM&A MUST fill vehicle authorizations with assets that match the prime authorized vehicle type if available in the fleet (B200 authorization filled with B200 asset). If a prime vehicle is not available, fill the authorization with the most suitable asset in the inventory.

4.28. Managing Excess Vehicles.

4.28.1. Excess vehicles are vehicles no longer required for an authorization. Redistribute excess vehicles to base activities having open vehicle authorizations or reassign them to replace less serviceable and/or maintainable (usually older) vehicles eligible for replacement. Do not assign excess vehicles to organizations waiting approval for additional vehicle requirements. VM will have physical possession of excess vehicles and VM&A will control vehicles pending disposition direction.

4.28.2. If reassignment to another base activity is not possible, request vehicle be moved to excess in CRIS tool. Excess vehicles will be placed in of the following status codes:

4.28.2.1. **D--**Disposition instructions have been received, pending shipment, maintenance, transfer to DLA-DS, sale, etc.

4.28.2.2. **E--**Vehicle is unserviceable. Accountability is maintained until transfer to DLA-DS. Cannibalization is authorized prior to transferring to DLA-DS.

4.28.2.3. **I--**Vehicle is awaiting LTI, Vehicle is unserviceable and disposition instructions have been requested from the "Using" MAJCOM.

4.28.2.4. **N**--Vehicle is unserviceable and dispositions instructions have been requested from the owning command.

4.28.3. Accomplish LTI and forward to MAJCOM Vehicle Management Staff requesting disposition instructions within 30 calendar days from the date the vehicle became excess on the CA/CRL.

4.28.4. Initiate follow-up action 30 calendar days after the date the LTI was sent to the MAJCOM.

4.28.5. Excess assets will not be used for deployments or special projects without MAJCOM approval.

4.29. Review, Validate and Process Rental/Lease Requests.

4.29.1. Vehicle rental/leases are vehicles on loan from a local vendor with payment made on a recurring basis.

4.29.2. Vehicle rental/lease administration.

4.29.2.1. Starting in FY14, all leasing of passenger carrying vehicles will occur through the LRS. Funding will be consolidated to the **542f PEs under cost category 43100 and 43200. Units with new leasing needs will coordinate their requirements thru the LRS.

4.29.3. DOD components may rent/lease motor vehicles when any of these conditions exist:

4.29.3.1. An Economic Analysis (EA) verifies a cost benefit to the government. Reference AFI 65-501, *Economic Analysis*, for EA requirements and procedures.

4.29.3.2. Vehicle support is required due to unforeseen or scheduled event which is unsupportable with existing vehicles on-hand and cannot wait for acquisition through normal procurement.

4.29.3.3. Local laws or Status of Forces Agreements (SOFA) prevent using government vehicles.

4.29.4. The rental/lease of passenger sedans, station wagons, mini-vans and SUVs shall be limited to those designated as Class I and II by GSA. Class III and Class IV will not be rented or leased unless an approved exception to policy from AF/A4/7 (Class III) and the Office of Secretary of Defense/AT&L (Class IV) is on file. Refer to **paragraph 4.75** for vehicle class authorization details.

4.29.4.1. The requester will not accept Class III or IV vehicles without obtaining the appropriate exception to policy approval if the rental/lease agency does not have the authorized size vehicle.

4.29.5. VM&A validates all requests for rentals/leases for installation activities. Coordinate with contracting to ensure vehicles are not rented/leased without prior validation regardless of who funds for the rental/lease. Rental/leases may be executed with an AF Form 9 or GPC where guidance allows. A copy of the validated AF Form 9 or related GPC documents will be retained in VM&A.

4.29.6. VM&A will maintain a log of all rentals/ leases. The log will list each purchase request in numerical sequence and the reason for its initiation.

Note: CES occasional leases, and are not exempt from this requirement.

4.29.7. Requesting units/users provide funds for each rental/lease.

4.29.7.1. Vehicle rental/leases will not be charged to the Medical Treatment Facility (MTF) Defense Health Program (DHP) appropriations (O&M, Procurement, or Research, Development, Testing & Evaluation). Vehicle rental/leases must be charged to the O&M funds of the installation the MTF supports, or as directed by AF/A4LE. MTFs are not authorized to establish vehicle rental/leases outside of those established by the installation. All vehicle requirements, whether rented/leased or purchased, are the responsibility of AF/A4LE.

4.29.8. The LRS Commander or equivalent will coordinate on all rental/lease requests prior to submission to contracting.

4.29.9. Upon termination of a vehicle rental/lease VM&A verifies and certifies charges.

4.29.10. Short-Term Rental/Lease. LRS Commanders or equivalents may authorize vehicle rentals/leases to meet peak workloads and unusual or emergency requirements. Vehicle leases/rentals are funded by unit O&M funds. Rentals/Leases will not exceed one-year. See AFI 65-601, Volume 1, *Budget Guidance and* Procedures, Section 10M, for guidance pertaining to leases.

4.29.10.1. Do not use this authority to provide transportation for normal or routine purposes, when vehicles are available.

4.29.10.2. The MAJCOM Vehicle Management Staff will be notified if any rental/lease vehicle is required for more than 60 days. When notifying MAJCOM, VM&A will specify the vehicle type, quantity and anticipated duration of the rental/lease requirement. Rentals/leases that exceed one-year are not authorized unless a valid authorization has been established. Rental/leases that exceed 18 months must be coordinated with contracting and must be justified IAW Defense FAR Supplement (DFARS) Part 207, *Acquisition Management*, current edition.

4.29.10.3. Use GSA vehicles when available. Confirm non-availability from MAJCOM before executing a non-GSA commercial rental/lease exceeding 60 days for general-purpose vehicles. Keep non-availability certification documents for the duration of the lease period.

4.29.10.4. Consecutive short-term rentals/leases are not authorized.

Note: All requests for rental/leases request exceeding one-year are justified using the MAJCOM-approved vehicle justification request format and forwarded to the MAJCOM Vehicle Management Staff for action before entering into a rental/lease agreement through contracting. Approved requests must be retained for the duration of the lease period.

4.29.11. Long-Term Rental/Lease. Leasing over one-year is generally to fill open authorizations not filled through normal acquisition procedures

4.29.11.1. Funding for Long-Term rental/leased Vehicles. Vehicle rentals/leases are funded by unit O&M funds. When executing a long-term rental/lease, contracts with option to buy require prior approval by WR-ALC. See **paragraph 4.29.7.1** for unit funding exception, and see AFI 65-601, Volume 1, Section 10M, for guidance pertaining to leases.

4.29.12. Lease with Option to Buy. Lease with option to buy is the preferred method of entering into long-term vehicle leases per Federal Acquisition Regulation (FAR) Part 7,

Acquisition Management, current edition, and DFARS Part 207. WR-ALC must approve all leases with an option to buy clause. In a lease with option to buy contract, the cumulative lease costs and the cost to exercise the purchase option must not exceed the purchase cost unless fully justified in writing.

4.29.12.1. Once the lease asset is purchased, an AF Form 601, *Equipment Action Request*, must be submitted through the MAJCOM Vehicle Management Staff to VEMSO to update the allowance standard from a lease authorization to an owned authorization and a vehicle registration number must be requested from WR-ALC through the MAJCOM Vehicle Management Staff.

4.29.13. Insurance Coverage and Maintenance for Rented/Leased Vehicles.

4.29.13.1. "For Hire" solicitations and resulting contracts provide insurance coverage as prescribed by applicable portions of the FARs. Unless the rental/lease company requires purchasing insurance, rented/leased vehicles are obtained with the AF providing self-insurance.

Note: The U.S. government is self-insured for loss of damage to government property and the liability of government employees for actions within the scope of their duties. Claims for injury or death of third parties, or damage to third party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act.

4.29.14. Vehicle operators conduct daily operator care on rented/leased vehicles unless otherwise specified in the contract.

4.29.15. GSA approved local vendors perform all maintenance on rented/leased vehicles, unless prior agreements are made showing it is more economical for the AF to perform maintenance or for matters of military necessity. All waivers must be submitted and approved by AF/A4LE prior to any maintenance action taken on the vehicle fleet. AF/A4LE will only approve waivers based on the lack of a commercial maintenance facility within the local area or within permissible operating distance from the base.

4.29.16. Installation of Radio Equipment in rented/leased vehicles. When two-way radio sets are required, rent/lease vehicles with radio equipment already installed. Install radio sets in rented/leased vehicles when it is not economical to rent/lease the radio equipment, or use portable or non-fixed radios when feasible.

4.29.17. Exceptions for Acquiring, Renting or Leasing Foreign Made Buses. Federal law requires the armed forces to use US manufactured buses to satisfy requirements, unless their use is not economical or not in the best interest of the US Government. The rule applies when a purchase, rent/lease or contractual arrangements are made for transportation services. Exceptions to Federal Law are:

4.29.17.1. When US manufactured buses are not available to meet requirements that cannot be postponed, foreign manufactured buses may be used temporarily. However, the rental/lease contract agreement time frame must not exceed the lead-time required for acquiring and delivering US manufactured buses. MAJCOMs will submit a waiver request to AF/A4LE if it is not economically feasible to rent/lease US manufactured buses.

4.29.17.2. Where foreign manufactured buses are available at no direct or indirect acquisition cost to the US Government.

4.29.18. GSA will send annual lease list to VEMSO for review/approval. VEMSO will ensure leased assets comply with energy policies (right size, etc.) and return AF approved list to GSA for execution. Refer to **paragraph 8.11.1.1**

4.30. Correct Errors on Data System Reconciliation Listings Identified on VDQD.

4.30.1. To correct OLVIMS' organization code, VM&A must first request a new organization code list from VEMSO.

4.30.2. Using the "new organization code list" identify organization codes for loading in OLVIMS using a highlighter.

4.30.2.1. This is easily accomplished by printing out the vehicle master list in LIMS-EV Vehicle View.

4.30.2.2. The last two characters of the allowance source code (ASC) will identify the organization codes used on a specific base. For example: ASC "010SWJP": **"**010"—identifies Registered Fleet (012 identifies Leased); "SW"—identifies Shaw as the assigned base; "JP"—identifies the using org code JP, which is CES Operations Flight.

4.30.2.3. Using the "OZ" transaction in OLVIMS create the new Organization Codes

4.30.2.4. During the process, validation of the following should occur:

4.30.2.4.1. Validate the "RC/CC Code" with the Financial Management Flight.

4.30.2.4.2. Validate the "Owning" and "Using Commands" with MAJCOM or VEMSO.

4.30.2.4.3. Validate the "R/D code" with the Financial Management Flight.

4.30.2.4.4. Validate the "Force Activity Indication (FAD) Code" with the LRS Supply Customer Service Section.

4.30.2.5. After creating new organization codes using the "OZ" transaction, VM&A must process an "AT" transaction in OLVIMS for each vehicle assigned, by registration number, to include those that are excess.

4.30.2.5.1. "AT" transactions will not accept for vehicles with open work orders or those previously transferred in the current month. For those with open work orders, there are two options to accomplish the "AT" transaction:

4.30.2.5.1.1. Option 1 (easiest but harder to track) – Accomplish the "AT" transaction after the work order closes.

4.30.2.5.1.2. Option 2 (more difficult, however accomplishes the entire fleet) – Close open work orders, accomplish the "AT" transaction and then re-open each work order 1-minute after it has been closed.

4.30.2.6. Use a copy of PCN 24 as checklist to validate "AT" transaction on all vehicles loaded in OLVIMS.

4.30.2.6.1. Once validation is complete, use a new PCN 24 and re-validate, looking specifically for the former organization codes.

4.30.2.7. Using the "OT" transaction in OLVIMS delete all old organization codes.

4.30.2.8. MELs will have to be updated in OLVIMS using the "OE" transaction since they are linked to organization codes.

4.31. Upload Daily, Monthly and Quarterly Files to VM CoP.

4.31.1. VM&A will use the LIMS-EV zip tool to package their OLVIMS files (daily/monthly/quarterly) and transfer them to VM CoP.

4.31.2. VM&A will transfer their daily file to the VM CoP after completing end of day processing.

4.31.3. VM&A will transfer their monthly file to the VM CoP NLT the 15th of the following month after completing end of month processing.

4.31.4. VM&A will transfer their quarterly file to the VM CoP NLT the 15th day of the following month after completing quarterly processing.

4.32. Process LTIs.

4.32.1. Process requests for repair authority and disposition instructions for vehicles to the using OLVIMS AFTO Form 91 Automated LTI function.

4.32.2. Guidelines for determining repair allowances and approval levels are in TO 36-1-191.

4.32.3. All LTIs for disposition/maintenance repair consideration will be sent to the "Using" MAJCOM for decision.

4.32.3.1. Only direct labor and parts costs for actual repairs related to serviceability/functioning of asset will be used to determine if a vehicle is economically repairable. Do not include aesthetics such as corrosion control, paint complete, etc.

4.32.3.2. MAJCOMs will forward all AF critical vehicle LTIs to the Item Managers for disposition action.

4.32.4. Vehicle Management must ensure vehicles requiring an LTI for acceptance, disposition action and repair decisions are processed within 10 duty days of requirement. LTIs for shipping must be completed as soon as practical in order to meet RDO requirements (refer to **paragraph 8.5.6**)

4.32.5. Vehicle Management must ensure vehicles are placed in proper condition prior to shipment IAW TO 36-1-191.

4.32.5.1. The VFM/VMS will personally inspect all vehicles prior to shipment. Final shipping inspection responsibility may be delegated to the most senior-ranking shop supervisor during the absence of the VFM/VMS. For contracted vehicle maintenance units, vehicles must be inspected and documentation completed IAW the PWS.

4.32.5.2. When validated by losing MAJCOM Vehicle Management Staff (losing and gaining MAJCOM when applicable), the losing unit, including contracted vehicle maintenance units, are obligated to reimburse gaining unit for unserviceable conditions and damage not caused by shipping.

4.32.5.3. When a vehicle is shipped, it is the losing VM&A responsibility to contact the gaining VM&A and provide date shipped, document number, registration number and mode of shipment. It is the gaining VM&A responsibility to follow up on vehicles in shipment. In transit visibility will be through normal shipment modes not SBSS or LIMS-EV VV.

4.33. Establish and Update Supply Organizational Cost Center Records (OCCR) 518 Record.

4.33.1. Only one (1) 518 Record for vehicles per base is allowed, unless managing vehicles owned by more than one MAJCOM, then establish a separate vehicle 518 Record for each owning MAJCOM. A separate OCCR must be established for vehicle account/s; independent of other type of accounts (Equipment, Bench Stock, etc).

4.33.2. When reviewing 518 Record, ensure the following fields are complete and correct:

4.33.2.1. “Organization ID” field will contain the organization ID of the Unit managing/signing vehicle account; normally LRS. For example, if the 63rd LRS manages/signs account (CA/CRL), organizational ID is “0063LGR70000”.

4.33.2.2. The "MAJCOM" field is automatically populated by servicing supply function based on organization ID provided. Data is acquired from ROF record in AFEMS.

4.33.2.3. The “Using Command” field will contain the command that programs replacement for the vehicles assigned to a particular account. This is the true owner of the vehicle assets.

4.33.2.4. The “Organization Title” field is automatically populated by servicing supply function based on organization ID provided. Data is acquired from ROF record in AFEMS.

4.33.2.5. The "Type Organization" field will have a “V” assigned. This identifies OCCR is only used for vehicle account(s).

Note: Contact the servicing supply function for assistance.

4.34. Responsible for Accountable SBSS Documents. Local VM&A is responsible for all accountable supply documents (See local Supply Document Control or applicable section for details) to include local and MAJCOM supply forms. These documents include: “A2 (X)”, “REC VEH”, “ISU VEH”, “RVP REC”, “FET”, “TIN VEH”, “SHP VEH”, “FCH”, “1ETT”, “1ETX”, “1ED”, “1GP”, “SRC” and supporting justifications and documentation for supply related reports such as “R-59”, “M-10” and “Q-10”. AFVFSB will provide “RVP” and “FCH” documents to VM&A. AFVFSB will also provide justification for M10 reports to VM&A. Local VM&A is the liaison between AFVFSB and supply.

4.34.1. The “R-59” is a supply-generated report that contains delinquent documents (accountable documents five days old).

4.34.2. The “M-10” is an Inventory Adjustment Document register (Monthly) maintained by supply that contains changes to quantity or changers to NSN.

4.34.3. The “Q-10” (Equipment Out of Balance Listing) is a supply maintained report that contains allowance (048) authorized and assigned out of balance.

4.34.4. The authorized quantity and assigned/on hand quantity will always match.

4.35. Serve as Inspector for Vehicle Equipment Account and Receive Required Training. This requirement is outlined in AFI 23-110.

4.35.1. A person (or personnel) from VM&A will be appointed in writing by LRS Commander

4.36. Perform Analysis. VM&A is the focal point for collecting, storing, analyzing and correcting vehicle data used for analysis.

4.36.1. Effective vehicle management includes continuous process improvement by constantly assessing customer needs, analyzing services and monitoring efficiency, economy, utilization and cost of the vehicle fleet. The VFM/VMS are responsible for ensuring the analysis for evaluating fleet performance is accomplished. Fully document decisions, process improvements or corrective action taken as a result of analyst recommendations. Monitoring and controlling performance indicators (metrics) are usually done by exception when requested by VFM/VMS; however, the following indicators will be monitored monthly:

4.36.1.1. NMC rates.

4.36.1.2. Costs (per mile, per vehicle, and total).

4.36.1.3. Maintenance (scheduled, delayed, and unscheduled).

4.36.1.4. Labor-hours (direct, indirect productive and indirect non-productive).

4.36.1.5. Utilization analysis.

4.36.2. VMIF. This file is the source document for several data elements used in VM&A for management of the vehicle fleet. Section II of the file provides NSN, management code, replacement criteria and standard pricing information for all vehicles. Use of this section helps correct programming of OLVIMS vehicle master records and communications compatibility between VMIF and SBSS functions within the LRS. This file provides information for identifying suitable substitutes for similar vehicle types.

4.37. Degree of Analysis. Circumstances will dictate varying degrees of analysis. VFM/VMS makes the call as to what performance indicator(s) will be analyzed, charted, plotted or otherwise trended, and sets the frequencies for such analysis. OLVIMS PCN SB004-115 will satisfy the data display requirements. LIMS-EV Vehicle View also can display data requirements.

4.37.1. The level of performance achieved or the symptomatic condition of the indicator dictates which analysis action to follow.

4.37.1.1. An indicator well within a set standard may not need any more analysis for that reporting period.

4.37.1.2. An indicator just barely within a standard will need some analysis for that reporting period; it may need some analysis to find out why, whether corrective action is needed or other areas it may affect.

4.37.1.3. An indicator that points to poor performance, worsening trends or unfavorable effects that may go on if not stopped, calls for in-depth analysis. In-depth analysis is "analysis that shows a performance deficiency or failure to reach a goal, explains why,

shows the effect of the deficiency or substandard performance and outlines action that will help reach the goal.

4.37.2. Analysis of the areas set by commanders or equivalents, MAJCOM, VFM/VMS make up most of the analysis effort by VM&A. The analyst must be aware of the savings in manpower and material cost, and the greater mission capabilities that may be gained by a more detailed analysis. During an in-depth analysis, certain factors perceived as the primary cause of the problem may not be the root of the problem. The scope of the analysis then is expanded, the true cause determined and corrective action is identified.

4.37.3. Independent studies and analyses may not provide a definite conclusion when viewed alone. There are times when a larger base of data will be needed; a sampling may need a longer span of time; a first look shows nothing significant is expected to result; or when the end can be confidently predicted without doing a formal study.

4.37.4. Studies and analyses may take the analyst out of the office. The analyst goes where the data is or where the process is conducted; this will require reviewing vehicle records jackets and vehicle historical records in VM&A, material cost data in Materiel Control, and sometimes working with a supervisor in the work center.

4.38. Using Analysis Products. The use of analysis helps management project existing capabilities into plans and schedules and institute controls against variation. The results of the review and analysis of collected data are needed in all successful planning phases. To be of benefit, analysis and recommendations are used as soon as possible after completion. Presentations are brief, factual, easily understood and must show the picture as it presently exists. Most effective analysis is in response to VFM/VMS requests for special studies.

4.38.1. AF/A4LE, MAJCOMs or individual installations may impose standards or develop goals for performance measurement.

4.38.1.1. Standards or goals developed by a MAJCOM are tempered with considerations such as geographical location, seasonal peculiarities, deployment tempo, military and civilian staff mix, fleet age or composition, and parts availability.

4.38.1.2. A large part of resource management is based on comparing a computed average to set standards that allow the significance of a bulk of data to be understood in a single value. An average may be the usual amount, rate, quality or time.

4.38.2. A goal is a measure taken by general consent to be a basis for comparison. A standard may be based on analyzing past data alone, past data weighed with known values or on expert opinion. In any event, the criterion for making a valid standard or goal is founded on objectivity, suitability and reality. Some sources from which realistic goals may be set are: existing programs, maintenance reports, historical reports/records and unit plans and needs.

4.38.3. The analysis process addresses two distinct phases that may or may not be used together. These are “production analysis” and “deficiency analysis”.

4.38.3.1. Through data gathering and surveillance, production analysis is used to identify problems, highlight any that need additional study and identify areas that may represent a standard of excellence.

4.38.3.2. The real troubleshooting is done through deficiency analysis as a key part of the analysis process. Perform deficiency analysis to whatever degree is needed to highlight and bring undesirable performance to an acceptable level.

4.38.4. Use LIMS-EV Vehicle View to produce utilization analysis report as follows:

4.38.4.1. From the LIMS-EV Vehicle View start-up page, click on the “Status” drop-down menu and select “Utilization”.

4.38.4.2. Go to “Time Increments” and click on the drop-down menu and select “Fiscal Year”. Pull slide to highlight or encompass the year that data analysis is needed.

4.38.4.3. Click the “All Organizations” drop-down menu and select desired base; click “Update”.

4.38.4.4. In the “Grid View Buy” filter, select “Reg Number”. Next, select “Organization” in the “GroupBy” filter.

4.38.4.5. The data-grid will now display utilization information for each registration number assigned to the organization selected. A “child row” for each registration number displayed will indicate if the vehicle is “over” or “under” Fiscal Year (FY) mean mileage totals.

4.38.4.6. The analysis report can be used by Fleet Managers to determine if vehicle rotations are justified.

4.39. Method of Presentation. For standardization, a way to present each performance indicator is given as part of that indicator. For each of the indicators, the level of performance achieved needs to be graphically displayed in chart form.

4.39.1. If an indicator does not meet the established standard or goal, the VFM/VMS will be informed to determine if an in-depth analysis is needed.

4.39.2. The analysis or study narrative addresses such things as the primary cause of the problem, factors that affect it, recommendations for correcting the deficiency and anticipated time required for correction. A narrative may be required on all standard indicators each month by the VFM/VMS.

4.40. Presentation of the Analysis. Some general presentation rules are:

4.40.1. Understanding that the value of management information lies in its being used while it is still valid and current. Strive for its use by the appropriate personnel.

4.40.2. Use flexible rules and techniques. There are circumstances when it may be impossible to show a result properly if forced to conform to a rigid method. When possible, comply with the rules, but deviate if it allows better analysis.

4.40.3. Make a briefing which covers the collected data in a professional way. Briefings address such things as "what, where, how, when and why" and suggest corrective or preventive actions. Briefings are concise, clear and easily understood by those to whom they are directed.

4.40.4. Set up a program to coordinate analysis findings with the VFM/VMS before the formal presentation to the LRS Commander or equivalent each month or as scheduled.

4.40.5. Show statistical or narrative data in some usable form. Properly tabulate and arrange data for analysis or projection. Data credibility suffers when shown in a confusing or unfamiliar way. Keep it simple and key the presentation to those who will review it. The following aids in making graphic presentations:

4.40.5.1. Plan the construction in advance; keep it simple, honest and accurate. Do not give the wrong impression.

4.40.5.2. Start scale values at zero, or bracket the reference point, and keep the background clear of unnecessary gridlines.

4.40.5.3. Name the presentation fully and accurately; use one subject at a time to keep from crowding the material.

4.40.5.4. Use short but complete notes where necessary and be sure the presentation is informative.

4.41. Performance Indicators (Metrics).

4.41.1. The OSD has issued guidance (DOD 4500.36-R) to measure and monitor labor-hour productivity within DOD Vehicle Management activities for the following purposes:

4.41.1.1. To support vehicle repair decisions and develop budgets at base level.

4.41.1.2. To determine the number of delayed work-hours attributed to lack of available personnel.

4.41.1.3. To identify training needs, job performance evaluations, shop equipment, tools and facility upgrades.

4.41.1.4. To determine the management efficiency of individuals, work centers, management activities and higher headquarters (MAJCOM).

4.41.1.5. To determine if Vehicle Management personnel are being used efficiently.

4.41.2. The VFM, VMS, LRS Commander or equivalent, or MAJCOM Vehicle Management Staff makes use of these indicators, or develop their own indicators to meet their own circumstances. Indicators are analyzed as prescribed by the VFM/VMS and recommended actions are provided if the performance does not meet minimum standards. Standard performance indicators have been automated and can be obtained each month by producing "PCN SB004-115" (OLVIMS Automated Analysis) or using LIMS-EV Vehicle View.

4.42. Specific Performance Indicators Products. Various OLVIMS products that will be reviewed/monitored monthly, with analysis performed as needed, are listed below in **Table 4.3, Specific Performance Indicator Products**. See AFCSM 24-1 for explanations and examples of performance charts that are part of the OLVIMS Automated Analysis Report.

Table 4.3. Specific Performance Indicator Products.

PRODUCT	DESCRIPTION
Transaction Listing (PCN SB004-005)	Use this report daily to do a line-by-line edit of work orders. Correct any data mismatches.

Delayed Maintenance Report (PCN SB004-015)	Use this report monthly to verify delayed work order status and delayed parts. In addition, monitor work orders in VDP/NMCS status.
Vehicle Master List (A) (PCN SB004-023)	Produce monthly and use to monitor static data and changing data such as cumulative meter readings and one-time repair limits.
Vehicle Static Maintenance Data List (PCN SB004-048)	Use this report as needed verify static data for vehicles not updating on the schedule maintenance listing.
Cost Analysis	O&M analysis is required to ensure that money and manpower are not wasted. The analysis must identify unfavorable cost trends and prime vehicles or groups of vehicles using large amounts of labor or material. O&M costs are combined and shown as a single cost. Costs are also available via LIMS-EV VEHICLE VIEW.
Average Cost Per Unit is Indicator #1 on PCN SB004-115	See rules 1 through 31, **Attachment 6**, for analysis procedures.
Average cost Per Mile (Administrative Fleet) is Indicator #2 on PCN SB004-115	See rules 1 through 31, **Attachment 6**, for analysis procedures.
Delayed Parts Received (Bin Location)(PCN SB004-062)	Monthly use this report with Materiel Control to jointly verify parts received and bin location of parts.
NMCM Hours to Direct Labor-Hours Percentage.	A shop's ability to respond to workload may be measured by use of this indicator. It checks the percentage of direct productive labor-hours in relation to the number of NMCM hours on AF Forms 1823/-1. The intent is to keep the spread of these two factors to a minimum.
NMCM Hours or Direct Labor-Hour Ratio (Closed Work Orders) is Indicator #3 on PCN SB004-115	See rule 32, **Attachment 6**, for analysis procedures.
Number of PM&Is Overdue is Indicator #5 on PCN SB004-115	See rules 66 through 71 of **Attachment 6** for analysis procedures.
Number of Work Orders Opened is Indicator #6 on PCN SB004-115	See rules 12 through 14 and 31 through 46 of **Attachment 6** for analysis procedures.
Number of Hours in Delay Code "C" is Indicator #7 on PCN SB004-115	See rules 61 through 52 of **Attachment 6** for analysis procedures. As a minimum, these

	shops will manually accumulate the total backlog hours and track, chart, or analyze at least two categories, hours with parts on hand and other delayed hours. Over a 12-month period, these shops should be able to develop an acceptable level of backlog hours, which will result in efficient shop management.
Percent Direct Labor is Indicator #8 on PCN SB004-115	See rules 54 through 58 of **Attachment 6** for analysis procedures.
Percent Indirect Labor Productive is Indicator #9 on PCN SB004-115	See rule 59 of Attachment 6 for analysis procedures.
Percent Indirect Labor Nonproductive is Indicator #10 on PCN SB004-115	See rule 60 of **Attachment 6** for analysis procedures. VM&A personnel will use rules 54 through 60 in **Attachment 6** and the data in OLVIMS PCNs SB004-029 and SB004-032 to check on labor usage by work center.
Percent of Fleet NMCM is Indicator #11 on PCN SB004-115	See rules 31 through 46 in **Attachment 6** for analysis procedures.
Percent of Fleet NMCS is Indicator #12 on PCN SB004-115	See rules 47 through 53 in **Attachment 6** for analysis procedures.
Percent of Fleet NMC is Indicator #13 on PCN SB004-115	See rules 31 through 53 in **Attachment 6** for analysis procedures.
Percent Hours NMC by Vehicle Group or Category is Indicators #14 through #22 on PCN SB004-115	See rules 31 through 53 in **Attachment 6** for analysis procedures.
Non-registered Vehicles and Equipment (USAF management codes that begin with a numeric character)	See rules 31 through 53 in **Attachment 6** and the data in OLVIMS PCN SB004-008 or SB004-032 to see which vehicles or groups of vehicles have abnormal NMC rates.
Indicator #4 on PCN SB004-115	This indicator is longer valid and should be disregarded.

4.43. Other Indicators. There is a continuing need to check and measure motor vehicle related statistical and historical data beyond that outlined in this chapter. There is almost no end to the material to be reviewed, just as there is no end to the need to improve customer service and save resources. While some of the following areas may be used as part of any major analysis, they also lend themselves to independent tests and analyses. In some way, each of the areas affects the outcome of the total vehicle management effort. They are not listed in priority order, nor can any be singled out as being more important than the other. The analyst must weigh each on a basis of what the goal is at a given time. The remainder of this paragraph covers "other indicators" that will be monitored at the direction of the MAJCOM Vehicle Management Staffs and/or the VFM/VMS who will set goals to gauge the effectiveness of these indicators.

4.43.1. Repeat Maintenance. This is often found to be one of the main causes of high costs and low MC rates. A high occurrence of repeat maintenance may indicate improper scheduling, inadequate quality control, failure to use test equipment to diagnose malfunctions or the need for training. Use PCN SB004-032 - Part 10 to see which vehicles or equipment items are in and out of the shop too often. Also, see Rule 14 in **Attachment 6** for analysis guidance.

4.43.2. Contract Maintenance and Other Government Agency costs. By analyzing these costs, it may be possible to identify inadequate manning, skill levels, shop layout, tools and equipment, and the extent to which in-house capabilities may be improved. It may be best to check these indicators in major vehicle categories. See PCN SB004-032 for the data to be used in this review. See rules 35 and 36 of **Attachment 6** for analysis guidance.

4.44. Other Areas to Monitor. The following areas do not need to be charted, but must be checked by VM&A:

4.44.1. Vehicle and Equipment Work Order Status. Remove appropriate AF Forms 1823/-1 from the Work Order Master File Status Report (PCN SB004-018) on a timely basis. Validate AF Forms 1823/-1 on the list 45 days or longer.

4.44.2. Transient Vehicles. Mail, fax or electronically transmit the vehicle repair transaction report (PCN SB004-019) and fuel report to the vehicle's home base as soon as they are received.

4.45. Controlling and Evaluating Problem Areas. When unfavorable trends or indicators are present, VM&A will use **Attachment 6** to identify problem areas and their causes and effects. **Attachment 6** also reflects suggested review procedures and preventive measures. When performing analysis, refrain from using inflation as a cause for increased cost-per-mile, the aging fleet for increased NMCM rates or other often used "crutches".

4.45.1. When investigating the cause of poor performance or when trying to isolate the prime reasons for a bad trend, try all the procedures listed in Attachment 6.

4.45.2. All situations are not in **Attachment 6**; conditions that are command or base related may affect a situation in one case and may not in another.

Section 4C—Reviewing Base Support and OPLANs with IDRC

4.46. Interservice Vehicle Support. Interservice support among DOD components will be used where economies can be realized without impairing mission effectiveness. DODI 4000.19, *Interservice and Intergovernmental Support*, 9 August 1995, implements policy concerning interservice support. As a rule, the DOD component having the greater AOR (equipment and manpower) furnishes the support requested to the extent capabilities and military commitments permit.

4.47. Arranging for Interservice Vehicle Support. Arrangements for Interservice support generally provide that DOD components furnishing the service will not assume any liability whatsoever for personal injury or property damage caused by any vehicle while it is in the custody of the using component. The using DOD components must:

4.47.1. Assume the cost of picking up and delivering vehicles.

4.47.2. Properly operate, maintain and use vehicles in their custody.

4.47.3. Take administrative action relating to damage/theft of the motor vehicle in their custody.

4.47.4. Assume responsibility for any damages resulting from accidents, abuses or incidents while the vehicle is in their possession.

4.48. Activity Pooling. A transportation and equipment (vehicle motor) pool:

4.48.1. Operates where it will be most economical or provides the most satisfactory transportation service.

4.48.2. Pools full or partial transportation assets of separate activities. The pool segments are located within an area most convenient to the majority of the vehicle users.

4.48.3. Is administered by a lead activity designated by the components. It may be subdivided locally as necessary. Agreements for activity pooling are sent through channels to AF/A4LE for coordination.

4.49. Establish, Execute, Initiate and Conduct All Vehicle Recalls. Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

Section 4D—Vehicle Support Resulting From Terrorist Threats

4.50. Overview. Because of terrorist activities, the AF has a program to provide heavy and light armored vehicles, domicile-to-duty transportation, and vehicle painting and marking exceptions for threatened key personnel and senior officers. AF Criminal Investigation & Counterintelligence (SAF/IGX) consolidates and validates all requests for these special vehicles or marking waivers in response to terrorist threats.

4.51. Submission Procedures:

4.51.1. The requesting MAJCOM, DRU or FOA Vehicle Management Staffs submits all requests for special vehicle requirements to SAF/IGX.

4.51.2. SAF/IGX validates special vehicle requirements based on terrorist threats. Once validated, SAF/IGX provides a recommendation to AF/A4L and A4P.

4.52. Armored Vehicle Requirements.

4.52.1. New Armored Vehicle Procurement. AF/A4PR ensures the recommendation is consistent with public law, EOs and DODDs and approves the recommendation. Procurement, both quantity and unit cost, must be authorized by Congress. If approved, the MAJCOM allocates necessary 3080, BP8200 funds in applicable MBPAC funding line.

4.52.2. Light Armored Vehicles. MAJCOMs, FOAs or DRUs may request SAF/IGX approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

4.52.3. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

4.52.4. Agreements provide separate funding for vehicles and armor.

4.52.5. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

Section 4E—VCP

4.53. Establishing and Managing Installation VCP.

4.53.1. VM&A personnel will develop a training plan and thoroughly train newly appointed VCO/VCNCOs on their duties (Refer to **Chapter 10**). Training will include LIMS-EV Vehicle View to show VCO/VCNCOs how to view ETICs, generate hand receipts and master reports. The training will also include how to build "saved views".

4.53.1.1. Introduction to duties should include a briefing on current wing vehicle management or vehicle use policies; such as wing accident/abuse policy or installation idling policy (refer to **paragraph 10.4.14**)

4.53.2. A knowledge test will be administered to new VCO/VCNCOs after training. A passing grade of 70 percent or higher is required in order to assume duties. A sample test can be downloaded from the VCP folder within the VM CoP: **https://www.my.af.mil/afknprod/ASPs/DocMan/DocMain.asp?Filter=OO-LG-AF-66&FolderID=OO-LG-AF-66-21-13-13&Tab=0**. VM&A personnel may modify or add to the questions on the test to meet local requirements.

4.53.3. Associate units will participate in and support the host VCP. Associate unit VCPs are subject to assessment by the host command Inspector General (IG).

Note: AFOSI vehicles leased through GSA in Continental United States (CONUS) are exempt from inspections and staff assistance visits.

4.53.4. All units are required to have a VCO/VCNCO if the unit has vehicles or OGMVCs assigned. VCO/VCNCOs should refer to **Chapter 10** for more information concerning duties and responsibilities.

4.53.5. VM&A personnel will conduct a VCP staff assistance visit with each unit VCO/VCNCO annually. The results will be documented to include the topics discussed, noted discrepancies and noteworthy comments and provide report to the unit commander or equivalent within 30 days after the visit. Copies may be provided to tenant command staff assistance teams and IG teams upon request. The VCO/VCNCO is provided the following information during each visit:

4.53.5.1. Issues such as operational problems, security, operator training, licensing, lesson plans and misuse will be discussed.

4.53.5.2. A computation of O&M cost per mile for each unit vehicle.

4.53.5.3. Utilization/rotational analysis.

4.53.5.4. Annual Training Requirement IAW AFI 24-301.

4.53.6. LIMS-EV Vehicle View provides capability to view utilization data to support annual rotational analysis requirements. If conducting analysis using LIMS-EV Vehicle View, keep the same vehicle types within the same unit or mission types. For example: Two B200s assigned to the same unit, one asset with 4,000 miles and the other with 12,000.

Reassign the asset with the lower miles. To access the "Utilization View" within in LIMS-EV Vehicle View, click on the "STATUS" drop down and select "Utilization". Next, apply the applicable organizational and vehicle related filters. Results will display selected vehicles and associated mileage along with other asset attributes.

4.53.7. VM&A will conduct a VCO/VCNCO meeting at least once a year. Topics will include: preventative maintenance, official use guidance, safety, operator care and any other information deemed necessary by Vehicle Management.

4.53.8. **Vehicle Assessment Inspections.** Vehicle Management will perform vehicle assessment inspections as part of the VCP. The inspections are used to assess operator care and unit/operator documentation requirements.

4.53.8.1. Conduct inspection of at least 25 percent of each unit's AF owned or leased vehicle fleet every calendar year using AF Form 4431, Vehicle Assessment Inspection. CSC personnel will inspect vehicles and complete AF Form 4431.

4.53.8.2. Inspections will be completed when a vehicle is turned-in for scheduled PM&I or before a leased asset is taken for annual inspection.

4.53.8.2.1. If 25 percent of a unit's assigned vehicles are not scheduled for a PM&I during the calendar year, complete AF Form 4431 in conjunction with unscheduled or minor maintenance actions.

Note: If AF Form 4355 completion is due, completion of AF Form 4431 can be accomplished at that time.

4.53.8.3. Assessment Scoring. All vehicles start with 100 points. When minor or major discrepancy point values are accessed in corresponding areas/item on the AF From 4431, discrepancy points will be totaled and subtracted from 100 with the sum being the vehicle's score. A "Minor" discrepancy has a point value of "10" and a "Major" discrepancy has a point value of "25". If either of the following two conditions exists, discrepancy points will not be assessed.

4.53.8.3.1. Vehicle discrepancies or areas that were previously identified (e.g., delayed for parts/maintenance, waivered, "P" coded, etc.) and documented by Vehicle Management.

4.53.8.3.2. Vehicle discrepancies already identified on the appropriate Operator's Inspection Guide and Trouble Report form at the time of the inspection/turn-in; provided the discrepancy meets the maintenance reporting/turn-in requirements established in **paragraph 3.19.2**.

4.53.8.4. Vehicles meeting a condition described on the AF Form 4431 as a "FAILURE" is an automatic failure for that vehicle and the recorded score will be zero.

4.53.8.5. The following rating scale will be used based on a vehicle assessment score: Outstanding = 90-100, Excellent = 80 – 89, Satisfactory = 70 – 79, Marginal = 60 – 69 and Unsatisfactory < 59.

4.53.8.6. Individual vehicle scores for each unit will be averaged, covering the previous calendar year's assessment period, to produce an overall assessment score for each unit. NLT 1 March each year, VM&A will provide average score, analysis, comments and/or

trends to using organization's VCO/VCNCO and commander or equivalent. Copies of AF Form 4431 will be provided to VCO/VCNCO or using organization's commander upon request.

Section 4F—Additional VM&A Guidance and Program Management Responsibilities

4.54. Establish and Monitor VM&A Organizational Email Account. Email account will be used to receive Vehicle Management related correspondence and data calls from C-NAF, MAJCOM, VEMSO and Air Staff. For example "1LRS.VM&**A@CHANUTE.AF.MIL**".

4.55. DOD Fleet Fuel Card Program and Account Management. Refer to **Attachment 10.**

4.56. Utilize FMD Program. Downloading the fuel input for OLVIMS from the DLA Energy FMD program, commonly referred to as the "Purple Hub". Download frequency will be at least weekly. OLVIMS error deck will be cleared each time fuel data is downloaded.

4.57. Comply with OLVIMS Legacy User Access Log Policy. To comply with OLVIMS-Legacy systems data auditing and access control measures, Air Force Network Integration Center system certification and accreditation requirements and to ensure system use and data input is performed by authorized OLVIMS-Legacy personnel only, VM&A sections will utilize the OLVIMS Input Transactions report (PCN-SB004-05) daily to ensure transaction inputs are correct. Additionally, the PCN SB004-05 and a hard-copy user's log will be retained by VM&A for a one-year period. The hard copy user log will include the following information:

4.57.1. User Name.

4.57.2. Date/Tim logged in.

4.57.3. Date/Time logged out.

4.57.4. Remarks block stating general functions performed or OLVIMS screen accessed (e.g., loaded employees, closed work order or AZ, BZ, CZ, etc.).

Note: As per AFSPC/A6 Memorandum, Subject: *Authorization to Operate (ATO) and Denial of Authorization to Connect (DATC) for On-Line Vehicle Interactive Management System - Legacy (OLVIMS Legacy) Version 19G*, dated 4 May 2010, a computer system with OLVIMS **is not** authorized to connect to any portion of the Air Force Global Information Grid (AF-GIG).

4.58. Procedures for Distributing and Processing COPARS Sales Slips. The Vehicle Management activity establishes filing and retention procedures for COPARS sales slips as it pertains to the tracking of expenditures, warranties and vehicle historical repair documentation.

4.58.1. Distribute sales slips as follows:

4.58.1.1. Copy one is retained by the contractor, attached to the invoice, and sent to Contracting and Accounting and Finance, in turn.

4.58.1.2. Copy two is sent to the QAP for verification, and then forwarded to VM&A, in batch sequence, for processing into the OLVIMS and filing.

4.58.1.3. Copy three is attached to the filed copy of the AF Form 1823/-1.

4.58.1.4. Other copies are distributed according to documentation needs.

4.58.2. Sales Slip Processing. Materiel Control checks for the following data elements on sales slips each duty day for obvious errors:

4.58.2.1. Date.

4.58.2.2. Work order number.

4.58.2.3. Nomenclature.

4.58.2.4. Quantity.

4.58.2.5. Charge code ("M," "N" or "D").

4.58.2.6. Category of part (new or rebuilt).

4.58.2.7. No changes have been made on the slip.

4.58.2.8. Vehicle registration number.

4.58.2.9. Part number.

4.58.2.10. RC/CC Code.

4.58.2.11. Unit price, discount and total price by line item.

4.58.2.12. Warranty (if applicable).

4.58.2.13. Sales slip is "Z'd" out after the last entry.

4.58.2.14. Bin number when charge code "D" is used.

4.58.2.15. Total of sales slips on adding machine tape or other printed media, and attached to sales slip.

4.58.3. Each person authorized to sign for parts is responsible for seeing that the data elements listed above are present on each sales slip before signing for the parts. Upon completion of the sales slip, the recipient signs the sales slip using the same signature as the sample signature on the COPARS authorization list. Materiel Control ensures that discounts have been figured accurately and provides them to VM&A, along with the adding machine tape or other printed media of the total of all sales slips, on a daily basis. Sales slips for the day are numbered consecutively, to include copies of voided slips.

4.58.4. Process COPARS transactions through OLVIMS each duty day.

4.58.4.1. VM&A processes the sales slip cost data by line item (except L9999) into OLVIMS.

4.58.4.2. VM&A verifies the sales slip line items with PCN SB004-005 and makes corrections as necessary. These sales slips are then returned to Materiel Control for filing.

4.58.4.3. Input all discounts or charges such as premium communications and transportation, and COPARS overtime, to OLVIMS, as identified by Materiel Control.

4.58.4.4. VM&A adjusts cost data in OLVIMS, as identified by the ALO for such things as prompt payment discounts or other financial adjustments.

4.58.5. When a part costing more than $100 comes with a warranty VM&A records the provisions in OLVIMS on the "PZ" transaction, which can then be monitored using the PCN

49. Specific warranties are noted on the COPARS sales slip. VFM/VMS determines if warranty tracking is accomplished for parts costing less than $100.

4.59. Complete CA/CRL Annual Validation. The VFM/VMS, or representatives from VM&A, will be appointed (in writing) by the LRS Commander or equivalent as the equipment custodian for their vehicle accounts. The equipment custodian will be responsible to sign the CA/CRL annually or when custodian changes to validate the inventory actually took place and to verify that action has been taken to resolve any noted discrepancies.

4.59.1. The LRS Commander or equivalent will review and endorse the CA/CRL after VFM/VMS or representatives from VM&A have accomplished the inventory.

4.60. Turning In Vehicles to DLA-DS. Policy and processes associated with turning in vehicles to DLA-DS are covered in AFMAN 23-110, Volume 2, Part 13, Chapter 4. Additional information is available at **https://www.dispositionservices.dla.mil**/.

4.61. Withdrawing Vehicles from DLA-DS.

4.61.1. MAJCOM Vehicle Management Staff must approve vehicles withdrawn from DLA-DS to be placed in the AF inventory. Vehicle Management must certify a vehicle as economically repairable and warrants withdrawal action.

4.61.2. Vehicles previously loaded in the AF inventory can be withdrawn for use in AF training courses as a Vehicle Management training aid for non over-the-road use with approval from MAJCOM Vehicle Management Staff. Submit request through the LRS Equipment Liaison Office.

4.62. Vehicle End-Of-Life (EOL) Determination.

4.62.1. Vehicle EOL (when the vehicle should be retired and replaced with a new asset) is a calendar year (CY) value (e.g., 2012, 2013, etc). Vehicle EOL values are available in LIMS-EV Vehicle View. Click “Status” and select “Requirements”. View by searching on registration number or any other asset attributes. The EOL model incorporated into LIMS-EV Vehicle View was designed using a similar methodology as used in civilian industry. EOL model provides a more dynamic logic that includes flat line depreciation and sustainment costs. Two assets purchased in the same procurement year could have different EOL values depending on sustainment costs for each vehicle.

4.62.2. Methodology or Logic:

4.62.2.1. The model uses the NSN, management code and standard price to depreciate a vehicle 15 percent each year over a 20-year period, based on the established depreciative value of the prior year. For vehicles that have a standard price over $250,000, the depreciated value will be 20 percent a year based on the established depreciative value of the prior year.

4.62.2.2. The model uses previous year's O&M costs and increase by three percent each year for 20 years. Obtain the baseline Operations and Maintenance cost data from the monthly VEA files by summing the following fields: Contract Maintenance Costs, Total Direct Labor, Total Parts Cost, Other Government Agency Cost, Contract Costs (Exclude any figure over $50,000 because the depot rebuild costs are used as a part of the direct maintenance costs will temporarily cause the life expectancy to decrease).

Note: If a year's worth of data is not available, then for estimating the annual direct operations and maintenance costs the model will use what is currently available.

4.62.2.3. The EOL value will be determined when projected operations and maintenance costs exceed the depreciative value of the vehicle. The actual estimated replacement year will be the year that the direct operations and maintenance costs exceed the depreciative value of the vehicle. Then subtract the X number of years needed for budget forecasts purposes.

4.62.2.4. When viewing an asset EOL in LIMS-EV VV there are three values tied to the vehicle: "Replace Year", "Calculated Replace Year" and "Calculated Life In Years".

4.62.2.4.1. Replace Year - Indicates the CY that an asset should be funded for replacement. It will always be the current CY or out years. All vehicles that have already reached EOL but continue to be utilized will have a replace year equal to current CY. Any vehicle not at EOL will have a replace year equal to the calculated replace year.

4.62.2.4.2. Calculated Replace Year - The CY year an asset reaches EOL. This value will match "Replace Year" when the projected EOL value for the asset is equal to or beyond current CY.

4.62.2.4.3. Calculated Life In Years - The expected life in years an asset will be utilized and is dependent upon the acceptance year and EOL year.

Note: Refer to **Attachment 9**, **Capability Based Funding and Vehicle Prioritization Model**, for additional information.

4.63. Interagency Motor Pools and Systems.

4.63.1. IAW *Title 40 United States Code Section 601*, the Administrator of GSA has the actual responsibility for the establishment and operation of interagency motor pools and systems. GSA develops necessary data and cost statistics to determine the economic feasibility of establishing a motor pool in an area. DOD components are notified if consolidation is feasible.

4.63.2. Managing GSA Vehicles. Use GSA vehicles for official purposes only. If leasing GSA vehicles is more expensive than using AF-owned vehicles, or the AF cannot resolve operational problems with the interagency Motor Pool, AF activities will send full details through channels to AF/A4LE for resolution.

4.63.3. Discontinuing Interagency Motor Pools. The Administrator of General Services shall discontinue a motor vehicle pool or system if there are no actual savings realized (based on accounting as provided in 40 USC § 605) during a reasonable period of not longer than two successive fiscal years.

4.64. FORCE/FSE Management Codes. Use the management codes and standardized Vehicle/Make/Type listed in **Table 4.4** to load FORCE equipment into OLVIMS. The same management codes will continue to be used for FSE; the year model in the registration number will provide an easy means to differentiate FORCE and FSE.

Table 4.4. FORCE/FSE OLVIMS Code Information

MGT CODE	VEH TYPE	NOMENCLATURE
W222	R-19	A/E32R-19 Filter Separator Unit
W223	TASS	Tactical Automated Service System
W224	R-20	A/E32R-20 Multi-Aircraft Servicing Platform
W225	R-18	A/E32-R-18 Pumping Unit
W229	R-21	A/E32R-21 Plumbing Assembly

Section 4G—Registration Numbers, License Plates, FMVRS Requirements, Special Identification and Marking

4.65. Registration Numbers.

4.65.1. SBSS reportable registration numbers are assigned to motor vehicles and designated non-motorized vehicular equipment. Registration numbers are also required for all AF activities (including the ANG and the AFR) that record vehicles on any type of property account.

4.65.2. The following items do not require SBSS reportable vehicle registration numbers:

4.65.2.1. Vehicles that are withdrawn from DLA-DS (IAW **paragraph 3.36**)

Note: Vehicle assets in DLA-DS are not eligible for X-registration numbers. If such assets are to be withdrawn and placed into service, requirements in **paragraph 3.36.2** must be complied with and asset will have normal registration number assigned.

4.65.2.2. Non-self-propelled MHE. Examples include two- or four-wheeled hand trucks, warehouse trailers or hoists.

4.65.2.3. Aerospace ground or hanger equipment. Examples include bomb lift trailers, trailer-mounted air conditioners and oxygen or nitrogen-servicing carts.

4.65.2.4. Vehicle attachments. Examples include bulldozer and snowplow blades or refuse containers.

4.65.2.5. Non-motorized bicycles.

4.65.2.6. Non-self-propelled agricultural implements.

4.65.2.7. Mobile homes or house trailers.

4.65.2.8. Vehicles earmarked for the Military Assistance Program (MAP).

4.65.3. The appropriate vehicle IM at WR-ALC assigns all vehicle registration numbers.

4.65.4. VM&A requests X-registration numbers from VEMSO considered by the IM as not requiring SBSS control. X-registration numbers are not reportable in SBSS (not on a vehicle account).

4.65.4.1. Vehicles changed by modification to a different basic type must have old registration numbers canceled by the losing IM and new registration numbers assigned by the gaining IM.

4.65.4.2. The responsible IM obtains registration numbers for vehicular support equipment from WR-ALC. These numbers must have an alpha "W" in the third position. They are not reportable in SBSS (not on a vehicle account).

4.65.5. The VCO/VCNCO submits a request for a registration number to VM&A. The VFM/VMS forwards approved recommendations through the MAJCOM Vehicle Management Staff to the appropriate IM at WR-ALC for any vehicle that does not have a registration number but meets the above criteria. If doubt exists, VFM/VMS will request a registration number. The IM either assigns the number or advises VFM/VMS to request an X-registration number from the VEMSO.

4.65.5.1. Registration number requests will include NSN, description, model year or year of manufacture, and chassis serial or VIN of the vehicle. AF Form 86, *Request for Cataloging Data/ Action*, lists this information if the vehicle does not have a valid NSN.

4.65.5.2. As soon as practical after the receipt of registration number, order the applicable AF license plate(s) from UNICOR with the registration number embossed on the plate(s).

4.65.6. WR-ALC will:

4.65.6.1. Assigns registration numbers or advises activities to request an X-registration number from VEMSO.

4.65.6.2. Makes sure a current listing of reportable vehicle NSNs is maintained.

4.65.6.3. Makes sure that other AF publications citing definitions or registration techniques conform to this AFI.

4.65.7. Vehicle Management will:

4.65.7.1. Ensure registered vehicles display registration numbers using appropriate AF license plates or stenciled markings IAW TO 36-1-191.

4.65.8. Destroy or return license AF05 plates to UNICOR, or obliterate registration number stencil, IAW TO 36-1-191 when vehicles are removed from the AF inventory and transferred to:

4.65.8.1. The DLA-DS.

4.65.8.2. Another agency for other than repair and return.

4.65.8.3. A MAP.

4.65.8.4. Conversion to a training aid.

4.66. Vehicle License Plate Program. Additional information can be found in **paragraph 8.8** and TO 36-1-191.

4.66.1. Procurement. UNICOR is the only source for AF approved license plates for AF registered vehicles, OGMVCs, trailers not classified as a vehicle or motorcycles. Vehicle Management personnel must request authorization to order/purchase AF approved license plates. MAJCOMs approve unit license plate purchaser request.

4.66.2. To become an authorized license plate purchaser go to the VM CoP and on the bottom left of the home page (under Vehicle E-tools) click on the "AF License Plates" link.

Complete the form then click on “submit” button at the bottom of the form. Form will be e-mailed to the unit’s MAJCOM for approval.

Notes:
1. On the request form, use the comment block to provide the names of the individual(s) being removed or replaced.
2. UNICOR limits authorized purchasers to two per unit.

4.66.3. Disposition of plates. Vehicle Management will return all AF05 license plates to UNICOR for destruction for vehicles sent to DLA-DS or having expired license plates. Senders will need to fill out the “Federal Motor Vehicle License Plate Return Form” located on the VM CoP under the topic “FMVRS” in the Discussion Forum.

4.66.3.1. All other AF plates (those without a bar code and expiration date) can be destroyed locally or returned to UNICOR for destruction.

Note: UNICOR will provide Vehicle Management a certificate of destruction. VM&A will establish a license plate program management file (electronic or hard copy) for the storage of all UNICOR correspondence to include certificates of destruction.

4.66.4. The status of all AF05 plates must be changed to “PD-Pending Destruction” in FMVRS.

4.67. Lost or Stolen AF License Plates. IAW GSA directives, under the authority of the Department of Home Land Security, UNICOR cannot remake or reissue duplicate pre-stamped plates until such time the original plates are returned to UNICOR.

4.67.1. If new (replacement) plates (AF05R) are needed because the original plate(s) cannot be recovered, Vehicle Management will be required to order replacement license plates with a “R “suffix through UNICOR web site; for example “AF11B12345R”.

4.67.2. All orders for replacement plates will require approval from VEMSO prior to UNICOR acceptance. The following steps must be taken to secure the AF05R plate:

4.67.2.1. Notify local authorities (SF and OSI).

4.67.2.2. Change lost/stolen plate status to "MS" (missing) in FMVRS.

4.67.2.3. Login to UNICOR and order "AF05R" plate (this plate is located under the "Replacement Tags" tab).

4.67.2.4. Send VEMSO a copy of the Police report or a letter from the Squadron Commander authorizing the purchase of replacement plate. UNICOR will not send a replacement plate until the AF Program Manager "VEMSO" has validated the requirement on "R" plate orders. **Note:** AF05R replacement plates are not required for "damaged" plate replacement. Damaged AF05 plates will be exchanged for replacement AF05 plate(s) with UNICOR.

4.68. FMVRS Registration Requirements. VM&A personnel are required to utilize FMVRS to manage and update vehicle and AF license plate status.

Notes:
1. Only those vehicles that display or will display plate number AF05(R) are required to be registered on the FMVRS website https://fmvrs.fas.gsa.gov/.

2. AFCENT locations are exempt from FMVRS.
3. Additional information concerning FMVRS requirements and UNICOR plate ordering registration can be found on the VM CoP.

4.68.1. To register for an FMVRS account (or have an account unlocked) contact VEMSO at **afelm.vemso@langley.af.mil.**

Note: FMVRS accounts are established for vehicle fleets, not individuals.

4.68.2. Loading vehicles into FMVRS. There are two methods for this type of transaction, bulk vehicle upload and individual vehicle upload.

4.68.2.1. Bulk Vehicle Upload: Populate excel spreadsheet at bottom of the FMVRS main menu. Then click on the "Bulk Data Upload" button in middle of the main menu page.

4.68.2.2. Individual Vehicle Upload: Accomplished by clicking the "Vehicle Detail" link from the FMVRS main menu and filling in all appropriate data.

Notes:
1. DO NOT enter the vehicle registration number in the "FEDTAG" field during vehicle upload. The actual vehicle registration number can be entered in the "Equip Number" or "Additional Tag" field.
2. Make sure all data is correct prior to loading. Additionally, make sure that the VIN and Tag Number are not already loaded in system.
3. If the vehicle was purchased during a normal bulk buy through GSA's Auto Choice it will be loaded at the time of purchase by VIN only.
4. Tag numbers (i.e., AF11B12345) are loaded by UNICOR upon shipment of license plates. Once UNICOR loads the tag number in the system it will need to be assigned using the "Assign License Plate to VIN" link on the main menu of FMVRS.
5. All X registration number must be verified by VEMSO prior to loading in the FMVRS to eliminate duplicates.

4.68.2.3. When a new vehicle is assigned, and already loaded in FMVRS, change the status of vehicle to "Active" and update the contact information.

4.68.2.4. When new plates are received and installed, update the license plate status to "AT-Attached". This will be accomplished no later than 10 duty days from receipt.

4.68.2.5. When plates are removed, update the license plate status to "DA-Destroyed by Agency" or "PD-Pending Destruction" for plates being returned to UNICOR.

4.68.2.6. Change vehicle status to "SD-SOLD" for all vehicles sent to DLA-DS.

4.68.3. Agency Vehicle Inventory Listing. To retrieve and sort a vehicle inventory listing select " Agency Vehicle Inventory " from the lower left hand side of the FMVRS main menu. Select appropriate Command from the drop down menu if not already selected. Enter a destination e-mail address for the report to be sent to, then click "Submit". The system will send an e-mail containing a link to the requested list. Once the list is downloaded, filter the sheet to the base needed. This can be accomplished by filtering to the city/state or zip code of the primary contact.

4.68.4. Agency License Plate Inventory Listing. To retrieve and sort a license plate inventory listing select “Agency License Plate Inventory” from the lower left hand side of the FMVRS main menu. Select the appropriate Command from the drop down menu if not already selected. Next, select the License Plate Status “Include all statuses except “AT”. Enter a destination e-mail address for the report to be sent to, then click “Submit”. The system will send an e-mail containing a link to the requested list. Once the list is downloaded, filter the sheet to the base needed. This can be accomplished by filtering to the city/state or zip code of the primary contact.

4.69. Special Identification.

4.69.1. General and Flag Officer Identification. Plates indicating the occupancy of a vehicle by a general or flag officer are affixed to the front of the vehicle. In addition, AF Commanders or equivalents at the installation group level or above, and other persons as designated by MAJCOM /CC may display distinguishing metal plates on their motor vehicles.

4.69.2. “White Top” Vehicles. AF owned, commercial or GSA leased vehicles authorized for use by Wing/Base Commanders (or equivalent level) are not authorized to have the tops painted or marked white.

4.69.2.1. Wing/Base Commander (or equivalent level) vehicles currently with a "White Top" may retain current color scheme at MAJCOM discretion. However, future authorizations or replacement vehicles will not be authorized "white tops”.

4.69.2.2. Additionally, the using organization is responsible for all cost including vehicle damage or paint mismatch caused by the 3M Controlac Plus Graphic Film (or equivalent) during the removal process on GSA-leased vehicles.

