

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

**TRAVIS AIR FORCE BASE INSTRUCTION 23-108**

**21 JUNE 2011**



**Matériel Management**

**VEHICLE ACCIDENT/ABUSE/INCIDENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Rebeccah L. Carter, Lt Col)

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This instruction implements AFD 24-3, *Operation and Use of Ground Transportation Vehicles*, Air Force Instruction (AFI) 23-302, *Material Management, Vehicle Management*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, and AFMAN 23-220, *Reports of Survey for Air Force Property*. It outlines definitions, policy, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander. This instruction is applicable to all persons operating Government Motor Vehicle or Equipment (GMV-GMV/E) or General Services Administration (GSA) leased vehicles or equipment assigned to Travis Air Force Base or its geographically separated units. This instruction does not apply to commercially leased vehicles.

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## 1. Policy.

1.1. If a GMV/GSA operator is involved in a GMV/GSA accident, he/she will summon either military or civilian law enforcement, as appropriate, to the scene of the accident and contact Wing Safety. The operator and/or the using organization will also request a copy of the law enforcement accident report. The GMV/GSA operator or the operator's organization will also immediately contact the 60th Logistics Readiness Squadron (60 LRS), Vehicle Management Flight (LGRV), Vehicle Management and Analysis (VM&A) section to notify them of the accident and if necessary, request vehicle maintenance assistance. Wrecker assistance will be obtained through Vehicle Operations (60 LRS/LGRDDO).

1.2. Upon receipt of the GMV/GSA accident report, Standard Form (SF) 91, *Motor Vehicle Accident Report/60 AMW IMT 141, Ground Mishap Worksheet*, the using organization will immediately forward a copy to 60 LRS/LGRV/VM&A. **NOTE:** If no accident report is obtained, the using organization will be responsible for repair costs.

1.2.1. If the accident involves a privately owned vehicle, there is a mandatory requirement to complete the SF 91.

1.2.2. All damages to a U-Drive-It vehicle discovered upon return to Vehicle Operations will be borne by the using organization returning the vehicle.

1.3. The owning or using organizations found responsible for damages will reimburse LGRV for all costs for GSA vehicle accident and abuse repairs, to include contractor costs. Organizations will only be billed for the cost of parts if the accident/abuse is to an AF owned asset.

1.4. Where responsibility cannot be determined, the owning organization will be responsible for the reimbursement. The using organization will investigate all damage not attributable to fair wear and tear IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. Examples of vehicle abuses are detailed in Attachment 2.

1.5. If an organization disputes the accident or abuse liability, they must present their dispute in written format through the Commander, 60th Logistics Readiness Squadron (60 LRS/CC) to the Commander, 60th Mission Support Group (60 MSG/CC) within 10 working days of receipt of the Accident or Abuse Notification Letter. The 60 MSG/CC is the final decision authority for all vehicle accident or abuse disputes.

1.6. Payment will be accomplished once the final costs are assessed. Costs will be reimbursed from the responsible organization's O&M / TWCF account, using the AF FORM 406 Miscellaneous Obligation / Reimbursement Document (MORD). The Unit Commander/Resource Advisor of the responsible organization will place their appropriate accounting data on the AF FORM 406.

1.6.1. The receiving organization, 60 LRS, will also place their appropriate accounting data on their AF FORM 406.

1.6.2. The AF FORM 406 will be forwarded to 60th Comptroller Squadron (60 CPTS/FMA) who will certify funds availability. All related funding document will be sent to DFAS-Limestone to process the reimbursement.

1.7. Full reimbursement will be made by the responsible organization regardless of any determination of pecuniary liability or reimbursement made by the operator to the government.

1.8. GSA vehicle damages and abuse must be reported to the GSA Accident Control Center through 60 LRS/LGRV/VM&A. All damages other than “fair wear and tear” are a “Bill-Back” from GSA to Travis AFB and are a “Must-Pay” bill. All costs incurred by GSA to restore the vehicle to its original condition following an accident, abuse, or turn in will be borne by the using organization responsible for the damages. If responsibility for the damages cannot be determined, the owning organization will be responsible for reimbursement for the repairs. NOTE: Upon the turn in of a GSA vehicle, it must be in a condition suitable for resale and any GSA costs Billed Back to the wing to bring the vehicle up to that standard will be borne by the owning organization.

## 2. Procedures.

2.1. 60 LRS/LGRV will:

2.1.1. Identify and initially classify vehicle damage caused by accident, abuse, or incident.

2.1.2. Maintain accident/abuse case files to track quantity and repair cost data.

2.1.3. Track and provide costs to be reimbursed to 60th Comptroller Squadron (60 CPTS/FMA) monthly.

2.2. The 60 LRS/CC will issue a Letter of Accident or Abuse Notification ([Attachment 3](#) or [Attachment 4](#)) to the Squadron Commander of the responsible organization with a copy of the accident report, repair work order (estimate or actual), and photos of the damage (if available).

