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This instruction establishes procedures and standards for managing Vehicle Operations on Air Force installations. It implements Air Force Policy Directive (AFPD) 24-3, *Operation and Use of Transportation Vehicles.* It applies to all organizations that operate and control Air Force government vehicles (owned, rented or leased). This Directive also sets forth policies regarding authorized official use by Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard, of Government Motor Vehicles whether owned, operated, or leased. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 3.1.2, 3.1.3, 3.1.4, and Sections 3D through 3M by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. AFI 34-204, *Property Management*, Para 6.21.1 requires organizations using non-appropriated funded vehicles to use this directive as a training guide. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication* through individual Major Command (MAJCOM) functionals to Headquarters United States Air Force,

Directorate of Logistics (HQ USAF/A4LE), 1030 Air Force Pentagon, DCS/Logistics, Installations & Mission Support, Washington D.C. 20330-1030. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** This publication applies to Air Force Reserve Command (AFRC), Air National Guard (ANG) units, the Civil Air Patrol (CAP) when performing Air Force assigned missions, and any government contractor specifically authorized to use Air Force government motor vehicles as a condition, clause, or amendment of their contract. This publication also requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are *Title 37 United States Code*, Section 301a and Executive Order 9397, NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS, November 22, 1943. System Notices F024 AF IL C, Motor Vehicle Operators' Records (June 11, 1997, 62 FR 31793) and F031 AF SP L, Traffic Accident and Violation Reports (June 11, 1997, 62 FR 31793) apply.

(YOKOTAAB) AFI 24-301, 1 November 2008, Incorporating Change 1, 20 October 2011, is supplemented as follows: This supplement provides guidance on procedures specific to the operation and control of Air Force government motor vehicles (GMVs), owned or leased at Yokota Air Base (AB), Japan. This supplement applies to all Department of Defense (DoD) personnel, Japanese Nationals and activities operating GMVs on Yokota AB. Vehicles financed through Non-Appropriated Funds (NAF) are exempt from this supplement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This interim change is updated to reflect changes in guidance and procedures dealing with Vehicle Operations. The major changes includes clarification of; applicability to all AF GMV operators, distribution section supervisor's role and responsibilities, distinguished visitor (DV) movement, official-use, vehicle misuse reporting, Air Force Fitness Program support, AF Form 171 signatories, AF Form 2293 expiration dates, commercial driver's license exemptions, contractor certification, eliminates use of the AF IMT 1313, provides guidance to ANG employees, licensing rules for DoD contractors and clarifies official use of vehicles by emergency responders. This change also removes military-designed general-purpose vehicles from the general-purpose vehicle clause, updates references to the Computer Automated Fleet Information System (CAFIS) to the On-Line Vehicle Interactive Management System (OLVIMS), eliminates "contingency use only" vehicle qualifications and aligns explosives and hazardous materials handling requirements with updated references. A margin bar (|) indicates newly revised material.

References throughout to "**https://afrims.amc.af.mil**" are hereby changed to "**https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**".

References throughout to "DoDI 4515.7" are hereby changed to "AI 109

References throughout to "Distribution Section Chief/Superintendent (DSS/DSC)" are hereby changed to "Distribution Section Supervisor (DSS)"

References throughout to "vehicle maintenance" are hereby changed to "vehicle management"

References throughout to "Element Chief (EC)" are hereby changed to "Element Supervisor (ES)"

References throughout to "Computer Automated Fleet Information System (CAFIS)" are hereby changed to "On-line Vehicle Interactive Management System (OLVIMS)".

References throughout to "AFJMAN 24-306, Manual for Wheeled Drivers" are hereby changed to "AFMAN 24-306(I), Manual for the Wheeled Vehicle Operator, 1 July 2009".

References throughout to "AFJMAN 24-306" are hereby changed to "AFMAN 24-306(I)".

References throughout to "Military Personnel Flight (MPF)" are hereby changed to "Military Personnel Section (MPS)".

References throughout to "Quality Assurance Personnel (QAP)" are hereby changed to "Contracting Officer Representative (COR)".

Attachment 6, UFVMK KIT MANDATORY CONTENTS LIST, No. 26 Change "Portable Radio" to "Portable AM/FM/WB Radio"

Attachment 6, UFVMK KIT MANDATORY CONTENTS LIST, No. 54 Change "SINCGARS" to "Communications Squadron approved handheld radio system (6)"

Reference in **Attachment 8, GENERAL OFFICIAL USE RULES,** Rule 11, Column C, to "AFI 24-301 Para 3.33." is hereby changed to "AFI 24-301 Para 3.33.1".

Reference in **Attachment 8, GENERAL OFFICIAL USE RULES,** Rule 15, Column C, to "AFI 24-301 Para 3.32." is hereby changed to "AFI 24-301 Para 3.33.".

Reference in **Attachment 8, GENERAL OFFICIAL USE RULES,** Rule 20, Column C, to "AFI 24-301 Para 3.32." is hereby changed to "AFI 24-301 Para 3.33.".

Chapter 1—INTRODUCTION **12**

Section 1A—General Information and Administration 12

1.1. Vehicle Operations Functional Overview: 12

Section 1B—Overall Responsibilities and Authorities 12

1.2. USAF/A4LE: 12
1.3. MAJCOMs: 13
1.4. Air Force Logistics Management Agency (AFLMA): 13
1.5. 366th Training Squadron, Detachment 7: 14
1.6. Installation Commanders/Directors: 14
1.7. Logistics Readiness Squadron (LRS) Commanders/Directors: 14
1.8. Deployment and Distribution Flight, Distribution Section, and Vehicle Operations Element Leadership: 15

Chapter 2—ELEMENT ORGANIZATION AND RESPONSIBILITIES 18

Section 2A—General Information 18
2.1. Element Structure: 18

Section 2B—General Responsibilities and Administration 18
2. 2. Manpower: 18
2.3. Budget: 18
2.4. Operating Instructions: 18
2.5. Additional Operating Instructions: 19
2.6. Functional Area Chief (FAC): 20
2.7. Quality Assurance Program (QAP): 20
2.8. Permissible Operating Distance (POD): 20
2.9. Documented Cargo: 20
2.10. Local and Host Nation Authorities Liaison: 20
2.11. Distinguished Visitor (DV): 20
2.12. Aircrew: 20
2.13. Cargo Movement: 20
2.14. War Reserve Materiel (WRM): 20
2.15. Material Handling Equipment (MHE): 21
2.16. Vehicle Recovery Actions: 21
2.17. Line-haul Transportation Requirements: 21
2.18. Vehicle Status: 21
2.19. Critical Vehicle Status: 21
2.20. Dispersed Vehicles: 21
2.21. Vehicle Lease/Rental: 21
2.22. Alternate Vehicle Sourcing: 21

2.23. Contracted Vehicle Repair: 21
2.24. Operational Readiness: 21
2.25. Transportation Requirements Resulting from Terrorist Threats: 21
Section 2C—Distribution Section Chief/Superintendent 22
2.26. Distribution Section Chief/Superintendent (DSC/DSS): 22
Section 2D—Reports and Analysis 22
2.27. Semiannual Vehicle Operations Services Analyses: 22
Table 2.1. Services Analyses: 23
2.28. Monthly Reports: 24
Table 2.2. UGT Core Training Rates: 25
Chapter 3—OFFICIAL USE OF VEHICLES 26
Section 3A—General Information 26
3.1. Official Use of GMVs: 26
Section 3B—General Responsibilities and Administration 27
3.2. Penalties for Misuse of DOD Motor Vehicles: 27
3.3. Vehicle Misuse Investigation: 27
Section 3C—Determining the Level and Validity of Support 28
3.4. Priority of Transportation Services: 28
3.5. Making Official Use Determinations: 28
Section 3D—Authorized Uses of GMVs for Temporary Duty Support 29
3.6. Temporary Duty: 29
Section 3E—Standard Authorized Uses of GMVs for Permanent Party Mission Support 29
3.7. Permanent Party: 29
3.8. Event Participation: 29
Section 3F—Special Authorized Uses of GMVs for Permanent Party Mission Support 30
3.9. Alert Aircrews, Intercontinental Ballistic Missile (ICBM) Personnel, and Emergency Response Forces: 30
3.10. Operations Group Commanders (OG/CCs): 31
Section 3G—Overall Policy of Command and Control Vehicle (CACV) Authority 31
3.11. CACV Authority: 31
3.12. Basic Qualification for CACV: 31
3.13. Approval Authority for CACV: 31