4.70. Markings.

4.70.1. All markings must comply with TO 36-1-191.

4.70.1. **(SHAWAFB)** Special activity and radio call sign markings are allowed on vehicles frequently used on the airfield for easy identification from a distance. These markings will be fixed to the windshield, each side, and/or the rear of the vehicle and will consist of alphanumeric characters only. To ensure safe vehicle operation, characters will be block type and will be no more than 4 inches in height for the windshield marking. Logos, base names, organizational patches, insignias, or other markings are not authorized.

4.70.2. Remove all vehicle markings when the vehicle is permanently disposed of.

4.70.3. Exemptions from Identification Markings. Vehicles which are exempt from DOD identification markings (**paragraph 4.50**) shall be registered and inspected IAW the laws of the State, Commonwealth, territory or possession in which they are primarily used.

4.70.4. Motor vehicles regularly used for intelligence, investigative or security purposes are exempt from identification and marking provisions. These include vehicles:

4.70.4.1. Used by the AFOSI.

4.70.4.2. Required to be exempted under a SOFA.

4.71. Complying with International Agreements. When required by the North Atlantic Treaty Organization (NATO) or other international agreements, AF vehicles must contain the markings prescribed in standards that have been ratified by the US commands having jurisdiction over the military activities in these countries. Unless AF/A4LE instructs otherwise, logistics readiness officers must make sure military activities comply with these international agreements.

Section 4H—Vehicle Requirements, Procurement and Recapitalization

4.72. Overview. Federal law controls the purchase of vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing of certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline or vehicles in depot maintenance. Meet peak workload and unusual requirements for vehicles by borrowing from other government agencies, renting or leasing vehicles from GSA or commercial sources. When approved, POVs may be used on a reimbursable basis according to the JTR.

4.72.1. WR-ALC initiates vehicle acquisitions for the AF through the vehicle buy program. WR-ALC is the central procurement agency for all AF vehicle purchases. AF agencies will not purchase vehicles without prior coordination and written approval from WR-ALC Program Manager.. WR-ALC is required to go through GSA initially unless they are unable to support buy requirements. Annually, WR-ALC will:

4.72.1.1. Provide MAJCOM Vehicle Management Staffs with specific vehicle buy submission instructions/guidelines.

4.72.1.2. Compare MAJCOM vehicle buy submissions against requirements stated in AFEMS (DSDC001).

4.72.1.3. Jointly resolve any inventory discrepancies with MAJCOM Vehicle Management Staff.

4.72.1.4. Compile the AF vehicle budgetary requirement.

4.72.1.5. Is the review authority for specifications, purchase options, purchase descriptions and standards for procuring AF vehicles.

4.72.1.6. Determine MAJCOM allocations and coordinates shipment of assets acquired.

4.72.1.7. Specification Review. WR-ALC forwards the vehicle specifications for all other vehicles by 15 October to the lead command for use during the following FY' buy process. The lead command is usually the dominant user of a specific vehicle type. WR-ALC does not review specifications for: Vehicles bought through GSA, M-series vehicles or vehicles on an optional or multi-year contract for the follow-on FY.

4.72.2. MAJCOM Vehicle Management Staffs annually:

4.72.2.1. Compile and prioritize MAJCOM vehicle requirements via LIMS-EV Vehicle View Prioritization Model (refer to **Attachment 9**).

4.72.2.2. Work with WR-ALC to resolve any inventory data discrepancies.

4.72.2.3. Provide WR-ALC with special specification requirements.

4.72.2.4. Monitor due-ins via LIMS-EV Vehicle View (Due in).

4.72.3. Lead Command:

4.72.3.1. Coordinates the specifications with appropriate agencies within that command.

4.72.3.2. Forwards one copy of the specifications to each "Using" MAJCOM Vehicle Management Staff.

4.72.3.3. Consolidates all responses and works out all disparities and forwards a single coordinated response with recommended changes by 15 February to WR-ALC.

4.72.4. Using Commands:

4.72.4.1. Coordinate the specifications with the appropriate command agencies.

4.72.4.2. Forward a single consolidated response to the lead command by the suspense date. **Note:** Specifications will not be "gold-plated" with "nice-to-have" items or capabilities.

4.73. Vehicle Fleet Growth Policy The AF vehicle fleet represents a tremendous investment for the corporate AF. The vehicle buy program provides funding for programmatic replacement of existing assets, but is not funded to purchase vehicles for new requirements (start-ups). MAJCOM, FOA and DRU logistical support staffs must closely scrutinize any request to increase the size of their respective vehicle fleets. Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., OPLAN, Provisional Plan (PPLAN), etc. The functional community requesting additional vehicle authorizations will fund the initial purchase of the vehicles, and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars, or provide funding annually for leased assets. Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. Authorization decreases resulting from VVVs or previous mission changes (unit deactivation) will not be used as offsets. All adjustments to authorization quantities must be approved by VEMSO or other AF/A4LE designated enterprise management authority.

4.73.1. Non-cataloged vehicle request. Prior to requesting cataloging action, MAJCOM, FOA and DRU logistical support staffs will consider offsets, current authorizations and right sizing of the vehicle requirement. Staffs will also coordinate with the appropriate Item Manager/Equipment Specialist to determine if there is an AF stock listed vehicle to satisfy the requirement. If a requirement for cataloging action still exists after completing the considerations and coordination above, staffs will submit an AF Form 601 with item specifications and justification to VEMSO. VEMSO will review and submit approved requests to the AF AS Manager for cataloging action and AS inclusion.

4.74. Major Program Codes, Major Mission Types and Definitions. The AF owned vehicle fleet consists of a multitude of makes, models, manufacturers and types, all used to support various mission activities. In order to better define and articulate the relationship of different vehicle types to AF missions, the following major program codes, along with corresponding major mission types and definitions, have been developed. These major mission program codes moves us towards capability based logic and better defines our vehicle procurement requirements by tying our requirements to capabilities. See **Table 4.5 AF Vehicle Fleet Major Program Codes**.

Table 4.5. AF Vehicle Fleet Major Program Codes

Major Program Code	Major Mission Type	Definition
NUC000	Nuclear	All Vehicles that are assigned to and directly support a specific Nuclear Mission
ACP000	Aircraft Platforms	All Vehicles that directly support a specific Aircraft Platform Mission. These include everything from aircraft servicing vehicles to maintenance support vehicles
FRP000	First Responders	Vehicles that directly support a mission role as a first responder to any type of emergency response to include natural disasters.
CEM000	Civil Engineer	All vehicles that perform installation maintenance on infrastructure, roadways, water and sewer systems, etc. Vehicle types include loaders, graders, dozers, dump trucks, etc
TAC000	Tactical	All conventional tactical M-Series type vehicles to include Up-Armored Vehicles (HMMWV) and Mine Resistant Ambush Protected (MRAP) Vehicles
FCS000	Force Support	Vehicles that do not directly support a specific mission but support a variety functions at an installation to include MWR, Administrative, etc. These vehicles are mostly passenger or cargo carrying vehicles, sedans, pickups, tractor trailers, etc

4.74.1. In addition to major program codes, sub category codes have been developed. The sub category codes will aid in substantiating requirements for the major program codes. See **Table 4.6 AF Vehicle Fleet Sub Category Codes**.

Table 4.6. AF Vehicle Fleet Sub Category Codes

Major Program Code	Sub Category Codes	Specific Mission
NUC000	NUC001	ICBMs
	NUC002	Non-ICBMs, Specific Bomber missions
ACP000	ACP001	Fighters
	ACP002	Bombers
	ACP003	Refueling
	ACP004	Airlift

	ACP005	Training
	ACP006	Recon/Special Ops
	ACP007	Helicopters
	ACP008	Non-Nuclear Missions/Conventional
FRP000	FRP001	Fire Fighting
	FRP002	Medical Transport
	FRP003	Security Forces
	FRP004	Electrical Infrastructure Repair Vehicles
	FRP005	Explosive Ordinance Disposal Vehicles
CEM000	CEM001	Base Maintenance
	CEM002	RED HORSE Missions
TAC000	TAC001	Tactical Armored Vehicles, HMMWV
	TAC002	Tactical Non-Armored
	TAC003	MRAP
FCS000	FCS001	Installation Support
	FCS002	Training - Non Aircraft Missions, i.e. VM School, BC3, Convoy, etc.
	FCS003	Joint Base Support

4.74.2. FCS003 will only be used by AF supporting component Joint Base (JB) BSV&E activities to identify all vehicles used in support of JB activities/functions IAW with the *Department of Defense Initial Guidance for BRAC 2005 Joint Basing Implementation* and JB specific Memorandum of Agreement.

4.75. Class I, II, III and IV Vehicles Authorizations

4.75.1. **Class I and II.** Public Law stipulates that Class I and/or II vehicles will be used to meet daily mission requirements.

4.75.2. **Class III Midsize Sedans or Sport Utility Vehicle (SUV) Equivalent.** When Class I or Class II vehicles clearly do not meet mission requirements, exception authority to authorize the use of Class III vehicles must be fully justified and coordinated through the Base & MAJCOM/CC or equivalent. Once coordination is approved all requests for exception to policy will be submitted to AF/A4LE for AF/A4/7 consideration. MAJCOM, wing and unit commanders will heavily scrutinize any exceptions to policy that are not in line with the SECAF, CSAF and OSD policy.

Notes:

1. Per DOD 4500.36-R, the AF cannot approve exceptions to policy authorizing Class V vehicles for personnel not listed in **paragraph 4.75.3**.

2. Exceptions to policy request for Class V vehicles will follow the same staffing process outlined above and will be routed to OSD Acquisition, Technology & Logistics (AT&L) for approval/disapproval. OSD/AT&L heavily scrutinizes and rarely approves Class V exception to policy requests.

4.75.3. **Limousines.** Restrict the use of Class V sedans to these DOD officials and visiting foreign officials of comparable rank (41 CFR, Part 101-38, *Motor Vehicle Management*, current edition):

4.75.3.1. The Secretary of Defense.

4.75.3.2. The Deputy Secretary of Defense.

4.75.3.3. The Chairman, JCS.

4.75.4. **Large Sedans.** Restrict the use of Class IV sedans to these DOD officials and to visiting foreign officials of comparable rank:

4.75.4.1. The Secretaries of the AF, Army and Navy.

4.75.4.2. The Chiefs of Staff of the AF, Army, Chief of Naval Operations and the Commandant of the Marine Corps.

4.75.4.3. The Under Secretaries of Defense.

4.75.4.4. All four-star officers.

4.75.4.5. Directors of Defense Agencies.

4.75.5. **Wing Commanders, Equivalents or Higher**. These positions (or individuals) are not authorized an upgrade to a Class III Alternative Fueled Vehicle (AFV) or non-AFV, sedan or SUV equivalent (refer to **Table 4.8**) since they are not required as a mission essential upgrade. With regulatory mandates to purchase, and the increased availability of AFVs, Class II AFVs must be used to the ***fullest extent possible***.

4.75.6. **Law Enforcement Sedans.** The size of sedans authorized for use for law enforcement shall be the minimum size available with the equipment modifications necessary to meet mission requirements.

4.75.7. AF vehicle management activities are required to acquire (procure, rented/leased) and use the most fuel efficient vehicles to meet mission requirements in order to support the National Strategy for Energy Security, DOD 4500.36-R and this AFI. Refer to **Chapter 11** for AFV acquisition requirements.

Table 4.7. GSA Sedan and Station Wagon Classifications.

(Federal Standard No. 122, Item 8, 9, 10, 11, 12 and 14.)

Vehicle Type	Classification
Subcompact Sedans (Max Curb weight 2685 lbs)	I
Subcompact Station Wagons	I
Compact Sedans (Max Curb weight 3150 lbs)	II
Compact Station Wagons	II
Midsize Sedan (Max Curb weight 3550 lbs)	III

Large Sedan (Max Curb weight 4100 lbs) IV
Large Station Wagon IV
Limousine V

4.75.8. **MWR and Services.** Services staff engaged in direct administrative support may use general-purpose vehicles acquired with appropriated funds. Do not acquire vehicles with appropriated funds justified either partially or wholly for transportation support of Morale, Welfare and Recreation (MWR) activities. See AFI 65-106, *Appropriated Fund Support for Morale and Recreation and Nonappropriated Fund Instrumentalities (NAFIS)*, for additional guidance.

4.76. SUV Authorizations. The following paragraphs establish AF policy regarding SUV Authorizations.

4.76.1. DOD 4500.36-R and this AFI require that only the minimum number and minimum size vehicles are authorized to meet mission needs.

4.76.2. Conversion of any type of vehicle authorization to an SUV will not be approved to support AFV initiatives or to meet mandated fossil fuel acquisition requirements.

4.76.3. If a verifiable mission requirement warrants conversion to an SUV authorization then the SUV size will be limited to the minimum body size and maximum fuel efficiency. MAJCOM Fleet Managers must adhere to the maximum Gross Vehicle Weight (GVW) restrictions listed in **Table 4.8**, **Sedan to SUV Conversion**.

4.76.4. Per Memorandum from SAF to ALMAJCOM-FOA-DRU, Sport utility vehicles, sedans and crossover vehicles may be authorized in direct support of fire, rescue, criminal investigative, intelligence and surveillance activities where tactical vehicles are not feasible as determined by the MAJCOM; however, the size of the vehicles will not exceed the Class II rating.

Table 4.8. Sedan to SUV Conversion.

GSA Classification	Vehicle Type	Maximum SUV GVW
Class I	Subcompact Sedan and Station Wagon	5,400 pounds
Class II	Compact Sedan and Station Wagon	5,400 pounds
Class III	Midsize Sedan and Station Wagon	5,401-6799 pounds
Class IV	Large Sedan	6,800 pounds and higher
Class V	Limousine Sedan	6,800 pounds and higher

4.76.5. For positions in the ranks of Lieutenant General and below, SUVs, minivans or crossovers will not exceed 5,400 lbs GVW. In addition, sedans will be limited to compact size as per Federal Regulations.

4.76.6. Exceptions to this policy are limited. Medium sized SUVs and crossovers (GVW of 5,401 – 6,799 lbs) require SECAF approval before acquisition or rented/leased is allowed. Large SUVs and crossovers (GVW of 6,800 lbs or higher) are strictly reserved for SECDEF, Service Secretaries and Four Star Officers.

Note: Per SECAF memorandum dated 27 Mar 2009, AF/A4/7 has been delegated the authority for Class III exceptions to policy.

4.76.6.1. Waivers to this policy are limited. Temporary waivers are required in order to retain/utilize a Class III vehicle until the end of its life expectancy. It would not be cost effective to salvage a Class III vehicle prematurely. Requests for temporary waivers must be routed through AF/A4LE and are approved/disapproved by AF/A4/7.

4.77. LSV. Each ALC, MAJCOM, DRU and base LRS will have the same "cradle to grave" management of LSVs as they do with the conventional fleet. MAJCOMs and DRUs (i.e., Air Force District of Washington (AFDW)) residing on military installations will replace existing general-purpose assets to the greatest extent possible with LSVs. Even though the goal to replace 30 percent or more of all applicable LDVs with more fuel efficient LSVs by FY 2012 was met, echelons are still highly encouraged to seize additional opportunities for procurement wherever practical. See **Table 4.9 LSV Sub-Categories** below for the new categories and applicable NSNs.

Table 4.9. LSV Sub-Categories.

LSV Category	Management Code	NSN
LSV Cargo 2 Pax	B142	2320-01-571-3861
Heavy Duty Crew Cab	B143	2320-01-549-0666
Heavy Duty Standard Cab	B144	2320-01-549-0665
Cargo	B145	2320-01-543-6363
Utility Truck	B146	2320-01-543-4411
Utility Transport	B147	2320-01-543-4760
Electric LSV-4 PAX	B154	2320-01-558-3316

4.78. Vehicle Redistribution. Ensure vehicles and equipment designated for shipment meet serviceability standards. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203, Chapter 7. Unless directed by the parent MAJCOM Vehicle Management Staff for intra-command shipments, for shipments between commands, vehicles are not redistributed when they reach replacement eligibility as outlined in TO 36-1-191. The VFM/VMS certifies on an AFTO Form 91 that the vehicle being shipped meets serviceability standards.

4.79. First Article Testing (FAT). FAT ensures that a contractor can furnish a product that conforms to all PWS requirements for acceptance. Refer to FAR Subpart 9.3, *First Article Testing and Approval*, current edition, and AFMCI 64-110, *First Article Management*, for further information.

4.79.1. When required, a PWS should state that the vendor/contractors must develop at least one first article vehicle for full testing. Commands may observe and participate in these tests. VEMSO will observe and participate in tests with the lead command. WR-ALC is the liaison in this effort.

Note: For base maintenance/construction and fire protection vehicles, AFCESA will observe and/or participate in first article testing with VEMSO and the lead command.

4.79.2. **Test Parameters.** When specified by the PWS, contractors define the test parameters for in-plant FAT. When possible, WR-ALC will provide a copy of the parameters to the lead command 15 days prior to the test. WR-ALC can address questions about the test parameters.

4.79.3. **Test Procedures.** For tests in the factory, the manufacturer normally accomplishes the tests and the Defense Contract Administration Service (DCAS) monitors those tests.

4.79.3.1. WR-ALC can require a second first article vehicle. Commands may assist in making that decision. Request a second prototype at the same time the specification review response is made. The lead commands provide recommended user test parameters and pass or fail criteria. Send the second prototype to the AF base designated by WR-ALC and the lead command.

4.79.3.2. AF personnel and the manufacturer conduct tests at a base. The lead command ensures the primary users of the vehicle participate in the tests.

4.79.3.3. The lead command forwards a report of the test results to WR-ALC 15 days after the test is complete.

4.79.3.4. WR-ALC makes the final decision on specifications, revisions, user test parameters and "pass/fail" criteria.

4.79.4. **Operational Test and Evaluation (OT&E).** Use OT&E procedures on major MHE, aircraft tow vehicles, large refueling vehicles and most crash fire equipment. The lead command and the Vehicle System Program Manager coordinate the use of OT&E on vehicle types within six weeks after the Annual Buy Budget Review.

Section 4I—Performance-Based Work Statement GFP Requirements

4.80. AF/A4LE Policy. Contractors are ordinarily required to furnish all property necessary to perform Government contracts. Contractors are provided GFP when it is clearly demonstrated that it is in the Government's best interest, that the overall benefit to the procurement significantly outweighs the increased cost of administration, including ultimate property disposal; that the assumption of risk by the Government is not substantially greater if property were not provided; or that Government requirements cannot otherwise be met; that the contractor's inability or unwillingness to supply its own resources is not sufficient reason for the furnishing or acquisition of GFP (refer to FAR, Part 45, *Government Property*, Subpart 45.1, current edition). AFI 38-203, *Commercial Activities Program*, Chapter 9, provides direction pertaining to furnishing existing government property. Units should apply the decision matrix in Table 6-1 to determine the potential advantage of providing GFP. If after applying the matrix, the host unit determines government furnished vehicles are potentially advantageous to the Government and the host Financial Analysis Office will perform a Cost Benefit Analysis (CBA) to substantiate the cost advantage of providing vehicles. The CBA will include a Certificate of Satisfactory EA stating the analysis follows AFI 65-501 and AFMAN 65-506, *Economic Analysis*, guidance. The Certificate of Satisfactory EA will include signed coordination with base Finance, Contracting and Vehicle Management.

4.80.1. Activities must obtain MAJCOM Vehicle Management Staff approval prior to including any government-owned vehicles as GFP in a PWS.

4.80.2. If GFP includes government vehicles, the contactor(s) will assume sole responsibility for all associated utilization costs of the GFP vehicles, including operations, maintenance, repair, replacement and licensing/registration requirements. The AF will ensure the vehicles are identified and retained on the contract GFP listings. The contractor(s) will determine replacement based on best business practices/replacement criteria.

4.80.2.1. If AF vehicles are provided as "agency-peculiar" GFP to a contractor and the AF is responsible for providing replacements, use AS 037, *Air Force Provided/Replaced Contract Vehicles*.

4.80.2.2. If the conditions of **paragraphs 4.80** and **4.80.1** are met and GFP vehicle assets are provided, the GFP vehicle assets will be accounted for using AS 051 and on the contract GFP listing. Appropriate coding establishes that GFP vehicle assets will not be replaced by the government and allows quick review and accountability of GFP assets.

4.80.2.2.1. Vehicles will not be rotated to/from a contractor authorized/assigned under ASC 051.

4.80.2.2.2. The installation contracting officer, or designee, may authorize disposal of GFP vehicle assets through DLA-DS or other available options. The installation contracting office will coordinate with Vehicle Management for possible redistribution prior to any disposition actions.

4.80.2.2.3. The government will identify if the contractor(s) is responsible for obtaining replacement vehicles. At the end of a given contract, all GFP vehicles with residual value will be transferred as GFP vehicles on subsequent contracts. The number and type vehicles proposed for transfer to the contractor should be included in the PWS. A memorandum stating the equipment will be available prior to or on the contract start date is to accompany the PWS. Authorizations under this allowance will be reduced/deleted upon turn in of the asset to DLA-DS.

4.80.3. Vehicle rented/leased in support of a contract will be the responsibility of the contractor.

4.80.4. Vehicles owned or provided by the contractor are not subject to the management policies contained in this instruction. In very rare instances, Vehicle Management may provide maintenance support on a reimbursable basis only, if approved by the MAJCOM Vehicle Management Staff.

4.80.5. The Government procurement process will not be used to purchase replacement vehicles for contractors. If the Government pays the contractor the purchase price of a vehicle, that vehicle becomes a Government asset.

4.80.6. If the Most Efficient Organization (MEO) is the successful bidder, assets will revert to the original authorizations under the respective AF AS. However, there is potential for MAJCOMs to direct reductions based on MEO bid proposals.

4.80.7. GFP vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by the MAJCOM Vehicle Management Staff. Submit all requests through the applicable MAJCOM or DRU Vehicle Management Staff.

4.80.8. The procedures for managing the allocation, use, operation and maintenance of AF motor vehicles are applicable to agency-peculiar assets furnished to contractors.

4.80.9. IAW 41 CFR Part 101-38, government furnished vehicles are for official use only.

Chapter 5

MATERIEL CONTROL

Section 5A—General Information

5.1. Description of Materiel Control.

5.1.1. Materiel Control provides support to Vehicle Management using the SBSS, COPARS or other decentralized purchasing methods. Materiel Control manages SBSS transactions for Vehicle Management. Any action deviating from the procedures and guidance listed in this chapter must first be approved by AF/A4LE.

5.1.1.1. COPARS is a DOD approved method of supplementing SBSS and for getting commercially available automotive parts. It reduces research, item identification times and costs for parts that are not stock listed or cataloged. Ideally located next to COPARS, Materiel Control personnel have many contacts with the contractor each duty day. This relationship makes it most important that all Materiel Control personnel read and know the terms of the contract. Vehicle Management activities wishing to establish a COPARS contract should contact their local Contracting Officer for more information.

5.1.1.2. Decentralized purchasing methods, such as a BPA or GPC, may be more appropriate for some Vehicle Management activities than methods such as COPARS. The Contracting Officer is the source for information and advice on COPARS, BPAs and GPC provisions.

5.1.1.3. BPAs for parts purchases are individual contracts with parts suppliers. Contracting negotiates for authorized items and discounts, and provides surveillance to the BPA. Vehicle Management provides funds and manpower to identify, order requirements and document part procurement/ purchase activity for internal purposes. Vehicle Management may provide funds; however, they do not have authority to purchase (unless it is by GPC) nor do they document contract activities.

5.1.1.4. GPC is a credit card used for purchasing parts and services within the parameters of the program. Contracting approves its use, trains the cardholder, approving official and manages the program. Vehicle Management nominates cardholder(s) who become Purchasing Agent(s), and are responsible for identifying and buying only authorized items, negotiating discounts and documenting GPC purchases.

5.1.2. Materiel Control is not a unit supply function. The VFM/VMS ensures supply functions unrelated to Vehicle Management needs are not given to Materiel Control.

5.1.3. Manpower for Materiel Control is limited.

5.1.4. The management personnel supervising Materiel Control may not have much exposure to supply procedures, but they must have a basic understanding of the job to properly supervise personnel, evaluate supply support and make knowledgeable performance ratings. LRS Customer Support Liaison Element provides customer training IAW AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures,* to fulfill part of this requirement. Where this training leaves off, this chapter explains supply terms and complicated procedures in language familiar to the maintenance worker.

5.1.5. The scope of Materiel Control operations requires additional emphasis on training, because these specialists must maintain proficiency in the supply career field as well as develop a basic understanding of maintenance.

5.1.5.1. The VFM/VMS ensures Materiel Control personnel become fully qualified in all aspects of the operation, including the use of SBSS, OLVIMS, Green Procurement, COPARS procedures and all management products.

5.1.5.2. A qualification training program is set up for all newly assigned personnel to ensure they receive proficiency training as soon as possible.

5.1.6. The concepts and procedures outlined here ensure compatibility with AFMAN 23-110, Volume 2, Part 2 and AFCSM 24-1. At the ALC, use AFMAN 23-110, Volume 3, Part 2, *D035K Users Manual*, with this chapter. At bases with a manual supply system, use AFMAN 23-110, Volume 2, Part 1, *Global Combat Support System - Air Force (GCSS-AF)*, with this chapter.

5.1.7. Overseas commands are authorized to establish requirements contracts for procurement of parts and supplies to support foreign buy vehicles. Overseas MAJCOMs develop procedures for the effective security, control, documentation and issue of parts purchased through BPAs. Authority to bypass the stock fund is provided in AFMAN 23-110, Volume 2, Part 10, *Standard Base Supply System (SBSS) Supply Management Activity Group (SMAG)*.

Section 5B—Specific Guidance

5.2. Materiel Control Responsibilities.

5.2.1. Keep VM&A and key personnel informed of overall supply situation as it affects the shop.

5.2.2. Assist shop equipment custodians in acquiring equipment authorizations.

5.2.3. Manage and operate the tool crib, as designated by the VFM/VMS.

5.2.4. Maintain a current file of all needed supply-related catalogs, reports, publications and management listings.

5.2.5. Initiate, monitor and follow up (as needed/required) on part requests.

5.2.6. Check daily and verify the need and status of parts for all NMCS vehicles.

5.2.7. Check, verify and revalidate all parts requirements on delayed AF Form 1823/-1. Inform the VM&A Workload Controller of their status, as directed by the VFM/VMS.

5.2.8. Obtain, temporarily store and issue all parts and supplies needed for AF Form 1823/-1. Advise the VM&A Workload Controller and work center supervisor as to parts availability.

5.2.9. Coordinate the establishment of both high-cost and low-cost bench/working stock items with the work center supervisor and VFM/VMS. In addition, coordinate SBSS bench stock items with the LRS Bench Stock Support Section.

5.2.10. Manage centralized bench/working stocks. Review bench/working stocks with the work center supervisor and VFM/VMS. In addition, review SBSS bench stock items with the LRS Bench Stock Support Section.

5.2.11. Coordinate procedures with outlying work centers to ensure high-cost bench/working stock items are charged to the proper AF Form 1823/1.

5.2.12. Coordinate all repair cycle asset matters with the LRS Flight Service Center. This includes set up, inventory, reconciliation and management of supply points; turn in of serviceable and unserviceable assets, management of ”Due In From Maintenance” (DIFM) assets, Awaiting Parts (AWP) and listings.

5.2.13. Materiel Control will coordinate with the VM&A Workload Controller on appropriate DIFM status and process, and return DIFM assets to the LRS Customer Support Liaison Element as soon as possible.

5.2.14. Inventory, store and list work order residue. When the VFM/VMS determines residue is no longer required, process turn-ins to the LRS Customer Support Liaison Element or the DLA-DS IAW appropriate procedures.

5.2.15. Assist the work center supervisor when requesting adjusted levels (AF Form 1996, *Adjusted Stock Level*) to support new and mission essential vehicles. Act as the focal point for the adjusted stock level review, and ensure changes reflect current mission and vehicle requirements.

5.2.16. Assist with and perform parts research.

5.2.17. Advise the Functional Commander or Functional Director of any COPARS problems.

5.2.17.1. Keep a daily record of COPARS funds on funds ledger and tell the Functional Commander or Functional Director when the cost of the delivery order is 85 percent obligated. A computerized spreadsheet may be used as the funds ledger.

5.2.18. Ensure the most economical parts are purchased. Order the least expensive part (including rebuilt items) when shop records do not show poor performance, less service life or reliability problems with rebuilt items.

5.2.19. Query parts dealers to ensure new, rebuilt or after-market parts for all vehicles and equipment meet or exceed original equipment manufacturer (OEM) specifications before ordering parts.

Note: Individual parts are not specifically nuclear certified by any manufacturer; however, any part is acceptable for use on certified vehicles and equipment if the part meets or exceeds the OEM specifications.

5.2.20. Verify parts charges on the Daily VIMS Materiel Transaction-Non Fuels (D22), and ensure all materiel costs are validated and properly charged in OLVIMS.

5.2.21. Coordinate with the LRS Stock Control Section and work center supervisors in updating Initial Spares Support and Follow-on Spares Support Lists for new equipment.

5.2.22. Establish Minimum Reserve Authorization as needed.

5.2.23. Perform monthly or quarterly (as directed by VFM/VMS) AF Form 1823/-1 backorder validation with VM&A.

5.2.24. Utilize the Hazardous Material Pharmacy (HAZMART) to the fullest extent. Ensure the AF Form 3952, *Chemical/Hazardous Material Request Authorization*, reflects an

appropriate quantity to fulfill mission requirements but not create undue waste. An approved AF Form 3952 must be on file for any hazardous materials (HAZMAT) purchase regardless of purchasing method.

5.2.25. Dispose of waste IAW appropriate directives and laws.

5.2.26. Review purchase request to ensure compliance with GPP policy. Maintain GPP log.

5.3. Required Publications, Reports and Listings (Electronic or Hardcopy).

5.3.1. Required publications.

5.3.1.1. Federal Logistics Record System (known as FEDLOG) for research.

5.3.1.2. Applicable Illustrated Parts Breakdowns (IPB), dash-four (-4) TOs. Access to a TO library meets this requirement.

5.3.1.3. Applicable TCTOs. Access to the applicable TCTO file meets this requirement.

5.3.1.4. Applicable ASs.

5.3.1.5. TO 00-20-14-WA-1, *AF Metrology and Calibration Program*. Access to a copy in a TO library meets this requirement.

5.3.1.6. AFMAN 23-110, Volume 2, Part 13.

5.3.2. Required reports and listings.

5.3.2.1. Daily Document Register (D04). Document Control Register (A-DO35K-BA6-DM-L41) for ALCs.

5.3.2.2. Priority Monitor Report (D18), Parts 1 and 5 (available through "Discover"). The ALCs will use the Daily Priority Monitor Report (A-D035K-BC6-DA-L60) and the MICAP Control Register (D035K-BEI-DA-L78).

5.3.2.3. Repair Cycle Asset Management Listing (D23). The D23 is used by LRS and maintenance activities to reconcile DIFM assets. The Daily DIFM/Due-Out to Maintenance (DOTM) Review List Part II (D035K-B72-DA-L87), Monthly DIFM/DOTM Review List (A-D035K-BE7-MO-L87) and the Monthly DIFM/DOTM Review List Part I (A-D035KBH3-MO-L97) are used at ALC bases.

5.3.2.4. AWP Validation Listing (D19) (available through "Discover").

5.3.2.5. Daily VIMS Materiel Transaction Non-Fuels (D22). ALC bases use the Audit and Control List (DO50-2TPB).

5.3.2.6. Supply Point Listing (Q13), if applicable.

5.3.2.7. Organization Bench Stock Listing (S04). S04 comes in four parts: Part 1 is the master Bench Stock Listing and Part 3 is the Organization Bench Stock Listing. ALCs will use the Bench Stock Authorization Lists (A-D035K-B91-QR-L27 and A-D035K-B93-QR-L29).

5.3.2.8. Due-out Validation (M30) (available through "Discover"). Urgency of Need Backorder List (DO33-OZIC) is the ALC base counterpart.

5.3.2.9. Stock Number Directory (M14) (available through “Discover”). No ALC base counterpart is distributed. A remote terminal within Materiel Control satisfies this requirement.

5.3.2.10. Delayed Maintenance Report, PCN SB004-015 (OLVIMS).

5.3.2.11. High Cost Bench Stock Master List, PCN SB004-046 (OLVIMS).

5.3.2.12. Authorized Working Stock List(s) (manually or computer prepared).

5.3.2.13. Delayed Parts Received, PCN SB004-062 (OLVIMS).

5.3.2.15. Computer generated listing of all work order residue within Vehicle Management.

5.3.2.16. Daily Project Funds Management Record (PFMR) and Organization Cost Center Record (OCCR) Update and Reconciliation (D11).

5.3.2.17. DLA Tire Catalog and DLA Cooperative Approved Tire List (CATL) (latest versions).

5.4. Optional Publications, Reports and Listings (Electronic Or Hardcopy).

5.4.1. AFCSM 24-1.

5.4.2. AFMAN 23-110, Volume 1, Part 1.

5.4.3. The US Army Tank-Automotive Command (TACOM) publishes a supply newsletter periodically which provides information on items supported by code “AKZ”. Contact TACOM/ AMSTA-FPC, Warren MI 47366-5000 for distribution.

5.4.4. TO 00-20-3-WA-1, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System.*

5.4.5. Organization Cost Center Report (MO3). ALC bases use the Customer Funds Record (DO33-KV1B).

5.4.6. I&S Listing (RO2). No ALC counterpart is distributed.

5.4.7. Due-out Status Listing (R31). No ALC counterpart available.

5.4.8. TCTO Reconciliation Listing (see AFMAN 23-110, Volume 2, Part 2, Chapter 24, *Repair Cycle Support*).

5.4.9. Repair Cycle Data List (Q04). No ALC counterpart available.

5.4.10. OLVIMS, Edit List ("PZ" and "VZ" transactions) PCN SB004-005.

5.4.11. Vehicle ISSLs or FOSSLs, as applicable.

5.4.12. Quick reference lists, as applicable.

5.5. Use of Reports and Listings. Various reports and listings are available from the SBSS and ALC supply systems for managing supply support for the shop. Some of these reports are sent automatically; others are sent based on local needs. All reports are listed in AFMAN 23-110, Volume 2, Part 2, Chapters 5 and 6, for SBSS bases. AFMAN 23-110, Volume 3, Part 2, Chapter 14, *Output Products*, discusses the ALC base counterpart. All reports will be neatly bound in order that they may be easily used. The following paragraphs describe the basic uses of

the most significant reports and listings (AFMAN 23-110, Volume 2, Part 13, explains most reports):

5.5.1. The Daily Document Register (D04) is made in document number sequence and is a comprehensive review of the previous day's supply transactions. It shows exceptional transactions that may require analysis; answers questions about supply that the shop may have and points out possible abuses of the supply system. It will be checked each duty day for issues, due-out releases and cancellation information.

5.5.2. The Priority Monitor Report (D18) is reviewed each duty day for Urgency of Need Designator (UND) "A" requirements and weekly for UND "B" requirements. (The weekly and monthly reports exclude bench stock, equipment and supply point requirements). It lists outstanding due-outs for each item. It is used to validate all back ordered parts for delayed AF Forms 1823/-1.

5.5.3. The AWP Validation Listing (D19) shows the required information to manage DIFM assets, to maintain a current inventory of DIFM items and to reconcile DIFM balances.

5.5.4. The Supply Point Listing (Q13) lists all items authorized, on hand and due out to the supply point. It also has summary data on shortages, excesses and identification of buildup items.

5.5.5. The Organization Bench Stock Listing (SO4) lists all bench stock items for each activity that applies. It can be used to find items in the bench stock, to check bench stock authorizations and to add new bench stock items. This listing is shown in NSN and item number sequence.

5.5.6. The Due-out Validation (M30) provides data for review of UND "A" and "B" priority due-outs. It is also a managerial tool for validating all UND "C" due-outs monthly (except equipment, which is validated at least quarterly).

5.5.7. The Stock Number Directory (M14), or Stock Number User Directory (SNUD), is a monthly list of all NSNs stored in the SBSS. It tells whether an item has been loaded in the computer as well as data about the item (unit price, unit of issue, source of supply and so forth). Due to its volume, this directory is not sent automatically and only a small number of copies are made. Materiel Control should tell the Management Systems Flight that it would like a copy of the previous month's list.

5.6. Supply Discipline. Supply discipline is essential to good materiel management and applies to all personnel. Responsibilities are identified in AFI 23-111, *Management of Government Property in Possession of the Air Force.*

5.6.1. A reparable is as important as a serviceable item, since the reparable may be the only source of supply. SBSS considers a DIFM detail as a potentially serviceable asset and will print an I023 Asset Management notice on an issue request. Reparable assets removed from the end item must be promptly sent through repair channels and controlled throughout the repair cycle. Local vendors and COPARS often require a reparable item (core) before a serviceable one is sold.

5.6.2. Double ordering from any source wastes funds, reduces credibility and does not serve the shop well. Do not use such practices.

5.7. Priority System. There are five main terms that all Materiel Control personnel will know:

5.7.1. FAD. Each organization is assigned a FAD (1 through 5) by the JCS through the USAF Program Document. The organizational FAD indicates the relative priority of a unit. The FAD code is loaded in the SBSS and will be loaded in OLVIMS. Vehicle Management, as a support unit, is rarely assigned a FAD as high as many of the vehicles it works on (such as flight line vehicles, fire trucks, etc.). In these cases the FAD of the mission supported by the vehicle will be used to order the parts needed for maintenance.

5.7.2. UND. The UND is a one-character alpha code, used to indicate the urgency of the need. There are three primary UNDs: A, B and C.

5.7.2.1. UND "A" means a lack of the requested item prevents mission accomplishment.

5.7.2.2. UND "B" means lack of the item impairs mission accomplishment.

5.7.2.3. UND "C" is used for routine needs not meeting the criteria for a higher UND.

5.7.2.4. “1” is a fourth UND used to indicate a verified NMCS condition for a MICAP reportable vehicle.

5.7.3. Urgency Justification Code (UJC). The UJC is a two-character code that shows the priority and use of the required part (see AFMAN 23-110, Volume 2, Part 2, Chapter 11, *Customer Requirements*). The first character of the UJC is the UND; the second character is an alpha code assigned to the type of equipment being worked on. In the case of vehicles, the assigned code is "F" or "Q.” When requesting most parts from the LRS Customer Service, Materiel Control uses UJC 1F, AF or BF.

5.7.4. Base Delivery Priority. A local delivery priority is assigned by Materiel Control for each demand placed in SBSS. The delivery priorities are in AFMAN 23-110, Volume 2, Part 2, Chapter 11.

5.7.5. Requisition Priority. The requisition priority is assigned by the SBSS computer based on a combination of the FAD code of the requesting organization (or the supported vehicle, if FAD override is used) and the UND code. When the property is not available in LRS supply system for immediate issue, this priority tells the source of supply the level of urgency.

5.8. Materiel Control and OLVIMS Coordination. Materiel Control has a key role in ensuring all materiel costs are properly charged in OLVIMS.

5.8.1. This part of the AFI integrates Materiel Control’s procedural responsibilities for OLVIMS with its other responsibilities. AFCSM 24-1 gives further procedures for expenditure data input and output using OLVIMS (see **Figure 5.1, Materiel Control & OLVIMS Cross-Reference Listing**).

5.8.2. Materiel Control personnel must know all aspects of the materiel costing process. VM&A is the focal point for OLVIMS and is the main source of information and training for new personnel. In addition, VM&A is the POC for keeping all personnel informed of system changes. The information in **Figure 5.1** below is provided for a quick reference of OLVIMS formats and listings used by Materiel Control. All references are from AFCSM 24-1.

Figure 5.1. Materiel Control & OLVIMS Cross-Reference Listing.

Summary of the OLVIMS System	Section 2
Format for establishing High Cost Bench Stock Master (EZ)	Section 5
Format for High Cost Bench Stock (OLVIMS VZ) Transaction Issue (QZ)	Section 5
Format for OLVIMS Materiel Cost Card	Section 5
OLVIMS Edit List (for VZ, QZ and Transactions)	Section 5
Delayed Maintenance Report	Section 5
High Cost Bench Stock Master List	Section 9

5.8.3. Materiel costs for purchases are inputted in OLVIMS. Items are charged in three different ways; to the:

5.8.3.1. Vehicle on which the item is used.

5.8.3.2. "High-Cost Bench Stock" account (work order number H8888), for items of bench stock or working stock costing $60 or more per unit. Do not charge these items to a specific vehicle until the parts are installed.

5.8.3.3. "Low-Cost Bench Stock" account (work order number L9999), for items with a unit of use cost of less than $60. These costs are charged as overhead against the entire fleet, rather than to a specific vehicle.

5.8.4. Items are further identified by charge codes for maintenance or non-chargeable costs (“D”, ”M” or “N”). The requester assigns these codes and Materiel Control verifies them. For examples of items to be charged to these codes see AFCSM 24-1, Attachment 4.

5.9. Adjusted Stock Levels. Adjusted levels provide a means to change base stock levels and are used when usage experience is not the best predictor of future needs. When wisely used, adjusted levels are a valuable tool in supporting the mission. Because AF resources are limited, the approval of an adjusted level frequently means that fewer dollars are available to buy items with established consumption rates. Requests for adjusted levels must be carefully considered. Procedures are in AFMAN 23-110, Volume 2, Part 2, Chapter 19, *Stockage Policy*.

5.9.1. Requests for adjusted levels are sent to the LRS Stock Control Section on an AF Form 1996. This form is used to request a change to stocked levels, not to bench stock minimum reserve levels.

5.9.2. Materiel Control initiates the AF Form 1996 in five copies, with help from the requester. The VFM/VMS signs as the approving authority.

5.9.3. One copy of the AF Form 1996 is held in a suspense file, three copies are sent to Stock Control Section and one is sent to the requester.

5.9.4. Initiate follow-up actions if Materiel Control is not notified within 10 days for items that require base-level approval or 45 days for items that require IM approval. When notification is received, inform the requester, remove the copy from the suspense file and file the approved AF Form 1996.

5.9.4.1. Approved requests are filed in Materiel Control to use during adjusted level reviews.

5.9.4.2. Rejected requests are reviewed with the requester to see whether more action is needed.

Section 5C—Issue Procedures

5.10. General Information. This section discusses procedures used in obtaining off-the-shelf parts from LRS. To be effective, Materiel Control personnel must know the procedures of the supply system they work with (SBSS, GPC, COPARS or BPAs). These procedures supplement supply procedures, and generally apply to requesting parts for NMCS and delayed AF Forms 1823/-1. The LRS Customer Service & Training Section gives supply system training when requested. AFMAN 23-110, Volume 2, Part 13, outlines detailed procedures used in issue requests.

5.11. Identifying the Requirement.

5.11.1. This section discusses guidelines for determining the source of supply and describes the procedures to use. This is one of the most critical aspects of materiel support for the shop. Attention to detail in this process goes a long way in ensuring that the right part is ordered the first time.

5.11.2. The technician helps Materiel Control determine the following information about the item:

5.11.2.1. NSN, part numbers and associated manufacturer's codes.

5.11.2.2. Nomenclature.

5.11.2.3. Quantity.

5.11.2.4. TO, figure and index.

5.11.2.5. UND

5.11.2.6. FAD from the AF Form 1823/-1.

5.11.2.7. Management code.

5.11.2.8. Make and model of vehicle.

5.11.2.9. Source code, when available. Check the format of the TO; if no code is available or item is coded Local Purchase (LP), COPARS or other sources may be used.

5.11.2.10. VIN.

5.12. Requests Sent Through LRS Demand Processing.

5.12.1. Document all parts requested through LRS Demand Processing Section by one of three methods:

5.12.1.1. Initiate AF Form 2005, *Issue/Turn-In Request*, according to AFMAN 23-110, Volume 2, Part 2, Chapter 11. Give Demand Processing the original and one copy. Hold a copy in suspense until the transaction appears on the D04, D22 (with OLVIMS transaction) and the property is received. If the transaction fails to appear on the D04 the next computer processing day, follow up with demand processing to find out the status of the transaction.

5.12.1.2. Log all parts requested on AF Form 2413, *Supply Control Log*. Column G contains the work order number and Column N (Mark For) contains the vehicle

registration number. Once property is received, highlight the entire entry. Items not highlighted are deemed active requests.

5.12.1.3. Use a locally created database to track part ordering. Procedures are the same as AF Form 2413 in the preceding paragraph.

5.12.2. Several actions take place when an item is issued from LRS Demand Processing Section:

5.12.2.1. The part is delivered along with a DD Form 1348-1A. The part is checked against the "suspense" AF Form 2005, supply control log entry or locally developed database to ensure the correct item was received. Clearly annotate the AF Form 2005, AF Form 2413 or locally developed database to show receipt of property.

5.12.2.2. Using the D04, verify receipt of all issues and due-out releases. Initiate follow-up actions on any property not received by the next duty day.

5.12.2.3. Using the D22, verify the following fields prior to uploading into OLVIMS and forwarding to VM&A:

5.12.2.3.1. Compatibility of charge code and item (example: A tire Federal Supply Class 2610 with a charge code 0 is incorrect).

5.12.2.3.2. Validity of work order number (example: Real work order number is B1234 but shows F1234; L9999 or H8888 improperly used).

5.12.2.3.3. Suspected unit of issue or extended cost errors.

5.12.2.3.4. Verification of the cost on issues of $500 or more.

5.12.2.4. To clear the AF Form 2005 issue suspense, supply control log suspense entry or locally developed database entry, Materiel Control must receive both the OLVIMS transaction and the item.

5.12.2.5. Useful data on the D22 listing includes:

5.12.2.5.1. Heading "CC." On an issue, an "R" or "N", if present shows the demand code; on a turn-in, the coded entry indicates the action taken.

5.12.2.5.2. Heading "UJC." This column is blank for off-the-shelf issues; the urgency of need code is shown for all delayed and NMCS issues.

5.12.2.5.3. Heading "RVP." This column contains an "R" when a transaction was reversed out of the SBSS.

5.12.2.6. VM&A inputs the "VZ" transaction into OLVIMS. This transaction charges or reverses costs for items received from or turned in to the LRS Demand Processing Section. All transactions are shown on PCN SB004 - 005. Those that pass all edits (see AFCSM 24-1) reflect an Input Record Accepted (IRA) status on the right hand side of the list under column "RCDS-1." If there are any errors shown by the system, an "IRE" appears in the columns, as well as an asterisk (*) to the right of the field in error. VM&A should be able to correct any error shown for these transactions.

5.12.2.7. MAJCOM Vehicle Management Staff may authorize alternative methods to check on the receipt of OLVIMS materiel costing transactions and property.

5.13. Requests Submitted Through COPARS. A valid AF Form 1823/-1 or work order number is required to submit request and receive items from COPARS. Organizations other than the LRS will use their appropriate document to purchase parts from COPARS.

5.14. Requests Submitted Through BPA or GPC. The sales slip or invoice is the source document for updating OLVIMS. After screening the sales slip or invoice, Materiel Control forwards it to VM&A for the transaction input into OLVIMS. A separate "PZ" transaction is input for each item (except L9999 or H8888) and will be shown on PCN SB004-005.

Section 5D—Vehicle NMCS Processing

5.15. General Information. When the required parts are not available from SBSS or other sources, the vehicle is designated as NMCS. AFI 23-106, *Assignment and Use of Standard Reporting Designators*, provides justification and guidance for the use of Standard Reporting Designators (SURD). A NMCS condition starts extraordinary supply action by Materiel Control. Track NMCS-reportable vehicles by the MICAP reporting system (if applicable) and the depot IM until the need has been met. This section describes the procedures Materiel Control uses in handling NMCS conditions. MICAP reportable vehicles are found in the Standard Reporting Designator (SRD) list in Integrated Maintenance Data Systems (IMDS) and Supply Systems. A quick-reference list is provided in **Attachment 3**. Non-MICAP requisitions coded with a NMCS and AF UJC are authorized to include a “777” RDD. The “777” identifies the item for fast transportation (AFMAN 23-110, Volume 2, Part 2, Chapter 9, *Requisitioning*). Materiel Control personnel will ensure the judicious use of this code. The VFM/VMS will ensure appropriate emphasis is placed on parts procurement priorities by periodically verifying compliance as necessary to meet mission requirements.

5.16. NMCS Verification Procedures. Prompt, responsive verification is the key to preventing unwarranted NMCS conditions, cannibalizations, priority system abuses and unnecessary funds abuse.

5.16.1. Order UND "A" and "B" requests on a "Fill or Kill" basis, except AWP requests.

5.16.1.1. When assets are not available to fill the request, a "Kill" action takes place and the computer prints an I023 Other Assets Management Notice.

5.16.1.2. Information on the I023 includes: DIFM details, supply point details with on-hand balances, substitute NSNs with the requested Interchangeable Substitute Group (ISG) with serviceable balances, percent base repair and whether the item is on a bench stock.

5.16.1.3. Materiel Control immediately verifies the need.

5.16.2. Verification of requirements includes the following steps:

5.16.2.1. Materiel Control researches part numbers, TO figure and index, next higher assembly or bits and pieces, usable-on-codes, quantity per assembly and source codes.

5.16.2.2. The verifier checks availability of bench stock assets. If none are available, but a substitute item is, the verifier contacts the requester to find out whether it is suitable. If the substitute is suitable, Materiel Control makes the necessary arrangements with the shop with the bench stock.

5.16.2.3. If DIFM assets are available, coordinate with the shop work center to expedite repair and return of the reparable to satisfy the request in time to meet the need. Materiel Control will not verify a repair cycle item as NMCS until it is found that an item cannot be fixed locally.

5.16.2.4. Research the next higher assembly, find out its availability and suitability.

5.16.2.5. Check the delayed part bins for needed item. Use the PCN SB004-016, "Delayed Parts Received", as an aid to find whether other vehicles of the same type have delayed parts on hand. If so, complete an AF Form 1832, *Record of Cannibalization* (Vehicle Maintenance), transferring the parts from the delayed AF Form 1823/-1 to a NMCS AF Form 1823/-1. Send the AF Form 1823/-1 to VM&A where an "SW" transaction is made to charge the materiel cost from the delayed record to the open NMCS AF Form 1823/-1. Materiel Control submits the parts request for the delayed part, using the delayed AF Form 1823/-1's number. The delayed AF Form 1823/-1 will be marked accordingly.

5.16.2.6. If the above actions have still not met the need, consider locally manufacturing the part within the shop. If there is no internal capability to do this, find out whether the capability exists elsewhere on base. If a base shop is found that can fabricate the part, contact Demand Processing Section and send the request as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 11.

5.16.2.7. If a new part cannot be obtained, a serviceable used part can be purchased under a separate contract on a one-time basis.

5.16.2.8. Notify requester to determine further actions on UND "B" requests.

5.16.2.9. If a part is not available for a UND "A" need, the verifier tells the work center supervisor or VM&A Workload Controller to verify that a NMCS condition exists. At this time, the VFM/VMS decides whether to cannibalize or to confirm an NMCS condition. If the VFM/VMS decides the latter, put the start time on the AF Form 1823/-1.

5.17. MICAP and NMCS (AF Requisitions).

5.17.1. Items backordered for a MICAP or NMCS condition (UJC 1F/AF) are shown on the D18. Review the report when received to ensure the supply system is acting on the request. Materiel Control verifies the following data:

5.17.1.1. NSN.

5.17.1.2. Quantity.

5.17.1.3. Vehicle registration number.

5.17.1.4. SRD. SRDs that apply to vehicles are in the IMDS and Supply Systems for query. **Note:** PCN SG054-84S, Standard Reporting Designator Codes, lists all SRDs. An extract from this report of commonly used vehicle and equipment MICAP Reportable SRDs is provided in **Attachment 3**. If the NMCS part does not appear or does not have a due in date the day after the need has been levied, SBSS will be contacted to find the cause and correct it.

5.17.2. D18 (see AFMAN 23-110, Volume 2, Part 13, Chapter 3, *Customer Backorders*, for more details). Status will be on the report within a given number of days, based on Military Standard Requisition and Issue Procedures (MILSTRIP) priority.

5.17.3. This status is posted to a status board or automated equivalent, and updated as changes occur. The NMCS status board or automated equivalent, has the following minimum data and must be readily available in the Materiel Control work center:

5.17.3.1. Type of vehicle.

5.17.3.2. Vehicle registration number.

5.17.3.3. NSN or part number.

5.17.3.4. Nomenclature.

5.17.3.5. Quantity and unit of issue.

5.17.3.6. Due-out document number.

5.17.3.7. MICAP (1F) or NMCS (AF) backorder date (a color code may be used to differentiate between MICAP and NMCS).

5.17.3.8. Current status.

5.17.3.9. Source of supply.

5.17.4. The VFM/VMS makes a policy on which MICAP and NMCS conditions they want briefed on and how often. Also set up a general procedure as to what is unsatisfactory status, thus requiring more action. Overseas bases supported by the Commercial Administrative Vehicle Repair Parts Program, under Project Code JZO, JCM and JZC, look at status policies as outlined in AFMAN 23-110, Volume 1, Part 1, Chapter 11, *Special Logistic Support Procedures*, before making this determination. With these procedures, Materiel Control will keep key management personnel informed on NMCS status and provide follow-up supply assistance or supply difficulty action with SBSS, as the case dictates. The Materiel Control supervisor ensures that follow-up management actions are tailored to specific shop needs rather than a system of arbitrary follow up.

5.18. Supply Assistance and Difficulty.

5.18.1. Materiel Control will submit follow-up, supply assistance or supply difficulty action when bad status is received from the depot. Materiel Control will never allow ineffective supply support to be traced to a lack of aggressive follow up on its part.

5.18.2. AFMAN 23-110, Volume 2, Part 2, Chapter 9, outlines the procedures for following up on established due-outs. AFMAN 23-110, Volume 1, Part 1, Chapter 1, outlines the policy for sending supply difficulty reports.

5.18.3. Materiel Control maintains a copy of each request for supply assistance or difficulty with the appropriate MICAP, NMCS or delayed requisition.

5.19. NMCS Requirements through GPC, BPA or COPARS.

5.19.1. View items in this category similarly to those requested through SBSS. Materiel Control must contact the vendor each duty day for current status.

5.19.2. Annotate MICAP and NMCS items ordered through BPA or GPC with the correct data on the NMCS status board or automated equivalent.

5.20. Receipt of NMCS Parts.

5.20.1. Materiel Control immediately informs the VM&A Workload Controller when a NMCS part is received so it may be scheduled for work. The parts are binned and the AF Form 1823/-1 or parts ordering form marked accordingly. Mark the suspense copy of AF Form 2005 or the line entry in the supply control log to show that the part is received.

5.20.2. An OLVIMS transaction should be received the day following the due-out release. After verification against the data on the suspense slip or line entry on AF Form 2413, the OLVIMS transaction is sent to VM&A and the AF Form 2005 will be destroyed. The suspended entry on the control log clearly shows that both the OLVIMS transaction and the part have been received.

5.20.3. BPA or GPC parts received are binned and documented on the AF Form 1823/-1. The sales receipt or invoice is reviewed for accuracy. The AF Form 1823/-1 and sales receipt or invoice is forwarded to VM&A for input into OLVIMS and scheduling of the repair.

Section 5E—Managing AF Forms 1823/-1 Delayed for Parts

5.21. Importance of Delayed AF Forms 1823/-1. When a lack of parts does not cause a NMCS condition, a delayed-for-parts AF Form 1823/-1 is initiated and the vehicle is returned to the user. Delayed parts management is the heart of supply support for the preventive maintenance program. The importance of this function grows as vehicles get older. Although delayed parts have a lower priority than NMCS, they need special attention by Materiel Control to ensure that positive action is taken for each request.

5.22. Delayed Work Order Folders.

5.22.1. When an AF Form 1823/-1 has been delayed for parts, the VM&A workload controller makes a new AF Form 1823/-1 with all the required information, and sends a copy of the AF Form 1823/-1 and the parts request to Materiel Control for processing. All parts backordered through SBSS are marked on AF Form 2005 or the supply control log.

5.22.2. VFM/VMS determines filing sequence of delayed AF Forms 1823/-1 folders.

5.23. Monitoring Delayed Work Orders.

5.23.1. For items requested through SBSS, the first check comes the day after the backorder requests are processed. The D04 is sent to Materiel Control for screening. Using the AF Form 2005 suspense file, supply control log, AF Form 1823/-1 or parts ordering request, Materiel Control verifies all backordered items appear correctly on the D04. The D04 also shows all issues, due-out release actions, turn-ins and cancellations. If cancellation action is noted, research the cancellation and either reorder using the appropriate NSN or eliminate the suspense.

5.23.2. For items ordered with an UND “A” or “B”, the D18 tells the user the latest status of the backorder. The D18 is reviewed each duty day. If the status shown in the report is

unsatisfactory, Materiel Control begins follow-up, supply assistance or supply difficulty action.

5.23.3. For items ordered through COPARS, Materiel Control coordinates with the vendor for status updates IAW the contract requirements.

5.23.4. For items ordered through BPA or GPC, Materiel Control coordinates with the vendor for status updates. Frequent follow up is essential to prevent unnecessary NMC time.

5.23.5. The PCN SB004-015 also gives information for management to track delayed actions. This report shows delayed AF Forms 1823/-1 with required action by delayed maintenance code.

5.24. Processing Parts Receipts.

5.24.1. Take the following steps when receiving parts from GPC, SBSS, COPARS or BPA. Mark the suspense slip, AF Form 1823/-1, parts ordering form or supply control log to show the receipt. Hold the parts until the work can be scheduled. Mark the parts with the work order number and registration number, and bin them. Parts for the same vehicle may be binned together regardless of work order number. Do not mix bench stock, working stock, work order residue or delayed parts. Mark the AF Form 1823/-1 and parts ordering form (Materiel Control's copy) with the bin location in the space provided. Then forward the information to VM&A.

5.24.2. When the OLVIMS transaction is received from SBSS, verify the data against the suspense copy of the AF Form 2005, parts ordering form or the supply control log, before sending to VM&A for input in OLVIMS.

5.24.3. The receipt process for GPC, COPARS or BPA delayed parts is essentially the same. Mark the AF Forms 1823/-1 with the bin location and advise the VM&A Workload Controller of its receipt. Verify sales slips or parts receipts and/or invoices before forwarding them to VM&A. VM&A inputs a "PZ" transaction into OLVIMS containing a "D" charge code and a bin location number.

5.25. Work Order and Backorder Validation.

5.25.1. Screen UND "A" or "B" requirements and validate as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 11. The basic record used to do the validation is the Materiel Control copy of the delayed AF Form 1823/-1.

5.25.2. Despite these efforts, the manual records used to track delayed AF Forms 1823/-1 often disagree with the true needs of the individual vehicles. Consequently, Materiel Control, together with the VM&A Workload Controller, conducts an AF Form 1823/-1-to-backorder reconciliation and validation.

5.25.2.1. Reconcile all work orders either monthly or quarterly, or as directed by the VFM/VMS, in conjunction with the monthly UND "A", "B," and "C" validation outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 3.

5.25.2.2. The first step of validation is a line-item review for each delayed AF Form 1823/-1. Materiel Control compares its entire delayed AF Form 1823/-1 file to the VM&A Workload Controller's file of delayed AF Forms 1823/-1. The delayed maintenance report is used at this time. Update both sets of AF Forms 1823/-1 and the

delayed maintenance report as needed, to bring all into agreement. Resolve discrepancies before updating to ensure all records are accurate. If there are large differences between these two files, the local procedures for coordination between the two functional units will be evaluated to find the cause.

5.25.2.3. After VM&A and Materiel Control reconcile AF Form 1823/-1 records, Materiel Control ensures all necessary parts are backordered and reflect positive status through GPC, SBSS, COPARS or BPA. Materiel Control cancels the backorder for items no longer needed.

5.25.2.4. Materiel Control will accomplish a complete inventory on all AF Forms 1823/-1 against which items have been received verifying bin location and quantity. If, after a complete search, the items are not available, the shortages are recorded and reordered. If this is a common occurrence, implement a local procedure to ensure parts are adequately safeguarded.

5.25.2.5. When these actions have been done:

5.25.2.5.1. All records will be in complete agreement.

5.25.2.5.2. All AF Forms 1823/-1 will be shown on the PCN SB004-015 report with the partial or complete parts indicator.

5.25.2.5.3. All parts will have been backordered with positive status (including follow-up) or be on-hand.

5.26. Partial or Completed Vehicle and Equipment Work Orders. Materiel Control sends the completed work order to the VM&A Workload Controller for scheduling. Each time a new work order is opened on a vehicle, all delayed work orders are thoroughly screened. Every attempt is made to install received parts or accomplish maintenance that will complete any job listed in the job description block of the work order.

