

**BY ORDER OF THE  
509 BOMB WING COMMANDER**



**AIR FORCE INSTRUCTION 24-301  
WHITEMAN AIR FORCE BASE  
SUPPLEMENT**

**16 APRIL 2013  
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Transportation**

**VEHICLE OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Air Force Instruction (AFI) 24-301, 1 November 2008 and AFI 24-301\_AFGSCSUP, 1 June 2010 is supplemented as follows.** The purpose of this supplement is to incorporate local Whiteman AFB procedures to administer management and control of the wing vehicle fleet. Vehicles purchased through non-appropriated funds are exempt from this supplement. This publication applies to all 509th Bomb Wing, 442d Fighter Wing, and 131st Bomb Wing units with permanent or temporary assigned leased or government-owned vehicles, including 394 Combat Training Squadron (CTS) and 72d Test and Evaluation Squadron (TES). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afirms/afirms.rims.cfm>.

2.8.1. **(Added)** The established permissible operating distance (POD) is a 100-mile radius from Whiteman AFB. Units with a one-time requirement to exceed the POD must submit a written request to 509 Logistics Readiness Squadron (LRS) vehicle operations control center (VOCC) for approval. The memorandum, at a minimum, should include the unit, date of departure, expected return date, vehicle registration number, final destination and statement containing the reason for use of a government vehicle. The following agencies are exempt from POD limitations:

2.8.1.1. **(Added)** 509 Civil Engineer Squadron (CES) traveling to and from deactivated missile sites.

- 2.8.1.2. **(Added)** Disaster preparedness vehicles.
- 2.8.1.3. **(Added)** Explosive ordnance disposal vehicles.
- 2.8.1.4. **(Added)** Honor Guard vehicles.
- 2.8.1.5. **(Added)** Personnel on medical TDY orders for outpatient care. **NOTE:** A copy of medical TDY orders will be given to 509 LRS Distribution Section.
- 2.8.1.6. **(Added)** 509 Security Forces personnel responding to bomb threats and military working dog veterinary appointments and Combat Arms long distance weapons qualification training.
- 2.12.1. **(Added)** The vehicle operations element is responsible for the timely and efficient transportation of aircrew. Base operations will ensure VOCC is notified of all inbound, home station and transient aircraft.
- 3.9.2.1.1. **(Added)** The on-duty use of emergency response vehicles assigned to the security forces squadron, fire department, supervisor of flying, CES snow boss (seasonally), flight safety (during flight operations), on-duty crash recovery personnel, and on-call ambulance operators are authorized transportation to on-base dining facilities. Munitions Squadron personnel are authorized the use of government motor vehicles (GMVs) in order to secure "carry-out" meals for personnel performing "free-zone" duties. Personnel assigned to these functions require the increased flexibility in order to meet mission requirements. The following are authorized dining facilities:
- 3.9.2.1.1.1. **(Added)** Ozark Inn.
- 3.9.2.1.1.2. **(Added)** Mission's End.
- 3.9.2.1.1.3. **(Added)** Shoppette.
- 3.9.2.1.1.4. **(Added)** Stars and Strikes (Bowling Alley).
- 3.9.2.1.1.5. **(Added)** Touch and Go (In-flight Kitchen).
- 3.9.2.1.1.
- 6. (Added)** Food Court (Base Exchange).
- 3.9.2.1.1.7. **(Added)** In addition, due to unique shift schedules on-duty use of emergency response vehicles assigned to the fire department, on-call ambulance operators and on-duty law enforcement patrols are authorized transportation to the following locations:
- 3.9.2.1.1.8. **(Added)** Base Education Center.
- 3.9.2.1.1.9. **(Added)** Fitness Center, soccer/football fields and softball field for intramural sporting events only.
- 7.1.2.2.1. **(Added)** The VOCC will use WAFB Form 6, AMS Tracking/Customer Receipt to capture data relative to property movement not successfully tracked in AMS, and to gather data for potential AMS problems.
- 7.1.2.2.1.1. **(Added)** Property not tracked in AMS includes, but is not limited to the following: organizational refusals, customer AMS card not working, and customer not available with AMS card.