3.14. Request and Justification for CACV: 31
3.15. CACV Use: 32
Section 3H—Air Force Band Transportation Support 32
3.16. Air Force Band Transportation Support: 32
Section 3I—Dependent and Pet Transportation Support 33
3.17. General Dependent Transportation Support: 33
3.18. Special Dependent Transportation Support: 33
3.19. Pet Transportation Support: 33
Section 3J—DOD Agency Transportation Support (non-inclusive) 33
3.20. Civil Air Patrol (CAP) Support: 34
3.21. Child Development Center Support: 34
3.22. Chaplain and Chapel Support: 34
3.23. Federal Prison Camp (FPC) Support: 34
3.24. Housing Office Support: 35
3.25. Air Force Recruiter Support: 35
3.26. Inpatient Status Support: 35
3.27. Mental Health Support: 35
3.28. Air Force Museum Support: 35
Figure 3.1. Air Force Museums Authorized APF Support: 36
3.29. Air Force Reserve Command (AFRC) and Air National Guard (ANG) Support: . 36
3.30. Air Force Fitness Program (AFFP) Support: 36
3.31. Legal Proceedings Support: 36
Section 3K—Non- DOD Agency Transportation Support (non-inclusive) 36
3.32. Non-DOD Counterparts and Foreign Attaché Support: 37
3.33. Invited Civilian Organizations: 37
3.34. Support for Civilian Organizations: 37
Section 3L—General Unauthorized uses of Air Force Vehicles (non-inclusive) 37
3.35. Reason of Grade, Prestige or Personal Convenience: 37
3.36. Reason for Personal Business or Personal Nature: 37
3.37. Fitness Program Support: 37
3.38. Event Support: 37
3.39. Personal or Social Engagements: 37

3.40. Household Goods Movement: 38
3.41. GMV Parking Locations: 38
3.42. Permissive TDY Status: 38
3.43. Contractor Support: 38
Section 3M—Domicile-to-Duty Transportation Support: 38
3.44. Approval Authority for Transportation between Domicile and Place of Employment 38
3.45. Normal Approval Procedures for Domicile-to-Duty: 39
3.46. Special Approval Procedures for Domicile-to-Duty: 39
3.47. Field Work: 39
3.48. Approval Procedures for Field Work: 40
3.49. Logging Home-to-Work Transportation Requirements: 40
Section 3N—General Policy on Bus Transportation Support 40
3.50. Bus Transportation Services: 40
Section 3O—Categories and Administrative Requirements of GMV Bus Transportation Services 40
3.51. Group Transportation Service: 40
3.52. Mass Transit Service: 41
3.53. Approval Authority for Mass Transit Service: 42
3.54. Reimbursement for Mass Transit Service: 42
3.55. Mass Transit Service for Isolated Areas: 43
3.56. Administrative Requirements for Mass Transit Services: 43
3.57. Emergency Bus Service: 44
3.58. Shuttle Bus Service: 44
3.59. MWR Support: 46
3.60. Fares and Proceeds: 47
Table 3.1. Computing Reimbursement and Bus Fares: 48
3.61. Modified Shuttle Bus Services Support: 48
Section 3P—General and Administrative Procedures for Transporting Dependent School Children in the United States 49
3.62. Transporting Dependent School Children in the United States: 49
Section 3Q—General and Administrative Procedures for Transporting Dependent School Children in Overseas Areas 51
3.63. Transporting Dependent School Children in Overseas Areas: 51

CHAPTER 4—ELEMENT MANPOWER MANAGEMENT 57

Section 4A—General Information and Administration 57

4.1. Overview: 57

4.2. Air Force Manpower Standards (AFMS): 57

4.3. Indirect Workloads: 57

4.4. Workload Data Collection and Productivity: 57

CHAPTER 5—ELEMENT BUDGETING 60

Section 5A—General Information and Administration 60

5.1. Developing an Element Budget: 60

5.2. Financial Plan: 60

Table 5.1. List of EEICs. 60

5.3. Additional Funding Venues: 60

5.4. Financial Obligations with Support Agreements: 61

5.5. Productivity Enhancing Capital Investment (PECI) Program: 61

5.6. Liaison with Squadron RA: 61

5.7. Government Purchase Card (GPC) Program: 61

CHAPTER 6—VEHICLE OPERATIONS CONTROL CENTER 62

Section 6A—General Information and Administration 62

6.1. Vehicle Operations Control Center (VOCC): 62

Section 6B—NCOIC, Vehicle Operations Control Center 62

6.2. NCOIC, VOCC Duties: 62

Section 6C—Vehicle Operations Control Center Dispatcher 64

6.3. VOCC Dispatcher(s) Duties: 64

CHAPTER 7—DOCUMENTED CARGO OPERATIONS 67

Section 7A—General Information and Administration 67

7.1. Responsibilities: 67

Section 7B—Documented Cargo Operations Responsibilities and Authorities 68

7.2. Services: 68

7.3. Documented Cargo Movements: 68

Section 7C—General Responsibilities and Authorities 68

7.4. MMF Responsibilities: 68

7.5. SATS: 68
7.6. Defense Reutilization Marketing Services (DRMS) Support: 69
7.7. Non-MILSTRIP Cargo: 69

CHAPTER 8—OPERATOR RECORDS AND LICENSING (OR&L) 70

Section 8A—General Information and Administration 70
8.1. Policy: 70
8.2. OR&L Office: 70
8.3. Driver Records: 71
8.4. Licensing: 71

Section 8B—Licensing for Military Personnel 73
8.5. Military Personnel: 73

Section 8C—Licensing for Non-US Citizens 73
8.6. Qualifying a Non-US Citizen: 73

Section 8D—Commercial Drivers Licenses Requirements 74
8.7. Commercial Drivers Licenses (CDL): 74
8.8. Military Exemption: 74

Section 8E—Licensing for Federal Civilian Employees, Contractor Personnel, and Federal Prison Camp Inmates 75
8.9. Licensing Federal Civilian Employees: 75
8.10. Licensing Contractor Personnel: 75
8.11. Licensing of FPC Inmates: 76

Section 8F—Licensing Requirement for Contingency and Remote Areas 76
8.12. Requirements for Contingency and Remote Areas: 76

Section 8G—Administrative Control of USAF Licensing 76
8.13. Suspension/Revocation of GMV Operator's Driving Privileges: 76
8.14. Restoration of Driving Privileges: 77
8.15. Reinstatement of a State Operator's Permit: 77
8.16. Reexamining an Operator: 77

Section 8H—Operator Certification and Administrative Responsibility 77
8.17. Operator Certification: 77