Section 5F—Bench Stocks

5.27. Purpose of Bench Stocks. Bench stocks are established so that expendable supplies needed to support the shop are always available. Failure to establish the proper line items and levels disrupts the shop and can be costly. Bench stock responsibilities and procedures for its establishment and operation are in AFMAN 23-110, Volume 2, Part 2, Chapter 11.

5.28. Establishment of Bench Stocks. Establishment of a bench stock is a coordinated effort between Vehicle Management and Bench Stock Support. When available, vehicle Initial Support or Follow-On Spares Support List may be used as a guide in identifying the items and quantities to be stocked. When those lists are available, the shop or work center supervisor makes a list, based on his or her estimate and judgment of the need. The VFM/VMS approves the bench stock and Materiel Control sends the request to Bench Stock Support according to AFMAN 23-110, Volume 2, Part 2, Chapter 11. Once bench stock is established, a copy of the Bench Stock Listing (S04) will be readily available and used.

5.29. Shop and Collocated Bench Stocks, Working Stocks and Work Order Residues.

5.29.1. Shop bench stocks, working stocks and work order residues may be set up within each Vehicle Management shop or its equivalent. Where two or more shops are collocated, a single bench stock, working stock and work order residue for their combined use is set up.

Note: Bench stocks, working stocks and work order residue can be collocated; however, they must be separated and properly binned.

5.29.2. Under certain circumstances, it may be more advantageous (because of location, total number of line items, cost or pilferage) to secure the bench stock, working stock and work order residue, and operate it under a staffed environment. When the VFM/VMS finds this to be more advantageous, consider consolidating this bench stock, working stock and work order residue with a tool room in the work area. In any event, the overriding factor is the need of the shop.

5.29.3. When using co-located bench stocks, working stocks and work order residues, units may want to display a bench stock "shadow board" outside the bench stock site, to be readily viewed by all personnel. Old and unserviceable parts for each item authorized can be shown, with the item or bin number under each asset as an easy means to show its location. Item descriptions may also be used in some cases.

5.30. Low-Cost Bench Stocks.

5.30.1. In Vehicle Management, authorized bench stock items whose unit cost (based on a unit-of-use issue from bench stock to an AF Form 1823/-1) is less than $60 is low-cost bench stock. (For example, if a box of 12 fittings costs $67.50 and they are issued one at a time, the fittings would be shown as low cost).

5.30.1.1. Replenish low-cost bench stock items using work order number L9999. This work order number is limited to "low-cost" items on authorized bench stock. The purpose of work order number L9999 is to prorate the cost of commonly used low-cost bench stock items against the total cost of maintaining the base fleet.

5.30.1.1.1. Low-cost parts that do not qualify as bench stock items may be purchased through COPARS, BPA or GPC using the work order number or the vehicle registration number when an AF Form 1827 is used for minor repairs.

5.30.2. Low-cost items may be on other unit bench stocks or working stocks. Replenishment of bench stock items is IAW AFMAN 23-110, Volume 2, Part 2 Chapter 11.

Note: If applicable, COPARS working stocks are usually drawn from COPARS like other items. GPC working stock is replenished by Materiel Control, not to exceed the quantity authorized as determined by the VFM/VMS.

5.30.3. Bases are authorized to maintain shop stock. Shop stocks include parts kits consisting of universal-type hardware for brake systems, hydraulic systems, electrical systems, etc., which are not normally economically handled as bench/working stocks. VFM/VMS establish procedures for effective control and management of shop stock.

5.31. High-Cost Bench Stocks.

5.31.1. Items with a unit cost of $60 or more are defined as "high cost." Fast-moving, high-cost items can be authorized on bench stock when approved by the VFM/VMS. Replenish high-cost bench stock using work order number H8888. Use of H8888 causes the parts to be

charged against a special "holding" account, rather than against the entire base fleet. When the high-cost items are issued to specific AF Forms 1823/-1, they are charged against a vehicle using a “QZ” transaction.

Note: Review **paragraph 5.44.** for additional guidance. High-cost working stock items are not installed on a vehicle using an AF Form 1827.

5.31.2. On approval of the VFM/VMS, Materiel Control or VM&A completes an "EZ" transaction (see AFCSM 24-1) to add the item to the High-Cost Bench Stock Master List, PCN SB004-046.

5.31.3. Make a line-item entry or attach a preprinted label to the vehicle’s AF Form 1823/-1 for each high-cost bench stock item issued.

5.31.4. Materiel Control keeps a current copy of the PCN SB004-046 listing. At least quarterly, adjust the prices on the PCN SB004-046 based on the latest M14, the current COPARS price list or vendor’s price if purchased with the GPC.

5.31.4.1. Delete items no longer on high-cost bench stock using an "EZ" transaction by placing a “D” in the “Delete Indicator “ block. Input of this transaction clears the item from the PCN SB004-046.

5.31.5. Request a new PCN SB004-046 listing when all changes, additions and deletions are made.

5.32. Shelf-Life Items. Control of shelf-life items is the responsibility of the Shop Bench/Working Stock Monitor once the items are placed in their bench/working stocks. Shelf-life items are identified in TOs, by markings on the package and on the bench/working stock labels by the shelf-life code. If the shelf-life item is packaged in a unit pack, the unit pack containing a quantity nearest the recommended level is issued as the authorized bench/working stock quantity. Use the oldest items first to prevent waste, First In First Out (FIFO).

5.32.1. Do not open shelf-life item containers until needed. If shelf-life items are loose in the bin and the expiration cannot be found, dispose of the items and replenish.

5.32.2. Shelf-life items containing a HAZMAT will normally be controlled by the base HAZMART. These items will only be issued in pre-authorized quantities to those shops authorized the material. Return unused, yet serviceable, HAZMAT to HAZMART if there is no immediate need. HAZMATs which have a shelf life are to be purchased for Vehicle Management only in a quantity that can be used before its shelf life expires.

5.33. Bench Stock Review. This is the standard method of adding, changing or deleting bench stock items. The bench stock review will be conducted IAW AFMAN 23-110, Volume 2, Part 2, Chapter 11, Attachment 11D-10.

5.34. Working Stock.

5.34.1. Working stock is essential to ensure certain fast-moving items are available at the Vehicle Management work site to reduce vehicle repair time. VFM/VMS cautiously weigh the costs against the benefits when approving stock levels. A separate working stock account is established for each outlying work center when approved by the VFM/VMS. Maintain a locally developed working stock computer listing for each separate account. The listing reflects the following information as a minimum:

5.34.1.1. Part description.

5.34.1.2. Part number.

5.34.1.3. Unit of issue.

5.34.1.4. Unit price.

5.34.1.5. Quantity authorized.

5.34.1.6. Bin location number.

5.34.1.7. Low or high cost item.

5.34.2. Working stock is limited to a 4-week level (based on past experience or consumption). Certain bulk items (such as heater hose, etc.) are cheaper and easier to manage when bought in bulk; working stocks may be authorized for these and for seasonal items, even if their rate of use is low.

5.34.3. Working stock replenishment is ordered against an L9999 work order number for low-cost items (items with a unit cost of less than $60) and an H8888 work order number for high-cost items (items with a unit cost of $60 or greater). Low-cost working stock items replenished using work order number L9999 are prorated against the entire fleet in the overhead labor rate. These items are not charged against individual AF Forms 1823/-1 when consumed. Conversely, high-cost working stock items replenished using work order number H8888 are held in a special holding account and are charged against the vehicle being repaired or serviced on an AF Form 1823/-1 using a "QZ" transaction.

Section 5G—Repair Cycle Asset Management

5.35. General Information. Repair cycle assets are those items with Expendability, Recoverability, Reparability Code (ERRC) "XD" and "XF". Examples are tires, some engines, etc. These items are a large cost investment for the AF and are stringently controlled and cycled back into the system.

5.35.1. Materiel Control reviews these items to see that they are processed according to AFMAN 23-110, Volume 2, Part 2, Chapters 10 and 13. Materiel Control also ensures that all items subject to repair cycle control are managed and controlled according to the DIFM concept.

5.35.2. Use the daily AWP Validation Listing (D19) to perform identification and control checks, and prescribed monitoring procedures and files. Close coordination with the LRS Flight Service Center or base Repair Cycle Activity is a must to ensure strict control of DIFM assets.

5.35.3. DIFM items (whether in repair or in stock) are deemed assets available to satisfy a requirement and may be the only source of supply.

5.36. DIFM Issues. A request for repair cycle assets automatically places the transaction under DIFM control; usually, DIFM issues are for a quantity of one each. For items for which multiple quantities may be needed (such as tires, matched sets, etc.) a multiple DIFM issue can be made. When a multiple DIFM issue occurs, the quantity on the subsequent turn-in transaction cannot be split; therefore, if separate actions are anticipated on the return (e.g., condemned and recapped

tires), restrict the quantity on DIFM issue requests to one each. Since the DIFM issue document number is the control element on all DIFM transactions, the duplication of turn-in document numbers could result in difficulty in tracing the transaction audit trail.

5.37. DIFM Status. The AWP Validation Listing (D19) is a daily listing. The list provides Materiel Control with current status on each item DIFM. Materiel Control updates the DIFM detail record each time an item location or status changes. When standard DIFM delinquency criteria are exceeded, Materiel Control finds the cause and eliminates the delinquency. Immediately reconcile any discrepancies noted on the D19 with the LRS Flight Service Center or base Repair Cycle Activity. All daily changes to the D19 report are shown on the next DIFM listing. OLVIMS, PCNs SB004-016 and SB004-062 show delayed parts on hand that are DIFM controlled.

5.38. Supply Points. Supply points may be established for tires and other parts at the discretion of the VFM/VMS. Operate supply points IAW AFMAN 23-110, Volume 2, Part 2, Chapter 10; tire supply points, if established, will be IAW TO 36-1-191. Forward supply points will be coordinated with the Material Management Flight and will be limited to levels not to exceed 90-day requirements based on historical usage that will be accessed annually. VFM/VMS, and LRS Stock Control Managers establish manning requirements.

5.39. DIFM and Supply Point Reconciliation. Reconcile supply points each quarter or at an increased frequency due to high volume of changes.

Section 5H—Other Procedures for Materiel Control

5.40. TCTOs.

5.40.1. The AF rules on TCTO kit distribution are in TO 00-5-15-WA-1, *AF Time Compliance Technical Order Process,* and AFMAN 23-110, Volume 2, Part 2, Chapter 10. The Vehicle IM at WR-ALC makes TO modifications, including assembly, storage and distribution of related TCTO kits. Required parts and materials are controlled and sent according to the applicable TCTO.

5.40.2. Materiel Control orders TCTO kits from the AF Form 2001, *Notification of TCTO Kit Requirements.*

5.40.2.1. Enter the organization and shop code of the Vehicle Management shop responsible for doing the modification on part I of the form.

5.40.2.2. Initiate AF Form 2001 in three copies, with copies one and two sent to the LRS Flight Service Center or base Repair Cycle Activity and copy three filed in Materiel Control.

5.40.2.3. Provide due-in document number to VM&A when it is available for TCTOs requiring a TCTO kit. VM&A provides the document number(s) and registration number(s) to WR-ALC to request kit release.

5.40.3. Materiel Control checks the status of TCTO needs using the D18. Each time a TCTO kit asset is received, SBSS generates an “IO29” management notice showing the total on-hand balance and each existing due-out detail record. A copy of this notice is sent to Materiel Control. Place it in the TCTO jacket file with the AF Form 2001. A display board

(the NMCS board or an automated control board may be used) shows the following information for all current and outstanding TCTOs:

5.40.3.1. TCTO number.

5.40.3.2. Due out document number.

5.40.3.3. Quantity and unit of issue.

5.40.3.4. Date requested.

5.40.3.5. Current status.

5.40.3.6. Quantity on hand.

5.40.3.7. Date received.

5.40.3.8. Mandatory compliance date.

5.40.3.9. Remarks.

5.40.4. Materiel Control tells the LRS Flight Service Center or base Repair Cycle Activity to force a due-out release of the kit for installation when all items are received and the modification is scheduled.

5.40.5. As requested, SBSS produces a monthly TCTO kit reconciliation and status report to keep the shop informed of kit availability, shortages, excesses, due-outs and due-ins. Materiel Control tells the LRS Flight Service Center or base Repair Cycle Activity of excesses, changes or added requirements identified during the reconciliation.

5.41. Tool Accountability and Issue Procedures.

5.41.1. General Procedures.

5.41.1.1. The VFM/VMS will develop an OI to specify tool accountability procedures to fit the local mission and physical shop layout. At a minimum, the OI will cover inventory, spot checks, inlaying tools in foam, plastic, wood and etc., engraving, security requirements, reporting and reimbursement procedures for lost and/or missing tools. If a tool crib is utilized, its operation is further detailed in this OI.

5.41.1.2. All tool kits and tool cribs are periodically inventoried and/or spot-checked. When accountability changes, a physical inventory is performed by the outgoing and incoming responsible individuals, jointly, with Materiel Control. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kit/crib. An inventory record includes the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column.

5.41.1.2.1. Technicians will visually inventory their ITKs on a daily basis at the end of their shift. Written inventories are accomplished annually by Materiel Control, jointly with the technician. Supervisors will spot check ITKs monthly. Spot checks will be documented in a locally determined manner.

5.41.1.2.2. Supervisors (or their designees) visually inventory CTKs on a daily basis at the end of the duty day to ensure accountability of assigned tools and to prevent

Foreign Object Damage (FOD). Written inventories are accomplished semi-annually by Materiel Control, jointly with the supervisor or designee.

5.41.1.2.3. Materiel Control will visually inventory tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent FOD. When tool cribs are managed by outlying sections, section supervisors perform this duty. Written inventories are accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center).

5.41.1.2.4. During inventory, the individual turns in any deleted tools and receipts for the remaining tools in his or her possession. Code shortages Not Issued (NI) and annotate listing with due-in information for backordered tools. The individual completes the certification in ink on each page of the tool list to knowledge receipt of the tools.

Note: Any change must be listed in ink and initialed in ink by the individual and Materiel Control. Destroy any old lists.

5.41.1.2.5. Materiel Control advises the work center supervisor when backordered tools are received. The responsible individual then goes to Materiel Control to pick up the tool and shows receipt by lining through the "NI" and dating and initialing the entry in ink. All newly received tools must be properly marked with unit or shop designator and ITK or CTK number before placement in the ITKs or CTKs.

5.41.1.3. The VFM/VMS approves initial issue (basic) ITK, CTK and tool crib requirements for each functional AFSC, work centers and/or individual tool kits by signing the inventory listing prior to issue. Inventory listings include tool NSN and/or part number, nomenclature, and quantity authorized.

Note: VFM/VMS may provide blanket approval for initial issue inventories when tool kits are purchased in quantity as completed preassembled sets or boxes. Blanket approval will be in the form of a Memorandum for Record, or administrative medium, and will include the effected tool kit number(s). The VFM/VMS will sign the document and copies will be attached to manufactures' original inventory and stored with each tool kit folder.

5.41.1.3.1. For ITKs being issued, Materiel Control enters the technician's name, grade and tool box number at the bottom of the inventory list, leaving room for signature.

5.41.1.3.2. For CTKs and tool cribs, Materiel Control enters the responsible shop supervisor's (or designee's) name, grade and kit number at the bottom of the inventory list, leaving room for signature.

5.41.1.4. Warranty hand tools are the standard for vehicle maintenance operations due to their high quality and free replacement policy.

5.41.1.5. Replace damaged and unserviceable tools on a one-for-one exchange basis through Materiel Control or the vendor.

5.41.1.6. Use a separate DLA-DS holding area for condemned hand tools not exchanged with the vendor. Transfer condemned expendable hand tools (by weight) to DLA-DS as scrap IAW AFMAN 23-110, Volume 2, Part 2, Chapter 13.

5.41.1.7. Powered hand tools may be issued to CTKs, tool cribs or ITKs. Ensure they are accurately accounted for due to their high replacement cost.

5.41.1.8. All tools in ITKs, CTKs and tool cribs are inlaid in foam, plastic, wood, etc. when stored in drawers and engraved with a locally assigned kit control number designated by Materiel Control. CTKs and tool crib control numbers include the shop initials.

5.41.1.9. Materiel Control establishes and maintains custodial listings for all ITKs, CTKs and tool cribs in the Vehicle Management complex. Listings are maintained in folders, filed in control (kit or box) number sequence, and include the responsible individual's name, AFSC, work center and kit control number.

5.41.1.10. Due to the high expense of tools and equipment required for operation of a Vehicle Management shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause FOD, strict accountability is required. Initiate ROS IAW AFMAN 23-220 (being replaced by AFI 23-101, *Material Management*) if items over $100 unit cost or $500 total cost are lost or there is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected.

5.41.1.10.1. Exceptions to initiating ROS must be approved by VFM/VMS and are usually based on unique circumstances surrounding the loss, and/or voluntary monetary reimbursement or replacement in kind is offered and accepted.

5.41.1.11. Ensure the procedures in TO 32B14-3-1-101, *Operation and Service Instructions Torque Indicating Devices*, are followed prior to the use of any torque device.

5.41.2. Tool Crib Operations.

5.41.2.1. A tool crib is a storage and issue point for common and specialized tools shown on one or more AS. Tool cribs are established when practical based on physical shop layout, Materiel Control manning and other local considerations. VFM/VMS can designate other tools to be controlled under these procedures. Materiel Control manages tool cribs authorized for the shop complex and outlying tool cribs can be operated by work center personnel.

5.41.2.2. A neat, clean, well-arranged tool crib is necessary to provide tool support and ease inventory requirements. Segregate special tools, if possible, by vehicle types and display them on shadow boards or store them in bins. Assign each item shown on a shadow board an item location designator. Mark this designator on the tool if practical and on its storage position on the shadow board. Post item identification and location lists near the issue counter. Store common items and those not suitable for the shadow board, bins, inlaid in foam, plastic, wood, etc.

5.41.2.3. Issue tools by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of time than the user's shift period without approval of the tool crib custodian. Do not issue tools for personal use. Set up a tool issue suspense system and check it each duty day to ensure tools are returned on time. The shop supervisor is told of individuals who fail to return

tools within the established suspense time as determined locally. Advise the VFM/VMS of shops and personnel that continually fail to return tools on time.

5.41.2.4. Mechanics must clean all tools before returning them to the tool crib. The tool crib custodian inspects them on return to make sure they are clean, in good condition and free of corrosion.

5.41.2.5. Materiel Control keeps a complete list of all tools in the tool crib. The list contains NSN and/or part numbers, nomenclature, authorized and on-hand quantity and other data as needed locally. Perform a complete inventory semi-annually or when the tool crib custodian changes.

5.41.2.6. Materiel Control ensures Test, Measurement and Diagnostic Equipment (TMDE) tools are scheduled for calibration and certification according to TO 00-20-14-WA-1. Use a visual display board or computer-generated listing to keep the current status of all TMDE requiring calibration. Ensure all TMDE is accounted for on the semi-annual inventory.

5.41.3. ITK Procedures.

5.41.3.1. The tool custodian establishes initial accountability by obtaining the current ITK custody receipt listings and folders for all personnel assigned to the unit and issued tool kits. Materiel Control sub-receipts ITKs to the technicians using itemized inventory listings.

5.41.3.2. When personnel are transferred or ITKs are no longer needed, the responsible technician and Materiel Control conduct a joint inventory. Annually accomplish joint inventories for all ITKs.

5.41.3.3. Unless another technician is to be assigned, the VFM/VMS may choose to keep the kit in storage. ITKs in storage are maintained by Materiel Control and have two copies of the tool list inside and shortages on order. The ITK is tagged with the kit number and the date turned in.

5.41.4. CTK Procedures.

5.41.4.1. A CTK is established for common tools not suitable for ITKs. Typically when a work center is physically separated from the tool crib, the use of a CTK(s) will save time and effort of the mechanics. VFM/VMS may, however, dictate the use of CTKs in place of ITKs when deemed most practical. CTKs will be maintained in a neat, clean and well-arranged manner to best provide tool support and ease inventory requirements. Unless impractical, CTKs are maintained in storage bins, with tools engraved and inlaid in foam, plastic, wood, etc.

5.41.4.2. Materiel Control manages CTKs which are sub-receipted to the section supervisors (or their designees) using itemized inventory listings. The tool custodian establishes initial accountability by obtaining the current CTK custody receipt listings and folders for all CTKs in the unit.

5.41.4.3. Materiel Control coordinates with applicable supervisors (or their designees) to update CTKs and perform inventories when kits are initially issued, semi-annually or when the responsible individual is transferred and a new one is assigned. The responsible individual and Materiel Control conduct a joint inventory at that time.

5.41.4.4. Issue tools from a CTK by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of time than the user's shift period without approval of the supervisor. Do not issue tools for personal use. VFM/VMS sets up a tool issue suspense system and the shop supervisor or his designee check the CTK(s) each duty day to ensure tools are returned. These checks also include inspection to ensure tools are clean and in good condition.

5.41.4.5. Materiel Control ensures tools and TMDE assigned to CTKs are scheduled for calibration and certification using the same procedures specified for the tool crib TMDE.

5.41.5. Ensure shop equipment requiring an AFTO Form 244, *Industrial/Support Equipment Record*, is inspected and serviced monthly at a minimum unless more frequently required by manufacturer. Also, ensure compliance with requirements in AFOSHSTD 91-66.

5.41.5.1. Ensure procurement of special tools, test equipment and training for newly received vehicles.

Note: The latest VEMSO evaluations on new tools and equipment can be accessed at the VM CoP.

5.42. Tire and Battery Procurement/Management.

5.42.1. All new tires and batteries will be directly charged via the AF Form 1823/-1.

5.42.1.1. Use work order number H8888 for all vehicle-type batteries ordered for the battery shop. Local procedures between Materiel Control and the battery shop supervisor assure that when batteries are installed, they are charged properly in OLVIMS, using the "QZ" materiel costing transaction.

Note: Batteries must be accounted for on an as-received and issued basis for audit purposes.

5.42.2. Charge recapped tires purchased through SBSS at the current recap percentage of the stock fund price as loaded in OLVIMS. Recapped tires are identified by a -2 suffix in the NSN.

5.42.2.1. Bulk tires recapped using local contract, AF Form 9 or GPC, which are not tracked in the supply system, are input in OLVIMS using work order H8888. Use of H8888 causes the cost of parts to be charged against a special "holding" account, rather than against the entire base fleet. When the tires are issued to a specific AF Form 1823/-1, they are charged against a vehicle using a "QZ" transaction.

5.42.2.2. For each tire issued, make a line item entry or attach a preprinted label to the vehicle AF Form 1823/-1.

5.42.3. Forward supply point tires (see **paragraph 5.38**.) are issued with Transaction Identifier Code (TRIC) "MS" through SBSS creating the OLVIMS transaction to ensure proper tire costing and accountability.

5.42.4. Tires will be procured/consumed in the following order when possible:

5.42.4.1. **Retread Tires**. This program takes precedence over the acquisitions of new tires from any source. If available, retread tires will be procured from the most economical source, provided the tires meet or exceed manufactures' specifications. Refer to **paragraph 1.24**, additional retread tire procurement instructions.

5.42.4.2. **New Tires.** When retread tires cannot be used or economically obtained, new tires will be procured from the most economical source, provided the tires meet or exceed manufactures' specifications.

5.42.5. When determining the most economical source, Vehicle Management must consider the "total cost" associated with each tire procurement. For example, the total cost procuring from SBSS (e.g., shipping and/or storage charges associated with the Tire Successor Initiative (TSI) Integrator fixed-price tire contract) versus the total cost associated with using non-SBSS (local) sources.

5.42.6. Regardless of tire type (retread or new) and procurement source (SBSS or local purchase), all tires purchased must be individually annotated on the activity's GPP Log. Refer to **paragraph 1.30.2**

5.42.7. Contract Vehicle Maintenance operations are not exempt from the tire procurement order listed above, or from the GPP Log requirement. Contracted Vehicle Management activities may purchase new tires directly from DLA (if the most economical source) through the DOD EMALL at **http://www.dlis.dla.mil/emall.asp**.

Notes:
1. The current TSI contractor has provided a toll-free 24-hour access number (855-865-7759) to be used by all tire customers worldwide. The toll free number allows authorized customers to track both requisitions and shipments status.
2. The *DLA Land Supplier Operations Tire and Accessories eCatalog* provides the capability to search, view, print, and export details for (TSI) tires, tire accessories, and wheel assemblies. Go to: http://www.landandmaritime.dla.mil/Programs/Tirecatalog/Default.aspx, or can be found at http://tsi.purchaseplace.com.

5.43. Work Order Residue. Items left over from maintenance are placed in "work order residue" bins, preferably collocated but not commingled with bench stock. Identify work order residue by NSN or part number and date established as residue. If there is no foreseeable need, Materiel Control notifies all shop supervisors to take a "last look" to see if there is any need. If not, the items are processed for disposal. Develop an inventory management system to provide quick reference for all work order residue items. When a part is removed from residue and placed on a vehicle, annotate the action on the AF Form 1823/-1 or parts request form by writing "W/O Residue" in the job description block or parts form respectively. This action will provide management information concerning the source of the replacement part.

5.44. Vehicle Redistribution and Transfer. When vehicles are redistributed or transferred to other AF bases or sent to DLA-DS, VM&A advises Materiel Control and applicable work center supervisors. On notification of a vehicle transfer, Materiel Control will cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue area. Work center supervisors will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries.

5.45. Antifreeze Procurement. Vehicle Management activities are required to recycle their antifreeze or only use reclaimed engine coolant. However, there are exceptions and documentation requirements. Material Control personnel will refer to **paragraph 1.24** for specific procurement guidance and exceptions.

5.46. Lead-Free Wheel Weight Procurement. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. See **Table 5.1 Lead-Free Wheel Weights Available Through the Supply System**.

Table 5.1. Lead-Free Wheel Weights Available through the Supply System

Nomenclature	Size/Ounces	Unit of Issue	NSN	Part No.
Wheel Weight	1/4	BX (BX = 25 EA)	2530-01-559-8912	5518200025
Wheel Weight	1/2	BX (BX = 25 EA)	2530-01-559-8927	5518200050
Wheel Weight	3/4	BX (BX = 25 EA)	2530-01-559-8958	5518200075
Wheel Weight	1	BX (BX = 25 EA)	2530-01-559-8985	5518200100
Wheel Weight	1 1/4	BX (BX = 25 EA)	2530-01-559-8951	5518200125
Wheel Weight	1 1/2	BX (BX = 25 EA)	2530-01-559-8956	5518200150
Wheel Weight	1 3/4	BX (BX = 25 EA)	2530-01-559-8934	5518200175
Wheel Weight	2	BX (BX = 25 EA)	2530-01-559-8947	5518200200
Wheel Weight	2 1/4	BX (BX = 25 EA)	2530-01-559-8943	5518200225
Wheel Weight	2 1/2	BX (BX = 25 EA)	2530-01-559-9021	5518200250

Chapter 6

TRAINING

Section 6A—General Information

6.1. General Information. Successful operation of AF Vehicle Management activities depends on the knowledge of assigned personnel and how well they accomplish the mission. The CFETP for Vehicle Management is a comprehensive training program outlining specific training requirements Vehicle Management personnel should receive as they progress throughout their career. Career Field Functional Managers at all levels participate in developing the CFETP and use it to tune their training programs toward achieving the plan's overall goals.

6.1.1. The VFM/VMS (or senior base level Vehicle Manager) is the Functional Manager for the Vehicle Management specialty at their respective location.

6.1.2. The VFM/VMS will offer training opportunities to tenant organizations that have 2T3 personnel assigned when Vehicle Management training resources are not available in the 2T3's assigned unit.

6.1.3. Major Command Functional Managers (MFM) share responsibility in developing the CFETP. The AF Career Field Manager (AFCFM) is the single POC responsible for overall management of 2T3XX specialties, including policy development, training, skills management and career development.

6.1.4. **Training Business Area (TBA).** In 2007, AF/A4/7 directed the AF-wide implantation of TBA in the A4 community. TBA is an AF Portal, Net-Centric, GCSS-AF IF Level 4, web-based application providing AF war fighters with global, real-time visibility into the technical qualifications, certifications and training status support professionals AF-wide. TBA supports base, wing, and work center level training management activities by automating training management business processes previously performed using paper records and legacy systems.

6.1.4.1. Units are not required to perform dual documentation of TBA automated and manual (AF Form 623, *Individual Training Record Folder*) training records.

6.1.4.2. Paper copies of the Master Training Plans (MTP) for individual workcenters will be maintained IAW AFI 36-2201 until further guidance is provided.

6.1.4.3. Ancillary training is not a part of TBA. Units will continue to document ancillary training IAW the method presently being used.

Note: Additional TBA information may be obtained on the TBA CoP:
https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04

6.2. MAJCOM Responsibilities.

6.2.1. Select qualified personnel to perform a detailed functional review of AETC course training standards.

6.2.2. Communicate with AETC or the appropriate school regarding training needs.

6.2.3. Identify training problems and aid base-level personnel in resolving them.

6.2.4. Coordinate Mobile Training Team (MTT) requirements with the technical training centers.

6.3. Vehicle Management Training Leader. The VFM/VMS shares overall responsibility for the Vehicle Management training program with the Unit Training Manager. The VFM/VMS will assign a qualified 2T3 as the Vehicle Management Training Leader and the appointee should be a civilian for continuity purposes in all shops with over 40 personnel. The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training and should not be assigned additional duties that will prevent full attention to the training program (e.g., Environmental Manager, Technical Order Distribution Account Manager, etc.). The Vehicle Management Training Leader will not reside outside of the physical Vehicle Management shop due to the need to specifically focus on Vehicle Management training.

6.3.1. The Vehicle Management Training Leader is also responsible for the following:

6.3.1.1. Complying with AFI 36-2201 and any MAJCOM/squadron supplements.

6.3.1.2. Assisting the VFM/VMS in selection of qualified OJT trainers.

6.3.1.3. Preparing an annual budget to support training requirements (e.g., training mock-ups, commercial and unit funded classes and information technology items).

6.3.1.4. Providing supervisors with assistance in obtaining literature and directives pertinent to the OJT program.

6.3.1.5. Preparing and submitting AETC in-resident training requests in response to the Base or MAJCOM 2T3 Training Manager's annual screening requests. This will be prepared during the fourth quarter of the current FY for the next FY.

6.3.1.6. Assisting supervisors in the development and use of training requirements and techniques.

6.3.1.7. Coordinating with the Unit Training Manager in obtaining any needed training from AETC and commercial training sources as outlined in AFI 36-2201 and **https://etca.randolph.af.mil**.

6.3.1.8. Conducting quarterly reviews of Individual Training Plans (ITP) within TBA for personnel in skill-level upgrade training assigned to Vehicle Management.

6.3.1.9. Conducting quarterly reviews on the training program using the Vehicle Management Training Checklist in **Attachment 5.**

6.3.1.10. Briefing VFM/VMS on status of all personnel in upgrade training on a regular basis.

6.3.1.11. With the UTM, assist Work Center Supervisors, Trainers and Trainees with TBA user training and problem solving.

Section 6B—Types of Training

6.4. Establishing and Managing Vehicle Management Training Program. Vehicle Management training is more than progressing through the CDCs and completing core tasks. Various and complex vehicle systems combined with frequent personnel changes demand a comprehensive, active training program that includes training beyond the initial skill-level

upgrade process. The program must also include training mechanics on new or improved troubleshooting techniques, specialized test equipment and advanced vehicle systems. VM&A personnel receive advanced training on analysis techniques and fleet management processes. An all-inclusive training program will include the key areas listed below.

6.4.1. First is the actual skill-level awarding requirements achieved through the CDCs and core task completion.

6.4.2. Second is in-house training to keep mechanics proficient on new technologies and expand on the basic principles learned during the initial upgrade training. The in-house training will also assist in duty qualifying mechanics.

6.4.3. Third, and one of the most important areas, is qualification training. As personnel rotate from overseas to CONUS bases or into new duty positions, they often need task training to be duty position qualified. If not properly task trained, possible injury or death could be the result.

6.4.4. Finally, a training program will also include specific training on unique hazards of specific vehicle types and incorporate the use of Operational Risk Management (ORM) principles. Safety is paramount to day-to-day operations and it is critical trainers identify these hazards prior to the start of any task training.

6.5. OJT. OJT consists of two parts; the first is career knowledge and is achieved by the use of CDCs or other applicable technical references listed in the CFETP and the second is task performance and is provided during the actual hands-on training and qualification of core tasks identified in the CFETP. Refer to AFI 36-2201 Chapter 6, for further guidance for setting up an OJT program.

6.5.1. **CDC Administration.** CDCs contain information on basic principles, techniques and procedures common to Vehicle Management. Upgrade trainees should be enrolled in electronic-CDCs (e-CDC); however, if conventional CDCs are needed, the UTM can order all CDC sets (as applicable) at one time. This reduces overall training upgrade time significantly by eliminating the 4-6 week waiting time between sets, but it does not change the time requirement to complete CDCs. IAW AFI 36-2201, trainees have 30 days to complete each volume of their CDCs from the date the volume is issued to them. A trainee will not be issued more than one volume at a time.

6.5.1.1. Supervisors (with assistance from the Vehicle Management Training Leader) will determine volume sequence of study and set the overall course completion schedule.

6.5.1.2. The Vehicle Management Training Leader will use a local tracking system to ensure volumes are completed within 30 days of issue. Members of Air Reserve Components (ARC) and Individual Mobilization Augmentee have 60 days to complete each CDC Volume.

Note: For more information concerning the Air Force Career Development Academy's (AFCDA) e-CDC program go to the AFCDA e-CDC CoP at: **https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AE-ED-02-37**.

6.5.1.3. Supervisors will determine the reason for slow progress, counsel the trainee, document the counseling as a Journal Entry within the trainee's TBA IPT and place the trainee in supervised study.

6.5.1.4. **Pre-testing.** Pre-testing is a very effective tool in determining the current knowledge level of the trainee and should minimize Course Exam failures. VFM/VMS will develop local guidance for pre-testing trainees prior to taking the Course Exam as part of the Master Training Plan or OI.

6.5.1.4.1. A pre-testing policy will include the following:

6.5.1.4.1.1. When to administer the pre-test, after each volume or after each set.

6.5.1.4.1.2. Minimum passing score for each pre-test administered.

6.5.1.4.1.3. The number of pre-tests given prior to the Course Exam.

6.5.1.4.1.4. Frequency of re-testing for trainees that fails to achieve the established passing score on the pre-test.

6.5.1.4.2. VFM/VMS will conduct an interview with the trainee, trainee's supervisor and Vehicle Management Training Leader at least 3 days prior to Course Exam day. The interview will focus on the confidence level of the trainee to pass the test and should provide ample time to postpone the Course Exam if necessary.

6.5.2. **Core Task Completion/Qualification.** Most of the 2T3 AFSCs have more than 100 core tasks that must be completed before a trainee will be upgraded and task completion is the most time-consuming portion of the upgrade process. Vehicle Management Training Leaders, with assistance from the work center supervisors, will develop projected milestones for core task completion that can correspond with CDC completion. A proactive approach to core task completion/qualification will ensure the trainee is upgraded in a timely manner. The training visibility Léger within TBA will be reviewed monthly for personnel not progressing on tasks for more than thirty days. Trainers will document legitimate reasons, such as deployment or TDY within the Journal Entry section of TBA.

6.5.2.1. Review 18-month scheduled maintenance plan when developing timelines. Since every vehicle will pass through Vehicle Management at least once every 18 months for PM&I, this will provide a good starting point to determine vehicle availability for each month.

6.5.2.2. Identify the number of tasks a trainee should complete per month and meet with the trainer and trainee to discuss the upcoming month's core task completion goals.

6.5.2.3. Trainers will use lesson plans to ensure all trainees are trained at the same level, no matter who is doing the training. Trainers may use or benchmark the Standardized Lesson Plans and Core Task Performance Standards that are available for download from the VM CoP.

6.5.2.4. Trainers will provide trainees safety briefings to identify hazards specific to the current vehicle or system being trained.

6.5.3. **MTP.** A "hard copy" MTP will be developed and maintained by the work center supervisor and will reflect duty position requirements to reflect 100 percent task coverage. For guidance developing a MTP, refer to AFI 36-2201.

Note: Workcenter Job Qualification Standard can be printed from TBA in place of AF Form 797, *Job Qualification Standard Continuation*.

6.5.4. **Rotation Plan for 7-Levels.** Rotate mechanics in upgrade training to the 7-skill level through each section of Vehicle Management. Allow sufficient time for the trainee to gain a working knowledge of the section. VM&A personnel will be rotated internally within their section to ensure competency in all areas of their specialty. Personnel rotation is deemed an essential element of an individual's upgrade training and deployment preparation.

Note: To ensure 7-level mechanics continue to stay proficient, consider rotating them through each section of Vehicle Management as workload and mission allows.

6.5.4.1. If mission requirements and work load allows, VFM/VMS may rotate experienced 5-levels through all work centers to increase breadth of experience and help prepare them for deployment tasking(s). This should also minimize the impact of high deployment tasking(s) on home station operations by increasing the available manpower to perform unique tasks.

6.5.5. **Tracking Time-In-Training.** It is important the training program includes a mechanism to track the amount of time an individual has been in upgrade training. This should be a metric used by the VFM/VMS to measure supervisory involvement in upgrade training. The goal for the training program is established in the CFETP.

6.5.6. **Graduate Assessment Survey (GAS).** As part of its training effectiveness evaluation, AETC requests evaluations of recent graduates from field units. The GAS is sent to the supervisors of graduates approximately 90 days after formal course graduation.

6.5.6.1. HQ AETC, in conjunction with 2AF, has converted to a web-based process that enables the supervisors of graduates to complete the GAS electronically. Supervisors will be notified through e-mail from base education. Paper-based surveys will still be sent to those isolated units that do not have access to electronic mail or internet. Guidance can be found in AFI 36-2201.

6.6. In-House Training. The ever-increasing cost of maintaining vehicles demands trained mechanics pass on what they have learned to other mechanics. The rapidly changing technology used on vehicles requires the AF mechanic to stay proficient on theory of operations, diagnostic procedures and test equipment. The in-house portion of the program accomplishes this type of training and will include both classroom instruction and hands-on progress checks.

6.6.1. The in-house program should include various levels of training on the following main vehicle systems:

6.6.1.1. Automotive electrical and electronics.

6.6.1.2. Brake systems.

6.6.1.3. Wheel alignment.

6.6.1.4. Automatic transmissions and transaxles.

6.6.1.5. Engine cooling and climate control.

6.6.1.6. Four wheel drive and differentials.

6.6.1.7. Engine repair.

6.6.1.8. Engine performance diagnosis, emission testing and tune-up.

6.6.1.9. Oxyacetylene and welding (for contingencies).

6.6.2. Consider taking a "Phase" approach when developing classes within the nine main areas. This will provide the framework for a progressive approach and allow mechanics to enhance their skills as they move through each phase of the training.

6.6.2.1. Phase I should cover the basic vehicle systems and will target the entry-level mechanics. Some classes may include:

6.6.2.1.1. Basic electricity.

6.6.2.1.2. Brake systems.

6.6.2.1.3. Steering system.

6.6.2.1.4. Engine cooling and heating.

6.6.2.1.5. Automatic transmission.

6.6.2.1.6. Four wheel drives and differentials.

6.6.2.1.7. Valve trains.

6.6.2.1.8. Fuel systems.

6.6.2.2. Phase II should train mechanics to a higher level of complexity and include classes in:

6.6.2.2.1. Chassis instrumentation.

6.6.2.2.2. Power brake systems.

6.6.2.2.3. Power steering systems.

6.6.2.2.4. TBI and PFI Injections.

6.6.2.3. Phase III should be used to train the mechanics to the more advanced level and can include classes on manufacturer-specific systems:

6.6.2.3.1. Ford air conditioning systems.

6.6.2.3.2. Chrysler automatic transaxle.

6.6.2.3.3. GM automatic overdrive.

6.6.2.3.4. Transfer cases.

6.6.2.3.5. Differentials.

6.6.2.3.6. Engine block rebuilding.

6.6.2.3.7. Valve refacing.

6.6.2.3.8. Drum and rotor lathe operation.

6.6.2.3.9. Antilock brake systems.

6.6.2.3.10. Wheel alignment.

Note: The automotive systems and areas listed above are not all-inclusive or may not apply to all 2T3XX mechanical AFSCs. Supervisors and VM Training Leaders will refer to the 2T3XX Specialty Training Standard when selecting In-House Training program courses for selected

AFSCs or workcenters.

6.6.2.4. Phase IV should be used to prepare mechanics specifically for the National Institute for Automotive Service Excellence (ASE) exams. ASE is the industry standard for measuring mechanic competency, and VFM/VMS will encourage this type of certification for those mechanics that wish to pursue ways to improve personal technical skills.

6.6.2.5. Phase V should incorporate the use of commercial advanced classes from various manufacturers (i.e., GM, Ford, Chrysler, Oshkosh, etc.). These types of classes are normally taught at a very advanced level and may seem overwhelming for younger, less-experienced mechanics. This is why only the most experienced mechanics will attend this type of training.

6.6.3. Identifying Needs**.** First, determine local training requirements: There are several ways:

6.6.3.1. Solicit feedback from supervisors and mechanics.

6.6.3.2. Work with VM&A to perform data analysis on specific system codes or recurring maintenance for various vehicles. This should assist in identifying negative maintenance trends and pinpoint mechanics' weak areas that need to be strengthened using focused remedial training. This is an ongoing requirement given that mechanics are constantly rotating in and out.

6.6.4. **Training Aids/Materials.** There are several media types that can be used to assist in the classroom instruction.

6.6.4.1. Commercial Trade Publications. Information technology has overcome the need to subscribe to trade publications in many instances. Information relating to management and upkeep of vehicles is readily available on the Internet. VFM/VMS will determine their needs and sources for obtaining this information or publications.

6.6.4.2. Web-based Course Material. On-line training courses are available from many commercial companies. On-line courses can save the administrative time required to keep information updated but are more expensive then videotapes.

6.6.4.3. Training Aids (Vehicle Components). Vehicle system mock-ups reinforce the theory of operation and diagnostics by providing hands-on demonstration. **Figure 6.1** shows some training aids manufactured using vehicle components from salvaged vehicles.

6.6.4.4. Videotapes. Videotapes are the most common training aid used in the classroom and are great for supplementing classroom lectures but are not very student interactive.

6.6.4.5. DVD/CD-ROMs. Interactive training DVDs or CD-ROMS offers a flexibility and superiority not found in ordinary linear training videos.

6.6.5. **Selecting In-House Training Instructors.** Key to a successful in-house training program is supervisory involvement. The supervisors are the most experienced and possess an understanding for what it takes to complete the day-to-day tasks. This is why the training leaders are encouraged to recruit the supervisors to fill the role as classroom instructors.

6.6.5.1. The Vehicle Management Training Leader will develop an internal program to enhance the classroom instructional skills of the instructors. This will not only build the confidence of the instructor but will also improve the quality of the delivery of the information.

6.6.5.2. Classroom instructors can improve personal teaching techniques by completing the Air Force Training Course (Mandatory for all personnel identified as trainers and task certifiers). **Note**: See Unit or Base Training Manager for course details.

6.6.5.3. Instructors will conduct at least one class as often as possible to stay proficient in the subject matter.

6.6.5.4. The Vehicle Management Training Leader will encourage instructors to pursue ASE certification in the area they will teach. This can bring increased credibility to them as an instructor.

6.6.6. **Scheduling the Training.** The Vehicle Management Training Leader will work closely with supervisors to ensure trainees are available for training. Consider scheduling classes during the first half of the duty day and try not to conduct classes longer than four hours per day.

6.6.6.1. Classes do not need to include all trainees. Classes can be developed for multiple days for smaller groups. This will also minimize the impact on work center workloads.

6.6.7. **Progress checks and follow up.** It is important the training process include some type of tool to measure the effectiveness of the training upon completion of the class.

6.6.7.1. Pre-tests and post-tests are great tools to determine if the instructor was successful with the delivery of the course material.

6.6.7.2. A review of missed questions and open classroom discussions is another effective way to determine if the training was successful.

6.6.7.3. Supervisor and student feedback through the use of critiques and informal conversations are good ways to identify areas needing improvement in the curriculum and delivery of the material.

6.6.7.4. A long-term indicator for an effective training program is the decline in previously identified negative management trends.

Figure 6.1. Vehicle Management Training Aids

(photos courtesy of 633 LRS, Joint Base Langley-Eustis, VA)

6.7. Qualification Training. Qualification training is a continuous process, starting with the individual's entry into service. This portion of the program will train personnel on a specific duty position. An example of a need for qualification training would be a Staff Sergeant reassigned from an overseas to a CONUS base who is not familiar with certain vehicles in the local fleet.

6.7.1. **Work Center Orientation and Initial Evaluation.** Supervisors must conduct a work center orientation and an initial evaluation for all newly assigned personnel within 60 days of assignment. Both the orientation and evaluation must be documented in the individual's ITP as a journal entry within TBA.

Exception: Supervisors of ARC personnel have 120 days to complete orientation/evaluation.
Note: Suspense will be automatically generated by TBA upon loading an individual into their workcenter. It is important to review the TBA suspense system at least monthly.

6.7.1.1. After identifying training requirements as part of the orientation and evaluation, the individual will be enrolled in the local in-house training track to get him or her duty position qualified.

6.7.2. **Management Training.** The VFM/VMS determines management qualification training needs and as personnel progress into supervisory/management positions they will attend, at a minimum, the following courses:

6.7.2.1. Supervisory Safety Training Course. Contact the Unit Safety Representative or Unit Training Manager for scheduling training.

6.7.2.2. Vehicle Maintenance Superintendent Course (L6ACW2T370 00AA). **Note:** This is a Computer Based Training course.

6.7.3. **EPA Certification Training.** Technicians whose duties include Motor Vehicle Air Conditioners (MVAC) maintenance require training and certification. They may also require specific certification if the local implementation of the EPA emissions control inspection and maintenance program contains provisions for the AF to perform this type of work. The EPA, and possibly a state or local authority implementing the program, approves course of instruction and certification methods.

6.8. Advanced Training.

6.8.1. **Commercial Training.** Commercial sources provide many excellent training courses, as do manufacturers of equipment and vehicles at factory and regional locations. Some mobile commercial training courses can be scheduled on base. The Vehicle Management Training Leader and VFM/VMS will seek local sources for commercial training. MAJCOM Vehicle Management Staffs will aid in finding commercial sources. Once a commercial training source is located, review AFI 36-2201 for advanced training procedures, and Table 4.1. for funding requirements.

6.8.2. **Inter-service Training.** Special training by other DOD or Federal agencies can be arranged by AETC. Review AFI 36-2230_IP, *Interservice Training*, for details.

6.8.3. **AFS Training.** Specialty training and advanced courses available for Vehicle Management personnel can be found in the 2T3XX CFETP and are listed at **https://etca.randolph.af.mil/**. This includes basic and advanced courses. Submit requests for this type of training through the MAJCOM. These courses are available for all Vehicle Management skills including VM&A personnel.

6.8.4. **Advanced AETC and MAJCOM Courses.** Advanced and special courses are conducted at AETC Technical Training Centers, the European Technical Training Center (ETTC) and the Pacific Technical Training Center (PTTC); or via AETC, USAFE and PACAF MTT courses at the host base facilities. Personnel selected for this type of training are normally at the 5-skill level or higher. Request this training through the MAJCOM 2T3 training management function.

6.9. ASE. ASE is the automotive industry standard of competency. Since it recognizes an individual's accomplishments, ASE certification serves as an impartial, third-party endorsement of a mechanic's knowledge and experience on a national, even international, basis.

6.9.1. ASE certification is a voluntary professional commitment to recognize qualified and competent individuals. It is an indicator of a mechanic's initiative to enhance personal technical skills. VFM/VMS will encourage participation.

6.9.2. Personnel are allowed to test twice yearly in May and November. The Defense Activity for Non-Traditional Support (DANTES) covers the cost of three exams per cycle for military personnel, but the individual or Vehicle Management must pay a registration fee. Certification is valid for 5 years at which time individuals must re-certify to keep ASE credentials in specialty areas of certification. Re-certification exams are not funded by DANTES so they will need to be funded by the individual or Vehicle Management.

6.9.3. Contact the base Force Development Flight/Education Office for more information on DANTES-funded ASE testing.

6.10. Certified Technician Program. Certified Technician Programs realign process ownership and responsibility for repair actions with those actually performing the work. MAJCOM Vehicle Management Staffs may establish certified technician programs for use at all subordinate, or specified management activities. If established, MAJCOM guidance will include eligibility criteria, certification-decertification-recertification processes and details on administering the program at the execution level as a minimum.

6.11. "Maintenance Purposes Only" Vehicle Operator Certification. The VFM/VMS appoints "Maintenance Purposes Only" vehicle trainers, in an OI, who will ensure that vehicle management personnel receive vehicle safety and equipment familiarization training before authorizing operation of a government vehicle for maintenance purposes.

6.11.1. Follow procedures in AFI 24-301.

6.11.2. Personnel will retain a copy of the most current and signed AF Form(s) 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*, when transferring to another unit and give to new supervisor.

Note: "Maintenance Purposes Only" vehicle operator certification will not satisfy local law enforcement licensing requirements if vehicle operators are not properly licensed for off base/site use. Check with local law enforcement authorities to ensure compliance with local laws if vehicles are tested off base/site. All personnel who operate AF vehicles (other than for "Maintenance Purposes Only") must have a valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*. Contractor employees must follow procedures in AFI 24-301.

Chapter 7

DOCUMENTATION AND RECORDS ADMINISTRATION

Section 7A—Introduction And Documentation Rules

7.1. General Information. This chapter contains the procedures for Vehicle Management documentation and records administration.

7.2. General Description and Basic Principles of the Vehicle Management Data Collection System.

7.2.1. The VFM/VMS ensures all day-to-day business of the Vehicle Management activity is properly documented. Collect data by converting maintenance repair work to codes and recording those codes in spaces on forms. The codes are computer processed to make summary reports, which are sent to VFM/VMS for use in analyzing, planning, scheduling and controlling the vehicle management effort. This data is maintained as accurately and timely as possible. A comprehensive backup system is used to allow recovery of this data should a failure occur in the data system.

Note: OLVIMS data backups will be accomplished at a frequency established by MAJCOM and stored at an offsite location.

7.2.2. Labor hours spent on tire and battery build-up (not identifiable to a specific vehicle) are direct hours. Labor cost for these hours is prorated by OLVIMS against the entire fleet as indirect cost. Indirect productive hours (administrative, supervision, etc.) are automatically computed by OLVIMS using the difference between direct productive and indirect nonproductive hours and the employee available hours.

7.2.3. Labor-hour data is entered on forms in hours and 10ths. Minutes are recorded as 10ths of hours as follows:

01 through 02 minutes - .0 hour.
03 through 08 minutes - .1 hour.
09 through 14 minutes - .2 hours.
15 through 20 minutes - .3 hours.
21 through 26 minutes - .4 hours.
27 through 33 minutes - .5 hours.
34 through 39 minutes - .6 hours.
40 through 45 minutes - .7 hours.
46 through 51 minutes - .8 hours.
52 through 57 minutes - .9 hours.
58 through 60 minutes - whole hour.

7.3. Use of Printed Characters. Print all entries on records except for signatures and stamped initials of inspectors.

7.4. Legibility. Ensure that maintenance records are legible, complete and correct.

7.5. Transfer and Disposition.

7.5.1. VM&A ensures all records are complete when a vehicle is transferred to another base or to DLA-DS.

7.5.1.1. Send AF Forms 1823/-1 in the historical file at the time of transfer with the records.

7.5.1.2. VM&A keeps copies of vehicle historical records, Static Data AZ, BZ and CZ transactions and the last AFTO Form 91.

Note: Retain only the AFTO Form 91 and the document that directed the disposition action for vehicles processed to DLA-DS.

7.5.2. Use USAF management code 4000 in place of the vehicle's actual management code when processing vehicles for disposal once disposition instructions have been received (the final preparation for salvage work order only). Use vehicle management's RC/CC code and the using organization code of "0O" (Zero Oscar) for management code 4000 AF Forms 1823/-1. MAJCOM Vehicle Management Staffs determine the use of management code 4000 for new vehicles processing in to the base, excess or depot. The use of management code 4000 will show the proper NMC hours against the fleet.

7.5.3. Vehicle static data records for newly received vehicles will be put into OLVIMS when the using unit is known by using the proper vehicle management code, organization code and RC/CC code. All acceptance inspections are initiated and records loaded within five working days after release of the vehicle from the receiving activity.

7.5.4. Process vehicle disposition packages through all base-level OPRs within 10 working days.

7.5.5. "Closed" vehicle work orders to include accident/abuse, final disposition approval documents and LTIs will be maintained IAW Table 24 in the AF RDS in AFRIMS..

7.6. Vehicle and Equipment Records. The practice of physically storing and filing paper vehicle/equipment maintenance forms and records has been the only option available for many years. However, the practice of scanning and electronically storing/filing vehicle records (i.e., permanent and active vehicle historical records/documents (record jacket contents), processed AF Form 1827, etc.) to replace or augment a shop's "paper" filing system is an option base level vehicle management activities should consider. By converting to electronic files, VM activities can store maintenance records in an off-site location/server as back-up files, at the same time making vehicle maintenance/repair historical documentation readily available to repair shop personnel, including outlying work centers.

7.6.1. Hard copy vehicle and equipment historical record (jacket) instructions.

7.6.1.1. VM&A initiates a vehicle jacket file when a vehicle is first received.

7.6.1.2. Make a historical records file (jacket) for each vehicle maintained by the shop. This record file has two sections, historical and active.

7.6.1.3. File historical records in either vehicle registration number sequence or in management code and registration number sequence.

7.6.1.4. File all material in the active (working record) portion of the jacket file in chronological order and file material in the historical portion of the jacket file by record type, in chronological order.

7.6.2. Electronic vehicle and equipment record instructions.

7.6.2.1. VM&A will establish an electronic file plan. Refer to **Figure 7.1, Sample Electronic Vehicle Record File Plan**.

7.6.2.2. VM&A will establish a main-folder for each vehicle or equipment item listed on the OLVIMS Vehicle Master List. The name of the folder will be the vehicle's Registration Number. The vehicle management code or VMIF nomenclature may also be part of this folder's name.

7.6.2.3. Contained within each vehicle's electronic main-folder will be two sub-folders: the Historical and the Active sub-folders.

7.6.2.4. A "Vehicle Histories – Central File" will also be established. This main file will store the historical record of vehicles that have been transferred or disposed of.

7.6.3. See **Table 7.2**, **Vehicle And Equipment Records: Rules 1-13**, for filing directions for forms, documents, correspondence and other related data for vehicle and equipment records.

7.7. Missing Forms. The receiving unit asks the shipping unit to send missing records, or duplicate copies, when new or used equipment is received without complete records.

7.8. Maintenance of Forms for Vehicles and Equipment in Extended Storage. When placing vehicles and equipment in storage as stated in TO 36-1-191 or like directives, record vehicle maintenance inspections the same as if they were in an operational status. Maintain records in an active file until the vehicle is disposed of.

Figure 7.1. Sample Electronic Vehicle Record File Plan

24, Transportation (main directory)
- 24-03, Motor Vehicles (sub-directory)
  - 09B12345, B180 (main-folder)
    - Vehicle Jacket – Historical (sub-folder)
      - Title.pdf
      - Warranty.pdf
      - DD250.pdf
    - Vehicle Jacket – Active (Temporary) or Mat Control Records (sub-folder)
      - 18 Apr 10, F1234, AF 1823.pdf
      - 18 May 10, B1300, AF 1823.pdf
  - Vehicle Histories - Central File (main-folder)
    - 01B54318 (sub-folder)

Notes:

1. Document names in the Active sub-folder should start with the date the form was finalized, i.e., Work Order Close Date, followed by the W.O. number and AF Form number. This will allow for sorting documents in chronological order.
2. All associate documents to the AF Form 1823/-1, e.g., AF Forms 4354 and 4355, AFTO 91, parts request forms, etc. will be scanned into one document, with the AF Form 1823/-1.

7.9. Processing Vehicles to Vehicle Management. VM&A schedules and controls vehicle management and inspections. Enter all work on an AF Form 1823/-1 or AF Form 1827 according to **Chapter 4**.

7.10. Maintenance of Transient Vehicles.

7.10.1. Vehicle Management inspects and repairs transient vehicles.

7.10.2. Document and process transient vehicle AF Forms 1823/-1 as shown in this chapter, except that VM&A sends copies of the AF Forms 1823/-1 to the home station to ensure data is included in their historical records.

7.10.3. The base that does the work assigns a management code of 5000 and a work order number prefix code to the AF Form 1823/-1.

7.10.4. It is not necessary to total OLVIMS AF Form 1823/-1 entries, as the system automatically produces a transient vehicle listing that shows total cost. VM&A sends the listing to the transient vehicle's home base.

7.11. Vehicles Assigned TDY or Deployed.

7.11.1. A copy of the Vehicle Historical Record is sent with each vehicle operating on TDY for 30 days or longer. (**Exception:** A copy of the current vehicle historical record accompanies each vehicle or equipment item sent TDY for special weapons movement, regardless of the duration of the TDY.) At the TDY station, VM&A ensures that each service, repair and inspection is updated on the vehicle historical record and that the form is returned with the vehicle when the TDY is over. At local option, on return from TDY, the home station VM&A will update the original vehicle historical record with new data from the TDY copy by initializing an AF Form 1823/-1.

Table 7.2. Vehicle And Equipment Records: Rules 1-13.

RULE	A	B	C	D
	If the form, document or correspondence is a(n)	and pertains to	and	then
1	AF Form 1823/-1,	routine kinds of repair and inspection actions such as accident, abuse, PM&I, Special Inspections and unscheduled work, contract, etc., **Note:** Also see Rules 2 and 3,	the routine kinds of repair or inspection are accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the active portion of the records jacket or electronic active file. **Note:** Where paper copies are not retained, assure electronic copies are available.

2		distinctive or less routine kinds of repair and inspection actions such as for special approvals, corrections of DOT directed manufacturer recalls, etc.,	the more distinctive kinds of repair or inspection are accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the historical portion of the records jacket or electronic historical file with any supporting or directing paperwork attached (remains in the records jacket when the vehicle is either transferred or disposed of).
3		refundable and/or reimbursable repair,	the repair is accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the active portion of the records jacket or electronic active file.
4	computer-generated Vehicle Historical Record	important initial static data and life-to-date summary repair history for in-use vehicles and equipment,	initial or continuation records of static data and life-to-date summary repair history are completed, and recorded in computer records,	file printed copies in the historical portion of the records jacket or file scanned copies into the electronic historical file. Retain the Vehicle Historical Record maintenance history for the life cycle of the vehicle. Provide copies by printed form or removable storage media when the vehicle is transferred or disposed of. **Note:** Retain duplicate forms or printed electronic records for vehicles which are transferring other than to disposal.
5		vehicles or equipment TDY for 30 days or more and/or vehicles TDY for special	the TDY vehicle is being returned to its home base or is being transferred to a subsequent TDY	forward the updated form or electronic record with the vehicle or equipment item when it departs your

		weapons movement,	base or location,	base or TDY location.
6	AFTO Form 91 (LTI), memo or message)	a. vehicle or equipment acceptance or preparation for storage, b. request for one-time repair or depot repair decision for reporting beyond base-level disposition and/or transfer instructions, c. requests for input to programmed depot repair facility,	a. the vehicle is accepted for service or is placed in storage, b. approval or disapproval instructions are received, attached to the form and the work is accomplished, c. approval or disapproval instructions are received, attached to the AFTO Form 91 and the action is completed,	a. file in the active portion of the records jacket or electronic active file. b. file the AFTO Form 91 and attachments in the active portion of the records jacket or electronic active file. c. file the AFTO Form 91 and any approval or disapproval attachments in the historical portion of the records jacket or electronic historical file.
7	vehicle static data record (A, B & C transactions)	vehicles or equipment items assigned to using activities,	the vehicle is being transferred or disposed of,	file the original in the historical portion of the records jacket or electronic historical file to be forwarded with the vehicle.
8	authorization document (memo or message)	direction or approval for special inspection, modification, etc., or WR-ALC or command condition, or documentation concerning nuclear certification, decertification or “restricted use”,	directs, requests or establishes AF Form 1823/-1 or inspection requirements,	file in the historical portion of the records jacket or electronic historical file (unless otherwise directed).
9	line-setting document	newly received vehicles or equipment items,	a copy is given to the maintenance shop to keep with parts catalog for reference,	file the original line-setting ticket or document in the historical portion of the records jacket or

				scanned document in the electronic historical file.
10	DD Form 250 or delivery document, listing of equipment attachments received.	receipt of new vehicle or equipment item,	a new vehicle record file (record jacket) is initiated,	file in the historical portion of the records jacket or electronic historical file.
11	COPARS sales slip	parts and material procured from the COPARS outlet for AF Forms 1823/-1,	a copy is attached to the appropriate AF Forms 1823/-1,	file with the AF Forms 1823/-1 per Rule 1, 2 or 3 above.
12	AF Form 1827	minor or mobile maintenance accomplished on a vehicle (time awaiting parts, waiting maintenance and direct labor hours combined must not exceed two hours),	form entries have been accomplished and entered into the computer,	retain form in separate file for 90 days. **Note:** An electronic file may be established.
13	Certifications	any required non-emission certification that certifies the vehicle's or equipment's capability (i.e., mobile crane load test, mobile crane wire rope/cable test, high reach truck dielectric test, fire fighting Quint and aerial ladders and elevating platform test…),	provide a copy of the original certifications to the using organization and ensure using organizations provide VM&A with copies of all future required certifications,	file the original or copy in the historical portion of the records jacket or in the electronic historical file.