2.3. Responsible organizations will:

2.3.1. If the GMV/GSA accident occurred on Travis AFB, the GMV/GSA operator will immediately call both the 60th Security Forces Squadron and Wing Safety to report the accident. If the accident occurs outside of Travis AFB, contact the applicable local law enforcement authority.

2.3.2. If not done by the operator, obtain and forward a copy of the law enforcement accident report to 60 LRS/LGRV as soon as possible.

2.3.3. Report the GMV/GSA accident to the 60 LRS/LGRV immediately. If it's needed, wrecker assistance may be obtained through Vehicle Operations (60 LRS/LGRDDO).

2.3.4. If the unit disputes liability for the damage (for GSA vehicles only), they must submit their disagreement in writing within 10 days to the 60 LRS/CC and 60 MSG/CC (IN TURN).

2.3.5. In all cases of vehicle damage information regarding an accident, abuse, or incident involving a vehicle will require the appointment of an investigating official by the responsible unit. The investigating official will contact the Reports of Survey (ROS) office (60 LRS/LGLO) to obtain instructions on how to proceed with the investigation.

2.4. 60 CPTS/FMA will forward the financial documents to DFAS-OM for cost reimbursement from the responsible unit to the 60 LRS/LGRV account. This includes payment for GSA "Bill Backs" for vehicle accident and abuse repairs as well as any cost upon turn in of a vehicle to bring it up to a salable condition.

### 3. Definitions.

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

3.2. Vehicle Accident: The result of a vehicle striking another vehicle or object.

3.3. Vehicle Abuse: Normally considered damage caused by willful or negligent acts of improper operation or care. Abuses will be initially determined by 60 LRS/LGRV. Examples of vehicle abuses are detailed in [Attachment 2](#).

3.4. Vehicle Incident: Damage caused by acts of nature, natural disasters, mechanical failure, or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during the period of non-use. Using organizations are not required to reimburse for damage caused by incidents (e.g. hail damage, ruptured lines not visible to the operator, etc.).

3.4.1. Wind damage is not considered an act of nature.

3.5. Vehicle Accident Report: A written report completed by law enforcement that details a vehicle accident and may assess responsibility for the accident. The AFJMAN-24-306, *Manual for the Wheeled Vehicle Driver* and the California Vehicle Code (state law) requires law enforcement be summoned to a vehicle accident.

3.6. Using Organization: The organization that was using the GMV/GSA vehicle at the time of the accident/abuse/incident.

3.7. Owning Organization: The organization that is authorized and assigned the GMV/GSA vehicle.

3.8. Responsible Organization: The organization that is ultimately determined to be responsible for reimbursements for damages due to a vehicle accident/abuse/turn in Bill-Back.

JAMES C. VECHERY, Colonel, USAF  
Commander, 60th Air Mobility Wing (AMC)

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 23-302, Vehicle Management, 29 October 2007

AFPD 24-3, Operation and Use of Ground Transportation Vehicles, 6 September 2006

AFJMAN 24-306, Manual for the Wheeled Vehicle Driver, 27 August 1993

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

California Vehicle Code, 2010 edition

***Adopted Forms***

DD Form 518, *Accident – Identification Card*

Standard Form 91, *Motor Vehicle Accident Report*, 1 Feb 1993

AF Form 406, *Miscellaneous Obligation / Reimbursement Document (MORD)*, 1 Jul 1984