Section 8I—Vehicle Training Aid Requirements 78
8.18. POIs and Lesson Plans: 78

Section 8J—Unit Vehicle Training and VCO/VCNCO Responsibilities 79
8.19. Policy: 79
8.20. The AF Form 171 will be used to document all vehicle training. 80
Section 8K—Maintenance Purposes Only Licensing Procedures 80
8.21. Maintenance Purposes Only: 81
CHAPTER 9—VOCC SUPPORT SECTION 82
Section 9A—General Information and Administration 82
9.1. Responsibilities: 82
Section 9B—Radio Discipline 82
9.2. 10-Series Radio Codes: 82
Figure 9.1. 10-Series Radio Codes. 82
CHAPTER 10—EQUIPMENT SUPPORT SECTION 84
Section 10A—General Information and Administration 84
10.1. Responsibilities: 84
Section 10B—General Vehicle Safety 84
10.2. Maintaining Safe Vehicles: 84
CHAPTER 11—TRAINING 86
Section 11A—General Information and Administration 86
11.1. Responsibility: 86
11.2. Training Overview: 86
Section 11B—Peacetime Training Responsibilities 86
11.3. Peacetime Operations: 86
Section 11C—Contingency/Wartime Training Responsibilities 87
11.4. Contingency/Wartime Operations: 87
Section 11D—Convoy Operations Responsibilities 89
11.5. Convoy Operations will include: 89
Section 11E—Phase II Responsibilities 89
11.6. Phase II: 89
Section 11F—Phase III Responsibilities 90
11.7. Phase III: 90
Section 11G—Counter-Chemical, Biological, Radiological and Nuclear Procedures 92

11.8. Vehicle Operations TTPs: 92
Table 11.1. Mission Criticality Level Codes: 97
CHAPTER 12—QUALITY ASSURANCE PERSONNEL (QAP) 99
Section 12A—General Information and Administration 99
12.1. Responsibilities: 99
12.2. Duties: 99
Section 12B—QAP Records Maintenance Responsibilities 99
12.3. Maintain Organized Filing System: 99
Section 12C—QAP Limitations 100
12.4. CORs Will Not: 100
Section 12D—Monitoring Contractor Performance 101
12.5. Quality Assurance Surveillance Plan (QASP): 101
12.6. Surveillance Methods: 101
Section 12E—General Contract Administration Responsibilities 102
12.7. Contract Administration: 102
CHAPTER 13—SUPPORT AGREEMENTS 103
Section 13A—General Information and Administration 103
13.1. Overview: 103
13.2. Arranging for Inter-service Vehicle Support: 103
13.3. Activity Pooling: 103
13.4. Prescribed and Adopted Forms: 103
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 105
Attachment 2—OLVIMS DISPATCH MODULE STANDARDIZED LOADING PROCEDURES 120
Attachment 3—AF FORM 868, REQUEST FOR MOTOR VEHICLE SERVICES 124
Attachment 4—INITIAL TRAINING PROCESS SAMPLE 126
Attachment 5—SAMPLE CONTINGENCY PREPARATION CHECKLISTS 130
Attachment 6—UFVMK KIT MANDATORY CONTENTS LIST 133
Attachment 7—VOCC SAMPLE LETTERS 137
Attachment 8—GENERAL OFFICIAL USE RULES 139
Attachment 9—GMV OFFICIAL USE RULES FOR TRANSPORTATION TERMINALS 145

Chapter 1

INTRODUCTION

Section 1A— General Information and Administration

1.1. Vehicle Operations Functional Overview: The goal of the organization is to provide efficient and economical transportation services to support mission requirements. This is done by developing policy and procedures to ensure the vehicle operations functions can be accomplished through efficient use of equipment and resources, maintaining safe and serviceable vehicles, and operating GMVs.

1.1.1. Major Commands (MAJCOM) may supplement this instruction, with prior coordination with HQ USAF/A4LE, to provide additional instructions to meet MAJCOM needs.

1.1.2. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) through the MAJCOM Functional Manager (MFM) or vehicle staff for consideration using the AF IMT 847, *Recommendation for Change of Publication.*

1.1.3. Federal law and DOD policies place certain restrictions on the use of Air Force vehicles and services. Vehicle operators must be familiar with official use requirements that apply to GMVs. These requirements are covered specifically in **Chapter 3.**

1.1.4. For additional information regarding Vehicle Operations responsibilities, processes, authorizations, or use of government assets refer to:

1.1.4.1. *Title 40 United States Code* (U.S.C.) *Subchapter VI - Motor Vehicle Pools and Transportation Systems,* prescribes that DOD establish guidance to manage government vehicular equipment.

1.1.4.2. DOD Directive 4500.9E, *Transportation and Traffic Management.*

1.1.4.3. DOD Directive 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles.*

1.1.4.4. HQ USAF Program Action Directive (PAD) 08-01 to establish Combat Wing Organization (CWO) structures.

1.1.4.5. Air Force Manpower Standard (AFMS) 42A1, *Vehicle Operations Function,* to establish appropriate manning levels.

Section 1B— Overall Responsibilities and Authorities

1.2. USAF/A4LE: Headquarters USAF Directorate of Logistics, Vehicles, Equipment, and Fuels Management Division.

1.2.1. Develops policy for effective operation and official use of GMVs.

1.2.2. Liaisons between DOD components on vehicle operation and use issues.

1.2.3. Places vehicle operation and use policies in internal audit programs.

1.2.4. Develops and manages Air Force Specialty Code (AFSC) 2T1X1 functional training policies and administers functional manpower requirements.

1.3. MAJCOMs:

1.3.1. Develop command policies to ensure continued vehicle operations and guidance specific to the official use of the leased and registered vehicle fleet. Policies will also include management controls and oversight to ensure the prevention of vehicle misuse.

1.3.2. Conduct surveys of all installations and activities under their jurisdiction to determine operational efficiency.

1.3.3. Validate management controls and oversight of operator training certification programs to ensure training effectiveness and safety.

1.3.4. Liaison with command inspection teams to ensure accurate inspection criteria and procedures are developed and employed. This includes approving inspection criteria for the MAJCOM.

1.3.5. Validate and support manning requirements for vehicle operations sections and outlying units with Air Force Personnel Center (AFPC) and MAJCOM/A1 sections, ensuring units are properly manned.

1.3.6. Validate and support manning requirements for deployment planning with Air and Space Expeditionary Forces (AEF) Center and MAJCOM/A2 sections, which includes plans for robusting or surge support and ongoing operations. Ensure Logistics Readiness units are equipped and trained to fulfill wartime and AEF taskings.

1.3.7. Identify vehicle requirements for operations sections to include minimum required and on-hand quantities required. Ensure shortages are addressed and identified for resolution. Requirements should be substantiated using vehicle dispatch data.

1.3.8. Serve as MFM to MAJCOM Crisis/Contingency Action Teams (CAT). Identify, source, and track all vehicle operations related deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility (ITV) to MAJCOM leadership. Develop local guidance/instructions for deployment taskings and related functions, such as AEF responsibility, War Reserve Materiel (WRM) management or movements, command levy contingency taskings or Military Operations Other Than War (MOOTW).

1.3.9. MFMs should review field unit solutions and include common Tactics, Techniques, and Procedures (TTP) in functional area publications and enlisted Career Field Education and Training Plans (CFETP).

1.4. Air Force Logistics Management Agency (AFLMA):

1.4.1. AFLMA has a basic mission to increase Air Force readiness and combat capabilities by developing, analyzing, testing, evaluating, and recommending new or improved concepts, methods, systems, policies, and procedures to enhance logistics efficiency and effectiveness. Their main goal is to solve logistics problems while helping shape tomorrow's logistics environment.

1.4.2. Proposals for changes can be forwarded to AFLMA through your MAJCOM. AFLMA will evaluate proposals for logistics studies in terms of mission and capabilities. They will also notify initiators of action(s) taken on proposals. **Note:** Host commands will be made aware of all proposed topics prior to submission to AFLMA. The MAJCOM should send submissions to AFLMA/CC, 50 Chennault Circle, Maxwell AFB, AL 36112-6417.

1.5. 366th Training Squadron, Detachment 7:

1.5.1. The 366th Training Squadron, Detachment 7 is the Air Force officially sanctioned operation for Vehicle Operator training in initial (3 Level) and advanced (7 Level) career field development. They also author Career Development Course (CDC) material for 5 and 7 Level advancement.

1.5.2. Three (3) Level training includes vehicle operations processes, functions, duties, and responsibilities and it provides basic familiarization training on core vehicle types. These are fundamental to the understanding of the career field and day-to-day operations. Further training and certification is required upon arrival to the first duty station.