7.11.2. When vehicles are sent TDY for more than 30 days, the home station, the TDY station and the TDY vehicle operator or supervisor complies with the procedures below which are necessary to provide cost, repair and inspection data to the home station.

7.11.2.1. The home station VM&A attaches a card showing the mailing and e-mail address of the home station VM&A and the scheduled data for that particular vehicle with the copy of the vehicle historical record. When the vehicle arrives at the TDY station, the Vehicle Management activity receiving the copy of the vehicle historical

record and the attachments immediately notifies the home station of the address of the supporting VM&A activity. The operator or TDY team supervisor is responsible for this action if management support is provided by another government agency or commercial source.

7.11.2.2. For vehicles on TDY, VM&A at the TDY station controls the vehicle historical record, PM&I and Special Inspection data. It sets up schedules with the TDY personnel for turning the vehicle in for PM&I and Special Inspections. The TDY station VM&A sends the vehicle return listing (PCN SB004-019) to the home station as they are received. Send copies of AF Forms 1823/ 1823-1, Operator's Inspection Guide and Trouble Reports, and other appropriate records to the home station when the TDY station no longer needs them for reference.

7.11.2.3. For TDY vehicles supported by another government agency or commercial source, the vehicle operator or TDY team supervisor sends copies of completed agency work order, job order, repair order or invoices (AF Form 15, *United States Air Force Invoice (NOT LRA),* or Commercial Fleet Service Card) to the home station and transcribes data to the duplicate vehicle historical record.

7.11.3. For vehicles on TDY for 30 days or less, VM&A at the TDY station or the operator sends the vehicle return listing and AF Forms 1823/-1 or invoices, as indicated above, to the home station. All records generated during the TDY are generally returned to the home station with the vehicle.

7.11.4. Include the Vehicle Historical Record in the documentation package to accompany vehicles deploying in support of contingency operations. See **paragraph A2.3** for specific guidance on documentation requirements for vehicle deployments.

Section 7B—Operator's Inspection Guide and Trouble Report Forms

7.12. General Information.

7.12.1. The three Operator's Inspection Guide and Trouble Report forms used by vehicle/equipment operators are listed below:

7.12.1.1. AF Form 1800: for use with all registered vehicles and vehicular equipment **except** refueling vehicles and FSE.

7.12.1.2. AF Form 1807: for use with all fuel servicing vehicles.

7.12.1.3. AF Form 4427: for use with all FSE.

7.13. Procedures for Recording Discrepancies and Delaying Maintenance.

7.13.1. Operators record any discrepancies found during inspections which require maintenance in the "Vehicle/Equipment Discrepancy and Maintenance Report" section of the appropriate Operator's Inspection Guide and Trouble Report form, and report them to Vehicle Management. **Note:** Operators do not make entries in the "Maintenance Report Status" section of the forms, except for end-of-month closeout as stated in **paragraph 7.17.1**

7.13.2. When an operator reports discrepancies in any of the safety-type systems or devices, as described in **paragraph 3.19.2.2,** that could adversely affect the safety of personnel or the operation of equipment, that maintenance is not delayed and the vehicle or equipment item

will not be continued in service. The VFM/VMS, or a qualified representative, resolves any question about the seriousness of a discrepancy, decides whether the discrepancy can be delayed and if it can, initials the maintenance report section on the inspection guide. At contract Vehicle Management locations, the Functional Area Chief (FAC) or QAP resolves any discrepancy issues.

7.14. Instructions for the Operator's Inspection Guide and Trouble Report. The following instructions apply to all three forms. The forms are described in three sections.

Notes:
1. AF Forms 1800, 1807 and 4427 allow VCO/VCNCOs to electronically enter "Heading", "Items to be Checked" information and proper front and rear tire PSIs, as well as "Beginning and/or Ending of the Month Operating Miles/Hours" information.
2. MAJCOM Vehicle Management activities may approve form entry/completion variations for contracted vehicle management activities under their command, provided such variations are in keeping with the spirit and intent (operator maintenance/accountability documentation and monthly maintenance documentation) of the forms.

7.15. Heading Information. The using organization enters the heading data (top portion of front, page 1) and issues forms for each vehicle or equipment item on the 1st duty day of the month. The operator who performs the first inspection of the new month closes out the previous month's form by carrying forward the required entries according to the following paragraphs. The operator will ensure the previous month's form is returned to the using organization's VCO/VCNCO. The new form will be kept with the vehicle while in use.

7.16. Items to Be Checked, Operator's Signature and Monthly Tire Pressure Check. A general listing of items to be checked during the Operator's Inspection are listed on the forms. Specific areas/items requiring inspection will be identified by using organization by placing an "X" in the column adjacent to the specific area/item row. The numbered rows that are labeled "OTHER" can be used for locally added items. This is especially useful when adapting one of the forms to a peculiar equipment item. Items to be added will be coordinated between the user and the maintenance shop.

7.16.1. Each item requiring an Operator's Inspection is serviced, checked and/or operationally tested during each inspection (refer to **paragraph 3.19**) To keep the form neat, operators will not make any entries, check marks or initials, on the rows where items are listed other than the "X" mentioned above.

7.16.1.1. On the AF Form 4427 only, each item requiring a weekly inspection will be documented by placing the date the inspection was accomplished in the corresponding and applicable weekly block; NOT the operator's initials.

7.16.2. Space is provided for an operator's signature corresponding to the numbered day of the month (and shift on the AF 1800) on page 1. An operator's legible signature consisting of first initial and last name (opposite the appropriate day of the month) shows completion of inspection or servicing for each item.

7.16.2.1. Further, the operator's signature shows the entry of item numbers for which a discrepancy is being reported on the discrepancy and maintenance report or, the signature could show that the operator is aware that the entry is already being carried in a delayed

or waiver status. Leave blank or void entry on the operator signature lines opposite the days of the month an inspection was not performed (non-use days) or required.

7.16.2.2. The operator certifies completion of the inspection even though the discrepancies found and reported to Vehicle Management may result in placing the vehicle NMC. If the vehicle is returned to service that same day, the operator has only to make a brief visual check.

7.16.3. Vehicle operators will perform monthly tire pressure check (to include spare tire) by the 10th calendar day of each month and document completion on page 2 or 3 of the appropriate Operator's Inspection Guide and Trouble Report form. VCO/VCNCOs may electronically enter the vehicle's manufactures' recommended tire pressure on the form, however operators must still check and adjust pressure as required.

Notes:
1. Monthly tire pressure checks will be completed and documented regardless of organizational utilization of the vehicle.
2. Documentation of spare tire pressure check on the appropriate Operator's Inspection Guide and Trouble Report is not required.
3. For vehicles equipped with electronic Tire Pressure Monitoring System (TPMS), vehicle operators will perform visual inspection of tires to ensure proper operation of TPMS dash indicator and check for unusual wear or damage. Operators will write "TPMS" in the appropriate PSI block(s) and sign form.

Exception: The monthly tire pressure check for vehicles that are NMC during the first 10 calendar days of the month will be completed and documented by the operator at the time the vehicle is released/pick-up from maintenance.

7.17. Discrepancy and Maintenance Report Section (page 2). This section is used by operators and vehicle management personnel for documenting vehicle discrepancy and reporting actions, and the disposition (maintenance action/status) of discrepancies listed. However, Vehicle Management may also use this section to record the completion of scheduled inspections and/or discrepancies found during service/repairs.

7.17.1. Before entering a discrepancy, both Vehicle Management personnel and operators must check the discrepancy list, and status to avoid duplicate reporting and processing of discrepancies. When a new monthly form is initiated, all open discrepancies (when the date under "Maintenance Report Status" is blank) are transferred to the new form and "C/F" (carried forward) entered in the blank "Date" block of the old form.

7.17.2. Additional instructions for completing this part of the form are as follows:

7.17.2.1. Item No. Enter the "item number" of the inspection guide's "Item to be Checked" list against which a discrepancy is being reported. Leave blank when the discrepancy is not related to a numbered item.

7.17.2.2. Discrepancy. Enter a brief description of the discrepancy.

7.17.2.3. Date Disc (Discovered). Enter the date the discrepancy is found and entered.

7.17.2.4. Date/Time. Enter the date and 24-hour clock time (four-digit military time; e.g., 1730) that the vehicle or equipment was turned in for repair or request for

maintenance support (mobile, wrecker, etc.) was received (reflect period that vehicle is not operational).

7.17.2.5. Miles/Hours. Enter the current hour meter or odometer reading next to the discrepancy.

Note: Do not include “tenths”.

7.17.2.6. Name. The individual completing the "Reported To Maintenance" part of this form prints their name in this space.

7.17.3. VM&A personnel, VFM/VMS, a work center representative or shift supervisor, CSC personnel or Mobile Maintenance technicians complete Maintenance Report Status entries. The VFM/VMS will prescribe permanent waiver forms use and/or a locally developed system to track waivered deficiencies.

Note: The work center supervisor or designated personnel identifies items on the AF Form 1823/-1 that are permanently waived. VM&A and/or CSC transcribe these items to the permanent waiver form or system of record.

7.17.3.1. Work Order Number. Enter the work order number (block 2 of AF Form 1823/-1 or AF Form 1827) on which the discrepancy is annotated for maintenance action. Enter "None" if repairs were not required or if the discrepancy was waivered without an AF Form 1823/-1 or AF Form 1827 entry.

7.17.3.2. Date. Enter the AF Form 1823/-1 or AF Form 1827 close-out/completion date. If the maintenance action is delayed, leave the date blank and enter the appropriate status code.

7.17.3.3. Status Code. These codes are listed on the bottom of the form. The codes are self-explanatory, except that code "W" (waiver of repair) is intended to identify items that do not require repair or replacement, and do not adversely affect safety or performance of the equipment. Additional status codes may be adopted locally, according to need, for more detailed status information. Items entered in the discrepancy block which could not be validated by maintenance are dated, a "N" status code entered, and initialed in the maintenance report section of the Operator's Inspection Guide and Trouble Report form. These entries are made only by Vehicle Management personnel. An optional procedure can be used to keep waived items in the permanent section of the vehicle historical record jacket as a backup in case the using organization loses or damages the waiver form kept in the vehicle. A computer-based software program is also authorized for waiver control (preferred method). At a minimum, wavered items will be reviewed and updated when vehicles are turned in for scheduled maintenance.

7.17.3.4. Employee Number. The person who assigns a status code to a discrepancy enters their OLVIMS employee number in this block.

7.17.4. Status code entries will not be made by VM&A or a representative until all management processing is performed and the vehicle is being released for use.

7.17.4.1. For delayed status codes, the date is not entered until the completed AF Form 1823/-1 is received, at which time the old status code is lined out or over stamped with a corrected code.

7.17.4.2. Each time VM&A or a representative processes an inspection guide form, all discrepancies in a delayed or code C-T (temporary fix) status are checked.

7.17.5. **Pumping System Opened Maintenance Notification Section.** This section on AF Form 1807 and 4427 will be used by maintenance and Fuels Lab personnel to document notification of opened fuel dispensing system and subsequent fuel testing. RFM or VM&A personnel will notify Fuels Labs or Fuels Servicing Center and complete notification section once repairs are complete (Work Order is "Closed"). Fuels Lab personnel will complete the "For Lab Use Only" portion before the vehicle/equipment is put back into service.

7.17.6. **Disposition of the Operator's Inspection Guide and Trouble Report.** VCO/VCNCOs will maintain prior month forms IAW Table and Rule T 24 - 03 R 14.00 in the AF RDS in AFRIMS.

Section 7C—AF Forms 1823/-1, Vehicle and Equipment Work Order

7.18. General Information. The AF Form 1823 is used by Vehicle Management shops that are not supported by OLVIMS. The AF Form 1823/-1 is a computer-generated form used by Vehicle Management shops supported by OLVIMS. Instructions and information for completing this computer-generated form are in AFCSM 24-1. Work order open and close procedures are as follows: VM&A will print as many copies of the AF Form 1823/-1 as locally required. The shop uses a legible copy to tell the technician what repairs are needed. One copy may be retained in VM&A for workload scheduling and monitoring. Close the AF Form 1823/-1 in the computer when the shop's copy has been completed.

7.19. Special Recording Procedures. All work performed by Vehicle Management personnel not recorded on an AF Form 1827 must be entered on an AF Form 1823/-1. Contract maintenance, accident repair, other government agency repair and final quality assurance inspections are shown by annotating the AF Form 1823/-1 appropriately.

Notes:
1. The individual performing the final quality check will sign and either enters an "X" in the block or circles "PASS" or "FAIL" depending on the work order form being used.
2. AF Form 754, *Work Order Log and Quality Control Record (NOT LRA),*or similar locally developed product, will be used to track final quality checks and/or to log work order/vehicle information and should be used in the event OLVIMS cannot be utilized.

7.19.1. Make two AF Forms 1823/-1 when repairs are performed at the same time by Vehicle Management and contract maintenance or when government parts are provided to the contractor.

7.19.1.1. If in-house repair is started and a part is repaired by contract maintenance, open and then close the contract maintenance AF Form 1823/-1 (same date and time) to prevent duplication of NMC time and to expedite the contract repair work.

7.19.1.2. The in-house AF Form 1823/-1 must stay open until all repairs (contract and in-house) are done.

7.19.1.3. The contract maintenance AF Form 1823/-1 stays in the work order master file until the contract repair work (JZ) transaction is processed.

7.19.2. Actual TCTO AF Form 1823/-1 entries are the same as for other types of maintenance, except that block 21, “Job Description”, shows the TO data code number. On AF Form 1823/-1, enter system code “43CZ” to indicate “user defined.” Enter a work order number prefix code "T" in block 2.

Note: Report compliance IAW **Chapter 4.**

7.19.3. SB and OTI AF Form 1823/-1 entries are the same as for other types of maintenance, except that block 21, “Job Description”, shows the SB number or OTI subject. Enter system code 43CZ to indicate “user defined” on the AF Form 1823/-1. Enter a work order number prefix code "S" in block 2.

7.19.4. Accident repair AF Form 1823/-1 contains only the repairs caused by the accident. Annotate other repairs on a separate AF Form 1823/-1. Accident repair is identified in the upper, right-hand corner of the AF Form 1823/-1. All labor and material charges for accident work orders are charged as "M" (maintenance). An AF Form 1823/-1 is made for all accident repairs.

7.19.5. Contract maintenance and other government agency AF Forms 1823/-1 are identified as such in the upper, right-hand corner of the AF Form 1823/-1. When the VM&A copy is processed, a contract maintenance indicator is displayed to show the contract or other government agency status of the Work Order Master File Status Report, PCN SB004-018. VM&A checks all completed contract maintenance documents to ensure that appropriate maintenance data is entered to OLVIMS. Review PCN SB004-018 prior to monthly processing to ensure all required contract costs are entered into OLVIMS.

7.19.6. Delayed maintenance AF Forms 1823/-1 is identified by putting the appropriate maintenance code in block 19. On an AF Form 1823/-1, the delayed code will be put in the “ACTION TAKEN” block. When a delayed item appears on the shop’s copy of a completed AF Form 1823/-1 (as shown by maintenance code), the VM&A Workload Controller immediately makes a new AF Form 1823/-1 for these items only. Closing AF Form 1823/-1 with delayed jobs, the system will automatically print out a delayed AF Form 1823/-1 for those jobs only.

7.19.6.1. On AF Form 1823/-1 delayed work order, leave the work order number and kilometer, miles and hours blocks blank. The work order number from the original AF Form 1823/-1 is entered on the top margin of the new AF Form 1823/-1. On the delayed AF Form 1823/-1, the delayed work order number is printed in the middle of the AF Form 1823/-1. Print all other information as if this was an actual AF Form 1823/-1, with the exception that the word “DELAYED” will be printed in the upper, right-hand corner.

7.19.6.2. The original AF Form 1823/-1 is input in the computer for processing. Update delayed maintenance on the AF Form 1824, *Motor Vehicle Work Order Status* (see **Section 7D**.)

Note: Refer to AFCSM 24-1 for a list of work order number prefix and maintenance delay codes used for AF Form 1823/-1 entries.

7.19.7. The AF Form 1823/-1 for accident repairs includes the following costs on separate line entries for damaged vehicles.

7.19.7.1. All direct labor and material costs.

7.19.7.2. Indirect cost.

7.19.7.2.1. Shop indirect cost equals direct labor hours expended to repair the vehicle times the indirect hourly rate on the Employee Master List, PCN SB004-029 (these costs are not to be used for assessing ROS charges).

7.19.7.2.2. Towing costs equals miles towed times wrecker O&M cost per mile plus operator's hourly rate times the number of hours used or actual cost if contracted.

7.19.7.2.3. Storage cost, if identified on an off-base invoice.

7.19.7.2.4. The loss of use cost. This cost is computed by dividing the total service life (months) into the acquisition cost. Then multiply the computed use cost per month by the number of months out of service. The provisions of this paragraph only apply if a replacement vehicle is required to be leased during the repair process.

Note: If any combination of the above was completed by off-base contractors, the invoice will be used to compute the loss of use cost if a commercial or GSA vehicle is leased to replace the damaged vehicle in repair. Attach a copy of each invoice used and a copy of the completed AF Form 20 to the AF Form 1823/-1.

7.20. How to Fill Out an AF Form 1823/-1.

7.20.1. Block 1, Replacement Code Change. (One-time repair, age or miles). If the repair cost exceeds the one-time repair limit and it is decided not to repair the vehicle or equipment and it is returned to the user, check the one-time repair block and enter the new replacement code. VM&A makes the necessary changes to update the vehicle master list PCN SB004-023. The computer will automatically update the code to A, B, C or D, as applicable.

Note: Whenever a vehicle is placed in one of these codes, jobs that were not accomplished will be delayed using code "G."

7.20.2. Block 2, Work Order Number. Always five characters. The first character is always an alpha character that shows the type of work being done. See AFCSM 24-1, Attachment 4, for a list of approved prefixes.

7.20.3. Block 3, Reimbursable Distribution (R/D) Code. A one-position code that shows how costs are distributed (reimbursable or refundable) to a tenant organization or transient vehicle. VM&A loads the applicable code in OLVIMS for those vehicles assigned to the base and makes an entry on the AF Form 1823/-1 for applicable transient vehicles. The proper code is obtained from Accounting and Finance. See to **paragraph 7.49**

7.20.4. Block 4, Registration Number. Enter the vehicle's registration number. The registration number is always eight positions.

7.20.5. Block 5, USAF Management Code. Enter the vehicle's management code.

7.20.6. Block 6, Miles/Hours. Enter hours, miles or kilometers as shown on the vehicle's hour meter or odometer. Round the entry to the nearest whole hour, mile or kilometer. For vehicles that have both hour meters and odometers installed, determine the proper entry from the vehicle master list. For vehicles or equipment managed under utilization code "U", leave this block blank. The incoming inspector validates the odometer or hour meter reading.

7.20.6.1. New odometers or hour meters are set to show the accumulated miles, hours or kilometers. The cumulative figure may be obtained from the latest quick reference or vehicle master listing. If the new odometer or hour meter cannot be preset, then the past accumulated miles, hours or kilometers become the "add-on" figure in OLVIMS using the "AZ" transaction. Once the "add-on" has been entered into OLVIMS, only the present meter reading needs to be entered on the AF Form 1823/-1.

7.20.6.2. During the period that odometers or hour meters are inoperative, then show cumulative miles, hours or kilometers on the quick reference listing, minus any indicated "add-on."

7.20.6.3. For vehicles with inoperative odometers or hour meters, use the accumulated miles, kilometers or hours on the latest maintenance quick reference list for all service and maintenance documentation, as the miles, kilometers or hours value is adjusted in the OLVIMS by the mileage estimator.

7.20.7. Block 7, Work Center. Enter the work center code assigned to the maintenance activity where the work is done. See AFCSM 24-1, Attachment 4.

7.20.8. Block 8, Work Order Status. Check the initial/incomplete block when the AF Form 1823/-1 is opened. When the shop's AF Form 1823/-1 is completed, check the complete block.

7.20.9. Block 9, User Phone Number. Enter the telephone number of the using activity.

7.20.10. Block 10, Priority. Enter priority for work being performed IAW **paragraph 3.32**

7.20.11. Block 11, Manufacturer. Enter the Make of the vehicle or equipment item, such as Dodge, Ford, etc.

7.20.12. Block 12, Model/Type. Enter the model or type of the vehicle or equipment item such as F-150 pickup, etc.

7.20.13. Block 13, Certified By. To indicate completion, the work center supervisor or technician signs the AF Form 1823/-1 and certification that entries are complete and factual to the best of their knowledge.

7.20.14. Block 14, Received (Date/Time). Enter the date (MMDDYY) the vehicle was turned in to the shop or when the request for Vehicle Management support (mobile, wrecker, etc.) was received (example 013111 for 31 January 2011). Enter the clock time the vehicle was turned in using a 24-hour clock. The date and time starts when the vehicle or equipment item is physically turned in to the Vehicle Management facility or when a request for Vehicle Management support (mobile, wrecker, etc.) is received. Date and time must match the date and time reported to Vehicle Management on the Operator's Inspection Guide and Trouble Report. Vehicles awaiting accident, abuse and repair decisions/ repairs are not available to the user and will draw downtime.

7.20.14.1. Block 14A, Released (Date/Time). Enter the date and the 24-hour clock time the vehicle was released from Vehicle Management or the management support (mobile, etc.) was completed and the vehicle returned to the user (reflect period that vehicle is not operational).

7.20.15. Block 15, Repair Estimates. Use blocks 15A through F for estimating costs of accident repairs and repairs that may cause the one-time repair limit to be exceeded. Make this estimate before work is started to avoid unauthorized repairs.

7.20.15.1. If the repair action places the vehicle in replacement codes A, B, C or D for maximum one-time repair cost and the decision is made by the VFM/VMS not to repair the vehicle, check block 1. The VFM/VMS will provide VM&A with disposition instructions.

7.20.15.2. Indirect costs are entered in block 15D. The indirect hourly rates can be obtained from the Employee Master List, PCN SB004-029.

7.20.16. Block 16, Job Number. This is a preprinted number that shows the work to be done in block 21. If more than seven jobs are required to repair a vehicle, continue entries on addition (blank) AF Form 1823/-1 can be made using the same work order number and changing the job numbers in block 16 to 8 through 14. A new AF Form 1823/-1 work order number is required for any vehicle with over 28 jobs.

7.20.17. Block 17, System Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work was performed. The OLVIMS ―Help File‖ lists the approved codes.

7.20.18. Block 18, Operations. No entry required.

7.20.19. Block 19, Maintenance Code. Use this code to identify delayed and NMCS maintenance conditions. See AFCSM 24-1 for codes and descriptions. VM&A enters these codes on the shop's copy of the AF Form 1823/-1.

7.20.19.1. When a delayed item is shown on the shop's copy of the completed AF Form 1823/-1, the VM&A Workload Controller makes a new AF Form 1823/-1 (in sufficient copies) for the delayed item.

7.20.19.2. Enter the work order number, date and time from the original AF Form 1823/-1 on the top margin of the new AF Form 1823/-1. Input the data from the original AF Form 1823/-1 in OLVIMS.

7.20.20. Block 20, Action Taken. The work center enters or circles the letter-code that best shows the actual maintenance action. Refer to AFCSM 24-1 for a list of the 13 action codes.

7.20.21. Job Description Blocks. Enter a brief description of the job to be performed. For TCTO accomplishment, enter the TO and data code number. This entry will be clear and tell the technician the exact malfunction and what has to be done.

Example: Replace water pump and repair shift linkage. The shop supervisor ensures the description identifies the repair or service actually completed. Make a separate entry for each special test done.

Note: Add separate entries to reflect actual maintenance actions, i.e., remove broken exhaust manifold stud, free-up rusted brake linkage, etc. Do not take the total repair time against a single job described as "replaced exhaust gasket" or “replaced brake shoes”.

7.20.22. Block 22, Estimated Labor Hours. CSC enters the estimated hours to do the job described in block 21. Use the estimated hours for workload planning, scheduling maintenance and productivity assessments.

7.20.22.1. If the work performed does not agree with the job described on the AF Form 1823/-1, VM&A enters a revised estimated hour for the job actually performed. For example, if the job description called for brake shoe replacement, but an adjustment fixed the problem, then an estimated hour rate for the adjustment must be entered on VM&A copy of the AF Form 1823/-1 also.

7.20.22.2. If the work center supervisor enters additional jobs on the AF Form 1823/-1, they must also be entered on VM&A copy and the estimated labor hour rate revised. **Note:** For delayed maintenance AF Forms 1823/-1, update the estimated hour rate by using AF Form 1824.

7.20.23. Block 23, Employee ID Number, Labor Hours and Overtime Indicator. Enter in the upper portion of the block the employee identification number of the technician who did the job. Enter in the lower portion of the appropriate block the actual labor hours used to do the job. This entry is in hours and 10ths. Use an overtime or holiday work code when the actual labor hours were expended during these periods. (AFCSM 24-1 contains these codes.) If actual labor hours are used during both normal duty hours and overtime periods, the technician must make separate entries.

Section 7D—AF Form 1824, Motor Vehicle Work Order Status

7.21. General Information. AF Forms 1824 may be used by VM&A to update information on the Delayed Maintenance Report (PCN SB004-015) via OLVIMS. Vehicles and equipment items are automatically entered on the delayed maintenance report for delayed maintenance repairs as a result of the maintenance code in block 19 of the AF Form 1823/-1. The AF Form 1824 is also used to start and stop NMCS hours in OLVIMS, add or change bin locations, transfer delayed parts costs, and delete or adjust labor hours.

7.22. How to Fill Out an AF Form 1824.

7.22.1. When the first part is received against a delayed AF Form 1823/-1, Materiel Control bins the part and gives VM&A an AF Form 1824 showing the bin location so that the delayed maintenance record may be updated. This is accomplished by making the following entries:

7.22.1.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.1.2. Date. Enter the date the form is initiated.

7.22.1.3. Bin Location. Enter the bin location and place an "X" beside the "Z" under Type Transaction. Once the bin location has been established, all subsequent part receipts against that delayed AF Form 1823/-1 will also be assigned to that bin. If a new bin location is desired for additional parts, a new AF Form 1824 must be submitted reflecting the new location. The new bin location will only affect future parts as they are received and will not affect parts already on hand. Parts received without a bin location established will display a location of “XXX” on the PCN SB004-015; changing the bin locations for parts already on hand is accomplished with a "SW" transaction.

7.22.2. When Materiel Control tells VM&A that a change in the status of parts and material has been received for a delayed AF Form 1823/-1, VM&A creates an AF Form 1824 to reflect this change by making the following entries:

7.22.2.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.2.2. Date. Enter the date the form is initiated.

7.22.2.3. Parts Status. Enter an "X" in the block beside either the letter "P" or "C" as the parts status code. The letter "C" (complete) is entered when all parts and material to accomplish delayed repairs on a specific AF Form 1823/-1 have been received. The letter "P" (partial) is entered to show only partial receipt of delayed parts or material. The letter "P" is programmatically entered by OLVIMS when the first part is received and should therefore only be entered when a previously completed delayed action reverts to a partial due to cannibalization.

7.22.3. When all delayed work against a specific maintenance code has been completed, VM&A creates an AF Form 1824 to delete that code from the delayed maintenance file by making the following entries:

7.22.3.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.3.2. Date. Enter the date the form is initiated.

7.22.3.3. Code (block under Current/Original Data section of form). Enter the code to be deleted.

7.22.3.4. Labor Hours (block under Current/Original Data section of form). Enter a “0” (Zero). **Note:** If the code deleted is the only one for which the vehicle is currently delayed, the entire AF Form 1823/-1 will be removed from the file. However, individuals cannot zero out all delayed hours on any AF Form 1823/-1 for which parts are still being reflected on the Delayed Parts File.

7.22.3.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center where the maintenance was delayed.

7.22.4. When it is necessary to adjust delayed labor hours, VM&A submits an AF Form 1824 with the following entries:

7.22.4.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.4.2. Date. Enter the date the form is initiated.

7.22.4.3. Code (block under Current/Original Data section of form). Enter the code needing adjustment.

7.22.4.4. Labor Hours (block under Current/Original Data section of form). Enter adjusted labor hours (hours and tenths).

7.22.4.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center in which the adjustment took place.

7.22.5. When informed that maintenance delayed for one reason has now changed to another or that maintenance delayed in one work center has been transferred to another, VM&A initiates an AF Form 1824 to change the maintenance code or work center by making the following entries:

7.22.5.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.5.2. Date. Enter the date the form is initiated.

7.22.5.3. Code (block under Current/Original Data section of form). Enter the original code.

7.22.5.4. Labor Hours (block under Current/Original Data section of form). Enter “0” (Zero).

7.22.5.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the original work center.

7.22.5.6. Code (block under New Data section of form). Enter the maintenance code required to be reflected in the delayed file.

7.22.5.7. Labor Hours (block under New Data section of form). Enter the adjusted backlog hours (hours and tenths).

7.226.5.8. Work Center (block under New Data section of form). Enter the last three digits of the new work center where the work is delayed.

7.22.6. When told of a NMCS, VM&A initiates an AF Form 1824 to update the AF Form 1823/-1 record on both the delayed and AF Form 1823/-1 master files, by making the following entries:

7.22.6.1. Placing a vehicle "ON NMCS.”

7.22.6.1.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.6.1.2. Date. Enter the date the form is initiated.

7.22.6.1.3. On VDP Date/Time. Enter the date (YYDDD) and 24-hour clock time the vehicle was placed on NMCS from the AF Form 1823/-1. VM&A’s copy of the AF Form 1823/-1 will also be annotated with the parts required and NMCS time.

7.22.6.1.4. Labor Hours (block under VDP Status section of form). Enter the flat rate or estimated hours and tenths that will be required to repair the vehicle when the parts have been received.

7.22.6.2. Taking a vehicle "OFF NMCS.”

7.22.6.2.1. Work Order Number. Enter the work order number from the AF Form 1823/-1.

7.22.6.2.2. Date. Enter the date the form is initiated.

7.22.6.2.3. Off VDP Date/Time. Enter the date (YYDDD) and 24-hour clock time that the vehicle was removed from NMCS. The entry must match date/time entered on AF Form 1823/-1.

Section 7E—AF Form 1827, Minor Maintenance Work Order

7.23. General Information. The AF Form 1827 is used to record minor maintenance repair actions for jobs of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours). Document the vehicle kilometer, miles or hour data to update the specific vehicle master record. The AF Form 1827 is also used to document labor hours: In tire and battery shop stock buildup or repair;

hazardous/solid waste management, disposal and training; and repair of shop equipment or spares. Use the AF Form 1827 to collect direct labor hours used for these activities.

Note: The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair time frame. Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS.

7.23. Procedures for Completing an AF Form 1827.

7.23.1. Minor maintenance documented on an AF Form 1827 is limited to minor maintenance repair actions of two labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed two hours) that use only low-cost bench/working stock, work order residue, shop stock and non-warranted parts (parts that are not being locally tracked).

7.23.2. Do not use AF Form 1827 for scheduled services, inspections or transient vehicle repair.

7.23.3. Send AF Form 1827 to VM&A weekly, when the form is filled or as prescribed by the VFM/VMS. Use a new AF Form 1827 for each processing cycle, except for the tire and battery shop.

Note: Labor hours may be entered on the AF Form 1827 for inspection of vehicles and equipment prior to deployment or other contingency exercises, applying the same limitations as in **paragraph 7.23.1.**

7.24. How to Fill Out an AF Form 1827.

7.24.1. Block 1, Date. Enter the date on which the vehicle was repaired. For J9998 and J9999 entries, this date tells when the labor hours were used.

7.24.2. Block 2, Work Order Number. Enter the fifth position of the preprinted “J999_” work order number as follows:

7.24.2.1. Use "6" for hazardous/solid waste management, disposal and training.

7.24.2.2. Use "7" for minor and mobile maintenance actions (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours).

7.24.2.3. Use "8" to record labor hours used in the battery shop to service or recharge batteries for stock. Also use “8” to record labor hours used in the tire shop to build up spares for stock. Direct labor hours and material cost used to install new batteries and tires are charged against the vehicle on an individual AF Form 1823/-1.

7.24.2.4. Use “9” to record labor hours used for the repair of spares or shop equipment.

7.24.3. Block 3, USAF Management Code. Not required.

7.24.4. Block 4, Vehicle Registration Number. For J9997 work order number only, enter the vehicle or equipment item registration number. For all other work order numbers, leave blank.

7.24.5. Block 5, Miles or Hours. For J9997 work order number only, enter the current odometer or hour meter reading, as described in **paragraph 7.20.6** For all other work order numbers, leave blank.

7.24.6. Block 6, Action Taken. For J9997 work order number only, enter the letter that most nearly describes the actual maintenance action: G-repair; L-adjust; R-replace; or S-service. For all other work order numbers, leave blank.

7.24.7. Block 7, Job Description. Enter a brief description of the job to be performed.

7.24.8. Block 8, Actual Labor Hours. Enter the actual direct labor hours used to do the repair. This entry is in hours and tenths. For J9997 work order numbers, this entry does not exceed 2.0 hours. Use the AF Form 1823/-1 if the vehicle downtime exceeds two hours (awaiting maintenance/parts and direct labor hours combined).

7.24.8.1. Document repairs, servicing and upkeep of shop equipment and repair or rebuild of repairable (spares) items on AF Form 1827 using work order number J9999. For this type of work, if more than 9.9 labor hours are shown, they must be entered into the data system as multiple job entries.

7.24.9. Block 9, Overtime Indicator Code. Enter an overtime or holiday work code when the actual labor hours were spent during overtime or holiday hours. AFCSM 24-1 shows a list of these work codes.

7.24.10. Block 10, Employee Identification Number. Enter the employee identification number of the technician who did the repair.

7.24.11. Block 11, Status. Enter an "X" in this block to show completion of the required work. For J9997 work order number, enter a "/" to indicate this requirement was referred to an individual AF Form 1823/-1. Line entries with a "/" in block 11 will not be input to OLVIMS. Account for labor hours and required work on the subsequent AF Form 1823/-1.

Section 7F—AF Form 1829, Refueling Equipment Inspection Record

7.25. General Information. The AF Form 1829 may be used for recording inspection data for fuel-servicing components on mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.25.1. The form shows the vehicle’s identifying static data; the AF Form 1823/-1 date and work order number for servicing, inspection, or maintenance; interval data; and the next due date.

7.25.2. The data source for the AF Form 1829 is the AF Form 1823/-1 on which the work was recorded. File AF Forms 1823/-1 in the vehicle record jacket for reference purposes. After completing all blocks, a continuation of the AF Form 1829 is made and "next due" information and interval data are posted on the continuation form. File completed forms in the vehicle record jacket.

7.25.3. AF Forms 1829 may be maintained in the refueling maintenance section or filed with the Vehicle Historical Record.

7.26. How to Fill Out an AF Form 1829.

7.26.1. Block 1, Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID). Enter the management code at both the top and bottom of the form.

7.26.2. Block 2, Registration Number. Enter the registration number assigned to the specific vehicle at both the top and bottom of the form.

7.26.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as "Aircraft Refueler, A/S32R-11". Entries will be made at both the top and bottom of the form.

7.26.4. Block 4, Work Order Date. Enter the date the inspection, service or maintenance action was accomplished.

7.26.5. Block 5, Work Order Number. Enter the work order number of the AF Form 1823/-1 used to do the inspection, service or maintenance.

7.26.6. Block 6, Normal Inspection/Service/Maintenance Interval.

7.26.6.1. Enter the number of months each listed component is to be inspected, serviced or maintained at the normal interval, as prescribed in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as a reference for this interval.

7.26.6.2. Enter the next due date each component is to be inspected, serviced or worked on. Each change in a due date or the accomplishment of any one of the items on a line of due dates, requires that new due dates be posted to the next line of the AF Form 1829. Those that are not affected by the AF Form 1823/-1 are carried forward. **Note:** "X" out fuel-servicing components that do not apply to the specific vehicle or equipment item.

Section 7G—AF Form 1830, Refueling Equipment Hose Installation And Hydrostatic Test Data Record

7.27. General Information. The AF Form 1830 may be used to record hydrostatic testing of fuel-servicing hoses on those mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.27.1.1. The form shows the vehicle's identifying static data, hose identification, and testing interval data, as well as the AF Form 1823/-1 date and the work order number, when the hydrostatic testing was last performed and the date the next hose test is due.

7.27.2. The data source for the AF Form 1830 is the individual vehicle's records or the appropriate AF Forms 1823/-1. On completion of all blocks, a continuation AF Form 1830 is made, and "next due" information and interval data are posted on the continuation form. The completed form is filed in the vehicle record jacket.

7.27.3. AF Forms 1830 may be maintained in the refueling maintenance facility or filed with the Vehicle Historical Record.

7.27.4. When refueling hoses are changed, hydrostatically tested or maintenance performed which can affect fuel quality, an entry is made on the AF Form 1807. This advises the operator that the hose requires flushing and fuel sampling.

7.28. How to Fill Out an AF Form 1830.

7.28.1. Block 1, USAF Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID), at both the top and bottom of the form.

7.28.2. Block 2, Registration Number. Enter the registration number of the vehicle on which the hose is mounted at both the top and bottom of the form.

7.28.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-9, at both the top and bottom of the form.

7.28.4. Block 4, Hose Identification and Interval Data. Complete blocks 4A through 4F of this section as follows:

7.28.4.1. Block 4A, Hose Installation Date. Enter the date this hose was placed in service.

7.28.4.2. Block 4B, Hose Size. Enter the size of this hose.

7.28.4.3. Block 4C, Hose Identity. Enter the locally assigned identification number of this hose, or identify it as either the left or right hose.

7.28.4.4. Block 4D, Hose Inspection Interval. Enter the number of months (interval) between hydrostatic hose tests, as shown in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as the reference for the interval.

7.28.4.5. Block 4E, Military Specification Number. Enter the military specification number or (American Petroleum Institute) API number for this hose.

7.28.4.6. Block 4F, National Stock Number. Enter the NSN of the hose.

7.28.5. Block 5, Hose Inspection and Test Data. Complete blocks 5A through 5C of this section as follows:

7.28.5.1. Block 5A, Work Order Date. Enter the date the hose test was performed.

7.28.5.2. Block 5B, Work Order Number. Enter the work order number for the hose test.

7.28.5.3. Block 5C, Next Hose Test Due Date. Enter the date the next hydrostatic hose test is due, based on the interval date in block 4D.

Note: It is intended that inspection, servicing and maintenance of the fuel-servicing vehicles be performed at the same time. That is, as many interval requirements are performed during any single maintenance cycle as may be due. Due dates of hose tests should coincide with the due dates of fueling components when possible, as shown on AF Forms 1829.

Section 7H—Labor Hour Reporting, AF Form 1831, Indirect Labor Time Card and AF Form 1831-1, Indirect Labor Time Sheet

7.29. Labor Hour Reporting. The motor vehicle labor hour reporting system is based on categorizing labor hours into three areas: Direct (0 series), indirect productive (20 series) and indirect nonproductive (40 and 50 series). These hours are categorized to show the efficiency of the vehicle activity by comparing productive hours with hours used to support that activity, such as clerical, supervisory, material chasing and so forth. The third category of labor, indirect nonproductive, shows labor hours that were not used in repairing vehicles. Labor codes and categories are explained in AFCSM 24-1.

Note: Reporting of indirect nonproductive labor hours is mandatory. The VFM/VMS will monitor use of 40- and 50-series labor codes to ensure they are properly recorded and entered in OLVIMS, rather than have these hours default to indirect productive (20 series) labor hours.

Adjust available hours of personnel deployed in support of contingency operations or AEF rotations to zero.

7.29.1. Direct labor hours used by maintenance technicians are entered on the AF Form 1823/-1 or AF Form 1827. Use work codes to show whether hours were used during normal duty hours or overtime or holiday periods. Work codes are shown in AFCSM 24-1.

7.29.2. Indirect productive (20 series) labor hours are computed by OLVIMS, with the exception of 20-series labor hours used during periods of overtime or during a holiday. Document overtime and holiday indirect productive labor hours on AF Form 1831 or AF Form 1831-1.

7.29.3. Indirect nonproductive (40 and 50 series) labor hours are entered on AF Form 1831 or AF Form 1831-1 by shop personnel.

7.29.4. Summarize and report work center labor hour utilization data on a monthly basis for management. OLVIMS captures productive (0 series) labor hours entered on AF Forms 1823/-1 and overtime and holiday indirect productive labor hours, as well as indirect nonproductive labor hours entered on AF Form 1831 or AF Form 1831-1. These hours are then subtracted from the total hours management personnel were assigned to calculate the indirect productive labor hours.

7.29.5. Labor hours are collected for each employee by the employee's identification number from AF Forms 1823/-1 and Indirect Labor Hour Time Cards or Indirect Labor Hour Time Sheets. This data is then applied to a name in the Master Personnel File (PCN SB004029) and summarized to a particular work center by OLVIMS. There is no attempt to reconcile any individual employee's labor hours. As a consequence, this labor hour reporting system is considered ongoing; that is, no closeout of AF Form 1823/-1 labor data is needed for labor hour balancing. A sufficient amount of labor hour data within a work center offsets month-to-month highs and lows in this data.

7.29.6. Through this labor hour reporting system, labor hour distribution and utilization data are readily available for use by vehicle managers at all levels. AFCSM 24-1 describes labor hour reports.

7.30. AF Form 1831/-1. The AF Form 1831, or the OLVIMS-generated AF Form 1831-1 (AF Form 1831/-1), can be used as a "time sheet" to record an individual's overtime and holiday indirect productive or indirect nonproductive labor. It is not necessary that each reportable employee submit one of these labor cards/sheets each reporting period. In the absence of an indirect labor card/sheet for any employee, the data system assumes that all the labor for that employee is divided between direct and indirect productive labor hours. Where no direct labor is put on AF Forms 1823/-1 for that employee, the system then assumes all assigned hours were used in the indirect productive (support) category, with no overtime or holiday hours used.

7.30.1. The same AF Form 1831/-1 for each employee is used for the whole month. At the end of the month, a copy is sent to VM&A for input into OLVIMS, unless otherwise directed by the VFM/VMS.

7.30.2. VM&A receives a copy of the AF Forms 1831/1831-1 at the end of the month from all work centers for processing. When the labor hour utilization summaries and reports are complete, VM&A sends a copy to the appropriate work center.

7.30.2.1. VM&A processes the individual time card or sheet into a "GN" transaction as outlined in AFCSM 24-1.

7.30.3. AF Forms 1831 are not preprinted for individual employees. All entries on the cards are made manually. Separate cards are used for an individual transferring between work centers to show labor hours in each work center.

7.30.4. AF Form 1831-1 is preprinted with individual employees' names and man numbers. All other entries on these forms are made manually. Separate sheets are used for an individual transferring between work centers to show labor hours in each work center.

7.31. How to Fill Out AF Forms 1831/-1.

7.31.1. AF Form 1831 entries.

7.31.1.1. Block 1, Card Code. VM&A always enters "G."

7.31.1.2. Block 2, Type Transaction Code (T/T/C). VM&A enters "N" for OLVIMS sites.

7.31.1.3. Block 3, Site Code. VM&A enters the assigned site code.

7.31.1.4. Block 4, Employee Identification Number. Employee enters his or her identification number.

7.31.1.5. Block 5, Work Center. Employee enters the work center to which he or she is assigned.

7.31.1.6. Block 6, Month. Enter the first three letters of the month, such as JAN for January.

7.31.1.7. Block 7, Last Name and Initial. Employee enters his or her last name and first initial.

7.31.1.8. Block 8, Indirect Man-Hour Data.

7.31.1.8.1. Block 8A, Date. Enter the date the labor hours were expended.

7.31.1.8.2. Block 8B, Labor Series. Enter the single-position labor code which most closely defines the labor hours entered in Block 8D. Indirect productive (20 series) labor codes can only be entered when labor was used for overtime or on holidays.

7.31.1.8.3. Block 8C, Work Code. Enter a work code only when showing use of indirect productive (20 series) labor hours during overtime and holiday periods. Leave blank when documenting the use of indirect nonproductive (40 and 50 series) labor codes.

7.31.1.8.4. Block 8D, Hours. Enter the labor hours and 10ths reported against the labor code shown in block 8B. Whole hours are entered in the first part of the block and 10ths entered in the last part (separated by a broken line).

7.31.2. AF Form 1831-1 Entries.

7.31.2.1. The AF Form 1831-1 is preprinted with the work center and employee's name on it. To complete the form, fill in the indirect labor hours to the right of the respective day of the month and under the labor series for each employee (overtime 20 series, 40 and 50 series).

7.31.2.2. At the end of the month, total the labor hours for each employee and labor series and return the form to VM&A.

Section 7I—AF Form 1832, Record of Cannibalization

7.32. General Information. With the work center supervisor's assistance, Materiel Control initiates an AF Form 1832 when cannibalization action is recommended. Materiel Control completes the "Action by Materiel Control" section and forwards the document to VM&A. If cannibalization is not needed, no further action is necessary and the AF Form 1832 may be destroyed. If cannibalization is needed, workload control makes entries in their part of the form, and sends it to the VFM/VMS. The completed AF Form 1832 provides the information needed for Vehicle Management to decide whether approval to cannibalize is justified.

7.33. How to Fill Out an AF Form 1832.

7.33.1. AF Form 1832 is attached to the AF Form 1823/-1 on file in Materiel Control. **Note:** If the parts are not going to be replaced on the cannibalized vehicle, a copy of the AF Form 1832 is filed in the cannibalized vehicle's record jacket.

7.33.2. Total labor costs of the cannibalization (that is, removing the part from the cannibalized vehicle and installing it on the vehicle to be returned to service) are charged to the vehicle on which the part is installed. The labor and material costs of installing replacement items on the cannibalized vehicle are charged to the cannibalized vehicle.

Exception: If costs for repairs to the cannibalized vehicle are reimbursable, they are not charged to it; all costs are charged to the vehicle receiving the cannibalized parts.

7.33.3. Materiel Control ensures that replacement parts are ordered for the cannibalized vehicle according to **Chapter 5**, except as previously stated above.

7.33.4. The following is entered on an AF Form 1832:

7.33.4.1. The date, NSN or part number, description, quantity and price in the form heading area related to the date the form is initiated and describing the part or component needed for the current repair requirement.

7.33.4.2. Section 1, Action by Materiel Control. This section describes information provided by Materiel Control that relates to the vehicle the part or component is to be installed on.

7.33.4.3. Section II, Action by Maintenance Control, Analysis. This section describes information provided by VM&A indicating when the part is desired, labor hours and clock hours required, and the vehicle and status of the vehicle from which the part should be cannibalized.

7.33.4.4. Section III, Authorization. Signature of the VFM/VMS authorizes the cannibalization.

7.33.4.5. Section IV, Action by Maintenance Control, Analysis Section. When annotated with 24-hour clock time, date and signature of VM&A, this section indicates that maintenance documentation has been completed.

7.33.4.6. Section V, Action by Materiel Control Section. When annotated with 24-hour clock time, date and signature of Materiel Control person, this section indicates that Materiel Control documentation has been completed.

Note: Document AFTO Form 91 with cannibalization action taken, where applicable.

Section 7J—AF Form 4353, Vehicle Validation Visit

7.34. General Information. This form must be used to document the results of VVVs. The form also has the capability to receive attachments by clicking on the "Add Attachments" button in the form Section 1 header. Include all supporting documentation in this area. The form will be filled out as follows:

7.34.1. Section I, General Information.

7.34.1.1. Block 1, Base/Wing/Group. Self-Explanatory.

7.34.1.2. Block 2, MAJCOM. List the host MAJCOM.

7.34.1.3. Block 3, Fleet Manager/s. List the Fleet Manager that is conducting the visit.

7.34.1.4. Block 4, Key Personnel Contacted. Self-Explanatory.

7.34.1.5. Block 5, VVV Notification Date. Self-Explanatory.

7.34.1.6. Block 6, Last VVV Conducted. Self-Explanatory.

7.34.2. Section II, Fleet Size and Use.

7.34.2.1. Block 7, Total Vehicle Authorizations (Pre-VVV). Include the total number of vehicle authorizations prior to the visit.

7.34.2.2. Block 8,Total Vehicle Authorizations (Post-VVV). Fill in the projected total number of vehicle equivalents once all the recommended changes have been incorporated.

7.34.2.3. Block 8a, Total LSV Conversions. Include the total number of conventional vehicle authorizations that were converted to a LSV.

7.34.2.4. Block 8b, Total Authorizations Right Sized. Fill in the total number of vehicle authorizations that were adjusted to better meet the organization's mission.

7.34.2.5. Block 8c, Vehicle Equivalents (Pre-VVV). Include the total number of vehicle equivalents prior to the visit.

7.34.2.6. Block 8d, Vehicle Equivalents (Post-VVV). Fill in the projected total number of vehicle equivalents once all the recommended changes have been incorporated.

7.34.2.7. Block 8e, New Fleet Cost. Provide the projected new fleet cost after all recommended changes have been included.

7.34.2.8. Block 8f, Fleet Cost Difference. Provide the projected cost difference between pre-visit and post-visit after all recommended changes have been included.

7.34.3. Section III, Required Coordination.

7.34.3.1. Block 9, Functional coordination required prior to implementing changes. Include the functional address, name, date and telephone number for all offices that coordinated on the results of the visit.

7.34.4. Section IV, Issues and Concerns.

7.34.4.1. Block 10, List significant issues and concerns. List any issues or concern that need resolution as a result of the visit. If needed, include additional issues and concerns in separate document and attach to the form using the "Manage Attachments" tool.

7.34.5. Section V, Action Items.

7.34.5.1. Block 11, List all actions items that were generated as a result of the visit. If needed, include additional issues and concerns in separate document and attach to the form using the Manage Attachments tool.

7.34.5.2. Block 12, Type Name, Rank, Title. Fill in this block with the name, rank and title of the Fleet Manager that conducted the visit.

7.34.5.3. Block 13, Signature. The Fleet Manager that conducted the visit will sign the form either in hard copy or digital signature.

Section 7K—AF Form 4354, Vehicle Preventive Maintenance And Inspection (PM&I)

7.35. General Information. This form is to be used in conjunction with any applicable manufacturer inspection requirements during the 18-month PM&I. The form will be filed with the AF Form1823/-1.

7.36. How to fill out an AF Form 4354.

7.36.1. Block 1,Vehicle Registration Number. Provide the vehicle registration number of the vehicle.

7.36.2. Block 2, Work Order Number. Fill in the vehicle work order number.

7.36.3. Block 3, Date. Fill in the date the technician performed the inspection.

7.36.4. Block 4, Employee Name (printed) & Number. Fill in the printed name and number of the technician completing the inspection.

7.36.5. Block 5, Supervisor Name (printed) & Signature. The supervisor of the technician that performed the inspection must provide printed name and signature.

7.36.6. Blocks 6-51. The technician will check the Pass or Fail blocks, depending on the outcome of the inspection.

7.36.7. Blocks 52-55. These blocks are reserved for identifying any local inspection requirements.

7.36.8. Blocks 56-61. These blocks identify specific inspection areas for crash fire trucks. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.36.9. Blocks 62-71. The blocks list specific areas for fuel servicing units. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.36.10. Blocks 72-75. These blocks identify the inspection criteria for MHE. Check the Pass or Fail block, depending the results of the inspection.

7.36.12. Blocks 76-78. These blocks are reserved for identifying any local inspection requirements.

7.36.13. Blocks 66-97. The blocks list the required inspection areas for base maintenance equipment. Check the Pass or Fail block, depending the results of the inspection.

7.36.14. Blocks 98-101. These blocks list items that must be completed for vehicles that are Nuclear Certified. The information required in Block 98 may be completed by the maintenance technician, CSC or VM&A personnel. Blocks 99 - 101 will be completed by VM&A.

Section 7L—AF Form 4355, Vehicle Incoming Inspection

7.37. General Information. This form must be completed each time a vehicle is processed into VM (via AF Form 1823/-1) to identify repair actions needed and to ensure repairs that effect safe vehicle operation are addressed. It must be filed with the corresponding AF Form 1823/-1 upon completion.

Note: All AF owned vehicles are required to have this checklist ran on them at least annually.

7.38. How to fill out the AF Form 4355.

7.38.1. **Section I—General Information.**

7.38.1.1. Block 1., Registration Number. Provide the vehicle registration number of the vehicle.

7.38.1.2. Block 2, M/H/K. Fill in the current miles, hours or kilometer reading.

7.38.1.3. Block 3, Inspector's Name/Number.

7.38.1.4. Block 4, Accident or Abuse WO. Circle Accident if it is an accident work order or abuse if it is a vehicle abuse work order. The VFM/VMS will sign this block.

7.38.1.5. Block 5, Vehicle Location. Include the location of the vehicle (i.e., parking spot 4A or west side of building 113).

7.38.1.6. Block 6, NMC Start Date/Time. Fill in the date and time the vehicle was reported NMC by the using organization.

7.38.2. **Section II—Inspection Items.**

7.38.2.1. Blocks 7 through 27. The blocks identify the areas that must be inspected. The technician will mark the appropriate block within the P/F columns. A mark in a box within the "P" column indicates the area is serviceable and a mark in the "F" column indicates the system is not serviceable and further maintenance action is required before releasing the vehicle back to the customer.

7.38.2.2. If inspection area (Blocks 7-27) is not applicable to a specific vehicle type, Technicians will check the N/A block.

7.38.3. **Section III—Required Repairs.**

7.38.3.1. Job. This is a numeric sequencing number to indicate the maintenance repair.

7.38.3.2. Description of Work. A short summary of the required repair (i.e., Replace alternator).

7.38.3.3. Action Taken Code. This is an alpha character that indicates the type of action a technician must take to complete the maintenance. Refer to AFCSM 24-1 for a list of the 13 action codes.

7.38.3.4. Sys Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work must be performed. The OLVIMS "Help File" lists the approved codes.

7.38.3.5. Est Hrs. The technician enters the estimated labor hours to do the job.

7.38.3.6. Comments. Include any pertinent information or comments.

Section 7M—AF Form 4431, Vehicle Assessment Inspection

7.39. General Information. This form must be completed each time a vehicle is inspected as part of a vehicle assessment inspection (refer to **paragraph 4.53.8**)

7.40. How to fill out the AF Form 4431.

7.40.1. Items 1 - 6 is static information and self-explanatory.

7.40.2. Section I, Documentation. Items 7 – 11 are used to assess documentation requirements.

7.40.3. Section II, Vehicle Appearance. Items 12 – 15 are used to assess vehicle cleanliness, possible undocumented damage and markings.

7.40.4. Section III, Operational Items. Items 16 – 37 are used to assess proper operation and/or discrepancy of various systems and/or items.

7.40.5. Section IV, Lights. Items 38 - 46 will be assessed for proper operation.

7.40.6. Section V, Tire Discrepancies. Items 47 – 51 will be used to assess tire condition, proper pressure and associated items.

7.40.7. Section VI, Fluids. Items 52 - 60 will be used to check for proper fluids and levels.

7.40.8. Section VII, Column Sub-Totals & Score Calculations. This section will be used to document "Minor" and "Major" point sub-totals, which will be used to compute the vehicle's score. This section also displays the "Rating Scale", provides scoring instructions for any discrepancy noted in the "Failure" column and provides space for additional assessment notes.

7.40.9. Inspectors will annotate the appropriate scoring column (Minor, Major or Failure) adjacent to the appropriate inspection area item when a discrepancy is discovered that meets the criteria reflected in that block.

7.40.9.1. If the discrepancy is "Minor" or "Major", the inspector will annotate the applicable negative point value in the appropriate column block adjacent to the appropriate items. When all applicable items have been assessed, the inspector will add up minor and/or major points (as needed) and subtract the combined point value from 100

in order to calculate the "Vehicle Score". The inspector will annotate the point value column sub-totals, combined point value and vehicle score in the appropriate blocks of Section VII.

7.40.9.2. If a discrepancy constitutes failure (IAW form instructions/requirements), the inspector will mark (e.g., checkmark, initial or "X") the "Failure" column block adjacent to the appropriate item. In this event, a vehicle score of "0" will be annotated regardless of score calculation.

Section 7N—Computer-Generated Vehicle Historical Record

7.41. General Information. The computer-generated Vehicle Historical Record (OLVIMS PCN SB004-698) is used much as a title for an AF vehicle, similar to that needed for POVs. Retain the Vehicle Historical Record maintenance history for the life cycle of the vehicle. File printed copies of the form in the historical portion of the vehicle records jacket or maintain on central removable storage media (local option). Instructions concerning the computer-generated historical record are contained in AFCSM 24-1.

7.41. How to Fill Out a Vehicle Historical Record. Where OLVIMS is absent and it is necessary to fill-out a Vehicle Historical Record manually, use the following guidance:

7.41.1. Block 1, Stock Number. Enter the NSN of the vehicle.

7.41.2. Block 2, Short Nomenclature. Enter the nomenclature to identify the type of vehicle. Reference VMIF or use the AFEMS on-line query vehicle item data (IVID).

7.41.3. Block 3, Registration Number. Enter the registration number of the vehicle.

7.41.4. Block 4, Acceptance Date. Enter the date the vehicle was accepted by the AF from the manufacturer, as shown on the vehicle data plate (delivery date) or on the vehicle shipping document (DD Form 250, *Material Inspection and Receiving Report*).

7.41.5. Block 5, Standard Price. Enter the I&S NSN price of the vehicle or equipment item. Reference the SNUD. No entry is required for OLVIMS bases, as this price is on the Vehicle Master List PCN SB004-023.

Note: This entry is required for all vehicles being transferred off base.

7.41.6. Block 6, USAF Management Code. Enter the USAF Management Code according to VMIF.

7.41.7. Block 7, Vehicle Equivalents. Enter the equivalents for the vehicle as shown in the OLVIMS "Help File".

7.41.8. Block 8, Chassis Serial Number. Enter the chassis serial number.

7.41.9. Block 9, Chassis Manufacturer/Model. Enter the chassis manufacturer's name and chassis model number.

7.41.10. Block 10, Body Serial Number. Enter the body serial number, if available.

7.41.11. Block 11, Body Manufacturer/Model. Enter the body manufacturer's name and body model number.

7.41.12. Block 12, Engine (Prime Mover). Enter the model, serial number (as applicable) and manufacturer of the engine used for moving the vehicle over the road.

7.41.13. Block 13, Engine (Auxiliary). Enter the model, serial number and manufacturer of the engine used to provide power for the special mounted equipment on the vehicle. **Note:** When an engine in the vehicle, prime or auxiliary, is replaced, the previous engine data in block 12 or 13 is lined out and the new engine data put in the appropriate block.

7.41.14. Block 14, Record of Transfer. Enter the code that identifies the type of activity getting the vehicle, i.e., “A” for AF, “B” for non-AF and “C” for disposal. In the "Base Location" block, enter the name or the location of the base that has the vehicle. In the “Date Shipped" and the "Date Received" blocks, enter the exact Julian date of shipment or receipt, e.g., for 2 Jan 1995, enter “95002”.

Note: Also use Block 14 to record the date a vehicle was shipped to or returned from a depot facility.

7.41.15. Block 15, Miscellaneous Information. These entries are mandatory for all vehicles when received and for in-service vehicles when this information can be identified. The following instructions apply to the individual line entries:

7.41.15.1. Line A, Technical Order or Series. Enter the TO or TO series that applies to the vehicle. If a TO number has not been assigned, enter the manufacturer's commercial manual number.

