

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE BASE**

**WRIGHT-PATTERSON AIR FORCE BASE  
INSTRUCTION 23-303**



**12 AUGUST 2015  
Certified Current 26 July 2016  
Materiel Management  
VEHICLE ACCIDENT  
AND ABUSE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: 88 LRS/LGRV

Certified by: 88 LRS/CL  
(Mr. Thomas L. Riste)

Supersedes: WRIGHTPATTERSONAFBI  
23-303, 9 March 2007

Pages: 11

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This instruction implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It establishes policies and procedures for implementing and managing the installation's vehicle accident and abuse program. It applies to all commanders, directors, division chiefs, vehicle control officers (VCOs), vehicle control noncommissioned officers (VCNCOs) and vehicle operators assigned to host and associate units on Wright-Patterson Air Force Base, including Air Force Reserve and Air National Guard (ANG). Instructions herein apply to all Air Force owned vehicles and vehicular assets, including General Services Administration (GSA) and Air Force Commercial leased assets. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that 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 IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed.

**1. General Policies:**

1.1. Repair of vehicles damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and wastes government funds. Commanders at every

level must take appropriate actions to minimize accident occurrences and avoid all vehicle abuse.

1.2. Military members and civilian employees can be held financially liable only in those cases in which the loss or damage to a government vehicle was proximately caused by member/employee's gross negligence, willful misconduct, or deliberate unauthorized use. The fact that financial liability may not be imposed on the person responsible for the vehicle damage, does not prevent the commander from taking other administrative actions against the responsible person.

1.3. All vehicle management funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to 88th Logistics Readiness Squadron (88 LRS) by the owning organization, or the organization responsible for the damage, if not the owner. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. (See AFI 24-302, paragraph 1.13.1. & 1.13.2.).

## **2. Responsibilities:**

### **2.1. Unit Commanders or Directors will:**

2.1.1. Implement vehicle care and training programs through their VCO/VCNCO to prevent abuse and minimize accidents. Provide support to the organization VCO/VCNCO in vehicle related matters.

2.1.2. Ensure investigation procedures found in AFMAN 23-220, *Reports of Survey for Air Force Property*, as supplemented, are followed. Personally review all vehicle accident and suspected abuse investigations involving assigned vehicles or vehicles used by unit personnel.

2.1.3. Ensure that all vehicle damage costs not attributed to fair wear and tear be reimbursed to 88 LRS. (See AFI 24-302, para 1.13.).

2.1.4. Ensure appropriate steps are taken to recover the costs from the individual concerned if gross negligence, willful misconduct or deliberate unauthorized use is determined to be the cause of the damage (see AFMAN 23-220). Regardless of determination, government vehicle repairs will always be paid by the organization.

2.1.5. Direct a transfer of appropriated funds to 88 LRS/Vehicle and Equipment Management Support Office (VEMSO) within 30 calendar days upon receipt of reimbursement request letter. Funding amount must completely cover all itemized repair costs as applicable. Similarly, organizations signing out U-Drive-It (UDI) vehicles from Vehicle Operations will be held responsible for costs to repair any accident/abuse damages incurred while the vehicle was in their care.

## **3. Processing Procedures:**

### **3.1. Vehicle Operator will:**

3.1.1. At the time of an accident, will immediately notify the Base Defense Operations Center (BDOC) and VCO/VCNCO.

3.1.2. Complete appropriate AF Form 18XX (AF Form 1800, *Operator's Inspection Guide and Trouble Report*, or AF Form 1807, *Operator's Inspection Guide and Trouble*

*Report (Fuel Servicing Vehicles)) and Standard Form (SF) 91, Motor Vehicle Accident Report.*

3.1.3. If the Air Force owned vehicle is operable, bring the vehicle to Vehicle Management (88 LRS/LGRVCM) within one business day. If the Air Force owned vehicle is not operable, contact Vehicle Operations (88 LRS/LGRVCO) and request wrecker/recovery service.

3.1.4. For GSA vehicles, follow "A Guide to Your Interagency Fleet Management System Vehicle" pamphlet.

### 3.2. VCO/VCNCO will:

3.2.1. Immediately notify their unit commander/director of all accidents.

3.2.2. Assist vehicle operator in completing SF 91. For GSA vehicles, follow the GSA motor vehicle accident reporting kit instructions included within each vehicle.

3.2.2.1. Ensure completed SF 91, documentary photographs (when determined necessary), and any associated documentation needed for investigative purposes are retained on file.

3.2.3. For all accidents, provide when requested, a copy of the completed SF Form 91 to 88 ABW/JAD, 88 ABW/SE, 88 CPTS/FMQ and GSA Accident Management Center as soon as possible after the accident occurs.