1.5.3. Seven (7) Level training is an Advanced Distributive Learning course that does not require in-residence attendance at a predefined training location on temporary duty. It is an Internet-based system that includes budget, manpower, training, mobility, and In-Garrison Expeditionary Site Planning (IGESP). It also provides guidance on vehicle use/misuse policy, quality assurance evaluation, priority recall listing, alternative fueled vehicles, convoy operations, and contingency planning.

1.5.4. CDC materials are for personnel entered into upgrade training (UGT). The course covers career path development objectives (e.g., trainer and trainee responsibilities, an overview of objective wings, a summary of manpower and budget resources) and covers mission, specific duties and responsibilities, hazards, and element structure. General readiness, operations, and management responsibilities are also covered in the CDC material.

1.5.5. The school can be contacted via website (**http://www.wood.army.mil/DET7**/) for additional information regarding the courses or materials.

1.6. Installation Commanders/Directors:

1.6.1. Support and act as the installation approval authority for the following:

1.6.2. Official Use Program: Reviews and approves written policy governing official use of GMVs on the installation. This includes specific guidance identified in **Chapter 3** to determine official use requests and priorities.

1.6.3. Use of GMVs by alert aircrews, Intercontinental Ballistic Missile (ICBM) personnel, and emergency response forces (groups organized for a certain purpose, e.g., Law Enforcement, Fire Department) for travel to on-base military dining facilities and base gymnasium when on-duty. See **Chapter 3**, **Paragraph 3.9** for additional guidance.

1.6.4. Mass Transportation Requests and Emergency Bus Services. Additional guidance is provided in **Chapter 3**.

1.6.5. Detours DOD-provided school routes because of heavy traffic, blighted urban or residential districts, or potentially dangerous construction, industrial areas, or during severe weather.

1.6.6. Exercises the Mission Essential Task List (METL) for convoy escort and line-haul during wing operational readiness exercises and inspections.

1.7. Logistics Readiness Squadron (LRS) Commanders/Directors:

1.7.1. Provides budget, funds, and resources to support Vehicle Operations mission.

1.7.2. Administers the installation vehicle misuse reporting and investigation program.

1.7.3. Ensures the economical use of manpower and equipment.

1.7.4. Monitors 2T1X1 AFSC progression, qualification, and proficiency.

1.7.5. Approves local Permissible Operating Distance (POD) for the installation (See DOD 4500.36-R, C2.2.3.3.4.).

1.7.5.1. **(Added-YOKOTAAB)** The Permissible Operating Distance (POD) for Yokota AB applies to all government owned and leased motor vehicles assigned or attached to Yokota AB. Based on recurring dispatches, the POD is north 10 miles to support Iruma communications sites, east for 75 miles to support requirements at Narita International Airport, west for 75 miles to support requirements at Camp Fuji and south 58 miles to support Yokosuka Naval Base. These distances are essential for normal vehicle support to Yokota AB and operating locations within the Kanto Plain.

1.7.5.2. **(Added-YOKOTAAB)** All requests to exceed the POD must be submitted to 374 LRS/LGRDDO for the Vehicle Operations Control Center (VOCC) Supervisor's approval. Organizations may request a waiver to the POD. The waiver must include vehicle type, justification of mission and frequency of travel outside the POD. The 730 AMS/TROCS, 374 CS/SCOIT, 374 FSS/FSCVO, USAF Courier transfer stations, Armed Forces Courier Service, AF Bands, AF Academy and AFOSI are organizations frequently performing official duties outside of the POD and are permanently approved to exceed it.

1.7.6. Approves local guidance governing maximum driving times for 2T1 military and civilian personnel in accordance with (IAW) requirements outlined by operator category, in 49 Code of Federal Regulation (CFR), Part 395. Also acts as approval authority for one-time exceptions to exceed maximum driving times as a matter of military necessity. Commanders must document Operational Risk Management (ORM) assessment and acceptance prior to granting such exceptions. All approved exceptions must be retained on file within the Vehicle Operations Element.

1.7.7. Ensures 2T1 AFS personnel who routinely transport distinguished visitors (DV), general officers, and other personnel deemed necessary receive an anti-terrorism evasive tactics course, at a minimum. **Note:** Air Force Office of Special Investigations (AFOSI) hosts a unit-funded Threat Response Driving Seminar in Richmond, VA.

1.7.8. Approval authority for implementing base appropriated fund (APF) shuttle bus service when determined practical and economical in meeting the official mass travel needs of the installation. See **Chapter 3** for specific guidance.

1.8. Deployment and Distribution Flight, Distribution Section, and Vehicle Operations Element Leadership:

1.8.1. Reorganization of the LRS structure as a result of HQ USAF PAD 08-01 yielded a process-aligned LRS, which is very different from previous organization structures. Essentially, consolidation of the previous Plans, Traffic Management, and Vehicle Operations Flights was initiated to form the Deployment and Distribution Flight (DDF). Identified below are specific positions and work centers within the DDF which have responsibility for executing the Vehicle Operations mission.

1.8.2. Distribution Section Chief/Superintendent (DSC/DSS): Responsible for the day-to-day management of the Vehicle Operations and Cargo Movement Elements. Ensures all assigned personnel receive appropriate training, enabling full organic transportation support to flying and ground operations. Prepares and submits Vehicle Operations budget and reimbursement requirements for inclusion in the annual budget input.

1.8.3. Vehicle Operations Supervisor: Responsible for the day-to-day management of the Vehicle Operations assigned vehicle fleet and supervises assigned military and civilian personnel. Ensures the most efficient mix of ground transportation capabilities (i.e., military taxi, mass transportation, shuttle services, cargo movement, aircrew support, and U-Drive-It (UDI) service) are available and provided to support home-station mission, contingencies, and combat service support operations. Ensure effective coordination between the work centers within Vehicle Operations. Prepares and submits Vehicle Operations budget reimbursement requests to the DSC/DSS for inclusion in the annual budget input. Plans, organizes, and coordinates element safety program.

1.8.4. Vehicle Operations Control Center (VOCC) Supervisor: Ensures timely execution and effective use of military taxi, mass transportation, scheduled/unscheduled shuttle, cargo movement, aircrew support, wrecker operation, and UDI services in support of home-station mission, contingencies, and combat service support operations. Receives and validates requests for support services and vehicles (i.e., passenger/cargo movement, recovery, material handling, etc.) to ensure official use compliance in accordance with established policies. Reviews and evaluates requests exceeding the installations POD. Coordinates with installation protocol office to plan and organize support requirements for special events and distinguished visitors. **Note:** With the exception of units that earn manpower variances for protocol support, DV movements (with vehicles for 15 passengers or less and not requiring vehicle or CFETP certification) will be supported by requesting units through the UDI program. Consolidates and submits reimbursement requests to element supervision. Provides passenger and cargo movement capability for the installation and serves as a conduit for information and communication flow for emergencies during and after duty hours. VOCC supervisor also manages and controls all aspects of Documented Cargo support as outlined in **Chapter 7**. VOCC supervisor duties are further outlined in **Chapter 6**.

1.8.5. Operator Records & Licensing (OR&L) Supervisor: Issues government vehicle operator licenses and maintains the system of records for motor vehicle operators. Validates, coordinates, and maintains a listing of all unit vehicle master plans of instruction (POI) **(see paragraph 8.18.1.7).** Initiates vehicle trainer background investigations and monitors suspected vehicle misuse case files. Administers written tests and manages the suspended and/or revoked GMV licenses process. OR&L will also serve as the wing vehicle misuse prevention monitor and track all misuse-related files. See **Chapter 8** for additional duties and guidance.

