



1.20.5. (Added) Vehicle Control Officers (VCOs) will report all accidents involving military or contractor-owned vehicles to the Transportation Manager. The Manager will notify HQ AETC/LGTV by phone, E-mail or fax, followed by message, of any government/contractor-owned vehicle accidents involving aircraft, extraordinary circumstances, hospitalization, loss of life, and accidents, which may exceed the one-time repair limits.

1.20.5.1. (Added) The vehicle operator will report any vehicle accident on base to Security Police, 580-213-7415, as soon as possible after the accident. The operator is required to make immediate notification to his/her supervisor, director, or next in charge.

1.20.5.2. (Added) When accidents occur during non-duty hours, report the following information to the Transportation Manager:

1.20.5.2.1. (Added) Date, time, and location of accident.

1.20.5.2.2. (Added) Type of vehicles involved and registration numbers.

1.20.5.2.3. (Added) Estimated cost of accident damage to using organization.

1.20.5.2.4. (Added) Vehicles will not be moved until released by Security Forces or local authorities, unless it is necessary for removal of the injured, or to prevent another accident.

1.20.5.3. (Added) For contractor employees, the VCO/VCNCO must notify the contractor safety specialist the same day of the accident or the next duty day if the accident occurs after duty hours.

1.20.5.4. (Added) The vehicles will be taken to Vehicle Maintenance the same day of the accident, or the next duty day if it occurs after duty hours. If the vehicles cannot be driven for safety reasons, notify Vehicle Maintenance for wrecker assistance.

1.20.5.5. (Added) The contractor's safety specialist investigates all vehicle accidents where a contractor employee is involved. Results of the military unit investigation and completing actions are reported to the Reports of Survey Monitor. The Reports of Survey Monitor then submits a report to the 71 FTW Vice Commander IAW AFMAN 23-220\_Vance Supplement 1.

1.20.5.6. (Added) The vehicle operator must submit a completed SF Form 91, *Motor Vehicle Accident Report*, to unit VCO/VCNCO with original to Transportation Manager and a copy to Wing Safety Office within 24 hours following the accident.

1.20.5.7. (Added) Complete DD Form 518, *Accident Identification Card*, and give it to others involved in accident. If vehicle is parked, place in vehicle or secure to windshield.

1.20.5.8. (Added) The operator will report off-base accidents in accordance with state laws. The operator will immediately notify Security Forces and any other law enforcement agency that has jurisdiction.

1.20.5.9. (Added) Notify Command Post at 580-213-7384 that a military or contractor-owned vehicle has been involved in an off-base accident.

1.20.5.10. (Added) Investigating law enforcement authority may be provided information on circumstances of the accident, but do not admit to negligence or responsibility.

## **10.8. Prescribed and Adopted Forms.**

10.8.1. Forms Adopted:

(E) AF Form 673, *Electronic Air Force Publication/Form Action Request*.

Standard Form 91, *Motor Vehicle Accident Report*

DD Form 518, *Accident Identification Card*

AF Form 847, *Recommendation for Change of Publication*

10.8.2. Forms Prescribed.

None.

THOMAS L. GIBSON, Colonel, USAF  
Commander, 71st Mission Support Group