3.2.4. Obtain copy of accident investigation report, if available, from 88th Security Forces, Reports and Analysis (88 SFS/S5SR) or local law enforcement and forward to 88 ABW/SE.

3.2.5. Upon receipt of accident/abuse damage repair estimate (Air Force owned) or vendor prepared estimates (GSA/Commercial leased), notify commander/director and unit resource advisor of estimated repair cost.

3.2.5.1. Within five business days of Estimate of Damage (EOD) notification, provide authorization to release Air Force owned vehicles for repair to 88 LRS/LGRVCM . If a release is not received within five business days, Vehicle Management will commence repair action.

3.2.5.2. For GSA or Commercial leased/rented vehicles, obtain and forward a copy of vendor prepared estimates to 88 LRS/LGRVCM. GSA vehicles will be released for repairs by authority of the GSA Accident Control Center.

3.2.6. Forward copy of final GSA repair invoice/receipt to 88 LRS/LGRVCM prior to filing in VCO/VCNCO folder.

### 3.3. Vehicle Management (88 LRS/LGRVCM) will:

3.3.1. Follow the diagram at [Attachment 3](#) for accidents involving Air Force owned vehicles.

3.3.1.1. Inspect/validate damage and initiate an accident estimate work order to determine the estimated repair costs.

- 3.3.1.2. Forward copy of completed estimate work order to VCO/VCNCO and 88 LRS/LGRV.
- 3.3.1.3. Repair work does not begin until the vehicle is released for repairs by the VCO/VCNCO of the owning organization. If release authorization is not received within five business days, repairs will commence unless a delay is requested in writing.
- 3.3.1.4. Upon completion of repairs, initiate a reimbursement request package (**Attachment 5**) to the unit commander/director and resource advisor. Package will provide sufficient documentation to enable expedient transfer of operating and maintenance funds.
- 3.3.2. Follow the diagram at **Attachment 3** when suspected Air Force owned vehicle abuse is discovered during turn-in to maintenance.
- 3.3.2.1. Inspect/validate damage and initiate an abuse estimate work order to determine the estimated repair costs.
- 3.3.2.2. Forward copy of completed estimate work order to VCO/VCNCO and 88 LRS/LGRV.
- 3.3.2.3. Repair work does not begin until the vehicle is released for repairs by the VCO/VCNCO of the owning organization. If release authorization is not received within five business days, repairs will commence unless a delay is requested in writing.
- 3.3.2.4. Upon completion of repairs, initiate a reimbursement request package (**Attachment 5**) to the unit commander/director. Package will provide sufficient documentation to enable expedient transfer of operating and maintenance funds.
- 3.3.3. Follow the diagram at **Attachment 4** when suspected Air Force owned vehicle abuse is discovered during maintenance repair post turn-in.
- 3.3.3.1. Notify using organization of suspected abuse.
- 3.3.3.2. Initiate an abuse estimate work order to determine the estimated repair costs.
- 3.3.3.3. Repair work does not begin until the vehicle is released for repairs by the VCO/VCNCO of the owning organization. If release authorization is not received within five business days, repairs will commence unless a delay is requested in writing.
- 3.3.3.4. Upon completion of repairs, initiate a reimbursement request package (**Attachment 5**) to the unit commander/director. Package will provide sufficient documentation to enable expedient transfer of operating and maintenance funds.
- 3.4. Unit Commander/Director, upon notification of an accident or suspected abuse, will:**
- 3.4.1. Initiate an investigation to determine the circumstances surrounding the accident/suspected abuse, to include an assessment of liability on the part of the operator.
- 3.4.2. Address matters regarding personal financial responsibility according to reporting procedures in AFMAN 23-220.

**4. Replacement Vehicles:** Replacement vehicles will not normally be provided as substitutes for vehicle accident/suspected abuse cases awaiting repairs. Exceptions to this policy may be approved by 88 MSG/CC upon request from the responsible unit commander/director.

JOHN M. DEVILLIER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-302, *Vehicle Management*, 26 June 2012

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

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Forms***

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)*

SF Form 91, *Motor Vehicle Accident Report*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

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

**BDOC**—Base Defense Operations Center

**COR**—Contracting Officer Representative

**EOD**—Estimate of Damage

**GSA**—General Services Administration

**GVM**—Government Motor Vehicle

**LRS**—Logistics Readiness Squadron

**MSG**—Mission Support Group

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

**OPR**—Office of Primary Responsibility

**PCN**—Product Control Number

**RDS**—Records Disposition Schedule

**RTS**—Ready to Send

**SFS**—Security Forces Squadron

**SF**—Standard Form

**UDI**—U-Drive It

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VEMSO**—Vehicle and Equipment Management System Office

**VM**—Vehicle Management

**VM&A**—Vehicle Management and Analysis*Terms*

**Government Vehicle**— Any Air Force owned, GSA leased, or Air Force Commercial leased/rented vehicle or vehicular asset.