1.8.6. Vehicle Operations Control Center Support Supervisor: Develops dispatch support personnel work schedules. Ensures assigned personnel are core task qualified and prepared to meet home-station, contingency, deployment, and combat service support mission requirements. Ensures assigned vehicle fleet condition meets all mission requirements and identifies shortfalls and limiting factors to supervision. Additional duties and requirements are outlined in **Chapter 9.**

1.8.7. Equipment Support Supervisor: Ensures adequate equipment and supplies for operator care, checks, and services on assigned vehicle fleet are on-hand. Controls Vehicle Operations parking areas, vehicle cleaning and servicing facilities, and support equipment required to operate the element and vehicles. Accounts for all vehicles, equipment, and supplies assigned to Vehicle Operations. Perform element Vehicle Control Noncommisioned Officer (VCNCO) duties. Additional duties and requirements are outlined in **Chapter 10.**

1.8.8. Training Validation and Operations (TVO) Supervisor: Manages all aspects of personnel, vehicle, and equipment training. This includes but is not limited to initial, advanced, CDC, On-the-Job Training (OJT), and vehicle training. Complete instructions and guidance is addressed in **Chapter 11**.

Chapter 2

ELEMENT ORGANIZATION AND RESPONSIBILITIES

Section 2A— General Information

2.1. Element Structure: Elements will be organized to provide quality transportation, licensing, operator training and/or certification services in support of the mission. The organization will be structured in accordance with the most current HQ USAF PAD; deviations are not authorized unless specifically approved by AF/A4L.

Section 2B— General Responsibilities and Administration

2. 2. Manpower: Develop, manage, and support manpower applications and authorizations. Develop procedures to capture workload data associated with manpower authorizations and variances. Procedures will ensure workload data is accurately recorded and reviewed and reliable workload data backup procedures exist. Procedures must be established to assure continuing service should OLVIMS Dispatch Module experience technical difficulty. Refer to **Chapter 4** for additional information.

2.3. Budget: Develop, manage, and support annual budget inputs and monies allocated. Refer to **Chapter 5** for additional information.

2.4. Operating Instructions: Develop element operating instructions (OI) for functions performed in the element. OIs will be coordinated through the appropriate agencies and personnel, and approved by the DSS. OIs will meet guidance outlined in AFI 33-360, *Publications and Forms Management*, Item 7, page 27. OIs will be formatted the same as AFIs and will be coordinated just like other directive publications as established in AFI 33-360. All assigned personnel will review OIs within 30-days of arrival, annually, and when the instructions change. Personnel will acknowledge, in writing (initials or signatures), reading and understanding of the OIs. Vehicle Operations leadership will review and update annually. At a minimum, managers must establish OIs for the following areas:

2.4.1. Hours of operations, responsibilities, including shift change/briefing procedures.

2.4.2. VOCC section procedures and priorities. This OI should include, but is not limited to, processes for handling requests, recall rosters, emergencies, tracking No Vehicle Available (NVA) and No Manpower Available (NMA), aircrew, UDI procedures, Temporary Duty (TDY) personnel transportation policies, procurement, and control of fuel coupons, toll passes, and log of events.

2.4.3. Training/continuity procedures used to ensure workload data is entered into the OLVIMS Dispatch Module in a standardized format.

2.4.4. Procedures established to ensure required workload data is collected, maintained, and completed. Transportation requests must be reviewed for accuracy within 3-duty days. Ensure data is tracked to justify current variances or use data to request variances.

2.4.5. Workload data back-up procedures must be established to assure continuing service should the OLVIMS Dispatch Module system experience connection difficulties.

2.4.6. Protocol Section: With the exception of units that earn manpower variances for protocol support, DV movements (with vehicles for 15 passengers or less and not requiring special vehicle or CFETP certification) will be supported by requesting units through the UDI program.

2.4.7. Documented Cargo operations and operator procedures should include, but are not limited to, disposition of Mission Capable (MICAP) parts and equipment, handling classified material, use of the Standard Asset Tracking System (SATS), and tracking of accountable records.

2.4.8. Training, Validation and Operations Section procedures should include, but are not limited to, instructions on all forms of training; i.e., OJT, orientation/certification training, internal and external, UGT timeliness, properly documenting training records, certification routes, and test control and administration.

2.4.9. The installation's approved over-the-road vehicle operation routes for the Vehicle Operator Certification Program.

2.4.10. Management controls and oversight of base operator training certification programs to ensure training effectiveness and safety. See **Chapter 8** for specific training and certification requirements.

2.4.11. OR&L procedures to include, processes for suspended and revoked licenses, managing and issuing licenses, and processing driver records with the Military Personnel Flight (MPF) for Permanent Change of Station (PCS) personnel. If managing the misuse program, then include reporting, processing, and tracking the misuse case files.

2.4.12. Facility and compound security, housekeeping, and maintenance of compound areas.

2.4.13. Safety (vehicle operation and accident prevention both on and off-duty).

2.4.14. Quality control/assurance responsibilities.

2.4.15. Security of radio equipment.

2.4.16. Wrecker/towing services and procedures.

2.4.17. Severe weather guidance to include operating vehicles in inclement weather.

2.4.18. Cleaning and servicing command and control, DV, and/or general officer vehicles. **Note:** Cleaning/servicing of vehicles assigned to a unit Vehicle Control Officer (VCO)/VCNCO outside the DDF is a responsibility of the owning/using organization.

2.5. Additional Operating Instructions: The following are additional types of OIs to establish if applicable:

2.5.1. Inspector General (IG) Team and MAJCOM inspection/visit procedures.

2.5.2. Secure message pick-up/drop-off procedures.

2.5.3. Managing military and civilian leaves.

2.5.4. Fire prevention.

2.5.5. Vehicle in-check/out-check procedures and minor maintenance.

2.5.6. Waste management and pollution prevention.

2.5.7. Alcohol and drug consumption.

2.5.8. Off-duty employment.

2.5.9. Convoy and contingency support operations.

2.5.10. Element awards and recognition program.

2.5.11. Spouse care program.

2.5.12. Transporting oversized/weight loads over state and foreign highways.

2.5.13. Element physical fitness program.

2.6. Functional Area Chief (FAC): Serve as FAC for contracted vehicle operations services and activities.

2.7. Quality Assurance Program (QAP): Establish a QAP program for contracted operations, such as contracted bus support to the base.

2.8. Permissible Operating Distance (POD): Establish a local POD for LRS commander approval in accordance with DOD 4500-36-R, Para C2.2.3.3.4. A one-way distance of 100-miles should be used as a guide.

2.9. Documented Cargo: Responsible for Documented Cargo services. See **Chapter 7** for additional information.

2.10. Local and Host Nation Authorities Liaison: Maintain liaison with state, local, and host nation authorities for vehicle operation matters. This includes developing and maintaining procedures for overweight and/or over-sized load permits, meeting state motor vehicle and licensing requirements, ensuring civilian operators have current Commercial Drivers License (CDL) information available, etc.

2.11. Distinguished Visitor (DV): When transporting DVs, ensure vehicles are properly identified with appropriate license plates/insignia. Plates indicating rank of occupant are affixed to the front of the vehicle. DVs are those individuals rated as general officer equivalents or above only. A DV is defined as (1) a visiting general or flag officer, (2) any government official with rank equivalent to a brigadier general or higher (Senior Executive Service (SES), etc.), or (3) any foreign military officer or civilian designated a DV by the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA). The Air Force Senior Leader Management Office (AFSLMO) allows installation commanders to afford DV distinction on an individual basis for persons of lower rank if they are filling certain positions (e.g., a visiting civic leader). AFSLMO publishes a relative rank list for active duty general officers and a civilian senior executive roster with DV codes for senior civilians.

2.12. Aircrew: Support home station and transient aircrew transportation requirements.

2.13. Cargo Movement: Support inter-/intra-base movement of cargo.

2.14. War Reserve Materiel (WRM): Provide transportation support to move WRM supplies and equipment for mobilization, deployment, and employment.

2.15. Material Handling Equipment (MHE): Operate MHE in support of aircraft loading and unloading operations beyond the capability of the airfreight terminal. Support also includes providing qualified tractor and trailer operators as necessary.

2.16. Vehicle Recovery Actions: Retrieve disabled vehicles for transport to vehicle maintenance after mobile maintenance has determined the vehicle cannot be repaired and provide emergency removal services to clear runways and access roads. See **Chapter 6** for specific vehicle recovery/movement guidance.