7.41.15.2. Line B, Ignition Key Code Number. Enter the manufacturer's code for the ignition key.

7.41.15.3. Line C, Body Key Code Number. Enter the manufacturer's code for the body or door key.

7.41.15.4. Line D, Armed Forces or GSA Contract Number. Enter the Armed Forces or GSA contract number. This number may be found on the DD Form 250 or the vehicle data plate.

7.41.16. Blocks 16, 17, 18, 19 and 20, Historical Maintenance Data. Entries in these blocks are made by VM&A from data recorded on completed AF Forms 1823/-1 or on a commercial invoice.

7.41.16.1. Block 16, Replacement Code. Bases not using OLVIMS record the vehicle's current replacement code in this block.

7.41.16.2. Block 17, Work Order Number. Enter the work order number assigned to the AF Form 1823/-1 to repair, service or inspect the vehicle. To record repairs or services performed on an AF Form 15 or a Commercial Fleet Service Card, enter, in place of the work order number, the type transaction used to buy the repair or services; for example, “Commercial Fleet Service Card” or “AF Form 15”.

7.41.16.3. Block 18, Date. Enter the Julian date the work was completed. E.g., for 2 Jan 1999, enter 99002.

7.41.16.4. Block 19, Kilometers, Miles or Hours. Enter the kilometers, miles or hours shown on the odometer or hour meter at the time the repair was made.

7.41.16.5. Block 20, Codes and System and Component. Enter an action code (or circle the preprinted G, L, R or S) and the subsystem code (see AFCSM 24-1) in the system or component block that most nearly describes the action taken to do the work. All job entries, except incoming, outgoing, daily inspections, and those inspections recorded on AF Form 1829 and AF Form 1830, must be annotated.

Note: Input the following information if it is not loaded in the OLVIMS warranty review screen/file: In remarks, enter the part nomenclature for each R-coded action replacing a warranty part that costs $60 or more; also enter the period of warranty. An entry will be made for all tires, starters, alternators and batteries, regardless of cost. VM&A will review the Vehicle Historical Record each time a tire or battery is installed to determine the frequency of these installations.

7.41.17. Blocks 21, 22 and 23. Entries in these blocks are the same as blocks 6, 3 and 2.

7.41.18. Block 24, Day and Time Due-Out. The VM&A Workload Controller may use tab identifiers to show the ETIC.

7.41.19. Block 25, TCTO Record. An entry is made for all TCTOs, SBs and directed modifications. A short description of the work performed is entered in the remarks block. Also enter inspections that cannot be scheduled in OLVIMS. ***Note:*** When OLVIMS is not available, report compliance to VEMSO at **afelm.vemso@langley.af.mil.**

Section 7O—Vehicle Management Activity/Document Codes

7.42. General Information. Codes are used for labor hour accounting, for collecting maintenance data and for preparing cost reports, which give management information to the base and MAJCOM Vehicle Management Staff. See AFCSM 24-1 for most codes and descriptions.

7.43. Work Center Codes. The first four digits of these work center codes are mandatory and will not be changed. However, the fifth digit may be shredded out to identify specific functions within the activity (see codes 17221 through 17239 below).

7.44. Work Codes. Work codes (see AFCSM 24-1) are used for those bases using OLVIMS to support labor-hour reporting requirements.

7.45. Work Order Number Prefix Code. Work order prefix codes are used to show the type of work the AF Form 1823/-1 was primarily opened for (see AFCSM 24-1).

7.46. Management Codes. Management codes for registered vehicles and equipment items are found in the VMIF. Management codes for non-registered vehicles and equipment items are found in the OLVIMS "Help File". Management codes which are not pre-loaded in OLVIMS will be rejected, in which case use the proper "alpha character" and "999" temporarily.

7.47. Orphan Management Codes. The term "orphan management code" is used to describe management codes that are not supported by OLVIMS. This is due to the hard-coded management code table in OLVIMS that does not support new assets introduced into the fleet.

7.47.1. To overcome this problem, an "Updates to OLVIMS Mgt Code Listing" is available on the VM CoP. The listing identifies management codes that are not supported by OLVIMS and links them to a management code existing in OLVIMS. Once loaded in OLVIMS, and the data is passed to LIMS-EV Vehicle View, business rules will cross-reference the asset

NSNs with the VMIF and LIMS-EV Vehicle View will display the appropriate management code.

7.47.2. It is imperative that the appropriate asset NSN is loaded in OLVIMS along with all other vehicle static data.

7.48. Delayed Maintenance Codes. Delayed maintenance codes are used on AF Form 1823/-1 and the PCN SB004-015 to show the reason a repair action has been delayed. Find these codes in AFCSM 24-1, Attachment 4, or in the OLVIMS "Help File".

7.49. R&D Codes. R&D codes denote the organization for which charges are refundable or reimbursable (see AFCSM 24-1, Attachment 4). At the beginning of each FY, and when a change is required, VM&A furnishes a list of tenant organizations supported to Accounting and Finance (through the Budget Office) for certification. Accounting and Finance identifies which organizations are reimbursable (Code 3) or refundable (Code 4) (refer to AFI 65-601V1, *Budget Guidance And Procedures*, Chapter 7, and AFI 65-601V2, *Budget Management For Operations*, Attachment 10. Accounting and Finance returns this certified list to VM&A to be used to enter the correct codes into OLVIMS.

7.49.1. All reimbursable and refundable cost data must be reconciled monthly with Accounting and Finance. This data must be verified for accuracy, to include validating that all reimbursable and refundable units are loaded properly in OLVIMS.

7.49.2. Vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units will be retained for at least one-year after the closeout date if needed for reference, inquiries or audits.

7.49.3. RC/CC codes will be validated at least annually.

7.50. System Codes. Vehicle system codes define the specific repair on a vehicle. They are used for historical purposes and failure data capture toward improvements in reliability, maintainability and deploy ability. Find these codes in the OLVIMS "Help File".

7.51. System and Subsystem Descriptions. Subsystem codes are used to more closely define the actual work performed during the repair, inspection and service cycle. These subsystem codes are required entries in block 20 of the Vehicle Historical Record (OLVIMS PCN SB004-698). When conscientiously applied, they help detect and control repeat maintenance. Sub codes not assigned a specific description may be developed locally, when required. Find the codes and their descriptions in the OLVIMS "Help File".

7.52. High-Cost Bench/Working Stock. High-cost bench/working stock items cost $60 or more per item unit of use (refer to **Chapter 5**). Record high-cost bench/working stock consumption on the AF Form 1823/-1 when installed on the vehicle or equipment using a "QZ" transaction.

7.53. Low-Cost Bench/Working Stock. Low-cost bench/working stock is those items used from an authorized bench stock that cost less than $60 per unit of use (refer to **Chapter 5**). Low-cost bench/working stock is charged as an overhead indirect expense at the time of bench/working stock replenishment, using SBSS, COPARS or commercial issue document. In all cases, Materiel Control annotates the issue documents with work order number L9999 and sends completed documents to VM&A for processing.

Note: Except for L9999 purchases, items drawn directly from COPARS, base supply or

commercial source are charged on the AF Form 1823/-1 authorizing the repair, regardless of the item cost.

Chapter 8

VEMSO

Section 8A—Authority and Responsibility

8.1. Program Authority. The Headquarters United States Air Force, Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Logistics (AF/A4L) is the VEMSO Executive Agent.

8.2. Program Responsibility. The Materials Support Division (AF/A4LE) acts on behalf of the Executive Agent. AF/A4LE establishes and enforces element policy, goals, objectives and proposes projects of interest to the AF Vehicle Management community.

8.2.1. AF/A4L designates the VEMSO authority to perform in the capacity as an adjunct to the staff and is responsible for all data collection and draft report generation required above the MAJCOM level.

Section 8B—Duties on Behalf of AF/A4L

8.3. Departmental Level Forms and Publications. Manage and draft for approval all changes or revisions to transportation policy directives, vehicle management AF instructions, core compliance checklists, TO 36-1-191 and AF Forms prescribed by this AFI. VEMSO will collect all inputs, consolidate and create a draft for MAJCOM review and coordination (as required). Upon reconciling all MAJCOM inputs (or identifying unresolved conflicts), VEMSO will present the draft to AF/A4LE for final review, approval and coordination to publish. Additionally, the VEMSO staff will review all MAJCOM supplements to the above listed publications and forward to AF/A4LE for final approval. VEMSO will coordinate suggested changes to supplements with the submitting MAJCOM before forwarding to A4LE.

8.3.1. Assist 2T3 Career Field Manager (CFM) with CFETP updates and publication.

8.4. Annual Reports. Collect and generate all annual reports and data updates as required by AF/A4L. These annual reports are (not all inclusive):

8.4.1. **FAST Data Call and Alternative Fuel Vehicle Acquisition Report.** The FAST data call and Alternative Fuel Vehicle Acquisition Report which are completed annually between 1 October and 15 December. This report depicts the AF's effort towards meeting federal statutory and Executive Order energy reduction requirements. The Alternative Fuel Vehicle Acquisition Report must be forwarded to OSD/AT&L by 15 January each year. OSD/AT&L posts each service's Alternative Fuel Vehicle Acquisition Report for public viewing. Additionally, the report is viewed by congressional leadership to gauge the AF's efforts towards environmental mandates and for drafting future environmental legislation. VEMSO will use the same MAJCOM input data elements depicted in **paragraph 8.4.3**

8.4.2. **PB 41 and OMB Circular A-11 Section 33.** These budget forecasts formulate budgetary requirements for all over the road vehicles and alternative fueled vehicles. Additionally sustainment projection costs are depicted for active, guard and reserve components.

8.4.3. **AFI 65-503, *US Air Force Cost and Planning Factors*.** This report is sent to SAF/FMB and depicts the AF commercial and GSA present and projected annual operating lease costs of all over the road type GSA and commercially leased passenger and cargo carrying type vehicles. MAJCOMs are required to provide commercially leased vehicle inventories, miles driven and fuel gallons consumed/associated costs and lease costs on 15 February and 15 September each year.

Note: Each session of Congress may directly affect the names, content and quantity of these reports.

8.5. Administer Vehicle Management Policies. VEMSO will ensure up-to-date compliance with federal (congressional statutory and Executive Order) and DOD vehicle fleet policies; to include environmental and energy requirements/mandates.

8.5.1. VEMSO will post current federal policies on vehicle energy requirements on the VM CoP.

8.5.2. Manage, analyze, improve and implement vehicle automated management systems to include improving asset inventory information, fuels transactions and movements toward Condition Based Maintenance data.

8.5.3. The AF Vehicle Management community focal point for Vehicle Management safety.

8.5.3.1. Maintain and update the Vehicle Management Safety Handbook. Conduct a tri-annual review of the Safety Handbook with MAJCOMs and consolidate MAJCOM inputs and coordinate final handbook update.

8.5.3.2. Track documented Air Force Audit Agency, OMB and General Accounting Office (GAO) audits to ensure all safety related issues are distributed to base level activities and integrated into updates in the Vehicle Management Safety Handbook.

8.5.3.3. Manage monthly safety article schedule and distribute monthly safety articles to all MAJCOM and base level vehicle management activities.

8.5.4. Provide regular summaries to AF Vehicle Management units of maintenance tips and techniques to enhance efficiency and safe maintenance operations. Summarize this information in user-friendly publications (may be electronically transmitted) that effectively transmit information to the technician level.

8.5.5. VEMSO is the approving authority for all AF vehicle authorization request for new missions, requirements, additions and deletions.

8.5.5.1. AF/A4LE has designated VEMSO as approval/disapproval authority of all command levy requests for vehicle shipments between commands. Losing and gaining MAJCOMs will provide coordination on requests prior to submitting to VEMSO. Gaining MAJCOMS must have valid authorizations for all assets requested for approval. All requests will be sent to the VEMSO organizational email address (**afelm.vemso@langley.af.mil.**) VEMSO will return approval/disapproval to the respective MAJCOM. Additionally, AF directed cross command redistribution orders will be generated by VEMSO as required to support routine, priority and contingency missions. Approved command levies will be forwarded to WR-ALC when second destination transportation funds are required for shipment.

8.5.5.2. Transfer of AFRC or ANG assets between any commands requires AFRC or ANG A4R approval respectively. The A4R approval letter must state if recoupment or non-recoupment of funds/asset(s) is required IAW Title 10 before command levy action will occur.

8.5.6. Provide RDO support. Base level units forward all LTIs on vehicles to the MAJCOM for disposition action as per **paragraph 3.15.36.1** The command will review the LTI and its fleet to determine if there is an internal MAJCOM requirement.

8.5.6.1. If the MAJCOM determines the asset merits retention and there is a valid requirement within its fleet, the MAJCOM will direct intra-command shipment of the asset. Assets excess to MAJCOM requirements or those assessed to be uneconomically repairable will be reported to VEMSO with recommendation for RDO for continued use or process to DLA-DS annotated on the LTI.

8.5.6.2. VEMSO will review the MAJCOM recommendation and assess the enterprise fleet. If the VEMSO determines the asset merits retention and there is a valid requirement within the corporate fleet, VEMSO will contact the potential gaining command(s) to validate requirement and determine urgency of need. VEMSO will prioritize competing requirements (as applicable) and direct inter-command RDO action as appropriate. Approved RDOs will be forwarded to WR-ALC when funds allocation of second destination transportation funds are required for shipment.

8.5.6.3. When assets are excess to enterprise requirements or those determined to be beyond economical repair or beyond economically prudent redistribution, VEMSO will forward the LTI with recommended action to the appropriate item manager and request disposition instructions.

8.5.6.4. The item manager will review the LTI, and provide disposition instructions to VEMSO. VEMSO in-turn will notify the "Using" MAJCOM of the item manager's decision for action.

8.5.7. Assist AF/A4LE with 2T3 career field conferences, program reviews, utilization and training workshops and career field re-engineering efforts.

8.5.8. Attend Equipment Policy Working Group (EPWG) meetings as necessary to ensure proper vehicle accountability procedures comply with regulatory and AF requirements.

8.5.9. Responsible for drafting the agenda for the annual VTAC and managing action items.

8.5.10. Conduct Business Case Analyses and AFSO21 submittals as required by AF/A4L. VEMSO will:

8.5.10.1. Conduct investigation and research to formulate a comprehensive cost analysis to reflect Returns on Investment and costs to deploy.

8.5.10.2. Benchmark commercial industry as one means to formulate a comprehensive analysis.

8.5.10.3. Formulate recommendations based on the analysis and draft Executive Staff Summary for leadership review and approval and staff coordination for implementation.

8.5.11. Research and draft responses to AF level audits that are routed through AF/A4L. The nature of the audit will be the determining factor in whether the audit will be answered from an AF, MAJCOM or base level activity.

8.5.12. As needed, VEMSO will provide vehicle fleet management expertise and information for the AF/A4LE Crisis Action Team pertaining to contingency operations, natural disasters and day-to-day operations to support war-fighting capability.

8.6. VM CoP Management.

8.6.1. Assist MAJCOMs with establishing MAJCOM Vehicle Management CoPs within the VM CoP.

8.6.2. Ensure VM CoP depicts current program guidance.

8.6.3. Manage the technical discussion board for vehicle fleet technicians and managers.

8.6.4. Update and sustain LSV identification training course as new LSVs are cataloged.

8.6.5. Update and sustain PM&I training course as needed.

8.7. DOD Fleet Fuel Card Program Management. VEMSO has been designated as the AF Component Program Manager (AFCPM) and is responsible for overall program policy and management. Refer to **Attachment 10** for program details. Additionally, VEMSO will:

8.7.1. Ensure all DLA Energy guidance is available on the VM CoP.

8.7.2. Provide DLA Energy and card contractor with improvement suggestions to DOD policy, vendor products, Smart Pay contracts and program training requirements.

8.7.3. Participate in DLA Energy Fleet Card meetings, conferences and program management reviews.

8.7.4. Post DLA Energy newsletters on the VM CoP.

8.8. AF Vehicle License Plate Program Management. Refer to **paragraph 4.66** and TO 36-1-191 for programs details. VEMSO will:

8.8.1. Act as AF Vehicle Management liaison with UNICOR.

8.8.2. Approve all registered buyers and maintain unit-level POC listing.

8.8.3. Coordinate with GSA and UNICOR on new plate designs and production.

8.8.4. Act as the approving authority for replacement plates.

8.8.5. VEMSO will not provide assistance to NAF organizations.

8.9. AF FMVRS Program Management. VEMSO provides policy, oversight and program management guidance for the FMVRS program. Refer to **paragraph 4.68** and TO 36-1-191 for further details. Additionally, VEMSO will:

8.9.1. Acts as AF Vehicle Management liaison with GSA concerning FMVRS.

8.9.2. Approve all registered FMVRS users and maintains unit-level POC listing.

8.9.2.1. MAJCOMs will ensure each unit-level vehicle management activity has an assigned FMVRS registered user.

8.9.2.2. MAJCOM and unit-level users will be responsible for updating and maintaining vehicle status records that are applicable to their specific fleet/location.

8.9.3. VEMSO will not provide assistance to NAF organizations.

8.10. AF Vehicle AS Program Management. VEMSO is the AF vehicle community's focal point for all matters related to AS management. VEMSO will:

8.10.1. Standardize and sustain the manner in which vehicle authorizations are established.

8.10.1.1. Monitor ASs and coordinate all recommended changes with each MAJCOM prior to submission to WR-ALC AS manager.

8.10.1.2. Coordinate with each MAJCOM and update standard master/user organization codes for all OLVIMS base site codes.

8.10.1.3. Collaborate resolution with MAJCOMs on AFEMS rejects or variances caused by Allowance Standard changes and updates.

8.11. AF POC with GSA Regional and National Fleet Managers.

8.11.1. VEMSO is the preferred common AF POC for HQ GSA. However, this does not preclude each base-level VFM/VMS or MAJCOM vehicle management activity from interacting with GSA at appropriate levels. VEMSO will reach out to appropriate contacts within the AF vehicle community to resolve issues or concerns with the GSA leased vehicle program as required.

8.11.1.1. Review annual GSA requisitions request for replacement of GSA leased vehicles to ensure all vehicles that are replaced meet energy requirements for Green House Gas emissions and to ensure Class III and IV requisitions have approved waivers.

8.11.2. The AF representative for the annual FedFleet conference. Representative will be responsible for attending workshops and meetings to ensure AF is kept up to date on all statutory and Executive Order mandates and requirements. Representative will also investigate possible solutions to reducing USAF energy requirements.

8.11.3. VEMSO will participate in monthly INTERFUELS meeting in order to stay abreast of upcoming federal fleet management policies and guidelines. INTERFUELS meetings are sponsored by the DOE through the Federal Energy Management Program and held in Washington DC.

8.12. Perform VVV On AF Vehicle Fleets.

8.12.1. VEMSO is required to perform a complete review of each installation's vehicle authorizations every three to five years depending on established trigger points. VVV schedules will be distributed annually. When scheduled VVV start date is within 30 days, a message will be sent to that particular MAJCOM(s), installation's gatekeeper and vehicle management activity. Validation visits should either be performed on site at the installation Vehicle Management facility or conducted electronically via email, teleconference and/or VTC. The trigger point determines which of these methods to use.

8.12.1.1. Vehicle justification packages will not be accepted by VEMSO three months prior to the start of the VVV. A 1-year moratorium on new vehicle justification packages will be in place once validation is completed.

8.12.2. The installation VM&A section will accomplish the following prior to an on-site VVV:

8.12.2.1. Conduct a VCO/VCNCO meeting to educate base VCO/VCNCOs and commanders on the purpose of vehicle validation visit.

8.12.2.2. Meet with VCOs prior to validation visit and ask the following questions for each authorization:

8.12.2.2.1. Who is using the vehicle?

8.12.2.2.2. What is the vehicle being used for?

8.12.2.2.3. Is this the right size and type vehicle needed?

8.12.2.3. Have a conference room designated for visit.

8.12.2.4. Make sure Local Area Network (LAN) capability exists.

8.12.2.5. Have a detailed base map available.

8.12.2.6. Develop a schedule. Each unit with authorized vehicles must be scheduled.

8.12.3. Unit representation should be able to speak to each vehicle need. The unit's flight leadership and VCO/VCNCO must attend and facilitate for their unit. VCOs and VCNCOs are not the target representative.

8.12.4. Units should be available 15 minutes prior to their scheduled appointment.

8.12.5. Vehicle Operations should be last.

8.12.6. Leave time for redirects at the end of the validation visit.

8.12.7. Schedule a base tour (include off-base sites) before in-brief on first day. Inform validation team what the installation mission is and where the units are located. Decide on the route before validation team arrival.

8.12.8. Set up in-brief and out-brief at group-level. In-brief should follow base tour and precede any meetings with the units. Briefing must be with MSG Commander or equivalent. Invite all Squadron Commanders or equivalents, or their designated representatives. Base leadership should know that VVV is coming and why. Have a folder for each organization with the following:

8.12.8.1. Copy of VCO/VCNCO hand receipt for all attendees (MAJCOM representatives plus copies for each unit).

8.12.8.2. Utilization data (12 months):

8.12.8.2.1. Sorted by org user.

8.12.8.2.2. Grouped by org master.

8.12.8.3. MOLVIMS UDI requests over the last year.

8.12.8.4. MOLVIMS open and closed AF Forms 868, *Request for Motor Vehicle Service*, by requesting unit.

8.12.8.5. MOLVIMS Status Code report.

8.12.8.6. Other documentation may be requested as needed (for example, priority posting chart for SFS, UMD for CES, MOG, primary aircraft authorization, amount of towable aerospace ground equipment for Aircraft Maintenance, etc.).

8.12.9. VEMSO (with the assistance of MAJCOM Vehicle Management staffs) will conduct preliminary meetings with key lead command FAMs (i.e., CE, fire department, fuel management, SFS, etc.) prior to each VVV. The meetings should include discussions on the following:

8.12.9.1. Purpose of visit.

8.12.9.2. Known concerns for each specialty.

8.12.9.3. Funding issues resulting from an increase in a functional area.

Note: Increases on the VAL for each functional area must be funded by the FAMs prior to authorizations being added to the VAL. Vehicle Management funding will only be used to replace assets in existing authorizations, not to establish new ones based on growth.

8.12.10. Remaining within current AF ceiling authorization-levels will be a consideration during the decision-making process. If a genuine mission change has not occurred (e.g., additional aircraft assigned, new weapon systems deployed, new units assigned to a base, etc.) then the total number of authorized vehicles at a base cannot increase.

8.12.11. Some additional factors to consider during the process are the mission, base/unit population, physical layout of the installation and geographical region/climate as well as the needs of the customer.

8.12.12. Update SBSS/AFEMS with post validation results.

8.12.13. File AF Form 4353.

Note: Refer to **paragraph 1.21.** for information concerning the future VVV (FMDSS) processes.

8.13. TCTO, SB and OTI Management. VEMSO will manage distribution and monitor compliance of all TCTOs, SBs, and OTIs and other related vehicle compliance inspections that are loaded into CARS, and make updates into the WR-ALC CARS database. VEMSO will provide a summary to AF/A4LE and MAJCOMs upon request via LIMS-EV VV.

8.13.1. Monitor inspection/service compliance and perform follow-up with unit-level activities as needed.

8.13.2. Collect compliance data and forward to WR-ALC points of contact as required.

8.14. Defense Base Closure and Realignment (BRAC).

8.14.1. Review/provide comments on DOD BRAC issues for AF/A4/7 and A4L coordination.

8.14.2. Provide DOD policy guidance to MAJCOMs and Joint Base activities; act as liaison between the AF and the OSD Joint Basing Functional Manager and sister services.

Section 8C—General Support to MAJCOM and Base Level Vehicle Management Activities

8.15. Technical Assistance.

8.15.1. Research and assist in management of TO and repair information systems for AF vehicle management use. Evaluate available systems to ensure repair information system standardization in the AF Vehicle Management community and efficient maintenance operations.

8.15.2. Research and validate depot overhaul work specifications when requested.

8.15.3. Participate in vehicle and equipment FAT as requested by Air Staff, MAJCOM and WR-ALC.

8.15.3.1. Send proposed and/or completed vehicle evaluations to MAJCOM Vehicle Management staffs, WR-ALC (Vehicle Management Branch) and AFCESA/CEO as applicable for coordination and comments.

8.15.4. IDEA Evaluation Support. VEMSO is not part of the official evaluation and approval matrix, but is available to advise, research and coordinate on all suggestions regarding vehicles and vehicle management processes. However, base-level submitters should request assistance from MAJCOM vehicle management first.

8.15.5. Assign and track X-registration numbers.

8.15.6. VEMSO will provide consolidated data/reports to MAJCOMs and K-Loader SPO as required.

8.16. Vendor Product Evaluation Program. VEMSO will manage vendor product evaluations as requested by at least two interested MAJCOMS. This is necessary to ensure time and resources expended during product evaluations produce tangible benefits to the AF vehicle management community, with the primary focus on enhancement of deployed operations. See **Attachment 7** for additional information regarding the vendor product evaluation process.

8.17. AEF Support. Refer to **paragraph 2.6** for VEMSO support responsibilities.

Section 8D—AF Vehicle Fleet Support Branch

8.18. Enterprise-Wide Support.

8.18.1. In an effort to increase accountably and visibility of the AF vehicle fleet, the AFVFSB will be the focal point for MAJCOM Vehicle Management functions and their subordinate installation fleet managers in the execution of vehicle management transactions across multiple AF systems. AFVFSB assists installation fleet managers with fleet management operations, however, installation fleet managers are responsible for day- to-day management of their fleet. AFVFSB will:

8.18.2. Coordinate with MAJCOMs and installation fleet managers for management of ASs and AIDs.

8.18.2.1. Monitor the AS and coordinate all recommended changes with each MAJCOM.

8.18.2.2. Monitor and maintain vehicle authorizations needing reconciliations, changes, updates, additions and deletions for the AF vehicle fleet.

8.18.3. Manage AFEMS functions specific to vehicles.

8.18.4. Perform daily/weekly/monthly reconciliation between SBSS and AFEMS, ensuring authorization and data integrity to include clearing AFEMS rejects or variances.

8.18.5. Take appropriate action to research and correct all vehicle discrepancies in LIMS-EV Vehicle View and SBSS. Use LIMS-EV Vehicle View to identify incorrectly postured vehicles. Research and correct identified vehicles.

8.18.6. Conduct research/validate sourcing requirement of command levy requests.

8.18.7. Provide pre-approval research activity for authorization change requests. AFVFSB analyzes AF vehicle authorization policy and fleet posture to ensure up-to-date compliance with federal vehicle fleet policies, alternative fuel solutions and Congressional mandates.

Note: Operations that are currently A-76/contract will maintain current functions until contracts come up for renegotiation or until a contract modification is processed. The MAJCOM functional community will update VEMSO on any contract modifications when they occur.

8.19. MAJCOM Support.

8.19.1. Coordination and execution support for authorization adjustment request.

8.19.2. Interact to resolve AFEMS and SBSS related issues.

8.19.2.1. Maintain all authorization data (201), asset data (214) and advise on organization data (518) records for vehicle assets within SBSS. Performs necessary transactions to update current authorizations, forecasted authorizations, in-use and in-place assets within AFEMS.

8.19.3. Approval/disapproval authority of all command levy requests for vehicle shipments between commands. Ensure correct procedures are followed.

8.19.4. Tracks all vehicles in “transit” status from losing unit/command until received by gaining unit/command.

8.20. Base Level VM&A Support. AFVFSB will assist installation fleet managers in day-to-day vehicle management operations/decisions via the following.

8.20.1. Technical assistance with fleet management tools.

8.20.2. Take prompt and appropriate action to research, correct and process the following actions requested in CRIS Tool while ensuring authorization integrity and asset accountability.

8.20.2.1. Supported CRIS Tool request.

8.20.2.2. Receiving and shipping vehicles.

8.20.2.3. DLA-DS request.

8.20.2.4. Rotations of vehicles (e.g., between organizations, commands, or command levy).

8.20.2.5. Changes to document number, NSN, and other SBSS updates.

8.20.3. Add or delete authorizations. Use CRIS Tool, ESS and AFEMS to execute authorization adjustment requests (e.g., AF Form 601).

8.20.4. Execute all vehicle transactions within SBSS and AFEMS. Provide fleet management support to installation fleet managers. Process CRIS Tool requests and resolve any issues surrounding requests.

8.20.5. Provide "RVP" and "FCH" documents to installation VM&A.

8.20.6. Submit formal "M-10" justification memorandum to installation VM&A.

8.20.7. AFVFSB is responsible for loading excess detail document numbers.

Section 8E—Enterprise-Level Vehicle Management Support Programs and Policies.

8.21. LIMS-EV Vehicle View. VEMSO maintains tables associated with LIMS-EV Vehicle View. All data files for LIMS-EV Vehicle View are housed on the VM CoP. The only exceptions are the "CARS_DUE_IN" file and SBSS data. VEMSO also monitors daily ETL log and posts status of updates on the VM CoP. Refer to **Attachment 8** more specific information.

8.22. CRIS Tool. The CRIS Tool resides on the Pentagon server and is updated by VEMSO daily with "201" and "214" (SBSS) data from GCSS Data Services Warehouse. VEMSO also updates CRIS daily with LIMS-EV Vehicle View reference tables:

8.22.1. "ALLOW_BASE_CD".

8.22.2. "LEASE_VEH_CROSS_REF".

8.22.3. "ALLOW_ORG_CD".

8.22.4. "VEH_DIM_GRP".

8.22.5. "ALLOW_BASE_ORG_CD".

8.22.6. "MSTR_BUD_PGM_ACTUY_CD".

8.22.7. "MAJCOM_CMD_CD".

8.22.8. "BASE_CD".

8.22.9. "PGM_CAT".

8.23. VDQD. Accessed via the VM CoP, the dashboard is divided into seven tabs. The "SBSS", "AFEMS", "OLVIMS" and "Org Code Mismatch" tabs are for reconciliations. The "AFVFSB" tab provides oversight of CRIS tool transactions. A "Data Upload Metrics" tab is provided to display the status of daily, monthly and quarterly OLVIMS files. Last, the "Applications" tab contains "reg number search", "LSV Identify" and "SUV Classification" tools. See **Table 8.1, VDQD Tab Descriptions**, for detailed explanation of each tab.

8.23.1. All information is updated once a month, with the exception of the Vacancies/Overages Panel located in the SBSS tab that is updated daily each time CRIS Tool is updated.

8.23.2. VEMSO maintains the dashboard and all associated tables.

8.23.3. War plans additive requirements. Incoming MAJCOM VAL data must pass edits within AFEMS in order to populate the above database tables. VEMSO emphasis will be placed on correcting rejected MAJCOM VAL records since they inhibit base-level reporting.

8.23.4. VEMSO will research rejects and variances and work with MAJCOMs and/or bases to correct.

8.23.4.1. There are two types of edits; Rejects and Variances. A rejected MAJCOM data record is not processed and results in SBSS data rejecting in AFEMS because the

authorization record is not loaded. A variance MAJCOM VAL record is processed in AFEMS but requires modification.

8.24. AF Owned Vehicle Authorizations. The following actions will be taken to establish accountability for blue fleet vehicles.

8.24.1. After the vehicle is received, verify the asset NSN and process a "REC" to receive the vehicle. After processing the "REC", process an issue.

8.24.2. Vehicles will not be loaded into SBSS as a suitable (S) substitute unless the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable (U) substitute.

Table 8.1. VDQD Tab Description

Tab Name	
Function/Report	*Description/Characteristics*
SBSS Tab	
AID SRAN Mismatch Report.	AID does not exist within that SRAN in Allowance Standard.
Adjusted Authorizations.	History of Authorization changes for AFEMS and Non-AFEMS AS.
Vacancies/Overages	Daily snapshot of vacancies and overages.
Duplicate Registration Numbers.	Same registration number loaded in two or more different SBSS locations.
Fuel Code Changes.	Detailed list of Fuel Code changes accomplished by VEMSO.
Replacement Code Changes.	Detailed list of Replacement Code changes accomplished by VEMSO.
AFEMS Tab	
IK (NSN not loaded in AS).	Self-explanatory.
IS (Out of ISG).	Asset NSN not assigned Auth P/S/U NSN category correctly.
HL (Invalid AS).	AID does not exist in AFEMS.
Authorized Quantity Mismatch.	SBSS authorization does not match AFEMS authorization quantities.
In AFEMS but not in SBSS.	Self-explanatory.
In SBSS but not in AFEMS.	Self-explanatory.
OLVIMS Tab	
No Mileage Update in 60 Days.	Self-explanatory.
Excessive Mileage.	Any vehicle exceeding the average mileage of that Management Code at that base.
Excessive Fuel Consumption.	Any vehicle that used more fuel than the average for that Management Code; computation based on fuel cost vs. volume.
In OLVIMS not SBSS.	Self-explanatory.
In SBSS not OLVIMS.	Self-explanatory.
FMVRS Missing Vehicles.	Vehicle meeting statutory requirements in SBSS but not in FMVRS.

FMVRS License Plate Errors.	Status in FMVRS requires update.
AFVFSB Tab	
Shows how long it is taking to complete a request in CRIS.	Self-explanatory.
Org Code Mismatch Tab	
OLVIMS Org Code does not match User Org Code in SBSS.	Self-explanatory.
Data Upload Metrics Tab	
Daily File Metrics.	Status of Daily file uploads to VM CoP.
Monthly File Metrics.	Status of Monthly file uploads to VM CoP.
Quarterly File Metrics.	Status of Quarterly file uploads to VM CoP.
Applications Tab	
Vehicle Search.	Same as in CRIS, allows for vehicle search.
LSV Identity.	Used to determine if a vehicle falls into one of the following categories: • Utility Vehicle (UV)--Vehicles that meet all the criteria's of a LSV, but exceeds the GVW criteria of 2500lbs. REGISTRATION NUMBER ISSUED BY WR/ALC. • Low Speed Vehicles (LSV)--Vehicles, whose maximum speed is not greater than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in Table 1.2. This item will be loaded in AFEMS AS 019 and managed as a registered vehicle. This category must meet 49 CFR Part 571.500, *Low-speed vehicles*, current edition. REGISTRATION NUMBER ISSUED BY WR/ALC. • Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (e.g., golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR Part 571.500 are categorized as OGMVCs and assigned prime NSN 2340-00-585-7495 in AFEMS, AS 036. REGISTRATION NUMBERS ISSUED BY VEMSO.

8.25. Leased Vehicle Authorization Management. The following actions will be taken to establish accountability for leased vehicles.

8.25.1. After the vehicle is received, verify and use the prime NSN applicable from the VMIF, and process a "REC" to receive the vehicle with the "N" registration number assigned by VEMSO.

8.25.2. Vehicles will not be loaded into SBSS as a suitable ("S") substitute unless the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable ("U") substitute.

8.25.3. Vehicles will be loaded with the AF registration number issued by the VEMSO. The third character will be an "N." For the GSA leases, vehicle will be marked in the same manner as OSI vehicles or in a manner to ensure no cost is incurred when GSA turn in action is accomplished. Do not change the GSA license plate to the AF assigned registration number.

8.25.4. To ensure audit trail and accountability of lease vehicle turn-ins accomplish the applicable following transaction.

8.25.4.1. For lease turn-in of a "like asset" (such as a B102 for a B102) turn the vehicle into Base Supply using Status Code "Q" and reissue the replacement with the new registration number.

8.25.4.2. Turn-in of a lease vehicle or "unlike asset" (such as a B102 for a B222). Turn the vehicle into DLA-DS. Annotate on 1348-1 returned to GSA.

8.25.4.3. Loading a new lease vehicle. Use a REC and ISSUE to load a new lease. Will produce a 1348-1.

8.26. Vacant Vehicle Authorizations.

8.26.1. 3080 funded authorizations. Vacant authorizations can be monitored via VDQD. If an authorization is vacant for more than two programming cycles and no asset is programmed for purchase to fill the authorization it is automatically considered invalid and deleted, unless an Exception to Policy has been granted by AF/A4LE.

8.27. Vehicle Shipments. MAJCOM Vehicle Management Staffs normally direct vehicle shipments. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-203. When a vehicle is shipped, the computer-generated Vehicle Historical Record, Vehicle Master Transfer Report, floppy disk (or another type of authorized media storage device) and pertinent technical data will be sent to the gaining installation. Process "TIN" or "1ET" as directed by team lead when shipping vehicles from base to base. In either case, the Fleet Manager must sign in block one. Send vehicle record jacket and either the "A5J" or "SHP" document to TMF. The gaining VM initiates follow-up action on vehicles not received within the specified time frame.

8.28. SBSS Accountable Record Inventory Discrepancy Management.

8.28.1. Duplicate Registration number. VEMSO will monitor and identify duplicate registration numbers and initiate corrective action with affected bases and inform MAJCOMs via email. VEMSO will collect: pictures of each vehicle, a picture of VIN, data plate and serial number. Bases provide make, model and any other requested information to VEMSO. VEMSO will work with the appropriate IM to identify correct vehicle and issue new registration number as needed. VEMSO will notify affected bases with information from IM. Base will request registration number change via CRIS Tool.

8.28.2. False duplicate vehicle registration number in SBSS. Correct by processing an inventory adjustment document (IAD; 1GP/SRC). Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be

provided to the responsible LRS office. Also, annotate that a reverse post will not work for SBSS details per AFMAN 23-110 Volume 2, Part 2, Chapter 7 "I235 MGT Vehicle Issues Not Authorized Reverse-Post".

8.28.3. Serviceable balance quantity showing in stock (Supply - item record). Research transaction which caused serviceable balance and identify end state of vehicle. If duplicate "REC" processing is the cause, process "reverse-post" on "REC". For any other transaction, process subsequent transaction applicable to end state of vehicle; "TRM" for DLA-DS, "SHP" for base to base transfer, etc. However, if reason for serviceable balance cannot be determined, follow Report of Survey procedures.

8.28.4. NSN discrepancy between Authorized in use Detail (201) and REM-Vehicles only Detail (214). Process an IAD to correct this discrepancy. If the IAD processing does not resolve the discrepancy submit "FIX" action request. Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for SBSS vehicle details per AFMAN 23-110 Volume 2, Part 2, Chapter 7 "I235 MGT Vehicle Issues Not Authorized Reverse-Post".

8.29. Vehicle Status Codes. Monitor vehicles in status codes "D", "E", "I" and "N". Vehicles placed in status code "D" or "E" will be removed from inventory within 30 duty days. . Status code "I" vehicles will have an LTI processed in 10 duty days. Vehicles in status code "N" will be moved to status code "D" or "E" within 30 duty days. The following codes are used to indicate the current utilization or physical status/loss of a vehicle.

8.29.1. A - Assigned for authorized use (except for Use Code "M" WRM assets). ASC cannot be "987".

8.29.2. B - Vehicle is being shipped to a repair activity. Disposition instructions have been or will be, provided to the repair facility by the MAJCOM Vehicle Management Staff. The vehicle will not return to the former owning organization and is a loss to the LRS.

8.29.3. C - Vehicle is used for maintenance training (AETC only).

8.29.4. D - Have disposition instructions, but vehicle accountability is maintained on authorized/ in-use vehicles-only detail records pending shipment, maintenance, transfer to DLA-DS, sale, etc.

8.29.5. E - Vehicle is unserviceable. Accountability is maintained on authorized/in-use and REM-vehicles-only detail records until transfer to DLA-DS. Cannibalization is authorized prior to transferring to DLA-DS.

8.29.6. F - Vehicle assigned to a special project or exercise (not WRM or Mobility). Use code must be "K".

8.29.7. G - Vehicle is being shipped to a facility for repair and subsequent IM directed redistribution. The vehicle is a loss to the base and excess to the MAJCOM.

8.29.8. H - Vehicle is in place for an authorized WRM requirement and is in serviceable condition. ASC must be a Base Augmentation Support Set (BASS) composition code and UC must be "M".

8.29.9. I - Vehicle is awaiting LTI.

8.29.10. J - Vehicle is not authorized but is in use and required. Justification request submitted to MAJCOM Vehicle Management Staff for approval (ASC 048 must be assigned).

8.29.11. K - Vehicle is excess to the owning MAJCOM and is being held at the direction of the IM for distribution instructions. ASC 048 must be assigned and Use Code must be “K”.

8.29.12. L - Vehicle is on loan in excess of 30 days to a non-AF organization. ASC 051 must be assigned and UC must be “K”.

8.29.13. M - Vehicle is being transferred to DLA-DS. VEMSO must ensure that the vehicle historical record cites the specific disposal activity and location.

8.29.14. N - Vehicle is unserviceable and disposition instructions have been requested from the owning MAJCOM.

8.29.15. P – Turn-In (TIN) code is used for all other physical losses where the vehicle will not return to AF. Examples include losses to DOD or governmental agencies, foreign governments, commercial agencies (excluding AF vehicles on loan to contractors), theft, etc. VEMSO must submit a delete (loss) record (an off-line shipment must be processed to remove the vehicle from LRS Stock Control supply records following a status code “P” TIN.). Be sure that the vehicle historical record lists applicable recipients or other clarifying specifics.

8.29.16. Q - Used for turn-in inputs to correct erroneously assigned registration numbers, NSNs, etc. For example, the vehicle was gained in error, the registration or NSN was entered incorrectly, or there was a change in status from SBSS vehicle account to non-vehicle account. This code will not be used for normal file maintenance NSN changes distributed through the SNUD.

8.29.17. R - At the option of the MAJCOM, the status code may be changed to “R” for vehicles in base- or depot-level repair for over 60 days - accountability remains in the local SBSS.

8.29.18. S - Vehicle transferred to an organization of another MAJCOM. The losing and gaining organizations are both supported by the same LRS.

8.29.19. T - Vehicle is in transit to an AF activity of another MAJCOM, and is a loss to the LRS and MAJCOM. The TIN input reflecting code T will not be processed until immediately before turnover of the vehicle to LRS.

8.29.20. U- Vehicle is in transit to an AF activity of the same MAJCOM. Vehicle is a loss to the LRS.

8.29.21. V - Vehicle is on loan within or between commands not to exceed 180 days. ASC must be “987” and UC must be “J” or “K”.

8.29.22. W - Vehicle is being held by AFMC for system support requirements (AFMC use only).

8.29.23. Y - In-place WRM asset is in unserviceable (repairable) condition and expected to be NMC for 30 days or more. Use code “M” applies and ASC must be a BASS composition code.

8.29.24. Z - Vehicle is in transit to Port of Embarkation (POE), either to or from overseas destination. It is anticipated that shipment time will exceed 180 days.

8.30. Computer Documents and Listings. The accountable documents below are provided to the Document Control section by local VM&A within five workdays, with appropriate signatures. Local VM&A is liaison between supply and AFVFSB. Local VM&A is responsible for all local and MAJCOM supply forms.

8.30.1. REC VEH - Vehicle Receipt.

8.30.2. ISU VEH – Vehicle Issue Request.

8.30.3. TIN VEH - Vehicle Turn-In (All Turn-Ins).

8.30.4. FET - Equipment Detail Transfer.

8.30.5. FCH – Identity Change Input.

8.30.6. FED EAID – Equipment Load.

8.30.7. 1ETX – Lease Deletion.

8.30.8. 1ETT – EAID/SPRAM Accountability Transfer.

8.30.9. 1GP – Special Inventory Request.

8.30.10. SRC – Special Inventory Input.

8.31. Prioritization Model Preparation for Planning and Execution.

8.31.1. Initial model preparation begins in December each year. VEMSO, on behalf of WR-ALC, will initiate a data call to all MAJCOMs in order to collect “no buy”, “must-buy” and “withhold dollars” submissions. Requested data due to VEMSO NLT 15 January each year.

8.31.2. VEMSO consolidates WR-ALC and MAJCOM inputs and loads tables for first model run after data crossover on/or about 21 January. VEMSO will notify WR-ALC and MAJCOMs after model run is complete.

8.31.3. WR-ALC and MAJCOMs analyze results of model run and corrects any anomalies as needed for “no buy”, “must-buy” and “withhold dollars” resubmissions to VEMSO, NLT 15 February.

8.31.4. This preparation/analysis cycle (MAJCOMs submit updated “no buy”, “must-buy” and “withhold dollars” submissions NLT 15th of each month) will continue each month until WR-ALC directs VEMSO to “Freeze” the model on/or about 22 August for data execution.

Chapter 9

QAP

9.1. Overview. This section applies to all Vehicle Management personnel who develop requirements and provide oversight of contractor performance. QAP is a term developed to encompass both Quality Assurance Evaluators (QAE) and Quality Assurance Specialists (QAS). QAPs access contractor performance to ensure the contractor is performing IAW contract requirements, provisions and standards. The Functional Commander or Functional Director must ensure assigned personnel are competent on the acquisition process; capable of identifying and defining mission needs and requirements, and available full time, if the individual is a full time QAP, for the life of the services acquisition.

9.2. Duties of the Primary and Alternate Vehicle Management QA.

9.2.1. Assess and documents a contractor's performance IAW the Quality Assurance Plan (QASP) or Performance Plan (PP).

9.2.2. Notifies the Contracting Officer of any significant performance deficiencies; assess performance and provides documentation.

9.2.3. Recommends improvements to the QASP, PP and PWS throughout the life of the contract.

9.2.4. Participates as a member of the Multi-Functional Team.

9.2.5. Assesses and manages contractor performance data in CPARS. The QA person provides the Contracting Officer with feedback on the contractor's performance.

9.2.6. Assesses/monitors contractor compliance with and currency of TOs and directives throughout the life of the contract IAW QASP or PP (as applicable) if that area is not the contractor's responsibility under the governing contract or PWS.

9.2.7. QA personnel are to be objective, fair and consistent in evaluating contractor performance against the performance standards and the contract requirements.

9.2.8. Represents the Contracting Officer in all technical matters concerning the contract.

9.2.9. Assists in developing and updating the PWS and assess performance plans.

9.2.10. Provides a summary of QAP performance assessment activities to the Contracting Officer IAW the performance plan.

9.2.11. Accepts and provides performance assessment of services; acceptance shall ordinarily be evidenced by execution of an acceptance certificate on a DD Form 250 or similar documents.

9.2.12. Performs contract performance assessment; assesses and documents contractor performance.

9.2.13. Submits contractor performance reports to the Contracting Officer in the frequency, format, and detail prescribed by the Contracting Officer.

9.2.14. Reviews and ensures contractor compliance with the contractor's quality control program. Periodically reviews contractor's performance with the commander or equivalent, the Contracting Officer and the contractor.

9.2.15. Reviews and/or purges all incoming correspondence (e.g., Service Bulletins, TCTOs and One-Time Inspections) before routing it to the contractor.

9.2.16. Reviews the contractor's reports for accuracy, adverse trends and mission accomplishment.

9.2.17. Reviews contractor reports submitted to higher headquarters.

9.2.18. Validates contractor TO requirements IAW PWS.

9.2.19. Administration of a contract is a vital and necessary requirement; therefore, it is imperative that all QAPs involved in the requirement, from requirements identification through contract award and administration, are represented on the Multi-Functional Team.

9.2.20. QAPs assigned to a multi-functional team are responsible for the following: acquisition planning; market research; government cost estimates; requirements and solicitation development; source selection; contract performance management and administration; provide contract changes; periodically meet with contractor; providing contractor performance status to leadership, as required; and gather and submittal of past performance information.

9.3. Vehicle Management QA.

9.3.1. Provides support to senior leadership as required: Uses their technical expertise to assist the LRS Commander or equivalent to arrive at informed decisions when coordinating with higher headquarters, Defense Contract Management Agency and DLA.

9.3.2. Evaluates unit maintenance management procedures, including locally developed forms, publications, OIs, etc., for accuracy, intent and necessity.

9.3.3. Acts as focal point to ensure appropriate actions are taken to notify the MAJCOM when deficiencies are found in AF or MAJCOM instructions.

9.3.4. Ensures all required government training is scheduled for both contractor personnel and QAPs.

9.3.5. Reviews QA performance assessments and assist in resolving performance problems.

9.3.6. Ensures all assigned 2T3XX QA inspectors complete all required inspection, safety, qualification, HAZMAT and environmental awareness training.

9.3.7. Documents all training for military inspectors on AF Form 1098, *Special Task Certification and Recurring Training*, and/or AF Form 797 and/or approved electronic equivalent as applicable.

9.3.8. Verifies training is correctly documented to ensure QAPs are qualified to perform evaluated tasks and inspections.

9.3.9. Assists, as needed, the VM&A with reports and studies.

9.3.10. Initiates actions when additional attention is required to resolve adverse maintenance trends or training problems. Actions include preparing cross-tell information bulletin and messages for MAJCOM release to other similarly equipped units, when necessary.

9.3.11. Performs review of DRs, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.3.12. Reviews publications and technical data files for compliance with applicable AFIs.

9.3.13. Reviews adequacy of housekeeping practices.

9.3.14. Reviews reports to include timely and accurate submission, suspense control, and procedures for review prior to submission and coordination with other affected agencies.

9.3.15. Reviews documentation to include adequacy of files, directive compliance, accuracy and documentation disposition.

9.3.16. Reviews management and scheduling of items requiring calibration or weight testing to include currency of calibration/weight test due dates, adherence to TMDE calibration schedule and control of items.

9.3.17. Reviews documents maintained by work center contractor for support equipment (to include maintenance and inspection).

9.3.18. Periodically reviews contractor-initiated waiver requests for approval/coordination through MAJCOM Vehicle Management Staffs

9.3.19. Reviews government furnished property inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property.

9.3.20. Maintains technical competency in their assigned performance assessment areas. They must stay abreast of all industry trends, safety requirements, and environmental and HAZMAT laws.

9.3.21. Performs periodic assessment on contractor maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise and contingency operations.

9.3.22. Surveys and assesses contractor compliance with federal, state and local environmental laws, and AFIs.

9.3.23. QAPs may be required to periodically inventory government property and to provide information to the Contracting Officer on any loss, damage or destruction of government property.

9.3.24. During contract renewals; ensures vehicle management portion of the PWS is coordinated through MAJCOM Vehicle Management Staffs

9.3.25. The QAP may not:

9.3.25.1. Act in such a manner as to cause the contractor to believe they have authority to bind and/or obligate the Government.

9.3.25.2. Clarify, make or infer legal interpretation on the scope or intent of the contract. Questions pertaining to interpretation of any contract provision shall be referred to the Base Contracting Officer for resolution.

9.3.25.3. Approve contractor's procedures.

9.3.25.4. Authorize the expenditure of funds.

9.3.25.5. Levy or impose upon a contractor any task or permit any substitution not specifically provided for in the contract.

9.3.25.6. Enter into or make changes to contract requirements.

9.3.25.7. Give direction to the contractor or employees. Offer advice to the contractor which may adversely affect contract performance or compromise the rights of the AF.

9.4. Performance Plan. Identifies the multi-functional team, their roles and responsibilities, how the team will assess performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life cycle.

9.4.1. Use the PP to assess the services provided by the contractor. The PP provides for effective and efficient performance assessment to ensure acceptable service is received. The performance plan includes:

9.4.1.1. Objective(s) in having the service provided, i.e., to provide quality vehicle maintenance for AF vehicles, while complying with all environmental, air pollution and mandated requirements.

9.4.1.2. Incorporate the strategy, methods and tools the multi-functional teams have developed to assess the contractor's performance against the performance thresholds, measurements, metrics and incentives identified in the contract. Performance thresholds are measured in terms of quality and timeliness. Include a table that incorporates the performance threshold, measurement and metrics.

9.4.1.3. Develop a management approach, to include methods and tools the multi-functional team has developed to validate the objectives and goals identified as part of the Performance Plan, e.g., benchmarking, etc.

9.4.1.4. Provide an incentive plan that validates the objective and goals of the multi-functional team.

9.4.2. Performance metrics are used to track contractor progress towards meeting stated performance objectives. The multi-functional team ensures that the performance metrics are aligning with the performance-based work statement and overall mission support objectives.

9.5. Performance Assessment Methods. The suggested source of performance assessment is the contractor's Management Information System. The purpose of having an information system is to validate the contractor is performing in accordance to the terms and conditions of the contract. The data system is used to validate contractor response times, schedules, etc.

9.5.1. **Random Inspection/Sampling.** Random visits to assess performance provide the QAP with a valuable management tool. Random samplings provide good overall performance indicators. Each job is evaluated against the PWS or performance standard to ensure the contractor is in compliance with the terms and conditions of the contract. The critical element in a random sampling evaluation is the samplings taken are truly random and they depict the true average performance.

9.5.2. **Checklists.** The checklist system is an easy method to identify the routine functions of the contractor's activities. Prepare initial checklists from previously existing inspection guidelines and specific provisions in the contract. Review and modify the checklist as necessary to ensure accuracy and currency.

9.5.3. **Customer Complaints.** The QAP can use customer complaints to identify potential problems. The QAP must train the customer on the terms and conditions of the contract to ensure the customer complaint is valid. The QAP must respond quickly to the customer complaint with an objective evaluation. Feedback and involvement with dissatisfied customers are the keys to the complaint system having validity.

9.6. Vehicle Management QAP Administrative Duties.

9.6.1. Responsible to the LRS Commander or equivalent to perform as a technical advisor for vehicle management when clarification is required.

9.6.2. Validates the contractor is properly managing Deficiency Reporting, TO Distribution, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.6.3. The QAP will maintain an organized filing system. Records are subject to inspection/review by the IG and auditors, etc., and can be used in litigation to support either the government or contractor position in disputes.

9.6.3.1. QAP File Content. QAPs will establish and maintain a contract performance assessment file for each active service contract. The file will contain the following, as applicable:

9.6.3.1.1. A duplicate copy of the QAP appointment letter signed by the Contracting Officer and Training Certificate (e.g., Phase I and II Training).

9.6.3.1.2. A copy of the contract with attachments and the contractor's Quality Control Plan.

9.6.3.1.3. A copy of all modifications to the contract. Modifications are executed on a SF 30, *Amendment of Solicitation/Modification of Contract*.

9.6.3.1.4. A copy of the Performance Plan. To include the roles and responsibilities of the QAP.

9.6.3.1.5. Copies of all documents relating to the acceptance and payment for services received.

9.6.3.1.6. Correspondence to and from the Multi-Functional Team, Contracting Officer and contractor. This correspondence will include special instructions from the Contracting Officer and correspondence relating to contractor performance assessment.

9.6.3.1.6.1. A copy of any memoranda for the record to document:

9.6.3.1.6.2. Telephone conversations with the contractor and the Contracting Officer.

9.6.3.1.6.3. Pre-performance and Post award conference meeting minutes.

9.6.3.1.6.4. Any other conversations or meetings with the contractor, Multi-

Functional Team or Contracting Officer.

9.6.3.1.6.5. Records of the contractor's internal inspection system, if obtained from the contractor.

9.6.3.1.6.6. Schedules and documents pertaining to and documenting performance assessment.

9.6.3.1.6.7. Samples, photographs, witness statements and other factual data to support documentation.

9.6.3.1.6.8. Names of individuals who are functioning as technical and administrative assistants.

9.6.3.1.6.9. Applicable test reports, data required by the contract, AF Forms 9 and funding obligations for the contract.

9.6.4. Disposition of QAP Files. Upon contract closeout, the QAP forwards all records to the Contracting Officer.

9.6.5. Suspense Files. A suspense system will be established to advise the Multi-Functional Team, QAPC or Contracting Officer of the contractor's failure to complete acceptable performance or delivery IAW the contract terms and conditions.

9.7. Contract Administration. The QAP has certain responsibilities to be familiar with. The following are the primary functions and personnel the QAP will routinely deal with:

9.7.1. FAC. The FAC is a Functional Commander or Functional Director of any functional area with government program management responsibility to oversee the functional mission. For example, for Vehicle Management the LRS Commander or equivalent is the FAC. They are generally responsible for:

9.7.1.1. Developing and sustaining a sound Quality Assurance Evaluation Program.

9.7.1.2. Implementing the PP and establishing a comprehensive training program.

9.7.1.3. Overseeing development of the PWS, PP, market research, government cost estimates, funding and evaluation assessment guides.

9.7.1.3.1. The requirements in the PP and assessment guides are "outcome-based" in that they only reflect the desired end results--not the process. Each outcome-based requirement includes clear, unambiguous and measurable performance thresholds so there is no question whether our mission requirement was met. Performance assessment methods are consistent with the standards focusing on end results, not the processes.

9.7.2. The Contracting Officer is empowered to award and/or administer contracts. The Contracting Officer acts as an agent between the AF and the contractor. The Base Contracting Officer is the only person authorized to enter into contracts and is responsible for reviewing the contractor's performance to ensure that it is satisfactory and the AF receives the products and/or services requested.

9.7.3. QAPs may be involved in the modification process in the following areas: Identifying the required change(s), preparing documentation on the proposed change(s), preparing government cost estimate(s), advising the Contracting Officer on technical aspects of the

change(s), participating in reviews of contractor technical proposals, supporting the Contracting Officer in the negotiations of change.

Chapter 10

VCO/VCNCO INFORMATION

Section 10A—Introduction

10.1. Vehicle Control Program. DOD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DOD mission. To ensure day-to-day management of those motor vehicles permanently assigned to units and agencies, the AF has adopted the Vehicle Control Program or VCP. As established in this AFI, each organizational commander with registered and/or leased vehicles assigned (to include OGMVCs and trailers not classified as a vehicle) to their organization will appoint a VCO and/or VCNCO (to include alternates as needed), in writing, and forward that appointment to the base vehicle management activity. The VFM/VMS will ensure VCO/ VCNCO training is accomplished.

Note: Refer to **paragraph 4.53** for additional information concerning the VCP.

10.2. Vehicle Management Policy. Public law directs the DOD and AF to maintain the minimum number of fuel-efficient motor vehicles to accomplish the mission and limits their use to official purposes. All management echelons must put emphasis on controlling and conserving vehicle assets. The vehicle user is responsible for operation, conservation and condition of vehicles used. This responsibility is enforced through the operator's supervisor, commander, and commander appointed VCO/VCNCO.

10.3. Host Logistics Readiness Services. The host logistics readiness activity provides maintenance support, fleet management, and transportation services not within the using agencies capability.

10.3.1. LRS services will be covered during locally developed VCO/VCNCO orientation briefings.

10.3.2. Vehicle Management normally provides the following services:

10.3.2.1. Provides assistance to VCO/VCNCO with vehicle justifications, leasing procedures, vehicle analysis, DOD Fleet Fuel Cards, briefing/training VCO/VCNCO, conducting vehicle assessment inspections/providing results and staff assistance visits.

10.3.2.2. Scheduled maintenance, to include PM&I and Special Inspections. These inspections are maintenance actions normally scheduled in advance, based on a vehicle's actual or projected mileage, hours of operation, or by calendar time. VM&A will coordinate scheduled maintenance with unit VCOs.

10.3.2.3. Unscheduled Maintenance. VCOs will ensure that any motor vehicle malfunction is reported to the vehicle management customer service section (or equivalent element) in a timely manner.

10.3.2.4. Minor Maintenance Road Side Assistance. During normal duty hours, roadside service for most disabled vehicles can be provided. This service can also be available after normal duty hours for urgent or emergency situations. Follow the installation prescribed procedures for requesting this assistance.

10.4. Vehicle Control Duties. Locally developed VCO/VCNCO orientation briefings will cover all aspects of VCO/VCNCO duties. As a minimum unit VCO/VCNCO's are responsible for:

10.4. (SHAWAFB)Vehicle Control Duties. The forms listed here are required to be in each government vehicle whenever the vehicle is in operation: AF Form 1800/1807, DD Form 518, *Accident Identification Card*; SF 91, *Motor Vehicle Accident Report*. The Vehicle Waiver Record is available from the Vehicle Management Customer Service Center.

10.4.1. Acting as a liaison between their unit and the host logistics readiness squadron for all unit government motor vehicle matters.

10.4.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.

10.4.2.1. VCO/VCNCOs are required to receipt for permanently assigned unit vehicles from the base VFM/VMS or VM&A using the LIMS-EV Vehicle View or CRIS Tool Master Listing hand Receipt. VCO/VCNCOs then assign the vehicles to their respective authorized functions.

10.4.3. Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans; and notifying the VFM/VMS when assigned vehicles are no longer required.

10.4.3.1. New vehicle authorization requests and requirements must comply with the AF Vehicle Fleet Growth Policy IAW **paragraph 4.73**

10.4.3.2. VCOs provide vehicle management with mission impact statements to substantiate annual base vehicle buy submissions when requested by vehicle management.