7.1.2.2.1.2. **(Added)** Data for potential AMS problems includes, but is not limited to the following: hand-held terminal (HHT) jammed, AMS down, HHT not working properly, and cannot log into system.

7.1.2.2.1.3. **(Added)** The VOCC will maintain accountability of supplies and equipment utilizing AMS or Whiteman Form 6.

7.1.2.2.1.4. **(Added)** The VOCC will make up to a maximum of two separate attempts to deliver supplies and equipment to customers. After the first attempt, vehicle operations will notify LRS customer service with details of the delivery problem. After the second attempt, vehicle operations will use the movement option in AMS, place the property on the customer hold shelf, located in building 139, and notify customer service with the specifics of the delivery problems. If customer service is unable to resolve the delivery difficulty within 5 duty days, appropriate turn-in action will be taken.

8.4.1.9.1. **(Added)** The AF Form 2293 is used only to license GMVs. On-line Vehicle Interactive Management System (OLVIMS) and the AF Form 2293 are not designed to track or license equipment items. Operators of equipment items are trained/certified by the using organization in the individuals training records. GMV is defined as being authorized and procured through the military program objective memorandum (POM) programs established by WR/ALC and IAW AFI 24-301 and DoDD 4500.36R. Some examples of equipment items are, but are not limited to: bobcats (skid loader), warehouse sweepers, gators, etc.

8.13.2.1. **(Added)** Unit VCOs/VCNCOs are required to ensure that personnel with driving privileges suspended or revoked turn in their AF Form 2293 to the operator records and licensing (OR&L) section of vehicle operations. The individual will receive a copy of the AF Form 2296, *Operator Qualification Record*. Upon reinstatement of driving privileges, the individual will bring a certified AF Form 171 to OR&L before issuance of an AF Form 2293.

10.1.7.1. **(Added)** A vehicle washing facility is available 24 hours a day, 7 days a week. The base washing facility is located in Bldg 154 with two interior pressure sprayers and foam brushes available Monday through Friday, 0700 to 2000. The exterior of Bldg 154 has a pressure spray and foam brush system available 24 hours a day, 7 days a week. If the automated and pressure wash systems are down for maintenance, a washing facility is available at the northwest corner of Bldg 159. **Note:** The facility (Bldg 154) will close when the outside temperature falls to 34 degrees Fahrenheit and below.

THOMAS A. BUSSIERE, Brigadier General, USAF  
Commander, 509th Bomb Wing

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

AFI 24-301, *Vehicle Operations*, 1 November 2008, Incorporating Through Change 2, 11 May 2012

AFI 24-301\_AFGSCSUP, *Vehicle Operations*, 1 June 2010

DoDD 4500.36R, *Management, Acquisition and Use of Motor Vehicles*, 16 March 2007

AFMAN 33-363, *Management of Records*, 01 March 2008

***Prescribed Forms***

Whiteman AFB Form 6, *AMS/Tracking Customer Receipt*

***Adopted Forms***

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Form*

AF Form 2296, *Operator Qualification Record*

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

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

**AMS**—Asset Management System

**CES**—Civil Engineer Squadron

**CTS**—Combat Training Squadron

**DoDD**—Department of Defense Directive

**GMV**—Government Motor Vehicle

**HHT**—Hand-held Terminal

**IAW**—In Accordance With

**LRS**—Logistics Readiness Squadron

**OLVIMS**—On-line Vehicle Interactive Management System

**OR&L**—Operator Records and Licensing

**POD**—Permissible Operating Distance (POD)

**POM**—Program Objective Memorandum

**RDS**—Records Disposition Schedule

**TES**—Test and Evaluation Squadron

**TDY**—Temporary Duty

**VOCC**—Vehicle Operations Control Center

**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Non-commissioned Officer

**WR/ALC**—Warren Robbins/Air Logistics Center