2.17. Line-haul Transportation Requirements: Provide vehicles and qualified vehicle operators as necessary to meet DOD and Air Force line-haul requirements and maintain proficiency of UTC requirements.

2.18. Vehicle Status: Track assigned vehicle fleet status and determine critical vehicle shortfalls. When required, report additional vehicle requirements to the Logistics Readiness Center (LRC) and/or Unit Control Center (UCC).

2.19. Critical Vehicle Status: Monitor element critical vehicle status reports (submitted by vehicle damage assessment teams) and take appropriate action through LRC.

2.20. Dispersed Vehicles: Maintain a current status of element's dispersed vehicles.

2.21. Vehicle Lease/Rental: Request short-term vehicle lease/rental agreement through Vehicle Management and Analysis (VM&A) for LRS commander approval prior to entering a formal agreement with commercial vendors. The AF Form 9, *Request for Purchase*, or where guidance allows, Government Purchase Card (GPC) are acceptable procurement/payment methods.

2.22. Alternate Vehicle Sourcing: Assist VM&A with alternate vehicle sourcing (i.e., commandeering of Privately Owned Vehicles (POVs), Army Air Force Exchange Service (AAFES), Non-appropriated Fund (NAF), host nation-provided vehicles) and executing requirements necessary to obtain vehicle support through Civil Military Cooperation (CIMIC).

2.23. Contracted Vehicle Repair: When arranged by Vehicle Management Flight (VMF), VOCC will deliver assigned Vehicle Operations vehicles to/from contract repair facilities. VMF personnel may request wrecker or line-haul support for delivery of disabled vehicles assigned to other units.

2.24. Operational Readiness: Develop and review AEF, Operations, Concept, Mobilization, and IGESPs annually. IGESP was formerly referred to as Base Support Plans and are governed by AFI 10-404, *Base Support and Expeditionary Site Planning*. AEF planning is conducted in accordance with AFI 10-401, *Air Force Operations Planning and Execution*. Operations and Concept Plans (OPlan and ConPlan) are covered in AFMAN 10-401v2, *Planning Formats and Guidance*. Base mobilization plans are developed in accordance with AFI 10-402v1, *Mobility Planning*, while deployment planning and execution is in AFI 10-403, *Deployment Planning and Execution*. These plans are reviewed as required by local policy/guidance.

2.25. Transportation Requirements Resulting from Terrorist Threats: The Air Force has a program to provide domicile-to-duty transportation for key personnel and senior officers threatened by terrorist activities. HQ USAF Criminal Investigation & Counterintelligence (SAF/IGV) consolidates and validates all requests for these special vehicles or marking waivers in response to terrorist threats. Submission procedures are:

2.25.1. The requesting MAJCOM or Field Operating Agency (FOA) submits all requests for special vehicle requirements to SAF/IGV.

2.25.2. SAF/IGV validates special vehicle requirements based on terrorist threats. Once validated, SAF/IGV provides a recommendation to HQ USAF/A4L and ILP. See **Chapter 3** for more details regarding domicile-to-duty requirements.

Section 2C—Distribution Section Chief/Superintendent

2.26. Distribution Section Chief/Superintendent (DSC/DSS): The DSC/DSS primary role is to provide highly effective leadership and mentorship to accomplish the mission and train our personnel to be future leaders. This includes:

2.26.1. Translate leadership direction into specific tasks and responsibilities personnel can understand and execute.

2.26.2. Develop section NCOs into future leaders and supervisors by using effective training programs and mentorship, to include maintaining accurate training status on all personnel.

2.26.3. Ensure budget, manpower, facilities, and resources are utilized efficiently and effectively. Use tracking systems for utilization, replenishment, and allocation of programs to ensure personnel are provided the equipment and resources needed. DSC/DSS will ensure sufficient resources are available to meet contingency and/or wartime requirements.

2.26.4. Ensure assigned personnel do not augment other base agencies when manning level drops below 65 percent without MFM approval. The MFM will coordinate with AFPC/DPW (AEF Center) to determine if there are additional deployment taskings which may flow to the unit in question.

2.26.5. Provide required safety and information briefings to assigned personnel.

Section 2D— Reports and Analysis

2.27. Semiannual Vehicle Operations Services Analyses: Analyze services for operational effectiveness and efficiency by conducting semiannual services analyses. Analyses will be used to evaluate element processes, cost effectiveness, efficiencies, and quality of customer service. Analyses are not simply a listing of data; they should include customer service comments and feedback, recommendations for changes, and/or rationale for maintaining status quo. Copies of analyses will be maintained for 2-years (RDS: T20-04R01.00). See **Table 2.1** for procedures.

2.27.1. DSC/DSS shall review analyses and implement recommendations, as appropriate. Corrective actions and operational adjustments must be documented and filed with the analyses.

2.27.2. At a minimum, each analysis will be developed from data compiled over the periods prescribed below. Longer time periods may be used as deemed appropriate by the element leadership.

Table 2.1. Services Analyses:

Analysis Type	Minimum Duration of Measurement	Analyze data for:	Analysis will address:
Bus Service	30-days of data collection (OLVIMS Dispatch Module) and 7-consecutive days of ridership surveys	Bus services to include base shuttle, mass transit, etc. (Do not include buses used for other analyses)	Number of authorized and space available passengers boarding at each stop
			Review of the size of vehicle(s) used to support the requirement
			Comparison of bus stops versus high-usage taxi request locations
			Recommendations the operators and customers submit
			Recommended corrective actions and operational adjustments
Analysis Type	**Minimum Duration of Measurement**	**Analyze data for:**	**Analysis will address:**
Taxi Service	30-days of data collection (OLVIMS Dispatch Module)	Taxi requests supported and not supported (Radio/Non-radio)	Average response-times compared to USAF goal (10 minutes)
			Number of requests canceled/delayed due to lack of vehicles or manpower
			Taxi standby point versus frequent pick-up and drop-off locations
			Recommended corrective actions and operational adjustments
Transient Aircrew Transport	30-consecutive days	Transient Aircrew supported and not supported	Average response-times compared to USAF goal (10 minutes)
			Average in-service time
			Support rate (requirements versus capabilities)
			Recommended corrective actions and operational adjustments
VOCC Support	30-consecutive days	Passenger and Cargo movement, vehicle	Support rate (requirements versus capabilities)
			Evaluate requests not supported (NVAs and NMAs)

		recovery, and UDI services	Recommended corrective actions and operational adjustments
Analysis Type	**Minimum Duration of Measurement**	**Analyze data for:**	**Analysis will address:**
Documented Cargo Support	30-consecutive days	Requests supported	Frequency for MICAP and priority 01
			Average response time for MICAP and priority 01
			Compare and evaluate unscheduled delivery requests with scheduled sweep routes and times
			Analyze common causes preventing delivery of cargo that result in cargo being returned to distribution flight
			Recommended corrective actions and operational adjustments
Terminal Travel Support (establish a local category code within OLVIMS Dispatch Module for tracking)	6-consecutive months	Requests supported and not supported and data collection	Support rate (requirements versus capabilities)
			Number of requesters by grade, supported
			Average in service time
			Cost comparison: Commercial vs. organic mode
Distinguished Visitor Support	6-consecutive months	Requests supported and not supported and data collection	Support rate (requirements versus capabilities)
			Number of DVs, by grade, supported
			Average in service time

2.28. Monthly Reports: Management review of monthly reports help focus work efforts and maintain high levels of unit preparedness. This paragraph identifies and standardizes monthly management reports required in Vehicle Operations. At a minimum, the following reports will be developed and reviewed by DSC/DSS monthly:

2.28.1. UFVMK Kit Rate: If tasked, identify the number of UFVMK UTC packages required IAW unit Designed Operational Capability (DOC) statement, number of kits fully equipped, number of kits available, and percentage of complete kits available as compared to required DOC statement. If kits are short, describe actions taken to equip the kit and an estimated get well date. See **Attachment 6** for list of kit items.