10.4.3.3. Continued retention of vehicle authorizations is predicated on the continuing need and asset utilization.

10.4.4. Properly routing purchase requests for OGMVCs and trailers not classified as a vehicle. Purchase request must be reviewed by the VFM/VMS to ensure the desired asset is an OGMVC or equipment item and not a vehicle. Purchase requests for other non-registered equipment (i.e., ATVs, mowers, etc.) will also be coordinated with the VFM/VMS. Refer to **paragraph 3.17** for additional details.

Note: Organizations will first work to establish or purchase a maintenance agreement or contract to support the maintenance requirements of the OGMVC and/or non-registered equipment prior to purchase.

10.4.4.1. LSVs ***will not*** be purchased by using organizations. Refer to **paragraph 4.78** for further clarification.

10.4.5. Providing justification data to support unit MEL. An MEL indicates the number of vehicles, by type, that can be in the vehicle maintenance shop at one time and not seriously affect the user's mission.

10.4.6. All authorization requests for organizational add-on equipment will be submitted, in writing, to the VM&A. Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation. The vehicle will

be placed into original configuration at unit cost if vehicle is rotated/shipped. All requests will be reviewed by the VFM/VMS for final approval.

10.4.7. Ensuring supplies, tools, and equipment for unit vehicles, such as highway warning kits, first aid kits (when required by local authorities), tire chains, polish, wax, chamois, sponges, jacks, lug wrenches, fire extinguishers, and spare tires (unless items are original equipment on vehicles). These items are procured by the VCO/VCNCO with unit O&M funds through GPC or standard supply chain management.

10.4.8. Ensuring only qualified and properly licensed military, DOD employees, or authorized DOD contractors who meet the criteria established in AFI 24-301 operate assigned motor vehicles.

10.4.8.1. Ensuring unit vehicle licensing and training program is conducted in accordance with AFI 24-301.

10.4.9. Initiating and maintaining the appropriate Operator Inspection Guide and Trouble Report for each assigned vehicle monthly IAW **paragraph 3.19** and **Section 7B** of this AFI.

10.4.9.1. Ensuring that operator maintenance is performed and vehicle malfunctions are reported to vehicle management IAW **paragraph 3.19.2**

Note: IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection Documentation, Policies, and Procedures*, AFTO Form 244 will be used to document maintenance actions on Vehicular Support Equipment (VSE). VSE includes items of a particular nature used in support of the maintenance or launch of weapon systems and support/training aerospace vehicle. It **does not** include OGMVCs or trailers not classified as a vehicle.

10.4.10. Take appropriate measures to prevent misuse, abuse and damage to AF motor vehicles. Motor vehicle accident and abuse prevention programs at all levels will include:

10.4.10.1. Conducting and documenting monthly vehicle safety orientation and education briefings.

10.4.10.2. Conducting and documenting monthly inspections to ensure assigned vehicles are serviceable and clean. VCO/VCNCOs will use the appropriate "Operator's Inspection Guide and Trouble Report" and AF Form 4431 as guides when performing these inspections. VCO/VCNCOs will establish a schedule to ensure all assigned vehicles are inspected at least twice a year.

10.4.10.3. Ensuring unit provides flight line training and testing to assigned personnel when required.

10.4.10.4. Ensuring unit vehicles are washed IAW intervals prescribed in TO 36-1-191, Table 6-3, and waxed when required IAW **paragraph 3.19** and local directives.

10.4.10.4.1. Operators will not steam clean or high-pressure wash engines or engine compartments.

10.4.10.4.2. Vehicle operators/using organizations will wax vehicles often enough with a manual application type wax to preserve the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes.

10.4.10.4.3. Vehicle operators/organizations operating a "vehicle wash rack" or automated car-wash facility will review manufacture or industry standard requirements when acquiring and using commercial-off-the-shelve vehicle-cleaning products for use on modern paint finishes, e.g., “base-coat, clear-coat”. Additionally, operators/organizations will procure EPA Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantages.

Exception: Vehicle operator may utilize commercial vendor car-wash facilities regardless of the vehicle-cleaning products being used.

10.4.10.5. Providing vehicle operators with instructions to follow, including agencies to phone, when accidents occur.

Note: Whenever the vehicle is in operation, SF 91 and DD Form 518 will be with the vehicle.

10.4.10.5.1. The using organization commander designates an official to investigate each accident and provides results to Host base safety office.

10.4.10.5.2. The Chief of Safety investigates and analyzes to determine the causes or possible corrective actions; accident trends involving government owned or rented motor vehicles are analyzed or investigated by the Chief of Safety.

10.4.10.5.3. An operator surrenders the AF Form 2293 with the SF 91 to the VCO/VCNCO after the accident. Unit commanders may reinstate the license at their discretion.

10.4.10.5.4. Accident reporting for commercial rental/lease and GSA vehicles is the same as reporting an accident involving a government owned vehicle.

10.4.10.5.5. When payment for damage (either voluntary or on a DD Form 200, *Financial Liability Investigation of Property Loss*) is involved, the unit VCO/VCNCO requests an AF Form 20 from VM&A for the actual repair cost.

10.4.11. Review assigned “like” vehicle type mileages and rotate low-usage or low mileage vehicles with high-usage or high mileage vehicles within the organization when possible.

10.4.12. Ensure all unit vehicle-leasing actions are coordinated through Vehicle Management. Associate units are required to have vehicle rental/lease requests coordinated through the host logistics readiness squadron’s Vehicle Management. Vehicle renting/leasing may possibly affect vehicle buy submissions, vehicle rotations, MEL, etc.

10.4.13. Manage fuel VIL keys IAW DLA Energy policy, to include periodic VIL key inventories and control measures. DLA Energy policy can be found at the DLA Energy Defense Knowledge Online website or by contacting the Fuels Management Flight.

10.4.14. Ensure all vehicle operators are brief on the installation vehicle idling policy when first assigned or when there are approved policy changes.

10.5. Permissible Operating Distance (POD). Since it is usually more economical to use services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the installation, each base has an established POD for assigned motor vehicles. POD applies to all government-owned and rental/leased vehicles. Be aware of approved POD and seek approval from Vehicle Operations before traveling outside the POD.

Section 10B—Motor Vehicle Official Use Policy

10.6. Official Use of Government Vehicles. AFI 24-301, contains specific policy guidance on official use of government vehicles. General official use rules listed in AFI 24-301, Attachment 8 are non-inclusive and are provided to aid unit vehicle control personnel in interpreting official use policy. The DSC/DSS (VOM/VOS in those units that are not required to reorganize to have a Distribution Section) can give guidance in specific cases where the official nature of vehicle usage is in question. Questions concerning the official use of government vehicles shall be resolved in favor of strict compliance with statutory provisions.

Section 10C—Vehicle Operators

10.7. Vehicle Operators Will:

10.7.1. Understand the guidelines in this AFI, AFMAN 24-306_IP, AFI 24-301, technical orders, technical and commercial manuals and plans of instruction for the vehicles operated.

10.7.2. Use government rented/leased or owned motor vehicles for official purposes only.

10.7.3. Perform required operator care and inspection on all government-owned and rented/leased vehicles using appropriate vehicle inspection guides and sign the form.

10.7.4. Ensure the safety of self and passengers by ensuring that seat and shoulder belts (when available) are fastened. The senior occupant will enforce compliance.

10.7.5. Ensure the security of the vehicle and cargo.

10.7.6. Operate vehicles in the most fuel-efficient manner. Refer to AFMAN 24-306_IP.

10.7.7. Report vehicle malfunctions to the Vehicle Management Customer Service Center (or equivalent) element within one normal workday.

10.7.7.1. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed in **paragraph 3.19.2.2** are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible.

Note: If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day. Failure to report malfunctions will constitute vehicle abuse.

10.7.8. Notify the VCO of any personal status changes (e.g., physical profile change, use of prescription medications, and significant infraction of civil traffic laws).

10.8. Vehicle Operators Will Not:

10.8.1. Use cellular telephones on or off-base while operating an AF (rented/leased or owned) vehicle.

Exception: Vehicle operators may use a cellular phone when using a hands-free device or hands-free operating mode.

10.8.2. Use tobacco products in AF vehicles.

10.8.3. Consume alcoholic beverages in any government vehicle.

10.8.4. "Text" on a cellular telephone or other electronic device while operating an AF (rented/leased or owned) vehicle.

10.9. Additional Information.

10.9.1. More organizational and operator's responsibilities can be found in **paragraph 3.19**

10.9.2. Refer to **Chapter 7** for additional instructions for completing the appropriate Operator's Inspection Guide and Trouble Report.

10.10. Vehicle Assessment Inspections.

10.10.1. Vehicle Management will perform Vehicle Assessment Inspections on at least 25 percent of unit assigned vehicles during each calendar year. The intent of the inspection is to ensure proper operator care is being performed and vehicle documentation is being properly completed.

10.10.2. Normally, vehicle assessments will be completed at Vehicle Management when a vehicle is turned in for scheduled PM&I, or can be completed at the using organization's facility as determined by Vehicle Management.

10.10.3. AF Form 4431 will be used to document the assessment.

10.10.4. Annually, using organizational commanders will receive assessment report for vehicles assigned to their unit from Vehicle Management.

10.10.5. Refer to **paragraph 4.53.8** for more information.

Chapter 11

ENVIRONMENTAL MANAGEMENT

Section 11A—Introduction

11.1. Roles and Responsibilities.

11.1.1. **VEMSO.** VEMSO is responsible for executing the vehicle energy program in order to meet the goals of AFI 90-1701, *Energy Management*. VEMSO will oversee the day-to-day operations of vehicle energy management and will coordinate between all AF activities to support the AF energy governance described in AFPD 90-17, *Energy Management*. Additionally, VEMSO:

11.1.1.1. Will provide guidance to the MAJCOMs and bases regarding new federal or Air Force policy affecting vehicular energy management and will act as clearing house for vehicle energy opportunities identified by the MAJCOMs.

11.1.1.2. Will facilitate the coordination of all congressional energy reporting requirements applicable to the vehicle management community.

11.1.1.3. Will validate opportunities identified by the MAJCOMs, garner support from the VTAC and advocate for funding for new opportunities through the Air Force energy governance described in AFPD 90-17.

11.1.1.4. Is responsible for tracking the progress of energy opportunities and will also provide direct support for greenhouse gas reporting requirements.

11.1.1.5. Is the authoritative source for measuring compliance with the vehicle energy goals of AFI 90-1701.

11.1.2. **MAJCOM.** Identify a single point of contact to work with the bases and to engage at any MAJCOM level energy working groups.

11.1.2.1. Work with the bases and compile any new energy opportunities. Ensure all bases have identified a single point of contact to engage at the base-level energy steering groups.

11.1.2.2. Identify and collect energy opportunities and will submit to VEMSO for consideration.

11.1.3. **VTAC.** The VTAC (refer to **paragraph 3.4**) will include energy management as a core function. Any new energy opportunity or strategy that has the potential to change the business rules of the vehicle management enterprise will be briefed by VEMSO and voted on by the VTAC. This includes new energy initiatives or strategies that are a result of both new Air Force policy or new federal policy and executive orders.

11.2. Applicable Laws and Directives. The following list (not all-inclusive) is applicable to vehicles identified in **paragraph 1.1.2**.:

11.2.1. EPAct of 1992 and 2005.

11.2.2. *The Energy Independence and Security Act of 2007*.

11.2.3. EOs 13423 and 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, October 5, 2009.

11.2.4. DOD, SAF/AQ and SAF/IE policies concerning GPP.

11.2.5. All mandates that direct Federal agencies to meet specific environmental targets. For example:

11.2.5.1. Alternative fuel use in AFVs where the appropriate alternative fuel is readily available or obtain a waiver per EPAct 2005, Section 701.

11.2.5.2. Increasing alternative fuels consumption by 10% a year through FY 2015 using FY2005 as the baseline.

11.2.5.3. Reducing total consumption of petroleum based fuel by 2% a year through 2015 using FY2005 as the baseline.

11.2.5.4. Acquiring plug-in hybrids vehicles (PHEV) when commercially available at a cost reasonably comparable, on the basis of life cycle cost, to non-PIH vehicles.

11.2.5.5. Improving the nation's air quality by reducing Green House Gas (GHG) emissions and reducing dependence on foreign oil.

11.2.6. Our national strategy is to create a Federal fleet which drives the country to commercialize AFVs and the infrastructure to support them. DODI 4715.4, *Pollution Prevention*, 18 June 1996, further requires that the Secretaries of the Military Departments establish programs to purchase and operate AFVs IAW EPAct. AFI 90-1701 provides information on the AF's Infrastructure Energy Strategic Plan.

Section 11B—AFV

11.3. AFV Acquisition. EPAct specifically applies to general purpose "Light Duty Vehicles" (less than or equal to 8,500 pounds GVW) based in an MSA (cities, counties, or consolidated areas with a 1980 population of more than 250,000). AFV requirements for each MSA installation in a given FY are calculated by multiplying the number of LDVs procured (new acquisitions and long-term rentals/leases) times the EPAct percentage required for that FY. Seventy-five percent of all MSA-based LDVs acquired each year must be AFVs.

Note: The Energy Conservation and Reauthorization Act of 1998 amended EPAct 1992 to allow one AFV acquisition credit for every 450 gallons of pure biodiesel (B100) and one credit for every 2,250 gallons of blended biodiesel that consists of 20 percent biodiesel (B20) fuel consumed in vehicles over 8,500 pounds GVW rating. "Biodiesel credits" may fulfill up to 50 percent of our agency's vehicle acquisition EPAct requirements.

11.3.1. Description of different types of AFVs and Electric Vehicles (EV). The AF's AFVs, whether purchased or rented/leased, are bi-fuel, flex-fuel or a dedicated alternative fueled vehicle, e.g., CNG, propane, E85, etc. EVs can either be dedicated or hybrid technology.

11.3.1.1. Bi-fuel AFVs have two mutually exclusive fuel systems and are designed to operate on either gasoline or an alternative fuel such as CNG or Liquefied Petroleum Gas, also known as propane, using one fuel at a time.

11.3.1.2. Flex-fuel AFVs are capable of using gasoline and an alternative fuel such as E85 (85 percent ethanol and 15 percent gasoline), or a mixture of gasoline and alternative fuel through the same tank/system.

11.3.1.3. Dedicated AFVs are vehicles that operate solely on an alternative fuel.

11.3.1.4. EVs operate solely from power stored in a system of batteries.

11.3.1.5. HEVs combine the benefits of gasoline or diesel engines and electric motors. HEVs can be configured to obtain different objectives, such as improved fuel economy, increased power or additional auxiliary power for electronic devices and power tools. PHEVs can be recharged via the electrical grid while the vehicle is not running.

11.3.2. When purchasing new vehicles, all units must first consider AFVs, LSVs, Hybrid Electric Vehicles (HEV) and low Greenhouse Gas (GHG) emitting vehicles (refer to **paragraph 11.3.7** for additional low GHG emitting vehicle procurement information). Before requesting new AFVs, all units must first consider the ability to meet mission requirements, availability of alternative fuel infrastructure (either on base or in the local area), the incremental cost of HEVs, PHEVs and whether a low GHG emitting vehicle is available to meet the requirement.

11.3.3. If AFVs or the infrastructure to support them are not available, the vehicles listed below must be considered for purchase (in the following order) after AFVs:

1) HEV or PHEV.
2) LSV.
3) Conventional vehicles (diesel engine propelled is preferable over gasoline if biodiesel (B20) is available locally). When purchasing diesel vehicles, B20 capable vehicles must be purchased when available.

Note: When acquiring diesel engine propelled vehicles that will utilize B20, be sure the Special Equipment Options, or "SEO", for engines capable of using B20 is noted.

11.3.4. MAJCOM and installation Vehicle Management Staffs are responsible for requesting and prioritizing, through the vehicle buy program, the appropriate number of new OEM AFV purchases to meet acquisition goals in AFI 90-1701.

11.3.4.1. MAJCOM Vehicle Management Staffs **will** acquire law enforcement and emergency-use AFVs, if such vehicles are capable of meeting mission requirements.

11.3.5. When renting/leasing vehicles, MAJCOM and installation Vehicle Management Staffs are also responsible for ensuring that long-term rental/lease requests (see **Chapter 4**) meet EPAct and EO 13423 requirements for each requesting base. All AFV rental/lease incremental cost will be surcharged across the entire fleet IAW EPAct 2005, Title VII, Subtitle A, Sec. 702. **Note:** For information on GSA AFV rental/leases contact GSA Fleet Services at: **gsafleet@gsa.gov.**

11.3.6. Once procured, AFVs count as credits toward EPAct requirements. MAJCOM Vehicle Management Staffs are encouraged to assign AFVs where infrastructure is available or the AFVs can be used to leverage potential infrastructure.

11.3.7. AFV acquisitions in MSAs and for vehicle acquisitions in Non-MSAs. Ensure the vehicle with highest GHG score is obtained that meets mission requirements. Refer to the

following EPA website for specific vehicle GHG/Air Pollution Score and complete GHG Guide: **http://www.epa.gov/greenvehicles/Index.do**

Note: AFI 90-1701 states all new vehicle purchases shall be low greenhouse gas emitting light duty and medium duty passenger vehicles. If no such vehicle is available to meet the functional need, the acquiring organization must obtain a waiver from AF/A4/7.

11.4. Exemptions. EPAct 1992 Section 303(b) (3) exempts most law enforcement vehicles, emergency vehicles and vehicles used for military purposes (exempt for national security reasons) from AFV acquisition requirements. VEMSO will serve as the clearinghouse for exemption requests, exemption data collection and exemption reporting.

11.4.1. A law enforcement vehicle may be:

11.4.1.1. Any vehicle which is (1) specifically approved in an agency's appropriation act for use in apprehension, pursuit, patrol or protection, or is routinely used for other law enforcement activities such as surveillance, or (2) covered by the current version of Item 17 or Item 17A, Federal Standard Number 122, published by GSA.

11.4.1.2. A rental/leased vehicle equipped with at least the following components (1) for passenger automobiles, heavy-duty electrical, cooling and suspension systems and at least the next more powerful engine than is standard for the automobile concerned, or (2) for light trucks, emergency warning lights or identification or markings such as "police".

11.4.1.3. An unmarked vehicle which is certified by the SECAF as essential for the safe and efficient performance of intelligence, counterintelligence, protective or other law enforcement duties.

11.4.2. An emergency vehicle is any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and/or equipment to and from a situation in which speed is required to save lives or property, such as a rescue vehicle, fire truck or ambulance.

11.4.3. Vehicles used for military purposes (exempt for national security reasons):

11.4.3.1. Vehicles defined as "tactical vehicles" are automatically exempt from EPAct AFV requirements and a national security exemption need not be claimed for them. LDVs similar to those driven by the general public are also automatically exempt as tactical vehicles if the vehicles have been modified (such as the addition of a 24-volt electrical system) to meet military specifications, unless the vehicle is normally used as an administrative vehicle.

11.4.3.2. Administrative vehicles that may have to be deployed as part of a military operation will not automatically receive a national security exemption. Many vehicles can operate on alternative fuel when performing their administrative missions at home station and operate on a petroleum-based fuel when deployed as part of a military operation. A national security exemption must be claimed for such a vehicle only when there is substantial possibility that the vehicle will be deployed, and the vehicle could not be deployed if it was an AFV or the AFV attributes of the vehicle would negatively affect performance of its mission when deployed.

Section 11C—Infrastructure

11.5. Funding. Funding for development of on-base alternative fuel infrastructure is limited. EPAct 2005 mandates that agencies arrange for fueling of AFVs at commercial, federally and/ or publicly accessible facilities to the maximum extent practical. If such a station exists or is planned, AFVs are required to use a station if it is located within 5 miles or 15 minutes from the vehicle's garaged location on the installation IAW DOD 4500.36-R. Locating alternative fuels for any location can be done using the DOE Alternative Fuel Site Locator: **http://www.afdc.energy.gov/afdc/fuels/stations.html** or to access from a smart phone or PDA use **http://www.afdc.energy.gov/afdc/locator/m/stations**/.

11.5.1. If a commercial station proves impractical in terms of fuel costs, vehicle wear and manpower, a very advantageous means of acquiring fueling capability is through:

11.5.1.1. DLA funded infrastructure.

11.5.1.1.1. DLA Energy is responsible to fund for new fuels infrastructure holding fuel capitalized by the Defense Working Capital Fund IAW DODD 4140.25, *DoD Management Policy for Energy Commodities and Related Services*, 12 April 2004.

11.5.1.1.2. Vehicle Management will identify fuel requirements to Fuels Management by grade, expected annual consumption and total vehicle fuel tank capacity.

11.5.1.1.3. Fuels Management will analyze the base infrastructure and submit an AF Form 332 to CES establishing the requirement for additional infrastructure based on the requirement for the total storage required by grade and type of fuel IAW Unified Facilities Criteria (UFC).

11.5.1.1.4. CES will assess parking, traffic, tankage and dispensing equipment identified by Fuels Management IAW UFC 3-460-01, *Design: Petroleum Fuel Facilities*, and CES guidance. The CES will prepare cost estimates and programming documentation for submission through the MAJCOM Fuel Office to the Air Force Petroleum Agency (AFPA) and the DLA Energy office IAW DLA Energy programming guidance.

11.5.2. Contractor-owned/maintained equipment agreement. Negotiating agreements with commercial fuel providers for alternative fuel stations can be complicated. Installations are encouraged to obtain access to commercial alternative fuel infrastructure through their own efforts if possible, but are advised to seek expert help from MAJCOM, WR-ALC and AFCESA. Pitfalls that may be avoided through seeking expert help include disadvantageous agreements that require DOD to pay exorbitant fuel prices for long periods or agreements that provide for exorbitant penalties in the event that DOD installations fail to reach specified alternative fuel usage levels.

Section 11D—Alternative Fuel

11.6. Alternative Fuel Usage. Section 701 of the EPAct 2005 requires Federal agencies to use only alternative fuel in all of its dual fueled vehicles—such as ethanol flex-fuel vehicles (FFVs) or bi-fuel gasoline/gaseous fuel vehicles—except where the vehicles have received a waiver from the U.S. Department of Energy. The Section 701 requirement applies to all AFVs in the U.S. and Puerto Rico in Federal fleets covered by EPAct 1992. Waivers will be submitted by

June 30th each year to the Department of Energy via the Federal Automotive Statistical Tool web based program.

11.6.1. If alternative fuel is available for an AF owned or rented/leased AFV (can be obtained within a 15-minute drive or within five miles one way from the vehicle's garaged location) from a commercial off base alternative fuel station or another agency, then alternative fuel will be used 100 percent of the time.

11.6.2. If an installation has a nearby public or private alternative fuel station but no formal agreement has been established for its use, the installation will establish an economically advantageous use agreement, as described in **paragraph 11.5.2**

11.6.3. If an AFV is frequently driven off base for substantial distances, it must be refueled at alternative fuel stations to the greatest extent practical. Such vehicles must always be equipped with a regional map or directory of appropriate alternative fuel stations.

11.6.4. If the only available alternative fuel is on the commercial market, a DOD Fleet Fuel Card will be used to refuel AF owned vehicles. If this scenario becomes necessary, establish procedures to ensure the fuel is uploaded into OLVIMS as an off-base fuels transaction. If the appropriate alternative fuel is available on base, the VIL key shall be coded so only the alternative fuel can be utilized.

11.6.4.1. Some vehicles, for example bi-fuel Compressed Natural Gas (CNG), require a minimum amount of gasoline to be used periodically. In this case, VIL keys for those types of vehicles may be encoded with all fuel types utilized by that particular vehicle, provided fuel requirement documentation is maintained in the vehicle's Vehicle Historical File.

11.6.5. VFM/VMS will clearly and conspicuously identify all flexible fuel vehicles to vehicle operators.

11.6.5.1. This must be accomplished using a sticker affixed near the fuel gauge or fuel tank filler neck combined with a yellow fuel cap or other noticeable methods of indicating that the vehicle should be fueled with the appropriate alternative fuel whenever practical.

11.6.6. Vehicles that have not submitted for waiver under the EPAct 2005, Section 701 shall also have a map in the vehicle that indicates the location of all available alternative fueling infrastructure within five miles or 15 minutes of their normal operating location. There are several sources for such maps, including: **http://www.afdc.energy.gov/afdc/stations/find_station.php**.

11.6.7. The fleet manager's implementation plan shall also include training to all operators to ensure they understand the requirement to use the appropriate alternative fuel and shall clearly indicate that the price of the alternative fuel is not a factor in deciding to use it. Fleet managers will periodically check the data available to them to ensure this policy is being followed and conduct at least a semiannual assessment for sources of alternative fuels on the economy. For suggestions on how to track alternative fuel consumption, contact the VEMSO.

11.7. Biodiesel (B20).

11.7.1. B20 is not an alternative fuel, but is classified by the DLA Energy as a special fuel which aids DOD agencies by automatically reducing dependency on foreign oil by 20 percent. B20 is a fuel blend consisting of 20-volume percent biodiesel and 80-volume percent diesel fuel (grades DL1/DL2 or LS1/LS2) that can be used in lieu of diesel fuel in compression ignition engines. The use of B20 not only provides an automatic 20 percent fossil fuel reduction, it also reduces air emissions and gives us credit towards the EPAct 75 percent AFV acquisition mandate. One energy credit can be obtained by the use of 2,250 gallons of B20 in diesel engine driven vehicles weighing more than 8,500 pounds.

11.7.2. The use of B20 is essential in the AF's efforts to reduce its dependency on foreign oil. Regardless of the warranty implications, the AF mandates that B20 be used to the maximum extent possible. If a warranty condition develops due to the use of B20, then report the failure via the VM CoP so failures can be tracked and trends analyzed. Be sure to coordinate failure reports with the local fuels management activity to ensure that no problems exist with the quality of B20 at the refueling station. Warranty repair costs that are not covered by the dealer will be absorbed by the local vehicle management activity.

11.7.3. Additional information on B20 can be found in TO 42B1-1-1, *Fuels for USAF Piston and Turbine Support Equipment and Administrative Vehicles* and AFPA Fuels Technical Letter (FTL) 11-03, *Handling of Alternative Ground Fuels- Biodiesel Blends and Ethanol Fuel Blends for Flexible-Fuel Vehicles*.

Section 11E—Environmental Programs

11.8. Environmental Quality Program. AFPD 32-70, *Environmental Quality*, provides overall policy guidance associated with the AF's Environmental Quality Program. As stated in this policy directive, "The Air Force is committed to: Cleaning up environmental damage resulting from its past activities; meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; and eliminating pollution from its activities wherever possible." All AF functions are required to comply with the AF environmental quality program, and as such, Vehicle Management activities incur certain environmental responsibilities, to include, but not limited to:

11.8.1. **The Clean Air Act (CAA) and CAA Amendments of 1990.** These acts deal with atmospheric pollution and are implemented at the federal, state and local level. The major areas of concern for Vehicle Management under this legislation are vehicle exhaust emissions and ozone depleting chemicals such as Chlorofluorocarbons (CFC)-12 air conditioning refrigerants.

11.8.1.1. CAA Section 118(c), 42 U.S.C. § 7418, requires federal fleet vehicles, excluding tactical vehicles (refer to **paragraph 1.1.1.2**), to comply with valid state and local principality inspection and maintenance programs for Ozone and Carbon Monoxide. For more details, refer to AFI 32-7040, *Air Quality Compliance And Resource Management*.

11.8.1.1.1. The VFM/VMS should cooperate with the state to test Federal fleet vehicles and submit applicable reports. Exclude military tactical vehicles and any

other vehicles exempted under state law. These may include, for example, emergency vehicles, AFVs and certain newer model years.

11.8.1.2. Vehicle emission control devices are maintained and inspected according to technical directives, manufacturer's recommendations, and federal, state, local or host nation laws. All Vehicle Management activities use a program of regularly scheduled diagnostic tests to make sure that all engines comply with manufacturer's specifications. These test are usually done as part of the PM&I or when a major tune-up is accomplished. Inspect emission control devices when a vehicle is in for PM&I and see that the necessary work is done to ensure proper operation.

11.8.2. **40 CFR Part 82, Subpart B, *Servicing of Motor Vehicle Air Conditioners*, current edition.** This law establishes standards and requirements for servicing MVAC. This rule requires that only certified technicians, using certified equipment which has been registered with the EPA, services or maintains MVAC systems. Obtain technician certification through one of several EPA approved mechanics-testing and/or certifying programs. Proof of certification must be available on site at all times. CFC-134A is the only authorized refrigerant when servicing vehicles unless in-house recovered CFC-12 is available. If contract repairs are needed for a CFC-12 system they MUST be converted to CFC-134A. If MVAC repairs require purchasing CFC-12 it MUST be converted to CFC-134A.

11.8.3. **Green Procurement Program.** Green procurement is a program established under various laws and EOs directing federal agencies to procure and use recyclable and biobased products to the maximum extent practical. Refer to **paragraph 1.23** for more information concerning the AF Vehicle Management GPP policy.

11.8.4. **Oil Analysis.** MAJCOM Vehicle Management Staffs have the authority to implement oil analysis programs for all or specific segments of their assigned vehicle fleets at their discretion. Oil analysis is considered a waste stream reduction tool. It may increase the Vehicle Management activity's workload.

11.8.5. **HAZMART.** Use base HAZMART, IAW AFI 32-7086, *Hazardous Material Management*, and in consultation with the base HAZMAT Management Process Team, to the maximum extent practical as a means to reduce waste of bulk HAZMAT when their shelf life expires. Within the framework of the pharmacy program, ensure vehicle management processes are authorized by the HMMP Team IAW AFI 32-7086, to enable establishment of a set amount of HAZMAT needed to perform their operation and receive measured amounts of this material on an as-required basis; as well as to ensure Environmental Safety and Occupational Health (ESOH) controls are established.

Note: Vehicle specific HAZMAT not managed by the HAZMART will be controlled IAW pharmacy practices.

11.8.5.1. Follow local directives and laws when hazardous waste disposal is required. The VFM/VMS establish a CES-coordinated OI on pollution prevention and on hazardous waste management.

11.8.6. **Lead-Free Wheel Weight Use.** Only lead-free wheel weights are authorized for procurement. Refer to **paragraph 5.46** procurement information.

11.9. Vehicle Idling Policy.

11.9. (SHAWAFB)Vehicle Idling Policy. Excessive vehicle idling wastes fuel (as much as 1/2 gallon per hour), causes unnecessary air pollution, and wears vehicle components out more quickly.

11.9.1. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling.

11.9.1. **(SHAWAFB)** Shaw AFB vehicle operators will limit vehicle idling to 5 minutes except when the Wet Bulb Globe Temperature (WBGT) reaches stage 4 (Red Flag) or stage 5 (Black Flag) to allow for the use of vehicle air conditioning.

11.9.2. In areas without such regulations, a “5 minute” idling policy will be in effect.

11.9.3. Cold weather bases, consistent with applicable laws and regulations, may allow vehicles to remain idling (while being monitored) during extreme cold weather, as approved by the installation commander and policy must be included in wing instructions.

11.9.4. Consistent with applicable laws and regulations, installation commanders may also allow vehicles to remain idling (while being monitored) during hot weather for air conditioner use. Approved policy must be included in wing instructions.

11.9.5. Where applicable state, local or host nation laws and regulation in regards to air quality/vehicle idling during extreme temperatures do not exist, installation commanders may allow vehicles to remain idling when extreme temperatures ranges exist; such as those associated with Wind Chill Index and flag colors “yellow” and “red”, or Heat Category flag colors “red” or “black”, IAW AFPAM 48-151, *Thermal Injury*, when temperature controlled.

11.9.6. Both cold and hot weather idling policy procedures must be coordinated and approved by the installation environmental, safety and legal officials.

11.9.7. Operators will be familiar with these applicable state, local or host nation laws and regulations and/or installation procedures prior to leaving a vehicle idling.

11.9.8. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment may either be generally exempt from state, local or host nation idling control regulations or exempt for specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal.

11.9.9. Installations should consult with their servicing Regional Environmental Office (HQ AFCEE-ER/CR/WR) for further information on the locally applicable idling rules for their installation.

Chapter 12

MRAP FOV MAINTENANCE AND MANAGEMENT

12.1. Roles and Responsibilities.

12.1.1. **ACC**. As Lead Command, ACC will execute responsibilities and authority (as outlined in AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon* Systems, applicable AFIs, policies and guidance) will:

12.1.1.1. Advocate for the weapon system and respond to issues addressing its status and use; to include capabilities-based planning, programming, and budgeting for designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

12.1.2. **AFMC**. AFMC Will execute responsibilities and authority as outlined in AFPD 10-9, applicable AFIs, policies and guidance, and will:

12.1.2.1. Serve as the designated AF Centralized Asset Management Executive Agent, maintain system engineering integrity to include planning to establish and maintain configuration control and interoperability, and approve any implementation of permanent modifications.

12.1.3. **All Other MAJCOMS**. Will execute responsibilities and authority as outlined in AFPD 10-9, applicable AFIs, policies and guidance.

12.1.4. **Wing Commander, or equivalent.**

12.1.4.1. Ensure wing instructions include MRAP weapon systems as applicable.

12.1.4.2. Ensure all Aerospace Vehicle Distribution Officer actions are executed for MRAPs as outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting.*.

12.1.5. **MSG Commander, or equivalent**.

12.1.5.1. Provide senior-level oversight for MRAP weapons system management and maintenance programs.

12.1.5.2. Ensure strict compliance to instructions, policies, directives, technical orders, and management procedures.

12.1.5.3. Designate the MRAP Accountable Officer and the MRAP Responsible Officer as outlined in AFI 23-111.

Note: Typically, the LRS Commander is designated the Accountable Officer and the user organization commander is the Responsible Officer.

12.1.6. **LRS Commander, or equivalent**.

12.1.6.1. MRAP management responsibility.

12.1.6.2. If designated, perform Accountable Officer duties per AFI 23-111.

12.1.6.3. Ensure Memorandums of Understanding and necessary publications with other support agencies are in place and current to ensure successful management of MRAP weapon systems as needed.

12.1.6.4. Coordinate with the wing level IMDS Database Manager for IMDS training, operation and service.

12.1.6.5. Ensure MRAP MC status is accurate and updated in a timely manner.

12.1.7. **Vehicle Management**.

12.1.7.1. Work in conjunction with the operational users to verify and validate accuracy of IMDS information when accepting an MRAP into local inventory; to include, verification of configuration and equipment inventory.

12.1.7.2. Initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repairs with approved source of repair for both Base Vehicle Platform (BVP) and Mission Support Equipment (MSE).

12.1.7.3. Coordinate with approved Field Service Representative (FSR)/contractor for repairs not supported by organic maintenance capabilities.

12.1.7.4. Coordinate with user organization VCO/VCNCO to ensure current and accurate weapon system status is maintained in IMDS.

12.1.7.5. Maintain appropriate records and Jacket Files. Files will contain at a minimum: TCTOs, OTIs, Special Instructions, Safety of Use Messages (SOUM), Maintenance Advisory Messages (MAM), Time Change Items (TCI), modifications, add-on enhancements and retrofit kit documentation, warranty claims, AFTO Form 95, *Significant Historical Data*, AFTO Form 107, and the last seven sets of applicable AFTO Form 781 series forms.

12.1.7.6. Manage MRAP BVP shipments and coordinate with user organization for MSE synchronization. The VFM is responsible for shipment of the BVP and the using organization is responsible for MSE shipment and tracking.

12.1.7.7. Track and coordinate BVP and MSE depot repair actions.

12.1.7.8. Process TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation events that apply to the BVP and MSE. Work will be coordinated with FSRs as applicable.

12.1.7.9. Ensure DRs relating to the BVP and MSE are accomplished IAW TO 00-35D-54-WA-1, TO 36-1-191 and established procedures for warranty items. Reports will be coordinated with FSRs as applicable.

12.1.8. **MRAP Operational User Commander**.

12.1.8.1. If designated, perform Responsible Officer duties per AFI 23-111.

12.1.8.2. Designate the MRAP Responsible Person as outlined in AFI 23-111

12.1.8.3. Have daily responsibility of assigned MRAPs and associated MSE.

12.1.9. **VCO/VCNCO**.

12.1.9.1. If designated, perform Responsible Person duties per AFI 23-111.

12.1.9.2. Serve as the operating unit focal point for all MRAP maintenance actions/issues and coordinate with Vehicle Management, or equivalent, for action.

12.1.9.3. Report and coordinate repair of all maintenance discrepancies with Vehicle Management; ensure MRAP MC status is updated and accurately reflected.

12.1.9.4. Coordinate with Vehicle Management for MRAP BVP and MSE shipments to ensure synchronization in shipping. Vehicle Management is responsible for shipment of the vehicle platform and using organization is responsible for shipment and tracking of MSE.

12.1.9.5. Complete supply transactions for equipment account tracked MSE and inform Vehicle Management to ensure IMDS updates.

12.1.9.6. Establish procedures to control, store and manage MSE in accordance with supply regulations. Additionally, establish procedures to safeguard all ancillary systems as required when releasing MRAP to Vehicle Management.

12.1.9.7. Ensure all operators are trained and licensed.

12.1.10. **The MRAP Operator**.

12.1.10.1. Ensure weapon system BVP and MSE accountability.

12.1.10.2. Conduct pre/post-use inspections and document AF Form 1800.

12.1.10.3. Provide discrepancies/information to VCO, or equivalent, to facilitate repair coordination with Vehicle Management and IMDS updating.

12.1.10.4. Determine MRAP MC status and provide information to the VCO. MRAP operators will determine status using the Mission Status Reporting Tool as defined in AFI 21-103.

12.2. Reporting Procedures. Weapon system inventory, mission capability status and utilization reporting are outlined in AFI 21-103.

12.2.1. Specific mission capability and asset availability standards will be determined by the Lead Command in conjunction with the System Sustainment Manager (SSM). Readiness will be defined in terms of Fully Mission Capable (FMC), Partially Mission Capable (PMC) and NMC.

12.3. Training. Proper MRAP life cycle sustainment depends on a detailed training program which outlines specific training requirements. Lead Commands and Career Field Managers, in conjunction with the SSM and AETC, will coordinate and develop training plans, programs and policies. MRAP training plans, programs and policies must include:

12.3.1. Guidance and procedures for maintenance and safety training focused on BVP.

12.3.2. Guidance and procedures for maintenance and coordinating repairs for MSE.

12.3.3. Guidance and procedures for training in data collection using the IMDS.

12.4. Configuration Management. The intent of configuration management is to ensure selected serially controlled and TCI are properly loaded in the IMDS database. Items of major concern are accurate and approved part numbers, quantity per assembly and next higher assembly items by Work Unit Code. The SSM has overall responsibility for maintaining MRAP

configuration control, TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation management. The unit VCO, along with Vehicle Management, or equivalent, must ensure completion and correct documentation of configuration changes, TCTOs, SOUMs, MAMs, TCIs, OTIs, SIs, modifications, add-on enhancements and retrofit kit installation events using IMDS on-line capabilities.

12.4.1. The unit VCO/VCNCO will coordinate semi-annually with Vehicle Management, or equivalent, to reconcile the resolution of configuration management notices utilizing applicable IMDS screens. Discrepancies must be forwarded to the appropriate maintenance section for resolution.

12.5. MSE Accountability. MRAP MSE is a critical component of the system-of-systems and must be carefully managed. While management responsibility spans multiple organizations, the operational users have day-to-day accountability of their assigned MRAPs and associated MSE. REMIS/IMDS is the system of record to account for MRAPs; however, certain approved items may be maintained on an AFEMS account.

12.5.1. Certain designated/approved MSE items with an ERRC code of ND/NF will be maintained on an R-14/15 or CA/CRL by the operating unit and loaded in REMIS/IMDS to track maintenance data. Certain crypto equipment may be in this category.

12.6. Modification Management. MRAPs **WILL NOT** be modified without proper approval. A modification proposal is a recommendation to change the form, fit, function or interface (F3I) of an in-service, configuration-managed Air Force asset. Modifications are identified as capability modifications or sustainment modifications and can be either temporary or permanent. All modifications must be coordinated through a formal configuration review/control process and implemented in accordance with AF publications. MRAP modifications must be routed through the applicable MAJCOM staff and directed to the ACC/A4RE MRAP Weapon System Team for coordination/approval. Additional information, terms and guidance governing AF modification management is contained in AFI 63-131, *Modification Program Management*, AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, and AFI 10-601, *Capabilities-Based Requirements Development.*

12.7. Daily Operations and Maintenance Philosophy. The AF will utilize a combination of contract logistics support (CLS) and organic maintenance capabilities. In many cases FSRs will be contracted to perform maintenance and documentation functions. IMDS will be used to record maintenance discrepancies and activities associated with MRAPs.

12.7.1. Units operating MRAPs will utilize the Vehicle Control Program and VCO/VCNCO concept to report and coordinate maintenance and management of MRAPs (refer to **Chapter 10**).

12.7.2. Vehicle Management, or equivalent, will be the focal point for overall MRAP maintenance management.

12.7.3. The MRAP operator is responsible for accomplishing pre-use inspections to ensure the MRAP is configured properly, all systems are operational and the weapon system is suitable for the mission. The operator will annotate an MRAP AF Form 1800 identifying any issues with the BVP or MSE. AF Form 1800 will be provided to Vehicle Management, or equivalent, who in-turn documents discrepancies in IMDS for maintenance coordination and action. IMDS can generate needed MRAP AFTO Form 781 series forms.

12.7.4. LRS Vehicle Management, or equivalent, will be the primary focal point for MRAP repair and will initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repair requirements with approved sources of repair. Vehicle Management will coordinate with approved FSR/contractor for repairs not supported by organic maintenance capabilities.

12.7.5. If a maintenance activity requires a request for maintenance assistance (RFA) for evaluation and/or repair beyond unit capability, the request will be made IAW TO 00-25-107-WA-1 and TO 36-1-191.

12.8. MRAP FoV Forms. MRAP maintainers/operators will utilize an AF Form 1800 and the AFTO Form781-series forms which include: AFTO Forms 781A, *Maintenance Discrepancy and Work Document*, 781B, *Communication Security Equipment Record* and 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection And Delayed Discrepancy Document*. Information on AFTO Form 781 series documentation can be found in TO 00-20-1 and AFI 21-103.

12.8.1. AFTO Form 781A, used for creating and clearing work orders.

12.8.2. AFTO Form 781B, used to track MSE that's installed or removed.

12.8.3. AFTO Form 781K, used to track inspections and deferred discrepancies.

12.8.4. Forms can be down loaded from the AF portal and can be generated from IMDS. Samples can be seen in TO 00-20-1.

12.8.5. Vehicle Management, or equivalent, inputs discrepancy and updates MC status in IMDS and creates an AFTO Form 781 series form for the discrepancy. Vehicle Management disseminates jobs to the appropriate work centers for action. Vehicle Management, or equivalent, will maintain these vehicle AFTO Form 781 series forms and keep completed forms in MRAP Jacket File.

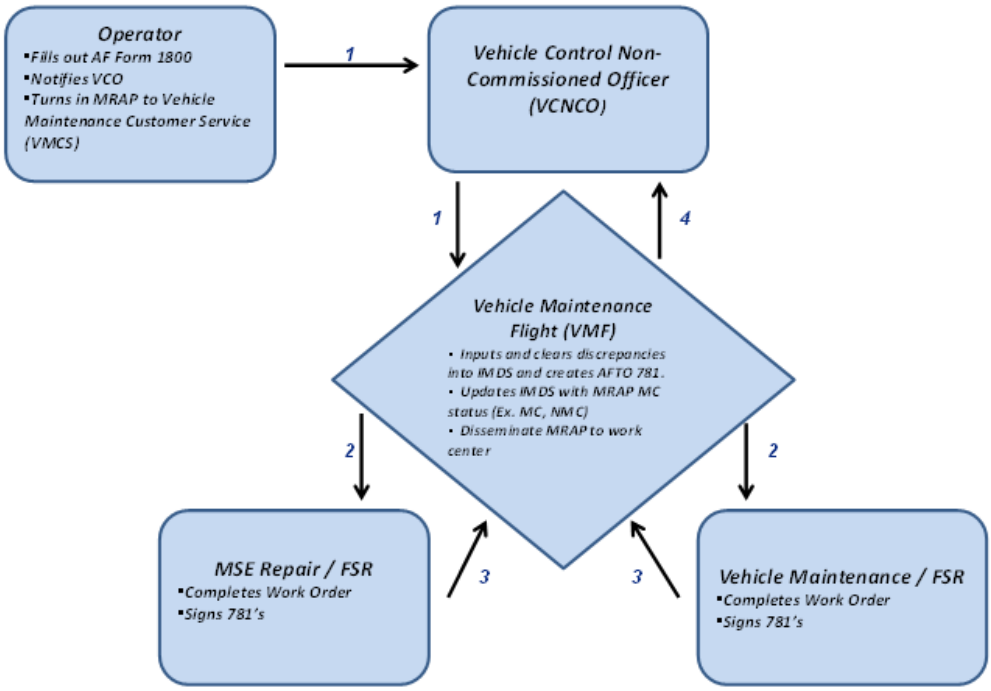
12.8.6. The appropriate work centers will complete jobs, sign off the work order in the AFTO Form 781 series forms, return the MRAP and signed AFTO Form 781 series forms to Vehicle Management, or equivalent.

12.8.7. Vehicle Management, or equivalent, will clear work order in IMDS and update MC status. Vehicle Management, or equivalent, will notify VCO of completion. The VCO is responsible for ensuring pickup of MRAP from Vehicle Management or equivalent.

12.9. GSU. Management of MRAP weapons systems located at GSUs pose unique challenges; however, it is imperative that all standard weapons systems management functions, to include daily mission capability status updates, take place.

12.9.1. All AF MRAPs located at a GSU are possessed as a matter-of-record by an AF organization. The managing group commander, or equivalent, is responsible to ensure all maintenance management actions and reporting procedures are accomplished.

Figure 12.1. MRAP Organizational Maintenance Process



12.10. Contingency Operations. Contingency operations bring a variety of challenges for management actions associated with MRAP weapon systems. During contingency operations, COCOM staffs, with the Lead Command, will determine the most effective process to meet the primary goal of supporting the war fighter while adhering to weapon systems management policies and procedures and this AFI. Policies and procedures must ensure asset accountability, configuration control and mission capability reporting.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

(SHAWAFB)

STEPHEN F. JOST, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-9, *Lead Command Designation And Responsibilities For Weapon Systems*, 8 March 2007

AFPD 10-27, *Civil Air Patrol*, 29 July 2005

AFPD 24-3, *Management, Operations And Use of Transportation Vehicles*, 7 July 2010

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFPD 64-1, *The Contracting System*, 7 December 2006

AFPD 90-17, *Energy Management*, 29 November 2011

AFI 10-201, *Status of Resources and Training System*, 13 April 2006

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 20-111, *Air Force Logistics Compliance Assessment Program (LCAP)*, 19 April 2011

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, 26 January 2012

AFI 23-106, *Assignment and Use of Standard Reporting Designators*, 3 December 2007

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 7 January 2011

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 2 May 2005

AFI 25-201, *Support Agreements Procedures*, 1 May 2005

AFI 32-1024, *Standard Facility Requirements*, 14 July 2011

AFI 32-7040, *Air Quality Compliance And Resource Management*, 27 August 2007

AFI 32-7086, *Hazardous Materials Management*, 1 November 2004

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2230_IP, *Interservice Training*, 28 August 1998

AFI 38-101, *Air Force Organization*, 16 March 2011

AFI 38-203, *Commercial Activities Program*, 20 June 2008

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*, 21 November 2007

AFI 63-125, *Nuclear Certification Program*, 15 March 2004

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS),* 6 May 2009

AFI 65-601V1, *Budget Guidance And Procedures*, 3 March 2005

AFI 65-601V2, *Budget Management For Operations*, 21 October 1994

AFI 65-501, *Economic Analysis*, 29 August 2011

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 February 1994

AFI 90-201, *The Air Force Inspection System,* 23 March 2012

AFI 90-901, *Operational Risk Management,* 1 April 2000

AFI 90-1701, *Energy Management*, 16 July 2009

AFI 91-103, *Air Force Nuclear Safety Design Certification Program*, 17 November 2010

AFI 91-202, *The US Air Force Mishap Prevention Program,* 5 August 2011

AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011

AFMAN 10-2503, *Operating In A Chemical, Biological, Radiological, Nuclear, And High-Yield Explosive (CBRNE) Environment*, 7 July 2011

AFMAN 23-110, *USAF Supply Manual,* 1 April 2009

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

AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Operator*, 1 July 2009

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

AFMAN 65-506, *Economic Analysis,* 29 August 2011

AFH 10-222V14, *Civil Engineer Guide to Fighting Positions, Shelters, Obstacles and Revetments,* 1 Aug 2008

AFH 32-1084, *Facility Requirements,* 1 September 1996

AFPAM 91-210, *Contract Safety*, 14 February 1994

AFCSM 24-1, *On-Line Vehicle Interactive Management System (OLVIMS),* 1 September 1997

AFMCI 64-110, *First Article Management*, 29 April 1997

AFOSHSTD 91-20, *Vehicle Maintenance Shops,* 1 September 1998

AFOSHSTD 91-25, *Confined Spaces*, 1 February 1998

AFOSHSTD 91-66, *General Industrial Operations*, 1 October 1997

AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004

Department of Defense Initial Guidance for BRAC 2005 Joint Basing Implementation, 22 January 2008

DOD 4140.25-M, *DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*, Vol II, Chapter 16, *Government Fuel Card Program Management Office, DOD Fleet Card, Air Card®, And Sea Card®,* 26 February 2009

DOD 4140.50-R, *Management and Standards of DoD Locomotives*, 19 June 1985

DOD 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*,16 March 2007

DODD 1225.6, *Equipping the Reserve Forces*, 7 April 2005

DODD 4100.15, *Commercial Activities Program*, 10 March 1989

DODD 4140.25, *DoD Management Policy for Energy Commodities and Related Services*, 12 April 2004

DODI 4000.19, *Interservice and Intergovernmental Support*, 9 August 1995

DODI C-4500.51 (U), *Commercially Procured and Leased Armored Vehicle Policy*, 25 July 2007

DODI 4500.57, *Transportation and Traffic Management*, 18 March 2008

DODI 4715.4, *Pollution Prevention*, 18 June 1996

DTR 4500.9-R, Part II, *Cargo Movement*, June 2008

DTR 4500.9-R, Part III, *Mobility*, July 2011

FAR Part 7, *Acquisition Planning*, current edition

FAR Subpart 9.3, *First Article Testing and Approval*, current edition

FAR Part 45, *Government Property*, current edition

DFARS Part 207, *Acquisition Management*, current edition

Resource Conservation and Recovery Act, Section 6002

Title 40 United States Code Section 601

Title 40, Code of Federal Regulations, Subpart B, *Servicing Motor Vehicle Air Conditioners*, current edition

Title 41, Code of Federal Regulations, Part 101-48, *Motor Vehicle Management*, current edition

Title 49, Code of Federal Regulations, Part 571, *Federal Motor Vehicle Safety Standards*, current edition

Title 49, Code of Federal Regulations, Part 571-500, *Low-speed Vehicles*, current edition

Public Law 102-486, *Energy Policy Act of 1992*, 24 October 1992

Public Law 105-388, *The Energy Conservation and Reauthorization Act of 1998*, 13 November 1998

Public Law 107-171, *Farm Security and Rural Investment Act of 2002*, 13 May 2002

Public Law 109-58, *Energy Policy Act of 2005*, 8 August 2005

Public Law 110-140, *The Energy Independence and Security Act of 2007*, 19 December 2007

Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, 24 January 2007

Executive Order 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, 5 October 2009

Office of Management and Budget Circular No. A-11, *Preparation, Submission, and, Execution of the Budget*, current edition

Office of Management and Budget Circular No. A-123, Appendix B, *Improving the Management of Government Charge Card Programs*, current edition

NIJ Standard 0108.01, *Ballistic Resistant Protective Materials*, September 1985

UFC 3-460-01, *Design: Petroleum Fuel Facilities*, 16 August 2010

TO 00-5-1-WA-1, *AF Technical Order System*, 1 May 2011

TO 00-5-15-WA-1, *AF Time Compliance Technical Order Process*, 1 January 2010

TO 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 15 June 2011

TO 00-20-3-WA-1, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*, 1 January 2009

TO 00-20-14-WA-1, *AF Metrology and Calibration Program*, 30 June 2009

TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*,

TO 00-25-107-WA-1, *Maintenance Assistance*, 15 August 2011

TO 32B14-3-1-101, *Operation and Service Instructions Torque Indicating Devices*, 28 October 2011

TO 00-35D-54-WA-1, *USAF Deficiency Reporting, Investigating, and Resolution System*, 1 October 2009

TO 36-1-7, *General Instruction and Preparation Checklist-AF Vehicle and Liquid Cooled Powered Ground Equipment Operation in Cold Weather Areas*, 2 August 1971

TO 36-1-181, *Battlefield Recovery/Evacuation & Repair*, 13 June 2008

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 20 July 2007

TO 36Y32-1-142, *Organizational Care Maintenance and Repair of Pneumatic Tires and Inner Tubes*, 1 February 1985

TO 42B1-1-1, *Fuels for USAF Piston and Turbine Support Equipment and Administrative Vehicles*, 20 July 2006

AFPA FTL 11-03, *Handling of Alternative Ground Fuels- Biodiesel Blends and Ethanol Fuel Blends for Flexible-Fuel Vehicles*, 18 October 2011

Department of Defense Green Procurement Program Strategy, November 2008

AF/CV Memorandum, *Air Force Green Procurement Program*, 2 June 2011

Prescribed Forms

AF Form 754, *Work Order Log and Quality Control Record (NOT LRA)*, 1 July 1979

AF Form 1800, *Operator's Inspection Guide and Trouble Report,* 1 April 2010

AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)*, 1 June 2012

AF Form 1823, *Vehicle and Equipment Work* Order, 1 December 1979

AF Form 1824, *Motor Vehicle Work Order Status*, 1 November 1988

AF Form 1827, *Minor Maintenance Work Order*, 31 August 2006

AF Form 1829, *Refueling Equipment Inspection Record*, 1 January 1982

AF Form 1830, *Refueling Equipment Hose Installation and Hydrostatic Test Data Record*, 1 July 1977

AF Form 1831, *Indirect Labor Time Card/Indirect Labor Time Sheet*, 1 June 1980

AF Form 1832, *Record of Cannibalization (Vehicle Maintenance)*, 29 April 2003

AF Form 4353, *Vehicle Validation Visit*, 29 October 2007

AF Form 4354, *Vehicle Preventive Maintenance and Inspection (PM&I)*, 1 May 2011

AF Form 4355, *Vehicle Incoming Inspection*, 1 May 2010

AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuel Support Equipment)*, 1 June 2012

AF Form 4431, *Vehicle Assessment Inspection*, 1 June 2012

Adopted Forms

AF Form 9, *Request for Purchase*, 19 September 2006

AF Form 15, *United States Air Force Invoice (NOT LRA)*, 1 August 1991

AF Form 20, *Repair Cost and Reparable Value Statement*, 11 March 2003

AF Form 55, *Employee Safety and Health Record*, 5 August 2011

AF Form 86, *Request for Cataloging Data/Action*, 1 June 1996

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, 1 July 1984

AF Form 601, *Equipment Action Request*, 1 June 1991

AF Form 623, *Individual Training Record Folder*, 1 October 1996

AF Form 797, *Job Qualification Standard Continuation/Command JQS*, 1 August 2002

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1098, *Special Task Certification and Recurring Training*, 1 April 1985

AF Form 1297, *Temporary Issue Receipt*, 1 July 1987

AF Form 1996, *Adjusted Stock Level*, 1 April 1983

AF Form 2001, *Notification of TCTO Kit Requirements*, 1 September 1969

AF Form 2005, *Issue/Turn-In Request*, 26 August 2008

AF Form 2009-1, *Manual Supply Accounting Record*, 1 March 1968

AF Form 2293, *USAF Motor Vehicle Operator Identification Card*, 1 February 1987

AF Form 2413, *Supply Control Log*, 1 February 1981

AF Form 3952, *Chemical/Hazardous Material Request/Authorization*, 1 March 2005

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, 29 September 2011

AFTO Form 91, *Limited Technical Inspection - Motor Vehicle*, 1 February 1996

AFTO Form 95, *Significant Historical Data*, 17 June 2002

AFTO Form 244, *Industrial/Support Equipment Record*, 13 January 2011

AFTO Form 781A, *Maintenance Discrepancy Work Document*, 8 January 2008

AFTO Form 781B, *Communications Security Equipment Record*, 8 January 2008

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection And Delayed Discrepancy Document*, 8 January 2008

DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009

DD Form 250, *Material Inspection and Receiving Report*, 1 August 2000

DD Form 518, *Accident Identification Card*, 1 October 1978

DD Form 577, *Appointment/Termination Record – Authorized Signature*, 1 February 2011

DD Form 1348-1A, *Issue Release/Receipt Document*, 1 July 1991

SF 30, *Amendment of Solicitation/Modification of Contract*, October 1983

SF 91, *Motor Vehicle Accident Report*, February 2004

Abbreviations and Acronyms

ACC—Air Combat Command

A/D—Abandonment or Destruction

ADR—Airfield Damage Repair

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFCESA—Air Force Civil Engineer Support Agency

AFCPM—Air Force Component Program Manager

AFCSM—Air Force Computer System Manual

AFEMS—Air Force Equipment Management System

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFOSHSTD—Air Force Occupational, Safety and Health Standard

AFOSI—Air Force Office of Special Investigations

AFPA—Air Force Petroleum Agency

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFV—Alternative Fueled Vehicle

AFVFSB—Air Force Vehicle Fleet Support Branch

ALC—Air Logistics Center

ALO—Accounting Liaison Office

ANG—Air National Guard

AO—Accountable Official

AOR—Area of Responsibility

APC—Activity Program Coordinator

API—American Petroleum Institute

ART—Air and Space Expeditionary Force Reporting Tool

AS—Allowance Standard

ASC—Allowance Source Code

ASE—National Institute for Automotive Service Excellence

AT&L—Acquisition, Technology & Logistics

ATOC—Air Terminal Operations Center

ATV—All-Terrain Vehicle

AWP—Awaiting Parts

BEAR—Basic Expeditionary Airfield Resources

BPA—Blanket Purchase Agreement

BRAC—Defense Base Closure and Realignment

BVP—Base Vehicle Platform

C-NAF—Component-Number Air Force

CA/CRL—Custodian Authorization/Custody Receipt Listing

CAA—Clean Air Act

CBA—Cost Benefit Analysis

CAP—Civil Air Patrol

CARS—Consolidated Analysis and Reporting System

CAT—Crisis or Contingency Action Team

CCT—Contamination Control Team

CDC—Career Development Course

CE—Civil Engineering

CES—Civil Engineer Squadron

CFC—Chlorofluorocarbons

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CNG—Compressed Natural Gas

CONUS—Continental United States

CoP—Community of Practice

COPARS—Contractor-Operated Parts Store

CRIS—Consolidated Request Information System Tool

CSC—Customer Service Center

CTK—Composite Toolkit

CWPC—Contingency Wartime Planning Course

DAU—Defense Acquisition University

DANTES—Defense Activity for Non-Traditional Support

DCAPES—Deliberate and Crisis Action Planning and Execution Segment

DEMIL—Defense Militarization

DEF—Diesel Exhaust Fluid

DFARS—Defense Federal Acquisition Regulation Supplement

DIFM—Due In From Maintenance

DLA—Defense Logistics Agency

DLA-DS—Defense Logistics Agency-Disposition Services (formerly Defense Reutilization and Marketing Service (DRMS))

DLA Energy—Defense Logistics Agency-Energy (formerly Defense Energy Support Center (DESC))

DOC—Designed Operational Capability

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DOTM—Due-Out to Maintenance

DRU—Direct Reporting Unit

DSCR—Defense Supply Center Richmond

EA—Economic Analysis

EAID—Equipment Authorization Inventory Data

EDD—Estimated Delivery Date

EO—Executive Order

EPA—Environmental Protection Agency

EPAct—Energy Policy Act

ESP—Emergency and Special Program

ETIC—Estimated Time In Commission

EV—Electric Vehicle

FAC—Functional Area Chief

FAD—Force Activity Designator

FAM—Functional Area Manager

FAR—Federal Acquisition Regulation

FAST—Federal Automotive Statistical Tool

FAT—First Article Testing

FMC—Fully Mission Capable

FMD—Fuels Manager Defense

FMVRS—Federal Motor Vehicle Safety Standard

FOA—Field Operating Agency

FOD—Foreign Object Damage

FORCE—Fuels Operational Readiness Capability Equipment

FSE—Fuels Support Equipment

FSR—Field Service Representative

FSRIA—Farm Security and Rural Investment Act

FY—Fiscal Year

GAS—Graduate Assessment Survey

GFP—Government Furnished Property

GLSC—Global Logistics Support Center

GPP—Green Procurement Program

GSA—General Services Administration

GSU—Geographically Separated Unit

GVW—Gross Vehicle Weight

GVWR—Gross Vehicle Weight Rating

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Materials

HEV—Hybrid Electric Vehicle

HMMWV—High Mobility Multipurpose Wheeled Vehicle

I&S—Interchangeability and Substitutability

IAW—In Accordance With

IDEA—Innovative Development through Employee Awareness

IDO—Installation Deployment Officer

IG—Inspector General

IGESP—In-Garrison Expeditionary Site Plan

IM—Item Manager

IMDS—Integrated Maintenance Data Systems

IRA—Input Record Accepted

ISSA—Inter-Service Support Agreement

ITK—Individual Toolkit

ITV—In-Transit Visibility

JB—Joint Base

JCS—Joint Chiefs of Staff

JDRS—Joint Deficiency Reporting System

JOPES—Joint Operation Planning and Execution System

LCAP—Logistics Compliance and Assessment Program

LIMS-EV—Logistics Installation and Mission Support Enterprise View

LOGMOD—Logistics Module

LPG—Liquefied Petroleum Gas

LRS—Logistics Readiness Squadron

LSEV—Low Speed Electric Vehicle

LSV—Low Speed Vehicle

LTI—Limited Technical Inspection

MAJCOM—Major Command

MAM—Maintenance Advisory Message

MAP—Military Assistance Program

MC—Mission Capable

MEL—Minimum Essential List

MEO—Most Efficient Organization

MHE—Material Handling Equipment

MICAP—Mission Impaired Capability Awaiting Parts

MISCAP—Mission Capability

MOG—Maximum On Ground

MSA—Metropolitan Statistical Area

MSE—Mission Support Equipment

MSG—Mission Support Group

MTP—Master Training Plan

MTT—Mobile Training Team

MVAC—Motor Vehicle Air Conditioner

NAF—Numbered Air Force

NBCC—Nuclear, Biological, Chemical, and Conventional

NHTSA—National Highway Traffic Safety Administration

NI—Not Issued

NLT—Not later than

NMC—Non Mission Capable

NMCM—Non-Mission Capable-Maintenance

NMCS—Non-Mission Capable-Supply

NPL—Non-Price Listed

NSN—National Stock Number

OEM—Original Equipment Manufacturer

OGMVC—Other Government Motor Vehicle Conveyance

OI—Operating Instruction

OJT—On-The-Job Training

OLVIMS—On-Line Vehicle Interactive Management System

O&M—Operation and Maintenance

OMB—Office of Management and Budget

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OT&E—Operational Test and Evaluation

OTI—One-Time Inspection

PHEV—Plug In Hybrid Vehicle

PID—Plan Identification Designator

PMC—Partially Mission Capable

PM&I—Preventive Maintenance and Inspection

POC—Point of Contact

POV—Privately Owned Vehicle

PP—Performance Plan

PWS—Performance-Based Work Statement

QAP—Quality Assurance Personnel

R&D—Reimbursable and Distribution

RC/CC—Responsibility Center/Cost Center

RCRA—Resource Conservation and Recovery Act

RDD—Required Delivery Date

REM—Registered Equipment Management

ROMO—Range of Military Operations

ROS—Report of Survey

SB—Service Bulletin

SBSS—Standard Base Supply System

SECAF—Secretary of the Air Force

SEO—Special Equipment Options

SF—Standard Form

SFS—Security Forces Squadron

SITREP—Situation Report

SNUD—Stock Number User Directory

SOFA—Status of Forces Agreement

SORTS—Status of Resources and Training System

SOUM—Safety of Use Message

SRD—Standard Reporting Designator

SSM—System Sustainment Manager

SUV—Sport Utility Vehicle

TACOM—Tank-Automotive Command (US Army)

TBA—Training Business Area

TCI—Time Change Item

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMDE—Test, Measurement and Diagnostic Equipment

TMF—Traffic Management Flight

TMSK—Temporary Mission Support Kit

TO—Technical Order

TPFDD—Time Phased Force Deployment Data

UC—Use Code

UDI—U-Drive It

UDM—Unit Deployment Manager

UFC—Unified Facilities Criteria

UJC—Urgency Justification Code

ULN—Unit Line Number

UND—Urgency of Need Designator

USC—United States Code

USDA—United States Department of Agriculture

UTC—Unit Type Code

VTAC—Vehicle Transformation Acquisition Council

VAL—Vehicle Authorization Listing

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VCP—Vehicle Control Program

VDQD—Vehicle Data Quality Dashboard

VEMSO—Vehicle and Equipment Management Support Office

VFM—Vehicle Fleet Manager

VIL—Vehicle Identification Link

VIN—Vehicle Identification Number

VM&A—Vehicle Management and Analysis

VM CoP—-AF Vehicle Management Neighborhood - Community of Practice

VMIF—Vehicle Management Index File

VMS—Vehicle Management Superintendent

VPRL—Vehicle Priority Recall Listing

WEX—Wright Express

VVV—Vehicle Validation Visit

WMP—War and Mobilization Plan

WR-ALC—Warner-Robins Air Logistics Center

WRM—War Readiness Material

Terms

Acceptance Inspection—An inspection performed on all new and used vehicles and equipment received on base, before placing them in service. This inspection shows the condition of the vehicle. Discrepancies noted on the AFTO Form 91 must be fixed before placing the vehicle in service if use of the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.