**Vehicle Abuse**— An act or omission that has caused or may cause damage to a government vehicle that cannot be attributed to fair wear and tear, accident, or incident.

**Vehicle Accident**— Any situation where a government vehicle strikes or is struck by another government vehicle, non-government vehicle and/or object, structure or animal where action by any participative vehicle operator could have prevented the outcome.

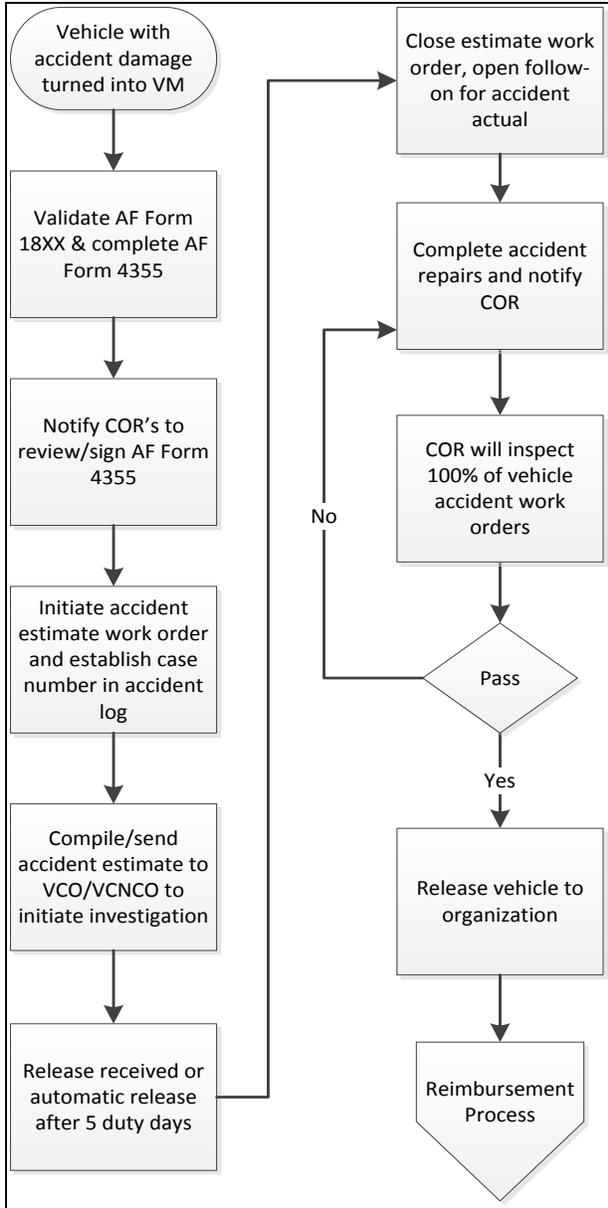
**Vehicle Incident**— Any situation where a government vehicle sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (i.e., act of nature).