2.28.2. Core Task Rates: This report provides the percentage level of training for all personnel in UGT. At a minimum, include all personnel in UGT; date entered training, number of core task items, number of tasks completed, and percentage of qualification for each Airman. See **Table 2.2**

Table 2.2. UGT Core Training Rates:

Name	Date Entered Training	Core Items	Completed	Qualified
A1C Jones	1-Feb-05	95	70	74%
Amn Smith	12-Nov-04	95	80	84%
A1C Wright	15-Sep-04	95	92	97%
SrA Lindemann	1-Nov-04	115	100	87%
SrA Schraner	1-Nov-04	115	98	85%
UGT Core Training Rate		**515**	**440**	**85%**

2.28.3. Vehicle Training Chart: Develop and maintain a vehicle-training chart to identify qualifications of each member assigned to Vehicle Operations.

2.28.4. Reporting Official Roster: Maintain a current Reporting Official roster (can be MilPDS generated).

2.28.5. Additional Duty Roster: Maintain a locally-developed roster identifying all additional duties tasked to Vehicle Operations personnel.

2.28.6. Ancillary Training Chart: Develop and maintain a chart identifying the type of training, date received, and due date for all required ancillary training for each member assigned to Vehicle Operations.

Chapter 3

OFFICIAL USE OF VEHICLES

Section 3A— General Information

3.1. Official Use of GMVs: The same statute that restricts the use of Military Air (MilAir) resources for official use (*Title 31 U.S.C.* Section 1344, *Passenger Carrier Use*) also restricts the use of GMVs. Just as MilAir assets are carefully controlled because of their high value, government vehicles are closely controlled because of their easy accessibility, high visibility, and potential for misuse. Statutory law (*Title 40 U.S.C. Subchapter VI - Motor Vehicle Pools and Transportation Systems*) prescribes that DOD establish an effective means of limiting the use of GMVs to official governmental purposes (DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*). Unauthorized use of GMVs often results in unnecessary expenditure of funds and public criticism. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. Although the major goal of Vehicle Operations is to provide quality support, commanders, vehicle operators, and the base populace must know vehicle use restrictions and what constitutes official use. Restrict use of all DOD motor vehicles, including those rented or leased, for official purposes only; that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or principally to enhance the comfort or convenience of member(s) is not permitted. Refer requests which appear to conflict with governing directives to the Vehicle Operations Supervisor for evaluation; this element is staffed with trained experts capable of making an official use determination.

3.1.1. Terminal Transportation: Responsible leadership requires ensuring personnel are available and trained to perform duties in direct support of the mission and trained to perform their wartime roles. Use of resources to support administrative activities, for which sufficient public transportation or commercial services exist to fulfill the need, detracts from direct mission support and should be avoided. To that end and as defined elsewhere in this publication, other, more cost effective and responsive means of transportation will be utilized to support administrative activities. See the table in **Attachment 9, GMV Official Use Rules of Transportation Terminals,** to make these determinations.

3.1.1.1. **(Added-YOKOTAAB)** GMVs may be used to transport official travelers to or from military or commercial terminals when:

3.1.1.1.1. **(Added-YOKOTAAB)** It is the most economical, cost effective mode of transportation (based on the semiannual transportation analysis).

3.1.1.1.2. **(Added-YOKOTAAB)** Personnel are required to transport a weapon either issued or authorized by the DoD in connection with official funded travel (non-PCS) and the 374 FSS Narita shuttle or Limousine service cannot be utilized.

3.1.1.1.3. **(Added-YOKOTAAB)** Official non-DoD visitors are invited to participate in DoD activities. At Yokota AB, these invitations will be extended by a General Officer or Colonel.

3.1.1.1.4. **(Added-YOKOTAAB)** Service is necessary because of an emergency situation or to meet security requirements. These requests will be coordinated and validated through Vehicle Operations.

3.1.1.1.5. **(Added-YOKOTAAB)** Other methods of transportation (DoD scheduled bus service, scheduled public transportation and commercial taxi) are unresponsive. These requests will be coordinated and validated through Vehicle Operations.

3.1.1.2. **(Added-YOKOTAAB)** When in doubt, requests should be forwarded to Vehicle Operations for processing and guidance. Each request is processed on a case-by-case basis under its own merits and circumstances. Please note that support based solely on rank, position, prestige, or personal convenience is not authorized and may constitute vehicle misuse.

3.1.1.3. **(Added-YOKOTAAB)** To maximize manpower and conserve resources, units should coordinate requests with Vehicle Operations at least 72 hours in advance. Requestors will be combined into a single movement if arrival or departure times are within 60 minutes of each other. All requests that are authorized and supported will be retained by Vehicle Operations and your respective squadrons (should you utilize GMVs assigned to your unit) for audit and inspection purposes.

3.1.2. Tobacco products will not be used in GMVs.

3.1.3. Alcoholic beverages will not be consumed in GMVs. Operators will not consume alcohol 8-hours prior to duty or prior to operating any GMVs. Operators are ultimately responsible for exercising good judgment by imposing additional time constraints as needed.

3.1.4. Use of hand-held wireless phones or text messaging equipment is prohibited while operating a GMV.

Section 3B— General Responsibilities and Administration

3.2. Penalties for Misuse of DOD Motor Vehicles: Misuse or acts/omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action. All military and civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to GMVs. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies. Negligence, willful misconduct, or deliberate unauthorized use of a GMV may result in the following disciplinary actions:

3.2.1. Military Personnel: Adverse administrative action or punishment under Article 92, Uniform Code of Military Justice (UCMJ), without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

3.2.2. Civilian Personnel: Suspension from duty by the Secretary of the Air Force (SECAF), without pay, for not less than 1 month, suspension or removal.

3.3. Vehicle Misuse Investigation: Report all suspected misuses to LRS Vehicle Operations. Vehicle Operations conducts a technical assessment of the incident to determine if regulatory official use guidance has been violated.

3.3.1. Forward all substantiated allegations along with the technical assessment to the LRS commander who will then forward the substantiated misuse case to the operator's unit commander. Unit commander's have 15-calendar days to respond to the LRS commander's finding or acknowledging actions taken to prevent further infractions.

3.3.1.1. Technical assessments will include the operator's unit, rank and name, date, time, and location of incident. It must also include the vehicle's make, model, color, and registration number. Finally, clearly state the offense and official use references substantiating the misuse.

3.3.2. Vehicle Operations will maintain a log of reported and substantiated misuse cases. The log of substantiated cases with technical assessments and unit responses will be kept on file for 6-years (RDS: T24-03R1300).

3.3.3. Annually, the LRS commander will provide their respective group commander with detailed results of pending and completed vehicle misuse investigations with recommendations to improve official use of GMVs.

3.3.4. Vehicle Operations will provide unit misuse data to VM&A in support of their annual unit Vehicle Control Function (VCF) assistance visits.

3.3.5. Vehicle Operations will brief overall base status of this program at VCO/VCNCO meetings.

Section 3C— Determining the Level and Validity of Support

3.4. Priority of Transportation Services: When vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown to the extent they are available and capable of meeting mission requirements:

3.4.1. DOD scheduled bus service.

3.4.2. Scheduled public transportation.

3.4.3. DOD-owned, rented or leased motor vehicle.

3.4.4. Voluntary use of POV on a reimbursable basis.

3.4.5. Commercial taxicab on a reimbursable basis.

3.5. Making Official Use Determinations: When questions arise about official use of motor vehicles, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this instruction. **Attachment 8, General Official Use Rules, and Attachment 9, GMV Official Rules for Transportation Terminals** are provided to assist in making official use determinations. When guidance does not specifically fit a request for transportation support, commanders must document answers to the following questions prior to approving the use of a government motor vehicle:

3.5.1. Is the purpose of the trip official (in support of an authorized DOD function, activity, or operation)?

3.5.2. Does the request have the potential to create a perception that will reflect unfavorably on the Air Force or cause public criticism (can it be justified to a taxpayer)?