Accessory—A part or assembly attached to or installed in a vehicle or piece of equipment; it is not essential to the operation or safety of the end item.

Active Vehicle Storage—Storage of vehicles in an operational condition, which permits their immediate deployment in the event of contingency or war and their use to support exercises.

Activity—A unit physically in existence, with personnel assigned.

AEF Reporting Tool (ART)—Used to report overall UTC status by color. Green means go. All identified personnel and equipment are available. All training has been completed. UTC is ready for deployment within 72 hours. Yellow means Caution. UTC is missing some capability

that does not prevent meeting MISCAP and deployment. Identify specific causes in remarks section. Red means no go. UTC is missing key capability and is not capable of fulfilling MISCAP. Red UTCs are not eligible for deployment. Identify specific causes in remarks section.

Agricultural Equipment—Equipment designed and used for landscaping, cultivating or processing agricultural products.

Air Force Equipment Management System (AFEMS)—A standard system of equipment management that applies to all AF activities. It enables the AF to determine, authorize, account for and report the types and quantities of equipment required to accomplish the AF mission. It is a primary basis for organizational equipment budget and buy programs.

Allowance Standard (AS)—An equipment allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change EAID.

Bench/Working Stock—A stock of fast moving, parts and materials kept in the working area to speed vehicle repair. The stock does not normally exceed a 30-day supply.

Biobased Product—A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Blanket Purchase Agreement (BPA)—A simplified method of filling anticipated repetitive needs for supplies or services by establishing ―charge accounts with qualified sources of supply.

Component-Numbered Air Force—Air Force Component Command exercising command and control over air and space forces supporting a Unified Combatant Command.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Central Procurement—The procurement of material, supplies or services by an officially designated command or agency, with funds specifically provided for such procurement for the benefit and use of the entire component; or in the case of single managers, for the military departments as a whole.

Co-utilization—A vehicle used by two functions within an organization or two different units using the same vehicle on a part-time basis, during peacetime.

Command Levy—A vehicle shipment tasking validated and assigned to a MAJCOM to effect permanent transfer of a vehicle in support of an operational AF requirement.

Contractor Operated Parts Store (COPARS)—A source of automotive parts operated by a commercial vendor, normally located in Vehicle Management.

Corrosion Control—The treatment required to prevent or correct corrosion on vehicles and equipment. (Reference TO 36-1-191).

Corrosion Control Treatment Facilities—Contract facilities established at POE to treat corrosion on vehicles before shipment overseas.

Cost Center Code—A code assigned to a function or unit, used to accumulate and distribute costs.

Cost-Reimbursement Contract.—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Deficiency—A condition which prevents a vehicle from meeting its designed operational requirements.

Designed Operation Capability (DOC)—Outlines a unit's mission tasking and measurable resources. A unit is equipped and manned based on the DOC statement.

Direct Labor Hour—A unit of time representing the productive effort of one person in 1-hour against a specific vehicle.

Direct Materials—Those materials which can be identified with a specific repair job.

Due In From Maintenance (DIFM)—A repair cycle program in which the maintenance activity obtains a controlled item from SBSS and returns a similar item in either a serviceable, repairable or condemned condition.

EPA-Designated Item—A product that is or can be made with recovered material, that is listed by EPA in a procurement guideline and for which EPA has provided purchasing recommendations in a related Recovered Materials Advisory Notice (available at **http://www.epa.gov/epaoswer/non-hw/procure/backgrnd.htm**).

Emergency and Special Program (ESP)—Usually a two digit code, placed at end of fund cite, used to charge expenditures to a specific account. ESP codes are normally associated with contingency or disaster relief operations.

Emergency Vehicles—Vehicles designed and used to respond to situations that have caused or may cause injury or death or damage or destruction to property; for example, ambulances and fire trucks.

End Item—A final combination of end products, component parts or materials which is ready for its intended use, e.g., a vehicle, ship, tank, mobile machine shop or aircraft.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization. See also assembly; component; part; subassembly; supplies in Joint Pub 1-02.

Estimated Repair Time—The usual number of labor hours needed to complete a specific repair job. Estimated repair time is either locally established or found in commercial flat rate manuals.

Expanded Mobile Maintenance—The capability to provide a dispersible mobile repair from mobile maintenance trucks to sortie-generating organizations.

Fair Wear and Tear—The deterioration of items attributed to normal usage.

Force Activity Designator (FAD)—A term denoting the operational importance of a weapon system, unit, activity or project; it determines supply priority.

Gross Vehicle Weight (GVW)—The weight of a vehicle, including fuel, lubricants, coolant, on-vehicle tools and spares, cargo, and occupants.

Gross Vehicle Weight Rating (GVWR)—The maximum allowable total weight of a road vehicle that is loaded to capacity, including the weight of the vehicle itself plus fuel, passengers, cargo, and other miscellaneous items such as extra aftermarket options/accessories.

Hazardous Materials (HAZMAT)—Any material that poses a threat to human health and/or the environment. Typical HAZMATs are toxic, corrosive, ignitable, explosive or chemically reactive.

Host—The major commander having jurisdiction over land and other real estate that provides tenants with facilities or services; also, an organization designated by the MAJCOM or by AF to furnish support.

In-Garrison Expeditionary Site Plan (IGESP)—Used to assess base capability before, during and after wartime or deployment operations. Provides detailed information on unit responsibilities under those conditions.

Indefinite-Delivery Contracts—A delivery order (supplies) or task order contract (services) that does not procure or specify a firm quantity of supplies or services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of the supply or service during the period of the contract.

Indicators—Used to monitor the operation or condition of a management goal.

Indirect Labor—Labor which cannot be directly related to the repair of a specific vehicle (AF Form 1823/-1) or item of equipment.

Indirect Materials—Parts and materials that cannot be identified to a specific vehicle (AF Form 1823/-1) or item of equipment.

Indirect Nonproductive Labor Hours—Labor hours expended that do not represent a direct productive effort in the vehicle maintenance activity.

Installation Deployment Officer (IDO)—The host unit officer who maintains base deployment guidance, and directs and coordinates base deployments under the direction of the Base Commander or equivalent.

Installation Deployment Plan—Detailed plan describing how an installation accomplishes deployment. Normally contains specific cargo preparation requirements and UDM responsibilities.

Item Management—Selecting, acquiring and maintaining materials, and controlling inventory.

In-Transit Visibility (ITV)—Describes extensive use of cargo tracking systems to determine location of cargo at any given time.

Joint Use (JU) Vehicle—A vehicle authorized to support a peacetime mission which has also been determined necessary to support an additive wartime requirement.

Latent Defect Clause—A contract clause covering failure of special vehicle components (except commercial design chassis) which result from defective materials or poor quality of work. (Reference TO 36-1-191).

Level A Storage—Vehicles stored in non-operationally ready status. Specific procedures for this level of storage are contained in TO 36-1-191.

Limited Technical Inspection (LTI)—An inspection using AFTO Form 91, to determine the current condition of a vehicle or equipment item. (Reference TO 36-1-191).

Local Purchase—Acquiring a decentralized item of supply from sources outside the DOD.

Low Speed Vehicles (LSV)—Vehicles, whose maximum speed is greater than 19 MPH but less than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in **Table 4.9**. This category must meet 49 CFR Part 571.500 (FMVSS).

Maintenance—All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, cannibalizing and reclaiming parts, accessories and end items. This maintenance includes organizational, intermediate and depot maintenance, plus the following:

1. Commercial Repair--Maintenance of vehicles or equipment accomplished by contract with an approved commercial organization on either a one-time or a continuing basis.
2. Delayed Maintenance--Maintenance that can be delayed without damage to the vehicle or a compromise of safety.
3. Interservice Maintenance (other government agencies)--Maintenance performed by one government agency for another.
4. Intra-service Maintenance--Maintenance performed by one organization, base or station for another within the same governmental department or agency.
5. Mobile Service or Repair--Service or repair performed away from the Vehicle Management shop by a mobile maintenance unit equipped and staffed to provide this support.
6. PM&I--Periodic prescribed inspections or servicing of equipment, accomplished on a calendar, mileage, kilometers or hours-of-operation basis.
7. Recurring Maintenance--Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control or material failure.
8. Unauthorized Maintenance--Repair or service on civilian or non-appropriated fund vehicles; recurring repair or service on non-AF vehicles, except as covered by valid interservice agreements or contract provisions; or repair on an uneconomically reparable vehicle without proper approval.
9. Unscheduled Maintenance--Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

Major Assembly—An assembly of component parts essential to the operation of the end item; for example, the engine, rear axle, transmission and so forth.

Maximum One-Time Repair Allowance—The maximum amount of money that can be expended at any one time for repairing a vehicle or item of equipment. (Reference TO 36-1-191.)

Mission Capability (MISCAP)—Description of what a UTC package, personnel or equipment, must be capable of performing at a deployed location.

Mobility Coded Vehicle—Vehicles and vehicular equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime situation.

Range of Military Operations (ROMO)—The general categories of operations within which the military participates to fulfill the general strategic goals of the US government. These operations are broadly defined as War and Operations Other Than War. War involves combat

operations and has as its general goal the ability to fight and win. Operations Other Than War may involve noncombat or combat operations; the general goals of these operations are, respectively, promote peace and deter war/resolve conflict.

Motor Vehicle—Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Multi-Functional Team—A team of stakeholders responsible for a service acquisition. Includes not only representatives of the technical and procurement communities but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions. This team could be a Business Requirements Advisory Group (BRAG), a Mission Area Acquisition Team (MATT), an IPT, working group, an A-76 IPT or Steering Group, etc.

Nonproductive Indirect Time—Time spent by employees in functions not directly related to the primary mission of the maintenance activity, such as squadron duty, leave and so forth.

Obsolete Vehicle—A vehicle declared obsolete by the IM because of age or design.

Other Government Motor Vehicle Conveyances (OGMVC)—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.

Operational Plan (OPLAN)—A detailed, written plan used to execute a military operation.

Overhaul—The restoration of an item to a completely serviceable condition as prescribed by a maintenance serviceability standard.

Parts Provisioning—Initial vehicle parts identified for purchase from the manufacturer at the time of vehicle procurement in sufficient quantities to support the expected life of the vehicle. Provisioning also includes additive spares required for contingency support requirements based on MAJCOM requirements at the time of acquisition.

Performance-Based Work Statement—Defines the requirements in terms of results rather than the method of performing the work. It cites reference directives rather than the entire publication. At a minimum a PWS includes a description of services, services summary, government furnished property, and services, and appendices.

Performance Plan—Prescribes the objective in having the services, the goals of the multi-functional team members and their roles and responsibilities (to include the contractor performing the service), and how the multi-functional team will assess contractor performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life.

Preventive Maintenance & Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. (Reference TO 36-1-191.)

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure regulations. The priority designator is based on a combination of factors which relate the mission of the requisitioner and the urgency of need or

the end use. It provides a means of assigning relative rankings to the competing demands placed on the DOD supply system.

Priority Maintenance—The maintenance effort to expedite a vehicle through the shop when the using organization is at or below its minimum essential level.

Qualification Training—Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Quality Assurance—An internal government program developed to assess contractor performance IAW the terms and conditions of the contract and IAW contractor's developed Quality Control Program.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

Registered Vehicle—A vehicle assigned a USAF registration number.

Repair Cycle—The stages through which a repairable item passes from the time of its removal or replacement until it is reinstalled or placed in stock in a serviceable condition.

Requirement—A need or demand for personnel, equipment, supplies, facilities or services expressed in specific quantities for specific periods and time.

Serviceability Standard—The standard a vehicle must meet or surpass to be satisfactory for operation.

Situation Report (SITREP)—Used to report unit status and concerns to higher headquarters.

Sport Utility Vehicle (SUV)—A high-performance four-wheel drive car built on a truck chassis.

Standard Price—The unit price of an item listed on the appropriate AF stock list. Stock list changes, including the price, are distributed through the SNUD system (DO71) to AF bases.

Standard Base Supply System—A system of managing the inventory of AF vehicular equipment.

Status of Resources and Training (SORTS)—Automated data system used to report current status of military forces. Used by higher headquarters to determine unit capability. SORTS information is classified.

Supply Point—Any point where supplies are issued in detail.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation and maintenance of equipment. Services provided to AF activities' vehicles and equipment by the support ALC or the mobility service offices, on a reimbursable basis. (Reference TO 00-25-107-WA-1).

Technical Order (TO)—An AF publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of AF motor vehicles.

Temporary Mission Support Kit (TMSK)—A generic kit of fly-away specific and general support vehicle spare parts (e.g., filters, belts, and bulbs) that deploying vehicle management

activities assembled prior to departure and ship with deploying vehicles as directed by higher headquarters or stated as a line-remark on Vehicle Redistribution Order **(**RDO). The kit must support the vehicle for a minimum of 30 days.

Tenant (on—base or a supported installation)--Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host command or that occupies real property under its own jurisdiction but requires support from another AF installation in the same locality. A tenant may belong to the same command as the host organization.

Time Compliance Technical Order (TCTO)—An authorization directive issued to provide instructions to AF activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Time Phased Force Deployment Data (TPFDD)—Deployment listing of cargo and personnel. Key document for deploying units or organizations expecting inbound forces and equipment. Shows UTCs, arrival dates, departure dates, unit information, etc. The TPPDD is classified.

Training Business Area (TBA)—TBA is an AF Portal, Net-Centric, GCSS-AF IF Level 4, web-based application providing AF war fighters with global, real-time visibility into the technical qualifications, certifications, and training status of weapons systems and support professionals AF-wide. TBA supports base, wing, and work center level training management activities by automating training management business processes previously performed using paper records and legacy systems.

Transient Vehicle—A vehicle belonging to an AF activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

Transportation Control Number (TCN)—Generated by LOGMOD and used to positively identify and track cargo.

Triage Maintenance—An immediate, temporary repair of a battle damaged vehicle during post attack recovery operations in order to support the immediate ongoing mission. Vehicle repair requirements are placed in one of three condition levels:

1. Level A--Immediately returnable to service with minimal or only minor repair.
2. Level B--Repairable, requiring more than 30 minutes of repair work but less than 4 hours.
3. Level C--Repairs will take over 4 hours or vehicle not repairable at all.

USDA-Designated Item—Means a generic grouping of products that are or can be made with biobased materials, that is listed by USDA in a procurement guideline and for which USDA has provided purchasing recommendations.

Uneconomically Reparable—A vehicle or piece of equipment whose one-time repair estimate exceeds the one-time repair allowance, or whose age or mileage life expectancy has been attained. (Reference TO 36-1-191).

Unit Type Code (UTC)— A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit". A UTC can consist of personnel, vehicles and/or equipment.

Urgency of Need Designator—A term accompanied by a capital letter (A through C) which establishes the necessity for the acquisition of a resource. Urgency of need designators are used

in conjunction with the assigned FAD to establish a position resource demand based on mission importance and the pressure of necessity.

Urgency of need A—-Represents a compelling necessity, the lack of which has caused or will cause a mission failure. (Commanding officers must authenticate all urgency of need A demands.)

Urgency of need B—-Denotes a need, which has or will cause mission impairment.

Urgency of need C—--Represents those resource requirements needed sooner than routine handling will permit.

USAF Management Code—A code assigned to a vehicle for identification purposes.

Using Command—The command that programs replacement for the vehicles assigned to a particular account. The "Using" MAJCOM is the true owner of the vehicle assets. The term "Using Command" is synonymous with the term "Using MAJCOM" throughout this AFI.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—The management control functions established for those base activities with assigned vehicles on recurring dispatch. (Reference **paragraph 3.36**)

Vehicle Design—Vehicles are of two basic designs:

1. Commercial Design—A vehicle designed by the manufacturer as a production model for commercial sale and usage. It is built to the manufacturer's specifications and is purchased by the AF without major changes. Examples are sedans, station wagons, pickup trucks, MHE and so forth. These vehicles are assigned a B, C, D or E designator in their registration numbers.

2. Military Design (M—Series)--A vehicle having military characteristics resulting from military research and development processes, designed primarily for use by forces in the field in direct connection with or support of combat or tactical operations. These vehicles are assigned a K, L or M designator in their registration numbers.

Vehicle or Equipment Equivalent—A unit of measure denoting the maintenance complexity of a vehicle or item of equipment.

Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS)—2T3XX individuals charged with managing the Vehicle Management activity.

War Readiness Materiel (WRM) Vehicles—Those vehicles required in addition to peacetime vehicles, which provide support for forces, missions and activities listed in AF war plans.

Warranty—A contractor guarantee against defective parts or workmanship for a specified period of time. (Reference TO 36-1-191).

Winterization—Prepping a vehicle for cold weather operation. (Reference TO 36-1-7, *General Instruction and Preparation Checklist-AF Vehicle and Liquid Cooled Powered Ground Equipment Operation in Cold Weather Areas*.)

Work Center—A separate section within Vehicle Management that performs service, repair, administrative or support functions.

Work Order—A specific or blanket authorization to perform certain work.

Attachment 1 (SHAWAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References (Added)

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

AFPAM 48-151, *Thermal Injury*, 18 November 2002

Prescribed Forms

No prescribed forms are implemented by this publication.

Adopted Forms (Added)

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 April 2010

AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)*, 1 June 2012

Abbreviations and Acronyms (Added)

AFB – Air Force Base

AFRIMS – Air Force Records Information Management System

FW – Fighter Wing

GOV – Government Owned Vehicle

RDS – Records Disposition Schedule

WBGT – Wet Bulb Globe Temperature

Attachment 2

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

A2.1. This attachment provides guidance and various checklists to assist personnel in performing Vehicle Management duties related to both pre-deployment and in a contingency deployed environment.

Figure A2.1. VEHICLE FLEET MANAGER'S PRE-CONTINGENCY CHECKLIST.

ALL PURPOSE CHECKLIST	**PAGE 1 OF 2 PAGES**	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **VFM/VMS PRE-CONTINGENCY CHECKLIST**	**OPR**	**DATE**

VFM/VMS use this checklist, divided into fight in-place, and deploying unit sections, to ensure their contingency planning requirements are addressed. Expand this list to suit specific or unique needs.

NO.	**ITEM**	**YES**	**NO**	**N/A**
	FIGHT IN-PLACE UNITS:			
1.	Have facilities been designated for Vehicle Management functions? If so:			
	a. Are they adequate for mission accomplishment?			
	b. Are they capable of supporting increase in vehicles and personnel due to OPLAN implementation?			
	c. Are they readily accessible for support of the mission?			
	d. Have all existing facility options been exhausted?			
2.	Have steps been taken to obtain necessary shop equipment (include projected inbound equipment listed in TPFDD) required to support the vehicles at fight-in-place base or known forward deployment location?			
3.	Have steps been taken to obtain necessary publications and forms (policy directives, instructions, manuals, TOs, etc.) required to maintain and manage current and projected vehicle fleet?			
4.	Are OLVIMS computers and necessary software modernized and fully operational?			
	a. What about support for known forward deployment/out-load locations?			
5.	**RE-SUPPLY:**			
	a. Have procedures been established for requisitioning parts and supplies through the applicable GLSC?			
	b. Have any BPA requirements for local support been identified?			
	c. Will the operation require facsimile machine for information transfer?			
	d. Is the MAJCOM concept of spare parts support understood?			
	e. Have any BPA requirements for internet parts sourcing and commercial delivery been identified?			
	f. Have supply procedures been identified and established for known forward deployment/out-load locations?			
6.	If directed, are TMSKs available for vehicles deploying?			
7.	Has a sufficient mix of skilled Vehicle Management personnel been designated to support contingency operations (include projected inbound forces listed in TPFDD)?			

8.	Are WRM vehicles being stored and parked separately in a secure, enclosed area?			
9.	Are WRM vehicles being exercised according to MAJCOM policy?			
10.	Has a WRM vehicle rotation plan and schedule been developed and implemented?			
11.	Have inbound forces and fight in-place units identified special operating needs (pintle hooks, lights, etc.) required for special mission accomplishment? (These items must be identified for pre-stocking and installation.)			
12.	Are adequate numbers of serviceable fire extinguishers available?			
13.	Does base contingency planning reflect dispersal of assets, vehicles and personnel as needed if attacked?			
14.	Have forward and redeployment operations been planned?			
15.	Have maintenance priorities been established to support contingency operations?			
16.	Have mobile maintenance trucks been authorized and assigned by type and quantity required to meet OPLAN requirements?			
	DEPLOYING UNITS:			
17.	Are qualified and capable personnel assigned against AEF or OPLAN tasking?			
18.	Have complete ITKs for all deploying members been assembled IAW this instruction?			
19.	Have deploying members received at least required issue of Individual Equipment?			
20.	Has UTC UFMXK been assembled IAW this instruction?			
21.	If directed, are TMSKs available for vehicles deploying?			
22.	Are deploying vehicles the best (most serviceable and maintainable) available?			
23.	Have deploying vehicles been placed in safe and serviceable condition?			
24.	Are tasked 60K loaders equipped with air transport configuration tools?			
25.	Have contingency TCNs been established for deploying vehicles and/or cargo? Has unit documented TCNs and provided updates to MAJCOM?			
26.	Have deploying members received pre-deployment training IAW this instruction?			

Figure A2.2. CONTINGENCY PUBLICATIONS.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **CONTINGENCY PUBLICATIONS**		**OPR**	**DATE**	
The following list is considered the minimum publications (other than vehicle specific repair/service/parts manuals) needed to support vehicle management activities at a deployed site (electronic copies preferred).				
NO.	**ITEMS**	**YES**	**NO**	**N/A**
1.	AFI 24-302, *Vehicle Management*			
2.	AFCSM 24-1, *On-Line Vehicle Interactive Management System (OLVIMS)*			
3.	TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*			
4.	TO 36Y32-1-142, *Organizational, Direct Support, and General Support Care, Care, Maintenance, and Repair of Pneumatic Tires and Inner Tubes*			
5.	Vehicle Maintenance Safety Handbook			
6.	CRIS Tool Guide			
7.	E85/B20 Fuels Technical Letter (latest version)			
8.	DLA Tire Catalog (latest version)			
8.	AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*			
9.	AFMAN 23-110, *USAF Supply Manual*			
10.	AFH 32-1084, *Facility Requirements*			
The following publications are also recommended (electronic copies preferred).				
1.	AFI 24-301, *Vehicle Operations*			
2.	AFMAN 10-2503, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*			
3.	AFH 10-222V14, *Guide to Fighting Positions, Obstacles, and Revetments*			
4.	AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*			

Figure A2.3. CONTINGENCY FORMS.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA MINIMUM CONTINGENCY FORMS		OPR	DATE	
The following list is considered the minimum forms needed to operate at a deployed site (electronic copies preferred or verified access to AF ePublications negates requirement).				
NO.	**ITEMS.**	**YES**	**NO**	**N/A**
1.	Are copies of the AF Form 754 available?			
2.	Are copies of the AF Form 1800/1807/4427 available?			
3.	Are copies of the AF Form 1823/-1 available?			
4.	Are copies of the AF Form 1824 available?			
5.	Are copies of the AF Form 1827 available?			
6.	Are copies of the AF Form 1829 available?			
7.	Are copies of the AF Form 1830 available?			
8.	Are copies of the AF Form 1831 available?			
9.	Are copies of the AF Form 1832 available?			
10.	Are copies of the AF Form 2005 (or AF Form 2413) available?			
11.	Are copies of the AF Form 2009-1 available?			
12.	Are copies of the DD1348-6 available?			
13.	Are copies of the AFTO Form 91 available?			
14.	Are copies of AF Form 4354 available?			
15.	Are copies of AF Form 4355 available?			

Figure A2.4. 2T3X1, 2T3X2A/C and 2T370 ITK.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **2T3X1, 2T3X2A/C and 2T370 ITK**		**OPR**	**DATE**	
Maintenance technicians assigned to an AEF or OPLAN tasking must be prepared to deploy with basic hand tools if directed by Lead MAJCOM, or line remarks, to do so. Use the suggested ITK checklist below (unless specific requirements are directed by MAJCOM Vehicle Management Staffs or deployment order line item remarks) to build ITK.				
NO.	**ITEM**	**YES**	**NO**	**N/A**
1.	Does the ITK have SAE and metric wrench sets (combination, open end, box end, etc)?			
2.	Does the ITK have SAE and metric socket sets (1/4, 3/8 and1/2)?			
3.	Does the ITK have flat tip and Phillips screwdrivers?			
4.	Does the ITK have TORX bits or a driver set?			
5.	Does the ITK have a hacksaw with extra blades?			
6.	Does the ITK have a test light with extra bulb?			
7.	Does the ITK have a multi-meter with leads?			
8.	Does the ITK have electrical tape?			
9.	Does the ITK have a flashlight with extra batteries?			
10.	Does the ITK have a hammer selection?			
11.	Does the ITK have pliers?			
12.	Does the ITK have files?			
13.	Does the ITK have a punch set?			
14.	Does the ITK have a chisel set?			
15.	Does the ITK have wire connector crimper?			
16.	Does the ITK have side cutters?			
17.	Does the ITK have a pry bar?			
18.	Does the ITK have flare wrenches?			
19.	Does the ITK have adjustable wrenches?			
20.	Does the ITK have a grease gun?			
21.	Does the ITK have pipe wrenches?			
22.	Does the ITK have other AFSC-specific items?			

Figure A2.5. 2T3X7 ITK.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **2T3X7 ITK**		**OPR**	**DATE**	
VM&A personnel assigned to an AEF or OPLAN tasking must be prepared to deploy with basic operational items if directed by Lead MAJCOM, or line remarks, to do so. Use the suggested ITK checklist below (unless specific requirements are directed by MAJCOM Vehicle Management Staffs or deployment order line item remarks) to build ITK.				
NO.	**ITEM**	**YES**	**NO**	**N/A**
1.	Does the ITK have laptop computer equipped with:			
	a. Current AF Standard Microsoft Office Package?			
	b. CD-RW/DVD drive?			
	c. Current AF Stand Desktop Configuration and is capable of joining a .mil domain, and with current versions of OLVIMS loaded?			
	d. LOTUS IBM forms viewer software?			
	e. Internet capability (modem, Ethernet, etc.)?			
	f. Adobe PDF document reading software?			
2.	Does the ITK have a printer (with extra ink or toner)?			
3.	Does the ITK have a fax (with extra ink or toner)?			
4.	Does the ITK have CD-RWs?			
5.	Does the ITK have removable storage media (External hard-drive)?			
6.	Does the ITK have work order jackets?			
7.	Does the ITK have file folders?			
8.	Does the ITK have paper?			
9.	Does the ITK have general office supplies (30-day supply)?			

Figure A2.6. MATERIEL CONTROL ITK.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA MATERIEL CONTROL ITK		OPR	DATE	
Vehicle Management activities must be prepared to assemble, deploy with or ship basic Materiel Control operational items if directed by MAJCOM or line remarks to do so. Unless specific requirements are directed by MAJCOM Vehicle Management Staffs or deployment order line item remarks, use the suggested ITK checklist below to build ITK.				
NO.	**ITEM**	**YES**	**NO**	**N/A**
1.	Does the ITK have laptop equipped with:			
	a. Current AF Standard Microsoft Office Package?			
	b. CD-RW/DVD drive?			
	c. Internet capability (modem, Ethernet, etc.)?			
	d. LOTUS IBM forms viewer software?			
	e. Adobe PDF document reading software?			
2.	Does the ITK have a printer (with extra ink or toner)?			
3.	Does the ITK have a fax (with extra ink or toner)?			
4.	Does the ITK have CD-RWs?			
5.	Does the ITK have removable storage media (external hard-drive.)?			
6.	Does the ITK have file folders?			
7.	Does the ITK have paper?			
8.	Does the ITK have general office supplies (30-day supply)?			

A2.1.2. Members deploying for AEF rotation or OPLAN tasking should consider taking the items listed in **Figure A2.7**, **Suggested Individual Deployment Items**, if not already required or issued.

Figure A2.7. SUGGESTED INDIVIDUAL DEPLOYMENT ITEMS.

1. Insect repellant.	2. Clothesline, clothes pins.	3. Multifunction Tool (e.g., Leatherman®)
4. Alarm clock.	5. Twine or string, duct tape.	6. Work gloves (mechanic style).
7. Coat hangers.	8. Sunglasses and sun block.	9. Sewing kit, scissors.
10. Pad lock.	11. Mechanic's coveralls.	12. Small amount of laundry detergent.

A2.2. MAJCOM CAT Procedures. This attachment provides general guidance to personnel staffing CATs or equivalent, at the MAJCOM-level.

A2.2.1. Personnel filling these positions are considered FAMs. They are responsible for identifying, sourcing and tracking resources used to support crisis or contingency operations. The FAM also ensures the sourced base is not over-tasked (more than what is postured in that

AEF). To perform these duties, the FAM needs to understand the mobility process, TPFDD, ART and Air Force-Wide Unit Type Code Availability and Tasking Summary. The following training courses are highly recommended:

A2.2.1.1. JOPES Course. JOPES supports crisis action planning and management of deployment operations.

A2.2.1.2. DCAPES Course. DCAPES is a classified part of the Global Command and Control System (GCCS) and links AF planners to Joint war planners.

LIMS-EV Vehicle View training.

A2.2.1.3. MAJCOM-specific functional training.

A2.2.1.4. Contingency Wartime Planning Course (CWPC). CWPC educates FAMs in the art and science of contingency war planning.

A2.2.2. TPFDD Actions. The FAM will need to determine what tasking(s) are in the TPFDD and who they are for. This section is designed to enable the FAM to extract that information. After accessing the TPFDD, complete data retrieval by using the following steps:

A2.2.2.1. The first step is to sort the Service Reserve Code column. (See **Figure A2.9**, Typical MAJCOM Codes.)

A2.2.2.2. The second step is to sort the OPLAN column. The deployment Plan Identification Designators (PID) has a "D" on the end. Redeployment PIDs have an "R" (e.g., PID 111A**D** = deployment and 111A**R** = return). The PID identifies a specific OPLAN that has been implemented.

A2.2.2.3. The third Step is to sort the UTC column:

A2.2.2.3.1. The LRS/Transportation 2TXXX AFSC UTCs begin with UF.

A2.2.2.3.2. The LRS/Supply 2SXXX AFSC UTCs begin with JF.

A2.2.2.3.3. The LRS/Fuels 2FXXX AFSC UTCs begin with JF.

Note: Use "*" on end of code to see Guard and Reserve requirements (e.g., 1C* for ACC).

A2.2.2.3.4. The LRS/Logistics Plans 2GXXX UTCs begin with XF.

A2.2.2.3.5. LRS officer 21RX (21T/21S/21G) UTCs begin with 9LR.

A2.2.2.4. The fourth step involves sorting the PCD column. Sorting on blanks (in column) identifies all the requirements (ULNs) that need FAM immediate action.

A2.2.2.4.1. FAM should perform the following:

A2.2.2.4.1.1. Ensure base is only tasked for what is postured and reported as available in ART. **Note:** A unit may be tasked with a UTC that is not postured in ART as long as they have a UTC with the same capability imbedded, for example same AFSCs are available in other UTCs.

A2.2.2.4.1.2. Ensure base is not over tasked. Compare TPFDD tasking to UTCs postured in the tasked deployment band. Tasking cannot exceed postured capability. The FAM should also look at other units within the same deployment

band.

A2.2.2.4.1.3. Notify UDM of tasking(s).

A2.2.2.4.1.4. Coordinate with AFPC/DPW on any changes required.

A2.2.2.5. The fifth step requires inserting the appropriate PCD validation codes.

A2.2.2.5.1. Different plans require different validation codes depending on timeframe. The tasking MAJCOM (owner of PID) will provide guidance as necessary. Submit codes for each ULN to JOPES element or equivalent for DCAPES update.

Figure A2.9. TYPICAL MAJCOM CODES.

MAJCOM	CODE	MAJCOM	CODE
ACC	1C	AFSOC	0V
AETC	0J	AFSPC	1S
AFCENT	3X	AMC	1L
AFDW	4W	ANG	4Z
AFGSC	GS	JCSE	3N
AFISR	0U	PACAF	0R
AFMC	1M	USAFA	0B
AFOSI	07	USAFE	0D
AFRC	0M		

A2.3. VM&A Vehicle Deployment Processing. The following paragraphs outline vehicle-processing requirements for deployments. It is crucial that all the following steps are completed correctly.

A2.3.1. Some of the supplies needed during vehicle processing are large envelopes, black markers and tape.

A2.3.2. The following are the required documents:

A2.3.2.1. AF Form 1800, 1807 or 4427 (operated inspected and signed for current day).

A2.3.2.2. Waiver card.

A2.3.2.3. DD Form 518.

A2.3.2.4. AF Form 129.

A2.3.2.5. SF 91.

A2.3.2.6. Copy of Vehicle LTI.

A2.3.2.7. Vehicle Historical Data Record.

A2.3.2.8. DD Form 1348-1A (copy #2).

A2.3.3. Review the following source documents:

A2.3.3.1. Schedule of Events (SOE).

A2.3.3.2. Any document the UDM submits that includes the UTC and the deploying vehicle.

A2.3.3.3. VAL from LIMS-EV Vehicle View with UC "A" if applicable. Not all deployment tasked vehicles are loaded UC "A."

A2.3.4. Complete the following steps for vehicle package preparation:

A2.3.4.1. Collect and prepare all documents that go into the envelope.

A2.3.4.2. Ensure the AF Form 1800, 1807 or 4427 is signed off for current day.

A2.3.4.3. Have deploying equipment custodian sign DD Form 1348-1A in the appropriate block.

A2.3.4.4. Place copy #2 of DD Form 1348-1A into the envelope.

A2.3.4.5. Keep copy #1 for VM&A files.

A2.3.4.6. Issue a signed copy of AF Form 1297 to the deploying equipment custodian and retain signed original for VM&A files.

A2.3.4.7. Place all the following documents into folder:

A2.3.4.7.1. AF Form 1800, 1807 or 4427 (signed for current day).

A2.3.4.7.2. Waiver card.

A2.3.4.7.3. DD Form 518.

A2.3.4.7.4. AF Form 1297.

A2.3.4.7.5. SF 91.

A2.3.4.7.6. Copy of vehicle LTI.

A2.3.4.7.7. Vehicle Historical Data Record.

A2.3.4.7.8. DD Form 1348-1A (copy #2).

A2.3.4.8. Mark outside of envelope with vehicle registration # in large black letters.

A2.3.4.9. Instruct deploying equipment custodian to tape envelope on inside of vehicle window with registration # showing outside of window; do not block out the driver's vision.

A2.3.4.10. Fill out the actions processing log for deploying vehicles.

A2.3.4.11. If vehicles are being permanently shipped process request via CRIS Tool.

Figure A2.10. SUGGESTED TMSK ITEMS.

Vehicle Specific (as applicable)	**General Support**
Filters (air and fuel)	Nuts, bolts, washers, screws (assorted)
Headlight	Wire terminals, Connectors (assorted)
Light bulbs (turn, brake, marker)	Wire, assorted gauges (10 feet lengths)
Belt(s) (V-belt, alternator, P/Steering)	Fuses (assorted)
Automatic Transmission Fluid, 1-2 quarts (commercial plastic 1-quart containers)	Motor Oil, 1-4 quarts (commercial plastic 1-quart containers)
Hydraulic Fluid, 1-2 quarts (commercial plastic 1-quart containers)	Duct Tape (1 roll)
Engine Coolant, 1 Gallon (commercial plastic 1-gallon container)	Rags

Attachment 3

VEHICLE AND EQUIPMENT MICAP REPORTABLE STANDARD (SRD) CODES

Figure A3.1. Vehicle SRD Codes.

SRD	Mgt Code	SRD Narrative (Vehicle Type)
RDA	B141	BUS, CONVERTIBLE AMBULANCE
RF1	B163	AMBULANCE, MODULAR, 4X4
RF9	B180	TRUCK, MULTISTOP, 4X2, DED
RWG	B361	TRUCK, TRACTOR (***ADR VEHICLES ONLY**)
RWH	B401	TRAILER, TLT DECK 22 FT (**ADR VEHICLES ONLY)**
RWJ	B417	TRAILER, 60T, LOWBOY (**ADR VEHICLES ONLY)**
RGG	C116	TRUCK, WRECKER
RWE	C122	P-30 FIRE TRUCK
RGW	C242	TRUCK, 9T HI LIFT 6X4
RWA	C243	TRUCK SERVICING 3T HIGH LIFT
REX	C355	TRACTOR, TOWING, SUPT EQUIP
RWV	C359	FLIGHT LINE TOW TRACTOR (4X4)
G9S	C999	LAVATORY SERVICING TRUCK,1730-01-077-7350
G9T	C999	LAVATORY SERVICING TRUCK,1730-00-981-7605
G7Y	C999	AIRCRAFT DEICER TM1800
GYZ	C999	MHU-124/E TRUCK AERIAL STORES
RDC	C507	TRUCK, RESPONSE CONV ARMOR
RF8	C508	SEDAN, ARMORED
RE6	C515	CRANE, ENGINE CHANGE, 8.5 TON
RWV	C359	TRACTOR TOWING, SUPPORT EQUIPMENT 4X4
RDD	D508	CRANE, SELF PROPELLED 20 & 29 TON
RFN	D510	CRANE, SELF PROPELLED 41 & 65 TON
RWD	D515	CRANE 7 ½ TON LRT-100 KOEHRING
RWK	C324	TRUCK, DUMP, 4X2 (***ADR VEHICLES ONLY)**
RWM	D539	TRUCK, DUMP, 6X4 (***ADR VEHICLES ONLY**)
RWN	D569	TRACTOR, FULL SIZE T-7 (***ADR VEHICLES ONLY**)
RDH	D580	SNOW REMOVAL UNIT ROTARY

RFQ	D580A	SNOW REMOVAL UNIT ROTARY
RDJ	D581	SNOW REMOVAL UNIT ROTARY
RDK	D582	TRUCK, SNOW PLOW 34000/36000G
RDL	D583	TRUCK, SNOW PLOW 5700G
RDY	D594	CLEANER VACUUM TRUCK MOUNTED MULTIPURPOSE
RWP	D607	SWEEPER, ROTARY (***ADR VEHICLES ONLY**)
RDN	D624	SWEEPER, SNOW AIR BLAST
RDQ	D631	LOADER, PNEUMATIC TIRE
RWQ	D632	LOADER, SCOOP (***ADR VEHICLES ONLY)**
RGP	D633	LOADER SCOOP PT 4CU YD
RDP	D640	LOADER, TRACKED 2-1/2 CY
RWR	D652	GRADER, SIZE 5 (***ADR VEHICLES ONLY**)
RGQ	D653	GRADER, ROAD, MOTORIZED, ARTICULATING
RDR	D655	GRADER, ROAD, MOTORIZED, RIGID FRAME
RWS	D681	ROLLER, VIBRATOR (***ADR VEHICLES ONLY**)
RDS	D731	TRUCK, DISTRIBUTOR WATER 1500 GALLONS
RWT	D753	EXCAVATOR, WHEELED (***ADR VEHICLES ONLY**)
RFY	E801	4K WAREHOUSE TUG
R1A	E816	4K WAREHOUSE FORKLIFT (DIESEL)
RFU	E819	6K VARIABLE REACH FORK LIFT
RDT	E820	TRUCK, FORKLIFT DIESEL 6KRT
RGT	E822	TRUCK, FORKLIFT DED 6200# STANDARD
RD2	E824	TRUCK, FORKLIFT 15000 DED STANDARD
RFW	E829	22K AIS FORKLIFT VEHICLE
RDU	E832	TRUCK LIFT FORK
RGS	E934	TRUCK WIDE BODY LOADER, 15K
RDV	E935	25K CARGO LOADER AIRCRAFT TRUCK (463L)
RGX	E936	HALVERSON LOADER
RFR	E940	40K CARGO LOADER AIRCRAFT TRUCK (463L)
RGV	E945	60K CARGO LOADER AIRCRAFT TRUCK (463L)
RDZ	E950	TRUCK, FORKLIFT, HK, 4K PNEUMATIC TIRE

RGZ	E956	10K STANDARD FORKLIFT VEHICLE 463L
RD4	E958	TRUCK, FORKLIFT 10000# AT 463L
RGU	E959	TRUCK, FORKLIFT ALL-TERRAIN LARGE 13K
RGA	E972	CARGO LOADER AIRCRAFT TRUCK 25K
RGN	E979	50K CONTAINER HANDLER
RGD	F380	TRUCK, TRACTOR W/CRANE M.A.N.
RF3	K194	TRUCK, CUCV, 4X4, M1009
RF7	K196	TRUCK, CUCV, 4X4, M1008
RGR	K197	TRUCK, SHELTER CARRIER TACTICAL 1-1/4 TON 4X4
RD6	K212	TRUCK, SHELTER CARRIER, 4X4, M1029
RFL	K247	TRUCK, CARGO, 6X6, 21,000-23,999 GVW
RGB	K251	TRUCK, CARGO 5TON DROPSIDE
RGC	K251	TRUCK, CARGO 5TON DROPSIDE W/O WINCH (M923)
RD7	K371	TRUCK, 21000-23999 GVW
RD9	K371	TRUCK, TRACTOR 6X6 5-TON (M932)
RFG	K450	TRAILER, CARGO, ¼ TON M4
RFE	K453	TRAILER, CARGO 1 TON M101
RFF	K454	TRAILER, CARGO 1.5T M416
RG9	K459	TRAILER, 5 TON, M1061
RWU	L114	TOW AND RECOVERY, FIELD REPAIR, MOBILE C
RGE	L115	TRUCK, WRECKER 10 TON 8X8 M.A.N.
RGH	L123	TRUCK, FIRE AERIAL PLATFORM TRUCK P-21
REK	L127	TRUCK WATER TANKER P-18
RGJ	L128	TRUCK, WATER TANKER P-26
REC	L130	TRUCK, FIRE PUMPER, P-24
RED	L133	TRUCK, FIRE PUMPER, P-22
REG	L143	TRUCK, FIRE CRASH, P-23
RGK	L144	TRUCK, FIRE MINI PUMPER P-27
REH	L145	TRUCK, FIRE CRASH P-19
REL	L149	TRUCK, FIRE CRASH P-10
REM	L152	TRUCK, FIRE CRASH P-13/P-20

RF2	L153	TRUCK, FIRE CRASH P-15
RG4	L191	TRUCK, WEAPONS MAINTENANCE
RFP	L271	TRUCK, REFUELER HYDRANT R-12
RER	L275	TRUCK, FUEL SERV. 6000 GA R-11
AV0	L290	NAVISTAR MAXXPRO CAT I
AV1	L291	NAVISTAR MAXXPRO PLUS
AV2	L292	M-ATV
AV3	L293	FPII COUGAR A1 CAT I
AV4	L294	FPII COUGAR A2 CAT I
AV5	L295	FPII COUGAR A1 CAT II
AV5	L296	FPII COUGAR A2 CAT II
RFK	L315	TRUCK, LIQUID NITROGEN
RET	L350	TRACTOR AIRCRAFT TOW MB-2
REU	L351	TRACTOR AIRCRAFT TOW MB-4
REV	L353	TRACTOR AIRCRAFT TOW U-18
REW	L354	TRACTOR AIRCRAFT TOW U-30
RE3	L382	SEMI-TRAILER OXIDIZER TRA
RE2	L385	SEMI-TRAILER UDMH,4000G, R17
RE4	L389	SEMI-TRAILER COMPRESSED GAS
RE5	L390	TRAILER LO/LN RECHARGER
RE1	L426	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 3-TON M720
RFC	L427	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 5-TON M832
REY	L429	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 7-1/2 TON M1022
RFH	L476	TRAILER CHASSIS 2 & 3 TON
RFB	L504	CARRIER, PERSONNEL, ARMOR
RF4	L530	TRUCK, HMMWV, 1 ¼ TON, M998, M1026, M1038
RGF	L531	TRUCK, HMMWV, M1025A2
RG8	L532	TRUCK, HMMWV, M1116
RFA	L535	TRUCK, HMMWV, M1145
RWC	L999	RESCUE TRUCK FOR HAZ MAT/AIRCRAFT A/S32P

GX3	W224	R-14 AIR TRANSPORTABLE HYDRANT SYSTEM

Note: *MICAP Reportable SRD Codes for these management codes apply only to those assets assigned against "ADR" package authorizations. Vehicle Management activities using these SRD Codes will be prepared to validate that assets are assigned to "ADR" authorization. The VAL maintained in VM&A is the primary source document for supporting use of SRD Codes.

Attachment 4

VEHICLE REPLACEMENT CODES

A4.1. Vehicle Replacement Codes. Replacement codes are used as a maintenance management economical tool only. Perform only minimum essential repairs on vehicles coded in OLVIMS as "A through J" in order to keep them in service until replacements are received. These codes are now used in conjunction with LIMS-EV Vehicle View EOL to determine maximum extent of repair.

A4.1.1. A - Life expectancy in years and miles/kilometers/hours reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.2. B - Life expectancy in years reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.3. C - Life expectancy in miles/kilometers/hours reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.4. D - Repair estimate exceeds the one-time repair allowance.

A4.1.5. F - Used when the IM has declared the vehicle obsolete.

A4.1.6. G - Life expectancy in years and miles/kilometers/hours reached or exceeded.

A4.1.7. H - Life expectancy in years reached or exceeded.

A4.1.8. J - Life expectancy in miles/kilometers/hours reached or exceeded.

A4.1.9. K - Life expectancy in years and miles/kilometers/hours will be reached within 1 year.

A4.1.10. L - Life expectancy in years will be reached within 1 year.

A4.1.11. M - Life expectancy in miles/kilometers/hours will be reached within 1 year.

A4.1.12. N - Life expectancy in years and mile/kilometers/hours will be reached within 2 years

A4.1.13. P - Life expectancy in years will be reached within 2 years.

A4.1.14. Q - Life expectancy in miles/kilometers/hours will be reached within 2 years.

A4.1.15. R - Vehicle has reached or exceeded half of its programmed life expectancy in years.

A4.1.16. S - Assigned to depot-repaired vehicles.

A4.1.17. T - Will be assigned when replacement codes A through S and U do not apply.

A4.1.18. U - Vehicle under new or remanufacture warranty (other than depot).

Attachment 5

VEHICLE MANAGEMENT TRAINING

FIGURE A5.1. VEHICLE MANAGEMENT TRAINING CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA VEHICLE MANAGEMENT TRAINING CHECKLIST		OPR	DATE	
NO.	**ITEM**	**YES**	**NO**	**N/A**
1.	Is the VFM/VMS actively involved with the training program and trainee progress (e.g., receive weekly/monthly status briefings, interview with trainees prior to Course Exams, etc.)?			
2.	Do trainers conduct a safety briefing for trainees prior to task training? Are unique vehicle hazards identified (i.e., wrap, crush and pinch points)?			
3.	Has the VFM/VMS developed milestone for task and CDC completion?			
4.	Is the Vehicle Management Training Leader overburdened with additional duties that prevent effective management of the training program?			
5.	Does the Vehicle Management Training Leader conduct quarterly reviews of ITPs within TBA for personnel assigned to Vehicle Mgt?			
6.	Does the training program have effective rotation program established?			
7.	Does the training program include in-house training classes?			
8.	Does supervisor conduct & document initial evaluation to determine current skills on newly assigned personnel within 60 days of arrival?			
9.	Does the VFM/VMS strictly enforce the 30-day per volume rule?			
10.	Does the Vehicle Management Training Leader coordinate with the UTM and the MAJCOM to obtain needed training from AETC and commercial training sources?			
11.	Does the Vehicle Management Training Leader ensure the training plan reflects qualification requirements in each task a trainee is required to perform?			
12.	Does the training program focus on upgrade and qualification training?			
13.	Is the Vehicle Management Training Leader a qualified civilian vehicle mechanic (when practical)?			
14.	Have all supervisors completed a Supervisor's Safety Course?			
15.	Have all trainers met minimum qualifications required to conduct training (AFI 36-2201, paragraph 6.7.2.)?			
16.	Is there an established MTP for each work center and does it provide			

	100 percent task coverage?			
17.	Has the VFM/VMS established a pre-testing program for trainees prior to completing the Course Exam?			

Attachment 6

SITUATION TABLE RULES

Figure A6.1. Situational Table Rules

RULE	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
1	Administrative vehicle cost per mile too high, or total O&M cost too high	high direct labor hours and cost	low skill levels of shop technicians	look at the shop training program and determine need for training.
2			"padding" AF Forms 1823/1 to cover overhead or absent time	be sure all personnel are properly documenting labor hours IAW Chapter 7.
3			poor quality control program	repeat maintenance will result from a poor quality control program. QC can be expanded to inspect incoming work to qualify the operator's assessment on the Inspection Guide and Trouble Report Form.
4		high indirect labor cost	high ratio of personnel assigned to overhead functions, or failure to document direct or indirect non - productive Labor appropriately	be sure manning of "overhead" functions is as close to the manpower requirement as shop layout will allow. Try to confine maintenance and Materiel Control tasks to those activities, rather than in the individual work centers. Use Man-hour utilization report to evaluate the Vehicle Management activity. Look at the quantity of overhead hours to ensure they are appropriate.
5			inappropriate use of tire or battery shop blanket AF Forms 1823/1827	ensure that only labor incidental to tire or battery shop is being documented as J9998.

6			personnel assigned to overhead functions not appropriately documenting indirect nonproductive	review employee master list, particularly for personnel assigned to maintenance, Materiel Control, supervision and management, to pinpoint failures to submit "exception" hours. The tendency to submit unchanged labor hour data by personnel in 2 series Labor Codes is not unusual labor.
7		high direct material cost	poor or inadequate control over material cost data input to OLVIMS	review edit list to ensure data integrity, even though record status indicator is "IRA." Particularly validate high-cost transactions. Frequently compare latest edit list against previous edit list to ensure the finance charges are not accepted and costed two or more times on subsequent days. (Suspect double entry or costing when the PZ/JZ/VZ/QZ transaction list reflects unusually high number of transactions or "older" work order numbers appear prevalent.)
8				Place emphasis on high-cost transactions
9			improper high cost bench stock procedures	review "VZ/PZ" transactions to find high cost bench stock material (those NSN-numbered items which appear as "EZ" on the Master Bench Stock Record) requisitioned or issued against individual work order number rather than H8888. If this condition is noted, be alert for a "QZ" (HCBS label) submitted on the same item at time of installation. If unchecked, double costing will result.
10				review High Cost Bench Stock Master List, at least quarterly (more frequently as required), paying close attention to the price loaded in OLVIMS. Validate this price with SBSS or SNUD, COPARS or GPC parts source to ensure currency. Change high cost bench stock master record "E" format as appropriate print and distribute updated high cost labels and ensure the outdated labels are destroyed.
11			inappropriate application of	periodically review sales invoices and "VZ

			"Charge Code" (M–maintenance and N-non-charge)	QZ and PZ" transactions to verify appropriateness of the "Charge Code" used. Use Charge Code "N" IAW AFCSM 24-1.
12			"fix-by-guess" or "Trial and Error" concept of maintenance	review historical record for indications of repeat maintenance. Then review work orders and related sales invoices or SBSS documents for parts and material installed. Look for instances such as: initial installation of an alternator, and possibly later the same day a new regulator; carburetor replaced and shortly thereafter the fuel pump; spark plugs installed, then the distributor replaced, and finally the coil wire. Frequently, the more costly item is "tried" and then a lesser component, and so on until a fix finally results.
13				The use of diagnostic test equipment greatly minimizes occurrences of this type and reduces costs. (Directly affects high direct labor costs. (See rule 2D.)
14			unrestrained repetitive maintenance, "saturation servicing", and maintenance for the sake of maintenance	review vehicle historical records for indications of these conditions. Look for multiple entries of the same "Action Code" under a single or related system code. Look for oil lube and filter servicing at much shorter intervals than directed by AF policy. Look for extensive maintenance of vehicles eligible for replacement (codes A thru M), with special emphasis on vehicles earmarked for replacement by confirmed due-in assets. Look for extensive appearance-related maintenance for these vehicles also. (Directly affects high direct labor costs.(See rule 3D.)
15			a weak and ineffective quality control program	usually results in increased cost. Advocate that CSC tasks be expanded to evaluate incoming work, to qualify the operator's assessment on the Operator's Inspection Guide and Trouble Report. Ineffective QC may result in repeat maintenance.