**Vehicle Fair Wear and Tear**— Normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

Attachment 2

GMV ACCIDENT

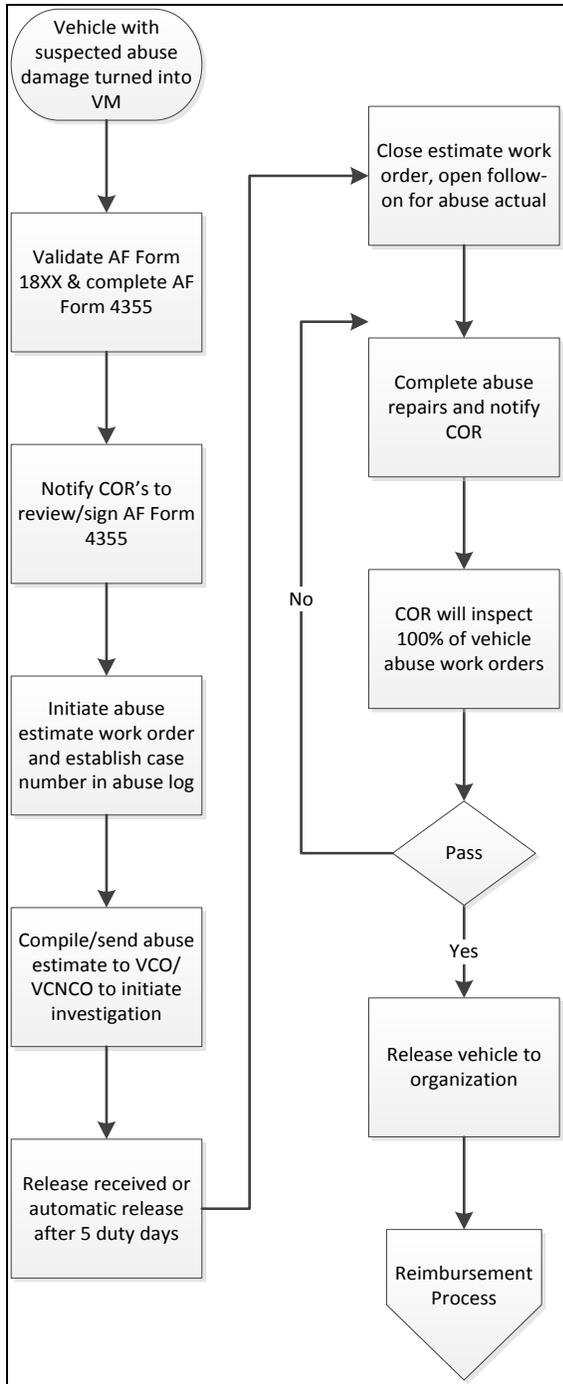
Figure A2.1. GMV Accident



Attachment 3

SUSPECTED GMV ABUSE DISCOVERED DURING TURN-IN

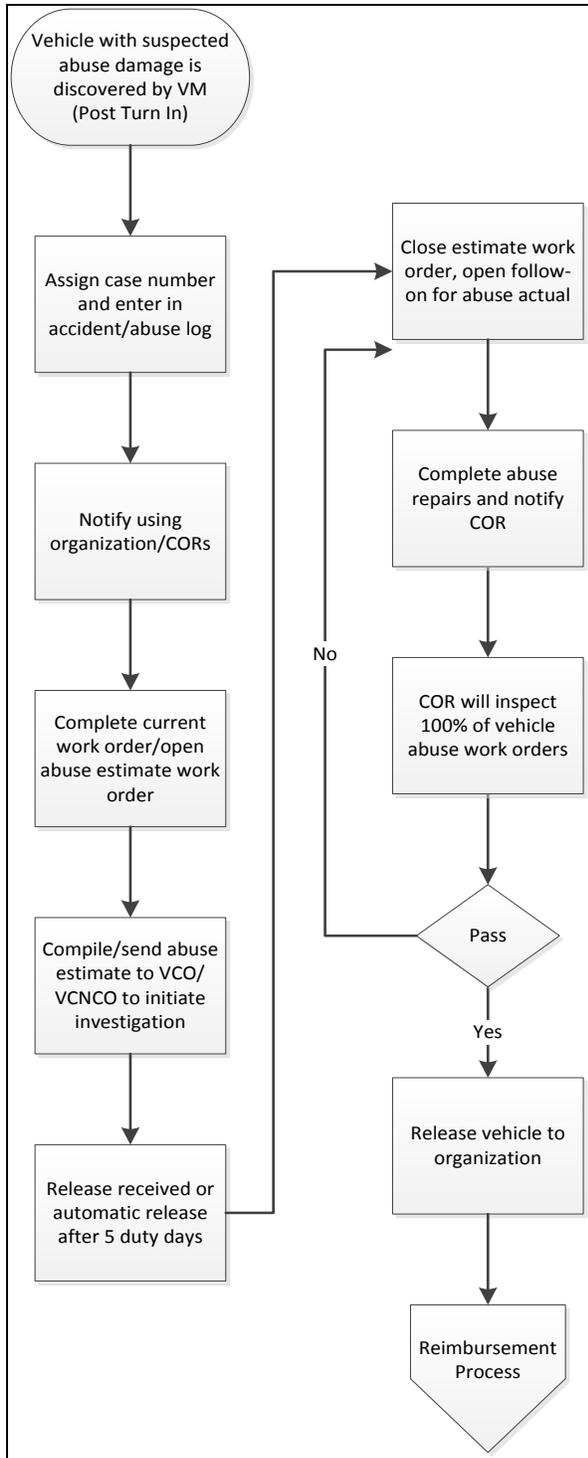
Figure A3.1. Suspected GMV Abuse Discovered During Turn-In



Attachment 4

SUSPECTED GMV ABUSE DISCOVERED POST TURN-IN

Figure A4.1. Suspected GMV Abuse Discovered Post Turn-In



Attachment 5

GMV ACCIDENT/ABUSE REIMBURSEMENT PROCESS

Figure A5.1. GMV Accident/Abuse Reimbursement Process