***Abbreviations and Acronyms***

**GMV**---Government Motor Vehicle, owned or leased

**GMV/E**---Government Motor Vehicles/Equipment

**GSA**---General Services Administration

**O&M**---Operation and Maintenance

**TWCF**---Transportation Working Capital Fund

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

**Attachment 2****EXAMPLES OF VEHICLE/EQUIPMENT ABUSE**

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

**A2.1.** Examples of vehicle/equipment abuse include:

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicle/equipment with insufficient oils or coolants due to failure to check levels according to established requirements or the failure to monitor dash instrumentation.
- A2.1.3. Operating a vehicle with applied/dragging parking brakes.
- A2.1.4. Improper distribution or failure to secure loads properly in the cargo areas of vehicle/equipment or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle/equipment for other than it's intended or designed purpose (e.g., 6K F/L used to transport a 10,000 pound pallet or a bobtail tow-tractor used to transport passengers).
- A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.1.7. Unauthorized wiring, marking, modification, or the addition of special equipment in/on a vehicle/equipment asset is not allowed.
- A2.1.8. Vehicle/equipment being operated by an unqualified/untrained operator.
- A2.1.9. Tire wear beyond limits that will allow recapping (i.e., cord exposed).
- A2.1.10. The intentional destruction/disfigurement of a vehicle/equipment/interior/exterior.
- A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders, or California law concerning vehicle safety.
- A2.1.12. Damage resulting from improperly installed or broken tire chains.
- A2.1.13. Corrosion or oxidation caused by insufficient washing, waxing, or operator care.
- A2.1.14. Servicing the vehicle/equipment with improper fuel, oil, or other fluids.
- A2.1.15. Operating a vehicle/equipment with improperly inflated tires.
- A2.1.16. Failure to turn in a vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission requirements is exempt.
- A2.1.17. Damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy or gusty conditions.
- A2.1.18. Failing to come to a complete stop before reversing direction or placing the vehicle/equipment's transmission gear selector in park before stopping.

A2.1.19. Failure to report malfunctions, defects in or damage to a vehicle to Vehicle Management within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs may be authorized.

A2.1.20. Failure to operate vehicle or equipment on hard surfaces is not acceptable unless the asset is designed/mission required to do so.

A2.1.21. Failure to report accident or abuse damage.

**Attachment 3****SAMPLE SUSPECTED ACCIDENT NOTIFICATION MEMORANDUM**

MEMORANDUM FOR (unit commander)

60 LRS/LGLOQ

FROM: 60 LRS/CC

350 Hangar Avenue

Travis AFB CA 94535-2631

SUBJECT: Notification of (*GSA/GMV*) Accident

1. The purpose of this letter is to inform you that on (*date*), vehicle (*registration number*) (*vehicle description*) reported to the LRS/LGRV with damage to (*damage description*). The LRS has classified the damage as a suspected accident, not attributable to fair wear and tear. As a result, your organization is required to investigate and process an accident case IAW TAFBI 23-108, *Vehicle Accidents/Abuse/Incident*. This suspected accident has been assigned Case #LGRV (*case number*). The work order cost of repairs for parts and labor is \$(*cost*). (*The following is to be added if it involves an AF owned asset*): however, the unit will only be liable for the cost of parts, currently \$(*cost*).

2. All vehicle damage cases require the unit commander to appoint a Report of Survey (ROS) Investigating Officer to document the facts in the case, determine probable cause, make a liability recommendation, and present recommendations to prevent future occurrences. Investigating Officers are required to contact the Base ROS Program Manager at 424-0516 prior to commencing their investigation to receive a procedural briefing.

3. If the investigation confirms the “suspected accident or abuse”, as determined by the ROS Approving Authority, the operator’s organization will reimburse 60 LRS for costs cited using the AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD). The MORD must be established under EEIC 56980.

4. This vehicle will be repaired and returned to your organization. If you require additional information, please contact (*name*) at 424-2290.

(LRS COMMANDER SIGNATURE BLOCK)

Attachments:

1. 60 AMW IMT 141
2. Vendor Estimate of Repair
3. Photos of Vehicle

## Attachment 4

## SAMPLE SUSPECTED ABUSE NOTIFICATION MEMORANDUM

MEMORANDUM FOR (Unit Commander)

60 LRS/LGLOQ

FROM: 60 LRS/CC

350 Hangar Avenue

Travis AFB CA 94535-2631

SUBJECT: Notification of (*GSA/GMV*) Vehicle Abuse

1. The purpose of this letter is to inform you that on (*date*), vehicle (*registration number*) (*vehicle description*) reported to the LRS/LGRV with damage to (*description of damage*). The LRS has classified the damage as a suspected abuse, not attributable to fair wear and tear. As a result, your organization is required to investigate and process an abuse case IAW TAFBI 23-108, *Vehicle Accidents/Abuse/Incident*. This suspected abuse has been assigned Case #LGRV (*case number*). The cost of repairs for parts and labor is \$(*cost*). (*The following is to be added if it involves an AF owned asset*): however, the unit will only be liable for the cost of parts, currently \$(*cost*).
2. All vehicle damage cases require the unit commander to appoint a Report of Survey (ROS) Investigating Officer to document the facts in the case, determine probable cause, make a liability recommendation, and present recommendations to prevent future occurrences. Investigating Officers are required to contact the Base ROS Program Manager at 424-0516 prior to commencing their investigation to receive a procedural briefing.
3. If the investigation confirms the “suspected accident or abuse”, as determined by the ROS Approving Authority, the operator’s organization will reimburse 60 LRS for costs cited using the AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD). The MORD must be established under EEIC 56980.
4. This vehicle has been repaired and returned to your organization. If you require additional information, please contact (*name*) at 424-2290.

(LRS COMMANDER SIGNATURE BLOCK)

Attachments:

1. 60 AMW IMT 141
2. Vendor Estimate of Repair
3. Photos of Vehicle