16			failure to exercise warranty provisions	review Vehicle Management report for expenditure of in-house repair hours and material dollars for vehicles still covered by warranty. Determine why warranty provisions were not exercised. May affect high direct labor cost.
17				review vehicle historical record for repeat maintenance where consumption of same parts or material is indicated within period of parts or material warranty. Review AF Form 1823/-1 sales invoices to determine whether correct warranty period was annotated, and attempt to learn why warranty provisions were not exercised. May affect high direct labor cost.
18				Ensure warranty is exercised for tires and batteries which prematurely fail as original equipment in new vehicles or replacement equipment in older vehicles; applies to recap tires.
19			failure to reclaim serviceable, still-in-demand parts and material from salvage vehicles	review AF Form 1823/-1 supporting preparation of vehicles for turn-in to DLA-DS. **Note:** Instances where mechanics failed to swap out such items as tires and batteries. Look for failure to remove pintle hooks, spotlights, sirens, beacon ray lights, etc.
20			inadequate control over COPARS use of OEM rather than aftermarket parts	periodically review COPARS sales slips to identify instances where OEM parts are supplied when aftermarket parts are known to be available. Attempt to minimize the purchase of OEM items from COPARS.
21		high indirect material cost	convenience packaging rather than economy bulk	determine whether economy is lacking because certain bulk material such as antifreeze, grease, yard goods, fluids, etc., are purchased in convenient-to-use unit of issue rather than more economical drums, rolls, etc. (Weigh the economy of bulk packaging against labor for handling the larger quantity though; across the board savings cannot be assumed in every situation.) Compile consumption

				information, method of dispensing, etc., before reaching a conclusion.
22			application of non-price listed (NPL) cost	to track the total dollars paid the vendor for NPL charge over a period of time to determine the impact on your activity. If the cost or percentage of cost for NPL items appears abnormally high, determine if procurement can assist in amending the contract to call for additional price lists.
23			application of charges for premium communication/ freight to expedite parts and material receipt	periodically review sales slips or, better yet, track those expenses cumulatively so a value of costs incurred and frequency of use can be ascertained. Determine why item required was not on the shelf, and why a local source was not used. Also determine if, after paying premium freight charges, the material received was installed on time or if normal shipping would have been sufficient. May affect high NMCM/S rates.
24			improper use of the low cost work order number L9999, for parts and material procurement	review "VZ and PZ" transactions where work order number L9999 was used. Look at the total price reflected divided by unit of issue, to ensure the cost per unit of use is less than $60. Spot check invoices for valid OLVIMS applicability. Look at charge code usage also to ensure M or N codes are properly applied.
25		high direct/ indirect material cost	inadequate overall surveillance over COPARS	look for instances where the vendor insists on a single source of supply, which may be "business family" related.
26				look for inflated pricing. Be sure price lists have been verified or approved by procurement. Functional area evaluator must perform real surveillance and not merely be filling a square.
27				look for improper packaging practices where an inferior or lower priced brand of part or material is handed across the counter as a premium or more expensive item. Particular wariness is appropriate when packages have been opened. Examine the contents, comparing brand

				name against package trademark.
28				look for like-item price differences. Isolate instances where items are sold one day at one price and the next day at another price. (Determine if price change sheets were received by the vendor and approved by procurement.)
29				look for instances where different items may have the same vehicle application. Isolate cases where the higher priced part or material is sold to the AF. Such items as windshield wiper blades, clearance lights, radiator hoses, etc., will be monitored closely.
30				review sales slips to determine if the vendor is offering rebuilt parts and components rather than new ones. Re-built are less costly and usually afford the same or longer warranty period as a new item. If appropriate, review contract as relates to vendor's responsibility in this area.
31	Vehicle NMC hours to high	high vehicle NMCM	poor control over work documentation	review Vehicle Management report, for vehicles reflecting NMCM hours in excess of the reporting period available hours. If this condition exists, it is often found that two or more work orders were “open” status for the same vehicle at the same time. This normally results from failure to ensure “close” of a particular work order, and from not reviewing the Work Order Master File Status Report before initiating a new work order. (More common when two or more work orders were required to satisfy contract maintenance work requirements.)
32			poor control over workflow	Review Vehicle Management report for Individual vehicle data reflecting very low ratio of direct labor compared to NMCM hours accrued. Often results when VM&A fails to direct the workload. One prime indicator of this problem is when ETIC is constantly slipped. Determine if vehicles are placed in delayed or NMCS

				status in a timely manner.
33				Determine the appropriateness of priorities in the workflow and the disruptive effect caused by overreacting to unrealistic application of priorities, such as shifting technicians from one vehicle to another, shuffling vehicles from one location to another for shop space, etc. Evaluate the interpretation of maintenance priorities within your activity. Particularly ensure the term MEL requirements of each base organization was considered when priorities were established. (Assignment of high priority to a specific type vehicle or using activity does not have to apply across the board.)
34				survey the clock times indicating when completed AF Form 1823/-1 was closed. Often, too high a percentage of vehicles only required a half-hour to an hour to complete; but rather than have a technician work a little overtime to "button up" and give compensatory time off later, the vehicle remains in the shop overnight or over the weekend, drawing downtime.
35			poor physical facility, inadequate shop equipment or tools, lack of manpower, skills,	evaluate the adequacy of the physical shop(s) to support the maintenance effort. Is it necessary to constantly shuttle vehicles to accommodate certain maintenance or servicing requirements? Must certain maintenance be stopped due to inclement weather? Are technicians frequently waiting for a tool or piece of diagnostic equipment before continuing repair of a particular vehicle? Have adequate hand tools been issued to each technician?
36			untimely contractor response	evaluate contract maintenance frequency. Remember that contract maintenance for vehicle repairs is usually very costly from the standpoint of NMCM accrual. See if certain contractors or procurement or contract maintenance officer will accept

				"complete by" dates on contract requirements. Do not ignore lengthy periods of NMCM simply because the vehicle is at a contractor's site. Coordination normally ensures cooperation. You will "track" the reason for contract maintenance, and seek out corrective measures. Evaluate the capability of another organization on base to support your maintenance requirements.
37			untimely responsiveness to parts or material requirements; inadequate bench/working stock levels or fill rates	evaluate the delivery clauses of the COPARS contract. Does the contract require a certain percentage of fast-moving parts or materials to be on the shelf, and is the contractor complying? Does SBSS deliver parts and material on time? Are changes from NMCM to NMCS status accomplished on time? Do GPC vendors provide timely support?
38				review edit list "VZ" supply transactions for frequencies of ordering bench stock-type parts or materials to satisfy individual work order requirements. Physically survey the bench stock holding area for availability of material before "filling" by supply, and after "filling", to determine their fill rate. Revise bench stock requirements, as necessary, and coordinate unsatisfactory or untimely fill rates with LRS CSC.
39			repeat maintenance	See rule 14D.
40			weak quality control procedures	review work orders for vehicles identified as having had repeat maintenance. Determine what percentage of the "repeats" received quality control inspection before release from the maintenance activity.
41			"Fix By Guess" maintenance	See rule 12D.
42			"Saturation Servicing"	See rule 14D.

			maintenance	
43			maintenance for the sake of maintenance	See rule 14D.
44			vehicles turned in for maintenance late in the afternoon or on Fridays	survey the clock times vehicles are turned in to have maintenance or servicing performed. If a quantity is found to be accepted within 1 or 1 1/2 hours before the end of normal workday, attempt to isolate prime contributing organizations. Advise them of the problems this practice can cause. Indicate to them that turn-around times for their vehicles may improve if turned in early on duty days. May be necessary to implement a night shift or strengthen the present one to handle the workload faster.
45			failure to use Management Code 4000 properly	review Vehicle Management report each month and identify vehicles known to have had preparation for disposal. See if NMCM, labor, parts or material was charged or costed against the vehicle's management code. If so, have preventive measures been taken to preclude recurrence charge to 4000? Review AF Form 1823/-1s initiated on vehicle abuse.
46			frequent occurrences of vehicle abuse	Attempt to isolate abuse instances to a specific individual or user. Abuse is a problem that can be controlled with proper emphasis. Isolate prime conditions of abuse such as: Broken windows or mirrors, clutch replacement, damage by overloading, engines operated with insufficient oil or coolant, and so on. May affect high direct labor cost.
47		high vehicle NMCS	unresponsive delayed maintenance program	review delayed maintenance report each time a vehicle is placed on NMCS to see if parts were originally ordered delayed. Delayed maintenance is used to identify parts needs and aims to forestall a NMCS condition by pre-positioning material. Isolate instances where maintenance history (historical records or AF form1823/-1s) indicate parts or material

				was ordered as delayed in what was considered sufficient time to forestall NMCS, but not received or delivered on time. Attempt to find out why. As required, document these instances and coordinate with Supply, the COPARS contractor or base procurement. Was cannibalization considered when appropriate?
48			poorly managed or maintained bench/working stocks	when bench stock-type parts or material is ordered to satisfy a NMCS requirement, due to non-availability in the bench stock or forward supply point (tires and batteries), the bench stock may be inadequate or fill rate may be unsatisfactory. If abnormally rapid consumption is noted, was supply notified before depletion? If so, were they responsive to a request for "fill"? Evaluate need for adjusting established levels or expanding the number of line items carried.
49			untimely responsiveness to parts and material requisitions	evaluate the delivery time of the COPARS contract: Does it require a given percentage of "fast moving" parts/material on the shelf, and is the contractor complying? Does base supply deliver parts and material they have available on time?
50			insufficient controls over NMCS documentation	determine if vehicles were not removed from NMCS status properly or on time.
51				review instances where COPARS, vendors or SBSS provided unsatisfactory delivery dates. Check for timeliness/sufficiency of supply assistance correspondence/follow-up action.
52				determine how well materiel control applies requisition priority based on FAD, UJC and UND codes. Evaluate the activity's review of supply's

				responsiveness in ordering priority requisitions through review of the daily Dl8 listing.
53			cannibalization procedures advantageously	continually review NMCS requirements, of SBSS' responsiveness in ordering checking to see if "like" vehicles are VDP for dissimilar parts or components. Isolate.
54	Inability to attain productive labor-hour goal	low productive labor hours	too high a ratio of personnel assigned to overhead functions (indirect productive), or too much labor spent in the 2 series Labor Codes	See rules 4 and 6.
55			too high a percentage of labor documented in paid leave and other duty absence labor codes (4 and 5 series)	determine the effect of a high ratio of non-productive hours expended in the maintenance activity. Look for seasonal peaks or lows. Attempt to schedule workload requirements, particularly scheduled maintenance and servicing, against known seasonal fluctuation.
56				determine the primary reasons for consumption of labor hours in other duty absence Labor Codes (the 5 series).
57			Ineffective workload scheduling or poor control over workload flow in shop.	evaluate the capability of VM&A to maintain a balanced workload in the shop(s) during periods of reduced workloads by calling in scheduled and delayed maintenance which can be accomplished.
58				Look for unbalanced work distribution ,i.e., one work center requires continual expenditure of overtime labor while another is not operating at production capacity, having to “log” other than productive labor due to workload.
59		high indirect productive (2 series labor codes) percentage of	too high a ratio of personnel assigned to overhead (indirect productive)	See rules 4 and 6. Usually tied to too low a ratio of direct labor.

		labor hours	functions, or too much labor calculated in the 2 series labor ode.	
60		high indirect Nonproductive (4/5 series labor codes) percentage of labor hours	too high a percentage of labor documented in paid leave and other absence labor codes	See rules 55 and 56.
61	delayed maintenance backlog too high	high incidence of delayed maintenance requirements	untimely responsiveness to parts and material requirements; inadequate establishment of bench stock or fill rate and realistic or inadequate special levels.	See rules 37 and 38. Review D18 report to ensure adequate follow-up on parts and material requisitions and to determine if the reported "EDD" is satisfactory. Evaluate COPARS/vendor supply for CO PARS/commercially-requisitioned parts and material. Review documentation for evaluation of the COPARS fill rate.
62			poor physical facility or inadequate shop equipment or tools	evaluate the adequacy of the physical shop(s) to support the maintenance effort. Review delayed maintenance report, to see if a particular vehicle or model is prevalent. The delay, such as a unique piece of test or diagnostic equipment. See if inadequacies have been corrected. Determine if there is a seasonal effect as relates to the facility.
63			lack of skills, manpower, etc.	review delayed maintenance report, particularly Maintenance Codes A and G , to determine if a particular vehicle or model is prevalent. Review the AF Form 1823/-1s to isolate the repairs that are beyond the shops' capability to find the skill not available such as a machinist or a welder, etc. Attempt to determine if a skill or manpower shortage is expected to be long-term or temporary. Has lateral support from another base organization (possessing the skill) been explored? Determine if skill or manpower problems can be related to season requirements. Also see rule 36.

64		failure to remove vehicles from the delayed file	poor control over maintenance documentation	review delayed maintenance report to identify vehicles shipped off base or to disposal but still reflecting active delayed requisitions or man-hour backlogs. Evaluate controls to prevent recurrence, and tighten controls to ensure these types of requirements are canceled.
65				review Vehicle Management report for proof of work performed in maintenance for vehicles in the delayed maintenance report. look for instances where (a) parts are on hand; (b) labor only required; and (c) no other complications would have prevented work accomplishment Determine if OLVIMS is reviewed before new AF Form 1823/-1 initiation.
66	PM&I actions overdue	failure to accomplish PM&I actions on time	Ignoring due or overdue PM&I while generating a work-order.	review OLVIMS to identify vehicles listed as overdue scheduled maintenance. Compare them against Vehicle Management report to see if they were in the maintenance activity while due or overdue. Isolate these instances and determine why the PM&I requirements were not satisfied then. Determine if PM&I is accomplished during unscheduled maintenance, when within specified use or time frame.
67				review OLVIMS to identify vehicles listed as overdue. Review the vehicle's AF Form 1823/-1, if in the shop recently, to ensure use of proper system codes. Look for instances where the job description called for the scheduled requirement, but an improper system code(s) were used. Also look for combination-like job descriptions, such as PM&I and Safety Inspection, as a single job number using a single system code.
68			improper static data loaded into Vehicle Static Data Records	request a current Vehicle Static Maintenance Data List to review the scheduling data. Look for intervals that are more frequent (shorter intervals) than required by AF policy. If found, verify rationale. Determine if shorter intervals

				were used due to environment or operational requirement , etc., and assess current application. Shorter intervals lead to higher frequencies of scheduled requirements and increase the possibility of these requirements becoming overdue.
69			lack of timeliness in advising using organizations of PM&I requirements.	evaluate the performance of VM&A in notifying using organization of PM&I requirements to allow them to plan their workload around the input of their vehicles for PM&I and service.
70			poor cooperation from unit.	evaluate the responsiveness of the VCO and VCNCO in providing scheduled vehicles to the maintenance activity within specified times. If an appointment system is used by vehicle maintenance, determine its effectiveness and the VCO and VCNCO compliance with the appointments. Evaluate the effectiveness of the program used to report organizations refusing to comply with scheduled requirements or continually failing to meet scheduled appointments (abuse reporting, commander or equivalent briefings, etc.).
71			poor long-range planning	review annual PM&I plan periodically and OLVIMS monthly, to determine if the scheduled maintenance program was developed with the following factors being considered: (a) seasonal requirements; (b) man-hour availability; and (c) fair apportionment of the annual requirement. Look for situations where one specific month may reflect too high a percentage of scheduled requirements, as compared to another.

Attachment 7

VENDOR PRODUCT EVALUATION PROGRAM

A7.1. Vendor Product Evaluations Program. The focus of the program is to provide vehicle management functions the ability to evaluate commercially available off-the-shelf products in order to determine if they are more economical and effective in performing vehicle management day-to-day operations prior to purchasing. All products must have potential tangible and intangible benefits to the AF, with a focus on enhancing forward deployed vehicle management operations and/or environmental impact mitigation effects, prior to initiating an evaluation.

A7.1.1. All vendors participating in the product evaluation program must be made to understand, and acknowledge in writing prior to any evaluation starting (see note 1 below), that this is a "**no cost**" program to the US Government, DOD or AF. Furthermore, that a positive (or negative) product procurement recommendation stated in any evaluation report is written in a way that **does not** constitute a legal and binding agreement on the AF to procure/purchase the evaluated product. Extreme care must be taken by all levels of Vehicle Management activities when corresponding with vendors as to **not obligate** (intentionally or unintentionally) the AF for evaluated product procurement without proper authority.

A7.2. AF-level Evaluations. AF-level evaluations will be conducted on products that have potentially significant positive impact on Vehicle Management activities across the AF enterprise.

A7.2.1. VEMSO is the AF focal point and managing activity for AF-level product evaluations.

A7.2.2. AF/A4LE will:

A7.2.2.1. Approve all AF-level vendor product evaluation requests.

A7.2.2.2. Intercede on behalf of VEMSO to obtain MAJCOM support for demonstrations, including required evaluation reports.

A7.2.2. VEMSO will:

A7.2.2.1. Research areas for improvement related to vehicles, tools, equipment and materials, vehicle facilities, management procedures and environmentally friendly alternatives to current processes, to include equipment and products.

A7.2.2.2. Review product evaluation request and/or recommend vehicle products for evaluation.

A7.2.2.3. Coordinate with applicable MAJCOM vehicle management functions to determine evaluation locations and on-site support requirements.

A7.2.2.4. Provide project administrative support and guidance to vendors and evaluating units, to include: Bailment Agreement, Program Directive, evaluation time-lines and reporting requirements.

Notes:

1. A "Bailment Agreement" is an agreement between the vendor (bailor) and AF (bailee) which outlines the temporary placement of control over, or possession of, the product to be evaluated by the bailor, into the hands of the bailee, for the designated purpose of evaluation upon which

the parties have agreed and at "no cost" to the bailee. Bailment agreements must be signed by the vendor's representative and the host base Contracting Officer prior to product transfer. Three (each) signed and original Bailment Agreements must be completed. One each will be distributed to the Contracting Officer and one to the vendor. The evaluating unit will maintain the third copy.

2. A "Project Directive" outlines vendor/product information, testing/evaluation parameters and pertinent contact information.

A7.2.2.5. Maintain official records of all AF-level evaluations. Retain Bailment Agreement (to include associate documentation) IAW Table and Rule T 64 – 06 R 03.00 in the AF RDS in AFRIMS.

A7.2.2.6. When necessary, send a VEMSO Project Manager to the evaluation site to start, evaluate and/or close projects.

A7.2.2.7. Prepare disposition recommendations to AF/A4LE based on evaluating unit's final report findings, including criteria for AS placement or replacement as required.

A7.2.2.8. Post AF/A4LE endorsed final report/findings on the VM CoP.

A7.2.2.9. Provide product vendor with a bailer's report IAW established agreements.

AF/A4LE

A7.3. Base/Unit-level Evaluations. Base/unit-level evaluations will be conducted on, but not limited to, products (tools & equipment) that would normally replace accountable equipment items of lesser quality and/or obsolete automotive repair/service technologies; while still having potentially tangible and intangible benefits to the AF. Normally length evaluations are between four and six months.

A7.3.1. Base/unit-level vehicle management activities manage their own product evaluations, with support and guidance from their MAJCOM.

A7.3.2. VEMSO will:

A7.3.2.1. Provide program and administrative guidance to MAJCOMs and evaluating units. **Note:** VEMSO will provide Program Directive, Bailment Agreement, and final report templates upon request.

A7.3.2.2. VEMSO will post MAJCOM coordinated final reports on VM CoP.

A7.3.3. MAJCOM Vehicle Management functions will:

A7.3.3.1. Review and approve evaluation request from subordinate units.

A7.3.3.2. Review and approve Project Directives.

A7.3.3.3. Review and coordinate on final report/findings.

A7.3.4. The Evaluating Unit will:

A7.3.4.1. Coordinate with MAJCOM and servicing Base Contracting Officer prior to starting vendor product evaluations.

A7.3.4.1.1. Provide justification for evaluation, to include product and manufacture's details; i.e., brochures, pictures, websites, manufacture contact information.

A7.3.4.2. Assign primary and alternate project monitors. Provide MAJCOM with contact information (this information will be included on Project Directive).

A7.3.4.3. Complete valid Bailment Agreement (refer to **paragraph A7.1.1**).

A7.3.4.4. Complete Project Directive and comply with MAJCOM approved Project Directive and report suspense(s).

A7.3.4.5. Provide liaison to vendor concerning delivery or shipping arrangements of product to be evaluated.

A7.3.4.6. Complete project status report (as direct by MAJCOM).

A7.3.4.7. Complete final report/findings. Staff report through MAJCOM prior to submission to VEMSO for posting on the VM CoP. At a minimum, the report will include:

A7.3.4.7.1. Calculated costs savings and avoidance that resulted from project evaluation.

A7.3.4.7.2. Intangible benefits.

A7.3.4.7.3. Advantages and disadvantages, to include any safety concerns.

A7.3.4.7.4. Comparison to current item or process used.

A7.3.4.7.5. Work accomplished (how was product evaluated) and discussion.

A7.3.4.7.6. Recommendations.

A7.3.4.8. Review test data before the end of the test to determine if purchase of test equipment (in place) is warranted. If the purchase of the tested equipment is desired, test activities will prepare an AF Form 9 along with a sole source justification and process it through their contracting activity or use a GPC for purchase.

A7.3.5. Other areas of program concern:

A7.3.5.1. VEMSO provides program management guidance to non-vehicle management organizations or activities (i.e., AFCESA or AFPA). When a product affects the specifications, and/or characteristics of a specific registered vehicle, VEMSO will be coordinated with prior to product evaluation start.

A7.3.5.2. VEMSO will participate in environmental and pollution prevention workshops and conferences to learn about new products and current automotive industry practices and work to embed them in Vehicle Management processes. Coordinate proposed environmental projects with the AF Center for Engineering and the Environmental (AFCEE/EQP/EQT). An Environmental Impact Analysis Process, categorical exclusion, environmental assessment or an environmental impact statement might have to be developed for projects having environmental impact.

Attachment 8

LIMS-EV VEHICLE VIEW

A8.1. LIMS-EV VEHICLE VIEW is a Data Service that serves as the overarching gateway to AF/A4/7 enterprise reporting and analysis. The goal of LIMS-EV Vehicle View is to provide "One version of the truth". Data comes from SBSS and OLVIMS daily. Data is merged with supplemental tables in order to place information into useable format. The system is designed to arrive at requested data within three mouse clicks or three levels of drill.

A8.1.1. Access to LIMS-EV Vehicle View is granted to individuals with a Logistics profile in the AF Portal. Go to the help link in the AF Portal and submit online access request, or contact the Knowledge Owners listed at the bottom of the VM CoP.

A8.2. Data Sources for LIMS-EV Vehicle View.

A8.2.1. OLVIMS/SBSS Daily Files:

A8.2.1.1. OLVIMS VYHK2D.ZIP (Base Code/Site code/Daily); Real Time Vehicle Information System (ReVIS) work file "VYHK0D2W.CMD" (Base Code/Command Code, Site Code/W).

A8.2.1.2. SBSS data is downloaded from Global Combat Support System (GCSS) Data Service Warehouse.

Note: Files are processed into LIMS-EV Vehicle View daily at 0900 and 1800.

A8.2.2. OLVIMS Monthly Files:

A8.2.2.1. 0801VYHK2M.zip (Year/Month/Base Code/Site Code/Monthly). This file is made up of the following files:

A8.2.2.1.1. TCTO file "VYHK0D2T.RVS" (Base Code/Command Code/Site Code/T).

A8.2.2.1.2. Vehicle Master File A "2VEA0108.ASC" (Site Code/Condor Vehicle File A/Month/Year.ASC).

Note: Previous month files are updated on 21st of current month.

A8.2.3. Reference data tables are maintained by VEMSO in order to ensure meaningful definitions for data element and supply missing data elements as needed.

A8.3. Business Objects & Rules.

A8.3.1. Main View Tabs. LIMS-EV Vehicle View consists of four main tabbed views: Leadership, Status, TCTO and Force Module.

A8.3.2. Vehicle Categories. These are groupings of vehicle type(s) with an indicator of mission capability. Categories can be viewed in Leadership View or in other views based on filtering.

A8.3.3. Filters. Filters are used to narrow down data to a requisite level.

A8.3.3.1. Attribute filters are case sensitive.

A8.3.3.2. Limited to specified attributes for each view.

A8.3.3.3. Data can be copy and pasted from spreadsheet (must add comma to separate data attributes).

A8.3.3.4. Filters are not available in Leadership View.

A8.3.3.5. Filters are available for the following:

A8.3.3.5.1. Timeline: Specific month, fiscal or calendar quarter, fiscal or calendar year.

A8.3.3.5.2. Organization level: from AF down to squadron or unit level.

A8.3.4. Charts. Can be used to reflect data in a data tray (bar, line or pie chart).

A8.3.5. Data Tray. Contains data for each metric related to the displayed chart (overall metrics or details).

A8.3.6. Breadcrumbs. Indicate the filter criteria.

A8.3.7. View By/Group By. Details the sorting and grouping of the data in the data tray.

A8.3.8. Create Reports. Save all metrics, only those displayed or create custom selection.

A8.3.9. Save/Manage Views. Allows for saving a specific view for later use, but the view is not exportable. This also allows for setting default view.

Note: All data is historical except for the Leadership View and the Current views under Fleet Posture and Force Module.

A8.4. Detailed Views. A.8.4.1. **Leadership View.** Single screen entry point for canned leadership view of vehicle portfolio data related to fleet sustainment, capability projection and cost requirements.

A8.4.1.1. Mission Capability (refer to **Figure A8.1, LIMS-EV Vehicle View: Leadership/Mission Capability View**, for example.)

A8.4.1.1.1. Current mission capable rate data is displayed using a color-coded bar graph format. The total number of vehicles out of service is divided by total number of vehicles assigned (converted to a percentage) in the result set: equal to or greater than 90% = green, 75 – 89% = yellow, less than 75% = red.

A8.4.1.1.2. From the Leadership/Mission Capability view, various data/information can be viewed by "drilling down" into the view. There are three "drill levels".

1) Drill level 1:
- Displays bar chart where overall AF MC rate is first bar followed by each MAJCOM's MC rate.
- Displays table with AF and MAJCOM authorized and assigned as of first of prior month. Snapshot of authorized/assigned on 21st of previous month.
2) Drill level 2 (click on any MAJCOM bar):
- Displays bar chart where overall MAJCOM MC rate is first bar followed by the MC rate of each base in that command.
- Displays table with authorized and assigned for entire MAJCOM and each base.
3) Drill level 3 (click on any base bar):

- Displays vehicle assets currently in maintenance at that base by registration number, nomenclature, status, NMC date, ETIC date.
- Displays table with Authorized and assigned for that base.

Figure A8.1 LIMS-EV Vehicle View: Leadership/Mission Capability View

A8.4.1.2. Program Objective Memorandum. Indicates projected requirements for replacements and vacancies based on current and End of Life projections. The display has two tabs: Assets and Cost

A8.4.1.2.1. Assets. Displays vehicle count of replacement eligible asset and vacancies; current and projected.

A8.4.1.2.2. Costs. Displays procurement costs based on standard price of replacement eligible assets and vacancies.

A8.4.1.3. Force Module Package Capability. This view depicts total vehicles available to sustain the vehicle force modules of Open, Establish, Operate or Robust base. Data is from the "WRK.CMD" file, with numbers taken from "Drill level 3" of the Mission Capable screen.

A8.4.2. **Status View.** Provides a single screen entry point for viewing select daily snapshot and historical data in the vehicle portfolio. Each status view listed below can be accessed on the Status tab.

A8.4.2.1. Mission Capability. Total percentage of vehicles available for mission support based on user defined filter level. Registered Fleet and Total Fleet are the same.

A8.4.2.1.1. AVAIL HOURS: 24 hours * # days in the month * number of vehicles in the record set.

A8.4.2.1.2. NMCM %: NMCM hours rounded to nearest whole hour / AVAIL HOURS. Convert to percentage.

A8.4.2.1.3. NMCS%: NMCS hours rounded to nearest whole hour / AVAIL HOURS. Converted to percentage.

A8.4.2.1.4. NMC%: NMCM hour + NMCS hour totals / AVAIL HOURS. Converted to percentage.

A8.4.2.2. Deferred Workload. Displays total backlog hours for all vehicles with maintenance delayed for parts, body work (P&S), funds and time to repair vehicles that exceed the one-time repair limit. LIMS-EV VEHICLE VIEW takes a snapshot of delayed hours on 21st of month. Reads most current file in record.

A8.4.2.3. Fleet Posture.

A8.4.2.3.1. The following data computations are used.

A8.4.2.3.1.1. LEASED OR AF OWNED AUTH. "L" or "V".

A8.4.2.3.1.1.1. This "viewed" data is returned from a reference table.

A8.4.2.3.1.1.2. AID 012 returns an "L."

A8.4.2.3.1.2. AUTHORIZED. Total of the AUTH QTY of vehicles in the filter group assigned to the corresponding DOC DETAIL NUM.

A8.4.2.3.1.3. ASSIGNED. Total of vehicles assigned an asset DETAIL DOC NUM (214 records) that matches an authorization DOC DETAIL NUM (201 records).

A8.4.2.3.1.4. EXCESS. Total vehicles with an assigned ALLOWANCE SOURCE CODE of 048 and a USER STATUS CODE of "D", "E", "I" or "N".

A8.4.2.3.1.5. INVALID ASSIGNMENT . Any SBSS asset record (214) that doesn't match the authorization record (201).

A8.4.2.3.2. "Historical" Fleet Posture views are built using: SBSS data; authorization, assigned and excess trend lines; assigned user org, equivalents, status codes, etc.

A8.4.2.3.3. "Current" Fleet Posture views provide an up-to-date look at authorizations and assets assigned and is the primary view used to manage the fleet. CRIS Tool transaction request are also linked to this view.

A8.4.2.3.3.1. "Ad-Hoc Reports" allows generation of any type of report to view the fleet. The Data Tray can be grouped by command, organization, vehicle type, ASC, master management code, BPAC and authorized NSN. The "201", "214" and "518" data is from SBSS (show B200 and B204). Ad-Hoc reporting also allows Master Management Code (Authorization) vs. Management Code (Asset) searches.

A8.4.2.3.3.2. Master Vehicle Report/Hand Receipt. To produce this document select entire base, single or multiple organizations, then export as pdf or Excel document. **Note:** The grid will show due-in information but hand receipt does not.

A8.4.2.4. "Sustainment Costs" depicts the cost to sustain the vehicle fleet (registered and total) with a default view by cost and an additional tab for averages. Seven data points are displayed from OLVIMS data:

1) LABOR COST: Sum of the TOT DIRECT LABOR COST field of the filter set result.
2) PARTS COST: Sum of TOT PARTS COSTS field of the filter result set.
3) CONTRACT MAINT COST: Sum of CONTRACT MAINT COST and OGA COSTS fields of the filter result set.
4) ACCIDENT COST: Sum of ACC IN-HOUSE MAT COST field of the filter result set.
5) ACCIDENT LABOR COST: Sum of ACC IN-HOUSE LABOR COST field of the filter result set.
6) COST PER MILE: Total of all costs divided by total miles driven of the filter result set.
7) COST PER VEHICLE: Total of all costs divided by fleet total of the filter result set.

A8.4.2.5. "Utilization" depicts a combination of two group sets to provide a capability to measure vehicle utilization of a filtered result set to the "AF Average". Calculations limited to vehicles with an M/H/U/K code of "M" or "K." Data Computations are as follows.

A8.4.2.5.1. "Mean" is the average total miles driven per vehicle for the entire period of historical data period selected (not more than 24 months).

A8.4.2.5.2. "Two Standard Deviations", use of two standard deviations from the mean to establish upper and lower control limits for the AF average.

A8.4.2.5.2.1. "Over Utilized" = more than two standard deviations above the mean.

A8.4.2.5.2.2. "Under Utilized" = more than two standard deviations under the mean.

A8.4.2.6. "Requirements" depicts the number of vehicles required to be replaced over the next 20 years. Initial view will also depict the vehicles scheduled for purchase (due in). The view can be switched between "Assets" and "Cost".

A8.4.2.6.1. The computations used to establish current life expectancy are as follows:

1) Life expectancy in years is computed by taking the depreciated value of each vehicle over a 20-year life span and plotting it against O&M costs, which are increased yearly by three percent (for inflation).
2) Establish the life in years at the point where projected O&M costs exceed the depreciated value or at 20 years.

A8.4.2.7. Due-Ins. This view will show due-in information by vehicle quantity, actual dollars and by fund type. Due-in data is from CARS.

A8.4.3. **TCTO.** This view depicts four separate but linked TCTO requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, the viewer can get an informed look at an individual TCTO or the status of a larger TCTO program completion level within a filter set. TCTO numbers are generated on a reference table and TCTO number in OLVIMS must match TCTO number listed in LIMS-EV VEHICLE VIEW. OLVIMS data is crossed in monthly

file uploaded to VEMSO (VYHK0D2T.ZIP). If TCTO data in OLVIMS is incorrect, VM&A must edit "C record" in OLVIMS to match (CZ, CV, ZH transactions). The following are data points and definitions are used to build this view:

A8.4.3.1. Total required: depicts the sum vehicles required to have a TCTO completed on them within the filter set. Source of the vehicle count is a sum of the registration numbers listed in the TCTO table that matches the filter set.

A8.4.3.2. Complete: depicts the sum of vehicle registration numbers listed within the filter set that have a TCTO COMPLETED DATE listed.

A8.4.3.3. Due/On-Time: depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that have not passed the "MUST BE DONE DATE". Will be reflected when within 60 days of due date. Individuals can toggle between numerical values or percentages in the chart.

A8.4.3.4. Overdue: depicts the sum of vehicle registration numbers in the result set that require a TCTO be completed that has passed the "MUST BE DONE DATE".

A8.4.4. **Force Module**. This module depicts total vehicles available to sustain the vehicle force modules of "Open," "Establish", "Operate" or "Robust a base". This module mirrors the Leadership View display, but shows actual assets and bases. Filter options allow selection of organization level and type of mission to support. Select chart option to fill the data grid with vehicle requirements, drill down vehicle requirements to view asset information.

A8.4.4.1. Data Source. Package requirements are defined in the Force Module table and fill rate/capability data is extracted from the "WRK.CMD" file.

Attachment 9

CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL

A9.1. Capability Based Funding. A process used to capture logistics requirements. Quantifying vehicle/vehicular equipment requirements is key to raising the pursuit of funding from a gray area to a meaningful discussion of capability.

A9.1.1. Programming is establishing a plan of action to do something. In the vehicle world this is planning our vehicle requirements in future years.

A9.1.2. Execution is when we carry out those plans with the funding available.

A9.2. Funding Source.

A9.2.1. Funding is appropriated by Congress for vehicle procurement through appropriation bills. Appropriated funds categories are:

A9.2.1.1. 3010 Aircraft Procurement, Air Force.

A9.2.1.2. 3080 Procurement – Other (munitions, vehicles, electronics, base maintenance and support equipment). This is three-year money.

A9.2.1.3. 3400 Operations and Maintenance, Air Force. This is one-year money.

A9.2.2. In the past, 3400 and 3080 money was used for vehicle procurement, now only 3080 money is used for vehicle procurement.

A9.2.2.1. 3400 is discretionary money and is not designated for a specific purpose. This funding is easy to target for funding cuts when Air Staff or MAJCOM has higher priorities; hard to defend requirements.

A9.2.2.2. 3080 money is allocated for specific requirements. This type of funding is harder to target for cuts or divert elsewhere, unless mission is higher priority.

A9.2.3. The "Color of Money".

A9.2.3.1. Appropriated money is further defined by Budget Program Activity Codes (BPAC). BPAC classifications "below the appropriation level" are used to identify major budget programs, or in relation to vehicles, the type of vehicle the funding supports. The following are vehicle BPACs:

1) 1800 – General Purpose Vehicles.
2) 2230 – Medium Tactical Vehicles (All M-Series vehicles).
3) 2990 – Cargo and Utility Vehicles.
4) 3230 – HMMWV.
5) 4010 – Fire Fighting Vehicles.
6) 5990 – Material Handling.
7) 6210 – Runway Snow Removal.
8) 6990 – Base Maintenance and Construction.

A9.3.2. AF Vehicle Fleet Major/Minor Program Codes (refer to **paragraph 4.75**) are used to link authorization (and vehicles) to the specific mission they are used to support. They also allow for analysis to determine what missions are being supported by the money. For a listing of vehicle program/mission codes refer to **Tables 4.5** and **4.6**

A9.4. Vehicle Prioritization Model.

A9.4.1. Overview. A given vehicle type is only in one BPAC, but can be at any base within a MAJCOM or AF fleet. Funds allocated to each vehicle NSN are split among all vehicles and vacancies within that NSN. The model calculates End of Life (EOL) year based on depreciation of the vehicle and cumulative sustainment (O&M) costs. Depreciation is based on a default life expectancy of 20 years. EOL is adjusted, or set, when O&M cost exceeds depreciation value. Vehicles with same Management code will have different life expectancies for programming purposes. The Vehicle Prioritization Model provides better justification for appropriations and is a proven business model that identifies vehicle requirements while connecting them with the mission they support.

Note: Vehicle One-time Repair Limits and Replacement Codes should only be used for maintenance decisions.

A9.4.2. Model Logic.

A9.4.2.1. Vehicles and vacancies are prioritized within BPACs and NSNs.

A9.4.2.1.1. Prioritizes all assets assigned from 1 – many, whether replacement required or not.

A9.4.2.1.2. Does not attempt to prioritize one vehicle type over another or one BPAC over another.

A9.4.2.1.3. Does not attempt to prioritize vehicles and vacancies together.

A9.4.2.1.4. Apply the funding:

1) Applies funding across NSNs in a BPAC.
2) Determines NSN earned share based on health rate.
3) Determines vehicle/vacancy split (2:1).
4) Apply funds to prioritized lists.

A9.4.2.2. Prioritization Rules for Vehicle Replacement.

A9.4.2.2.1. Use Code: non-WRM (A/J, B/K, C/L) first, WRM last (D/M).

A9.4.2.2.2. Year: Ascending – oldest first.

A9.4.2.2.3. Use Code: A/J first, B/K and C/L second, D/M last.

A9.4.2.2.4. End of Life: Ascending – projected end of life year. Vehicles exceeding or nearing their end of life year are replaced first.

A9.4.2.2.5. Miles or Hours: Descending – cumulative miles or hours.

A9.4.2.2.6. Sustainment Cost: Descending – higher maintenance cost before low.

A9.4.2.2.7. Item Code: Unsuitable substitutes first, all others second.

A9.4.2.2.8. Base Fleet Age: Descending – the average age of the fleet for all NSNs at each base (prioritizes assets that are equal in every other way between bases).

A9.4.2.2.9. Last 6 digits of registration number: Ascending – a random number will be used for tiebreak.

A9.4.2.3. Prioritization Rules for Vacancies.

A9.4.2.3.1. Use Code: A/J (mobility) first, B/K and C/L second, D/M (WRM) last.

A9.4.2.3.2. Vacancy Rate: Descending – percentage of vacancies to authorizations at a location. More vacancies – higher priority.

A9.4.2.3.3. Replaced eligible rate: Descending – percentage of replacement eligible vehicles to authorizations. Higher percentage of replacement eligible vehicles – higher priority.

A9.4.2.3.4. Fleet Age: Descending – average age of the fleet for each NSN at each base.

A9.4.2.3.5. Base Fleet Age: Descending – the average age of the fleet for all NSNs at each base (prioritizes assets that are equal in every other way between bases).

A9.4.2.3.6. Authorization Number: Descending – positions 7-18 of authorization number (doc number + SRAN). A random number will be used for tiebreak.

A9.4.2.4. Funding Rules.

A9.4.2.4.1. Can select how many out-years to include in the plan.

A9.4.2.4.2. A percentage of funds can be withheld. Needed to accommodate a flex line between listed Standard Price and actual price with options.

A9.4.2.4.3. No Buy list can be created for any combination of NSN, BPAC, MAJCOM, Base and/or FY.

A9.4.2.4.4. Must Buy list can be created by NSN, MAJCOM and FY.

A9.4.2.4.5. Replacement Required Carryover Percentage (RRCP).

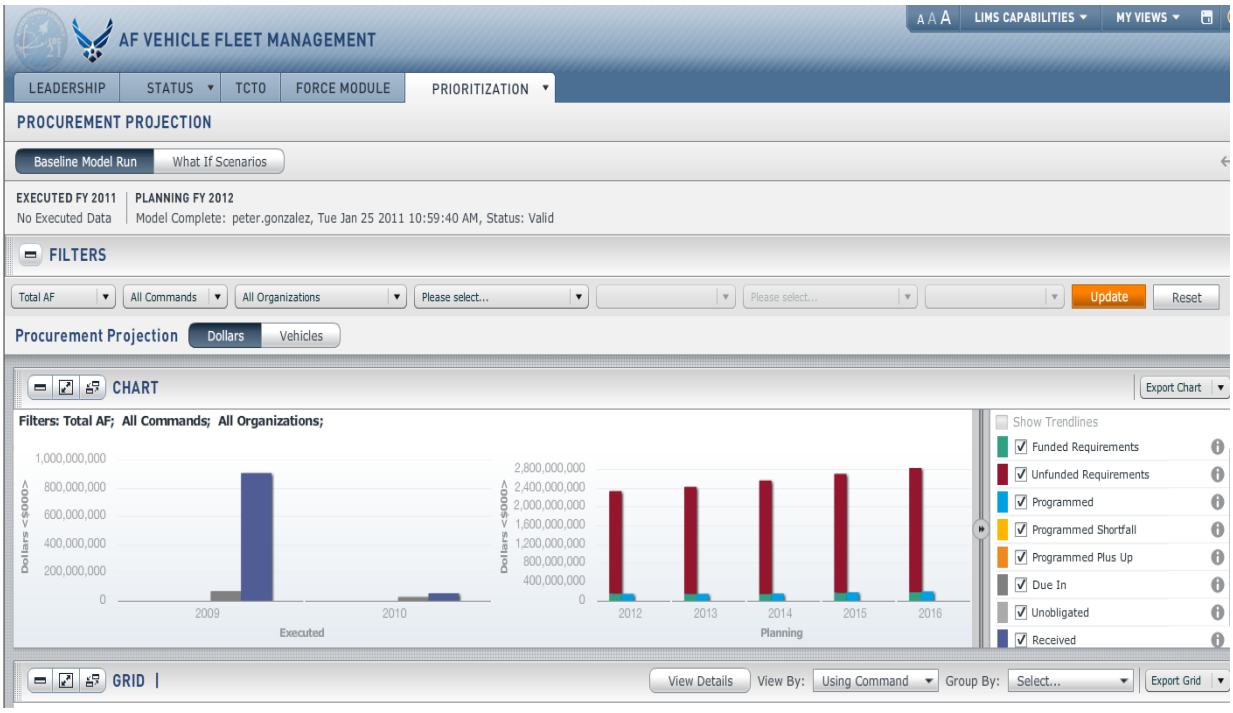
1) Accepted historical replacement eligible percentage by NSN.
2) VPM will prioritize up to that percentage for a NSN and then stop until all NSNs reach their RRCP.
3) VPM then continues to prioritize equally for all NSNs.

A9.4.2.5.5. MAJCOMs use the VPM to adjust programming for BPACs in out years. This allows them to see if there is too much/little money within a BPAC. Money cannot be moved in execution year. Programming lists are not saved in the system.

A9.4.2.5.6. MAJCOMs run (What if scenarios) throughout the year to identify and adjust buy requirements

A9.4.2.5.7. The system is locked on predetermined date to generate prioritization list for execution. Execution list are saved in the system and generate metrics for analysis. MAJCOMs and base level VM activities can run the model with “what if” scenarios.

Figure A9.1. LIMS-EV Vehicle View, Prioritization Tab/Baseline Model Run Example



Attachment 10

DOD FLEET CARD PROGRAM

A10.1. Overview. DOD Fleet Cards are used to obtain fuel and services from off-base commercial service stations when the vehicle is operating outside of the using organization's Permissible Operating Distance (POD). The cards are not credit cards, e.g., VISA® or MasterCard®, and are only accepted at participating businesses. Dependent on individual unit account policy, purchases other items or services other than fuel may be authorized and will be limited to those which are needed in order keep a USAF vehicle in (or return to) serviceable condition.

A10.1.1. AF controlled vehicles authorized for off-base use may be assigned a DOD Fleet Card if the vehicle is normally operated outside of the base's POD or if an authorized DOD or AF base refueling facility (that utilizes the Vehicle Identification Link Key) is not available.

A10.1.2. To facilitate multi-vehicle fuel purchases, each vehicle management, or account activity, is authorized to obtain generic cards.

A10.2. General Policy.

A10.2.1. Card users will be briefed to make every effort to purchase fuel from pumps with card reader ("swiping") capability.

A10.2.2. Card users **will not** purchase premium fuels (e.g., premium or super unleaded, premium diesel) unless required in writing buy the vehicle manufacture. However, if the octane rating for E-85 is higher than regular unleaded, the purchase of E-85 is authorized for flex-fuel vehicles.

A10.2.3. All fuel cards should reflect account name, i.e., 96th Vehicle Management.

A10.2.4. Vehicle management or account holder activities should maintain as few fuel cards as possible to ensure mission accomplishment.

A10.2.5. The APC, base-level vehicle management or account holder activities may set policy restricting Fleet card purchases to "FUEL ONLY".

A10.2.5.1. Car wash purchase amount limits may also be set by APCs or base-level Vehicle Management activities, i.e., $15 per car wash.

A10.2.6. Fuel cards **will not** to be used in place of an organization's GPC program, the use of an AF Form 9, *Request for Purchase* or other purchasing instrument when purchasing items or services required in support of field operations or fleet maintenance.

Exception: AFOSI and Unified Command accounts with indigenous assets assigned are exempt. However, these organizations should investigate using other procurement/purchasing avenues (like those mentioned above) before using the fuel card program.

A10.2.7. Fuel cards **will not** be used to support "wet" leased vehicles at any time. Contact GSA for guidance concerning on GSA leased vehicle cards.

A10.2.8. Fuel cards can be used to obtain fuel for small boats, tugs or barges as authorized by the AFCPM and not to exceed the $3,000 micro-purchase threshold.

A10.2.9. Fuel cards are not authorized to obtain aviation fuel.

A10.2.10. LRS Commanders or equivalents have the option of establishing alternative off-base refueling programs using the DOD Fleet Card Program when alternative fuel requirements cannot be met by local fuels management agencies and/or supported by other federal agencies (refer to **paragraph 11.6**).

A10.2.10.1. If cards are required to support commercially available alternative fuel**,** these cards will be restricted to "FUEL ONLY" purchases.

A10.2.10.2. If individual cards are obtained to support specific vehicle(s), these card will have the vehicle registration number and alternative fuel optionally embossed on the card (e.g., 11B12345 E-85). Additionally, these cards will be programmed with the fuel funding line-of-accounting (LOA) belonging to the vehicle's assigned organization.

Note: Fuel funding LOAs are established by Accounting and Finance and contain Department of Defense Activity Address Code (DODAAC), Signal Code, Fund Code and Supply Account Codes which are used to charge organizational O&M funding lines for fuel purchases. These codes are also found on individual vehicle VIL keys.

A10.2.11. VM&A must establish procedures with Accountable Officials (AO) (if not from an LRS Vehicle Management account) and card users to ensure the information required for OLVIMS off-base fuel transaction are provided in a timely fashion.

A10.2.12. When fuel cards are assigned/hand-receipted to support non-UDI or account assigned vehicles, the AO will ensure that funds for fuel purchases are reimbursed to the fuel card account's fuel funding LOA. Additionally, AOs will restrict purchases to "FUEL ONLY".

A10.2.13. When not in use, cards will be stored in a suitable locked container.

A10.2.14. AOs will establish policy and procedure for card users to follow for obtaining approval from the account AO or Certifying Official (CO) before using a card to obtain commercial maintenance or towing services.

A10.2.15. APCs, AO, CO and alternates must establish and maintain on-line account management access with the credit card vendor. On-line account management (WEX *Online*®) will allow APCs transaction oversight and AOs/COs the ability to retrieve monthly invoices, set-up purchase "alerts", quickly view status of account(s), card(s) used and to verify transactions against their account(s). APCs will only be able to view account under their MAJCOM hierarchy.

A10.3. Above the Unit Level Program Management Positions. DLA Energy is the DOD Program Manager for the DOD Fleet Card Program; establishing policy, providing oversight and managing account fuel transactions., however units will develop, and ensure execution of, local programs and procedures IAW with the DLA Energy sponsored fuel charge card guidelines and this AFI.

A10.3.1. **AFCPM.** On behalf of AF/A4LE, VEMSO acts as the AFCPM. As such, VEMSO is responsible for supporting DOD Fleet Card Program policy, establishing and enforcing AF policy and providing a bridge between unit-level accounts and outside agencies; such as DLA Energy, the fuel card vendor and the Defense Finance and Accounting System. Additionally, VEMSO provides account oversight, operational and

program management support for non-fuel purchases. VEMSO also is responsible to maintain a master listing of all accounts, to include (with the assistance of APCs) up-to-date unit-level account AO/POC information.

A10.3.2. **APC.** Like the AFCPM, APCs can also act as a bridge between accounts and outside agencies. They are also responsible for the oversight and enforcement of AF Fleet Card Program policy. This is usually accomplished via Staff Assistance and as program management checklist items on the HAF Core CI checklist. MAJCOM APCs may also augment AF policy with supplemental instructions to this AFI, IAW **paragraph 1.2** Additionally, APCs will maintain a list of accounts and AO (POC) information for accounts under their command.

A10.4. Unit Level Program Management Positions. Normally, the Vehicle Management activity is responsible for administration of the DOD Fleet Card Program/account. Appropriate personnel within the account's controlling activity/flight will be appointed (via DD Form 577, *Appointment/Termination Record – Authorized Signature*, Sections I thru III, refer to **paragraph A10.4.3**) to the following positions:

A10.4.1. **AO.** This person is responsible for overall account management, to include, but not limit to:

A10.4.1.1. Supporting the certification of payment invoices and documents for vendor non-fuel payment. Supporting the respective CO with timely and accurate data/information to ensure prompt and proper payments, i.e., payments that are supportable, legal and computed correctly.

A10.4.1.2. Ensuring fuel cards are distributed for use only to authorized vehicles.

A10.4.1.3. Ensuring that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous or delinquent payments. Additionally, ensure that all procedural safeguards affecting proposed payments are observed.

A10.4.1.4. Complying with OMB Circular A-123, Appendix B and all applicable DOD regulations and AF policy and procedures.

A10.4.2. **CO.** The CO position would normally be held by the flight OIC, VFM, VMS or Section NCOIC. However, small units/functions with limited supervisory personnel authorizations may designate the resource advisor, unit commander or contracting officer (for contracted vehicle management activities) as the CO. The CO serves as a "check-and-balance" to ensure all purchases made with DOD Fleet Cards are legitimate and for official use only.

Note: Additional responsibilities for the positions above can be found in DOD 4140.25-M, *DOD Management of Bulk Petroleum Products, Natural Gas, and Coal*, Vol II, Chapter 16, *Government Fuel Card Program Management Office*, 26 February 2009.

A10.4.3. All unit level program management position appointments should be made by the unit commander or appointing authority utilizing a DD Form 577.

Note: The use of a memorandum to appoint personnel into program management positions is at the discretion of unit-level management. However, this does not negate completion and disposition of DD Form 577.

A10.4.3.1. AOs also require completion of the Fleet DOD/DLA Energy AO Nomination Form.

A10.4.3.2. AOs and COs must complete DLA Energy AO Training (refer to **paragraph A10.12**.).

A10.4.4. Alternates will also be appointed for each position and have the same appointment form requirements as stated above.

A10.4.5. The signed DD Form 577, AO Nomination Form and AO training Certificate must be forwarded to the DLA Energy AF Account Manager and/or AFCPM and maintained in the account program management binder/file.

Notes:
1. DLA Energy and the AFCPM maintains a DD Form 577 with program responsibilities (block 14) and program management directives (block 15) prefilled, this is the only form that will be accepted. Go to the VM CoP or the DLA Energy website (https://www.us.army.mil/suite/page/655720 (Defense Knowledge Online (DKO) site)) to attain a write-capable electronic version.
2. Upon termination of program management position responsibilities, DD Form 577, Section IV, must be completed and forwarded the DLA Energy AF Account Manager and/or AFCPM and maintained in the account program management binder/file.
3. COs and AOs perform inherently governmental functions such as activities that require making value judgments regarding monetary transactions and entitlement involving the collection, control, or disbursement of appropriated and other Federal funds. Therefore, these functions must be performed by U.S. Federal government employees, not contractors.

A10.5. Establishing DOD Fleet Card Account. Units should contact the AFCPM and/or visit the DLA Energy website for details.

A10.5.1. DLA Energy will not establish new accounts without the AFCPM approval.

A10.6. DOD Fleet Card Split Billing Process:

A10.6.1. Split billing is a means of centrally billing the "fuel" portion of the invoice. Split Billing functionality is the process whereby fuel purchases are separated from non-fuel purchases. The fuel card processor (Wright Express© (WEX), the DOD Fleet Fuel Card contractor) is responsible for separating fuel purchases from non-fuel purchases (splitting the invoice).

A10.6.2. For the fuel portion, DLA Energy-RRF (San Antonio) acts as the certifying office and Defense Finance & Accounting Service (DFAS) Columbus is the paying office.

A10.6.3. For the non-fuel portion, each incurring unit (account) is the certifying office, and the appropriate DFAS office for the unit is the paying office. Individual accounts should continue processing the non-fuel portion of their invoice from the fleet card contractor through their established channels. (Refer to **paragraph A10.8**)

A10.7. The FMD and the FES:

A10.7.1. The FMD, a component of Business Systems Modernization ----Energy, is a vertically integrated automated information system consisting of base-level components and

enterprise-level systems providing visibility of bulk fuel assets and fuel transactions to the Services and DLA Energy.

A10.7.2. The FES is a web-based environment that collects, routes, and reports fuel transactions among bases, contractors, DLA Energy, DFAS and other entities. It acts as the DLA Energy data warehouse that stores fuel transactions purchased by the DOD Fleet Card.

A10.7.3. These systems facilitate standard unit pricing, requirement analysis, and inter-fund billing. DOD Fleet Card fuel purchases are passed to FES by the fleet card contractor. Transactions are rolled up by DODAAC /sub-account, a document number is assigned and standard price applied for inter-fund billing. This information is passed to DFAS.

A10.7.4. What units are being charged for fuel: When the DOD Fuel Card is used, the Standard Price per gallon is charged to the unit. The unit is NOT charged the ”pump price”. This is because DLA Energy pays for the actual (pump) price through the Defense Working Capital Fund.

A10.7.4.1. The Office of Management and Budget sets the Standard Price not DLA Energy.

A10.8. Non-Fuel Purchase Funding and Payment Procedures. All non-fuel purchases will be paid directly to the card vendor before or by the invoice due date (normally 30 days after invoice date).

A10.8.1. In order to assure continuity, locality specific payment procedures must be established with the servicing Accounting & Finance Budget Office when accounts are established.

A10.8.2. Account activities should provide the unit Resource Advisor, or servicing Accounting & Finance Budget Office, an estimate of non-fuel purchases each fiscal quarter or year as needed. This can be accomplished by preparing the appropriate funding document, i.e., AF Form 406, *Miscellaneous Obligation/ Reimbursement Document*, and forwarding the original and one copy to servicing Accounting & Finance Budget Office for approval at the beginning of each year and/or quarter. The approved copy is authority to cite funds for purchases.

Note: The AO and/or CO must take into account the lead time required by DFAS to process Miscellaneous Pay transactions when working to meet payment due dates.

A10.9. Account Documentation and Continuity Requirement. Various documentation will be maintained for account management, program management and for continuity purposes. This information can be maintain electronically and/or via hard copy file(s) or in a continuity book(s)/binder(s). The information will be divided into two parts, files or sections: 1) Funding and Transactions 2) Card Administration and Management Control.

A10.9.1. **Funding and Transactions.** Documentation within this section will include, but is not limited to:

A10.9.1.1. Copies FY funding documents (i.e., AF Form 406 and/or SF 1048), Fund cite authorization and requests for additional or supplemental funds.

Note: These documents are not required for “FUEL ONLY” accounts or if no non-fuel purchases have been made during the current fiscal year.

A10.9.1.2. Billing cycle (monthly) transaction documents (grouped by billing cycle). These documents include:

A10.9.1.2.1. Vendor Invoices. WEX produces monthly invoices for download using the WEX *Online*® Account Management System only if non-fuel purchases were made during the billing cycle (first calendar day to last calendar day each month) and/or there is a non-fuel purchase balance due. The "balance due" amount on the monthly invoice will only reflect the amount due to non-fuel purchases.

A10.9.1.2.2. Monthly Purchase Transaction Reports. Also available on WEX *Online*® regardless of invoice availability. These reports will be downloaded and used to reconcile/validate (against receipts) **ALL** purchases.

A10.9.1.2.3. All purchase and other transactions receipts. All purchase receipts must have the following associated information documented:

A10.9.1.2.3.1. The full name, grade, unit and duty phone number of purchaser.

A10.9.1.2.3.2. Description of purchase. If fuel, type of fuel and gallons. If service, part or repair, provide full description.

A10.9.1.2.3.3. Vehicle registration/tag number and odometer/hour meter at the time of purchase.

A10.9.1.3. **ALL** billing cycle transactions documents (vendor invoices, transaction reports and transaction receipts, etc.) must be maintained for three years, regardless of account status.

Note: If a transaction receipts is lost, the AO will document (e.g., Memo for Record) the occurrence; to include the purchaser's POC information and information relevant to the transaction.

A10.9.2. **Card Administration and Management Controls.** Documentation within this section will include, but is not limited to:

A10.9.2.1. Local program policies/procedures.

A10.9.2.2. Account position appointment forms, letters (AO Nomination and DD Form 577) and AO training certificates.

A10.9.2.3. Card listing, to include: card number, profile, fuel LOA, etc.

A10.9.2.4. Location of card Personal Identification Number(s) (PIN), or Driver's ID number(s) Listing.

Notes:
1. PIN listing must be secured at all times.
2. Card and Driver ID (PIN) listings are available for download from WEX *Online*®.

A10.9.2.5. Card register/control log. Develop a local card control log to document card issuance, i.e., card information, date and POC info. Attach issuing document/receipt to the register, i.e., memo or hand receipt. The register will be valid for one FY. All cards "permanently assigned" to units (i.e. cards assigned/hand-receipted to First Responders or cards used to purchase alternative fuel for individual vehicles assigned to different

organizations) must be reissued on a new register by 31 October each FY. The card register/control log may be combined with the inventory list.

A10.9.2.6. Documents, memorandums or statements certifying card loss, destruction, turn-in, completion of semiannual (twice a year) validation and any FW&A investigation.

A10.9.2.7. File copies of card user "Statement of Understanding" (SOU).

A10.9.2.8. Card User training log.

Note: A portion of card users training log and the SOUs may be maintained/filed separately at the point of issue, e.g., Vehicle Dispatch office.

A10.9.2.9. Copies of DLA Energy correspondence and policy memos (refer to **paragraph A10.13**)

A10.10. Additional AO Duties. Other duties of the AO include, but are not limited to, the following:

A10.10.1. Developing a local card user/training guide.

A10.10.2. Controlling the DOD Fleet Card register and the issuance of Fleet Cards.

A10.10.4. Reviewing user control documents and DOD Fleet Card register twice a year to include a physical inventory.

A10.10.5. Reporting questionable purchases to Unit Commander (or equivalent), APC and AFCPM.

A10.10.6. Ensuring all fuel (to include mileage update) and maintenance transaction costs are input into OLVIMS as an off-base cost when receipt is received.

A10.10.7. Forwarding invoice and supporting documents for non-fuel purchases to the paying agent.

A10.10.8. Ensuring all card users receive Card User's Training and signs an SOU (that outlines card user responsibilities and authorized purchases) prior to initial card use and annually thereafter.

Note: DLA Energy approved Card User Training and SOU can be found on the VM CoP.

A10.10.9. Notifying DLA Energy AF Account Manager, AFCPM, APC and card contractor immediately of changes to the account including telephone numbers, addresses, AO/CO appointment changes, Fuel LOA info, etc. Subsequently, if the unit is disbanded or relocated, the AO is responsible to provide the card contractor with updated contact information if a non-fuel balance remains. Further, if the unit is disbanded, the unit is responsible for account closure and proper disposition of the cards and PINs to prevent unauthorized use or fraudulent activity.

A10.10.10. Ensuring the PIN (the WEX term is *Driver ID*) associated with each DOD Fleet card is different and unique and that steps are taken to ensure PINs are not divulged to unauthorized personnel. When a PIN has been compromised, the cardholder shall contact the contractor immediately or login to WEX *Online*® to change.

A10.10.11. Establishing reimbursement policy/procedure for units/individuals that purchase unauthorized items or car washes that are over policy limits.

A10.10.12. Ensuring complete documentation (specific item/service purchased and rational for purchase) of all non-fuel purchases is maintained on file.

A10.11. Disposition of the DOD Fleet Cards or Account. Destroy cards no longer required, authorized or expired. Maintain a record of card destruction for one-year. Channel requests to "Terminate" card(s) to the Fleet Card vendor, APC, AFCPM or DLA Energy. Notify Fleet Card vendor of all lost and/or stolen cards.

Note: AOs and COs have the ability to manage individual cards using WEX *Online*® to include card termination.

A10.11.1. Lost or stolen account numbers and cards must be reported immediately to the Fleet credit card vendor. Refer to account control files, account statements, or the back of a Fleet credit card for vendor contact information. Notification is mandatory whether or not the fuel card is to be replaced to enable the contractor to update the data file.

A10.11.2. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, will be destroyed immediately.

A10.11.3. Fuel card accounts that are no longer required will be "closed" and all cards destroyed. Contact the AFCPM, DLA Energy and the Fleet Card vendor when closing account.

Notes:
1. Account non-fuel balance must be "paid-in-full" before they can be officially closed.
2. Account documentation listed in **paragraph A10.9** must be maintained for three years after account closure.

A10.12. DOD Fleet Card Program Training Requirements.

A10.12.1. DLA Energy AO Training is mandatory for AFCPM, APC, AO and CO and alternates. New AFCPM, APC, AO, CO and alternates must complete required training within 30 days of appointment and at least every three years thereafter. The mandatory AO computer-based training can be found on the DLA Energy website.

Note: Individuals will have to register for the DKO website prior to access.

A10.12.2. All card users must receive initial training prior to using the card and every three years thereafter. A mandatory card user training presentation can be locally developed or downloaded from the DLA Energy website or VM CoP. Locally developed training for cardholders must provide general information on how to use a fleet card, proper use, AF policy and local procedures related to "who to contact" in the event of problems with cards, purchase related information requirements and card/receipt turn-in.

A10.12.3. WEX *Online*® user training is offered monthly. Contact the Fleet card vendor for details.

A10.13. Other DLA Energy Policies. DLA Energy has established various policies/processes concerning card use and program/account management. The AFCPM, APC, AO, CO must be familiar with each. Copies of the policies memorandums can be obtained from the DLA Energy website, the VM CoP or by contacting the AFCPM. Subjects include, but are not limited to:

A10.13.1. Transaction/Purchase Dispute process/policy.

A10.13.2. Non-Fuel Payment Delinquency, Account Suspension/Termination process/policy.

A10.13.3. “First Responder” and “Infrequent Use” Profile Use policy.

A10.13.4. Card Inactivity, Suspension and Termination policy.