

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

**TYNDALL AIR FORCE BASE
INSTRUCTION 24-303**



12 APRIL 2011

Transportation

**VEHICLE ACCIDENT AND ABUSE
REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Reyes-Alfonso)

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This instruction implements established procedures for reporting all Air Force vehicle accidents and abuse as required in AFD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment. These procedures also provide guidance for Vehicle Maintenance, Safety, Supply, Defense Accounting Office, and unit commanders to carry out their responsibilities in reporting and reducing vehicle accidents and abuse. This instruction establishes local policy to identify, report, and correct mishaps that result in damage to government owned/leased vehicles (GOV). It also provides for reimbursement of repair costs from the using organization to the 325th Mission Support Group (MSG) for damage that cannot be attributed to fair wear and tear. It applies to all organizations supported by the 325 MSG/LRDTM, Vehicle Maintenance. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) at <https://www.my.af.mil/gcss.af61a/afrims/afrims/.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. GUIDELINES. The following actions shall be taken when a vehicle sustains damage not attributable to fair wear and tear.

1.1. Vehicles damaged by accident, abuse, misuse, neglect or any other cause shall be turned in to Vehicle Maintenance as soon as the damage is discovered.

NOTE: When involved in a motor vehicle accident, on or off-base, operators are required to notify the 325th Security Forces Squadron (SFS) Law Enforcement Desk at 283-2254. The 325 SFS will then notify Wing Safety and the Staff Judge Advocate. If the accident is off-base, local police must also be notified. Accident forms should be filled out at the scene. See your vehicle control officer to ensure proper forms are in the vehicle and for additional instructions.

1.2. When Vehicle Maintenance receives a vehicle with damage that cannot be attributed to fair wear and tear, Maintenance Control and Analysis will send a letter to the commander of the using organization stating the damage must be investigated in accordance with AFMAN 23-220, Reports of Survey for Air Force Property. A copy of the letter will be sent to 325 FW/SE, 325 FW/FM, 325 SFS/CC and 325 FW/JA.

1.3. Vehicle Maintenance personnel will take photos of the damage to assist the unit in the investigation. Unless otherwise requested by the using organization, repairs normally begin after 24 hours.

2. REIMBURSEMENT FOR VEHICLE DAMAGE.

2.1. IAW AFI 24-302, 1.20.1, the 325 MSG/LRD shall be reimbursed for vehicle damage as a result of accident and abuse. Reimbursement will include only parts and direct labor, or total contracted repair costs.

2.2. Within 15 days after the end of each month, Vehicle Maintenance will submit to Accounting and Finance a letter with affected organizations and dollar amounts to be transferred to the 325 MSG/LRD account.

2.3. An information copy will be sent to the affected organizations.

3. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

MARTIN L. SAYLES, Colonel, USAF
Commander, 325th Mission Support Group

Attachment 1

SAMPLE LETTER FOR DAMAGED VEHICLE RECOMMENDATION

DATE

MEMORANDUM FOR 325 MSG/CD
 325 MSG/CC
 325 MSG/LRDSSQ

IN TURN

FROM: (YOUR SQUADRON)

SUBJECT: Recommendation for Damaged Vehicle Notification, Registration Number 00B1234

1. Recommend a Report of Survey (ROS) (not be) (be) initiated and (no) financial liability will be imposed.
2. As the Investigating Officer, I have thoroughly investigated the issue regarding damage to vehicle 00B1234, case #03AC:000. Please see attachments regarding statements from the individual involved. After investigating the incident and reviewing AFMAN 23-220 and Tyndall AFB Supplement to AFMAN 23-220, I (do) (do not) find violations of AFMAN 23-220. There is (no) evidence of gross negligence, willful misconduct, or deliberate unauthorized use, and I (do) (do not) recommend processing a ROS.
3. If you have any questions regarding this issue, please contact me at DSN 523-1234.

YOUR NAME , Rank, USAF
 YOUR SQUADRON NAME

Attachments:

1. Timeline of Events Regarding Damage to Vehicle #
2. Damaged Vehicle Notification
3. Pictures of the Damage (# of pictures)
4. Accident Release Letter, Dated: _____
5. Standard Form 91, Motor Vehicle Accident Report, Dated: _____

1st Ind, Your/CC

Concur/Nonconcur

YOUR COMMANDER'S NAME, Rank, USAF
 Commander