3.5.3. Will the request impact mission requirements?

3.5.4. Is commercial or DOD scheduled transportation available? It is important to note the Air Force does not provide transportation support that competes with commercial services.

3.5.5. If provided, is GMV transportation the most cost effective method of satisfying the requirement?

Section 3D—Authorized Uses of GMVs for Temporary Duty Support

3.6. Temporary Duty: Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial resources are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DOD motor vehicle. Use of the vehicle will always be predicated on need, distance involved, and other conditions that justify their use. **Note:** When an adequate DOD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized, (refer to **Attachment 8** for some specific examples) a GMV may be operated:

3.6.1. Between places where the member's presence is required for official business, or between such places and temporary lodging.

3.6.2. Between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, laundry cleaning establishments, and similar places required for sustenance of the member.

3.6.3. If used off-base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity to the installation. Reasonable proximity is established by the DSC/DSS. Reputable is defined as an establishment whose primary purpose is food service and not providing alcohol (establishments with "Bar" in the name will be avoided). GMVs will also not be taken to adult oriented establishments.

3.6.4. Between places of business or lodging and installation bowling centers, officer and enlisted clubs, gymnasiums or any on-base NAF activity (e.g., golf courses, rod & gun clubs) facilities required for the comfort or health of the member. Use of motor vehicles for transportation to or from off-base entertainment or recreational facilities is prohibited.

Section 3E— Standard Authorized Uses of GMVs for Permanent Party Mission Support

3.7. Permanent Party: Official use for active duty personnel includes transportation to or from Air Force scheduled appointments, e.g., MPS records check, dental appointments, commanders calls (support must be conducted on base and cannot be used to circumvent official use rules for purposes of morale), urinalysis testing, hospital outpatient appointments. GMV travel is not authorized for elective surgery, procedures, or treatments where the member would otherwise not be entitled to government travel. Use transportation priorities specified in **Paragraph 3.4**.

3.7.1. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. Stopping at private quarters for any reason or stopping for shopping purposes is prohibited.

3.8. Event Participation: Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades, and military field demonstrations (specific

examples of "officially taking part" in a ceremony include, but are not limited to, Master of Ceremonies, Guest Speaker, Proffer, etc.). This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar type functions. Determinations regarding any question of authorized support for such activities will be resolved in favor of strict compliance with rules outlined in this instruction to preclude any negative public perception. Space-available provisions apply (see glossary for Space-A definition).

3.8.1. GMV travel is authorized to transport immediate family members of the sponsor in situations involving a sponsor's combat-related death. LRS commanders will make determination in situations where combat-related cannot be determined.

Section 3F— Special Authorized Uses of GMVs for Permanent Party Mission Support

3.9. Alert Aircrews, Intercontinental Ballistic Missile (ICBM) Personnel, and Emergency Response Forces: The installation commander may approve use of GMVs by alert aircrews, ICBM personnel, and emergency response forces (groups organized for emergency response purposes, e.g., Law Enforcement and Fire Department) for travel to on-base military dining facilities and base gymnasium when on-duty. In situations when military dining facilities or flight kitchens are nonexistent or otherwise unavailable, the use of NAF/AAFES operated facilities is permissible (see AFI 34-239, *Food Service Management Program*, Attachment 3).

3.9.1. Personnel are prohibited from using GMVs for travel to and from their private quarters under the above provision.

3.9.2. Submit unit requests to the DDF annually. The consolidated package with the LRS commander's recommendations will be submitted to the installation commander for final approval. Approval determinations will be provided to each requesting unit commander and VCO.

3.9.2.1. The installation commander may approve use of GMVs for the purposes of securing "carry-out" meals from on-base military dining facilities or flight kitchens. Do not grant any of the above authorities for the personal convenience of members.

3.9.3. IAW DOD 4500.36-R, C2.2.3.3.5., emergency response vehicles will not be parked near dormitories or housing areas permitting circumvention of the pubic law that prohibits government-furnished, domicile-to-duty transportation.

3.9.4. Other forms of *emergency response* GMV programs not listed in **Chapter 3** are prohibited. As an immediate response alternative, units should consider using available base taxi service.

3.9.5. Unless specifically authorized in another section of this instruction, Air Force owned or leased vehicles will not be used to transport personnel or equipment to or from base housing areas or other private quarters located either on or off the installation.

3.9.6. **(Added-YOKOTAAB)** The following units/personnel are authorized to use GMVs for travel to on-base military dining facilities: 374 SFS personnel when armed and on emergency response/patrol, 374 CES Fire Department personnel on emergency response, 374 MDG Ambulance Services personnel on emergency response, personnel directly supporting actual or exercise aircraft generations or FPCON Charlie response activities. Authorized

personnel must use our on-base military dining facilities when available first. When personnel can't meet established meal hours for duty/mission reasons (not personal) or if they are not authorized to use these facilities, they may eat at any NAF or AAFES facility. Supervisors are responsible for ensuring their personnel do not circumvent this authorization by intentionally missing military dining facility hours to go to NAF or AAFES facilities.

3.10. Operations Group Commanders (OG/CCs): The installation commander may authorize OG/CCs to drive their GMV to on-base quarters or base gymnasium incidental to the performance of their duties in connection with on-going flight operations. This should not be interpreted as having Command and Control Vehicle (CACV) authority. The intent of the policy is to allow OG/CCs to drive their GMV to on-base dining facilities, home to eat, or base gymnasium during on-going flying operations without having to transfer to a POV. Vehicles will not be driven to quarters and parked overnight.

Section 3G—Overall Policy of Command and Control Vehicle (CACV) Authority

3.11. CACV Authority: Air Force commanders with overall responsibility for operations or installation security, and who have a 24-hour emergency response and continuous communications requirement, are authorized CACVs. Authority for these vehicles is strictly limited to key command positions, especially in light of statutory restrictions on the use of GMVs for "domicile-to-duty" transportation (Title 31 U.S.C. § 1344).

3.12. Basic Qualification for CACV: CACV authority is premised on a commander's mission requirement for around-the-clock mobility and a vehicle-based communications capability. The commander must be assigned and occupy dedicated installation housing. Overall command and control responsibility cannot be delegated. For this reason, there will normally be only one CACV authorization per base unless otherwise approved by appropriate authority.

3.13. Approval Authority for CACV: COCOM, MAJCOM, and Component MAJCOM commanders who meet the basic qualification for CACV are authorized command and control vehicles. CACV approval authority for War Fighting Headquarter, Numbered Air Force, Expeditionary Mobility Task Force, Center, Sector, Wing, Missile Group, detached flying unit commanders with overall responsibility for operations (host or tenant) or installation security is the respective parent MAJCOM commander (may be delegated in writing to MAJCOM/CV).

3.13.1. Deputy Chief of Staff for Logistics, Installation and Mission Support is CACV approval authority for DRU and FOA commanders who meet the qualification criteria. Requests to establish CACV authority will be routed through HQ USAF/A4LE.

3.13.2. MAJCOM/A4L staffs will revalidate CACV authorizations biennially, IAW procedures outlined above, NLT 30 October, retain a listing of all CACV authorizations for their respective command, and forward a list of approved/validated CACV authorizations to HQ USAF/A4LE for consolidation.

3.13.3. Tenant units requesting CACV approval must coordinate with the host installation prior to requesting approval through their parent MAJCOM commander.

3.14. Request and Justification for CACV: Must include affirmative responses to the questions cited below before CACV authority is granted:

3.14.1. Does the commander have sole operational responsibility for a flying, combat, combat support, installation security, wartime, or contingency mission?

3.14.2. Does the commander live on the installation?

3.14.3. Is it unreasonable to expect the commander to discharge his or her duties without dedicated, full-time mobility (i.e., the vehicle remains available to the commander on a 24-hour, full-time basis) and an immediate means to communicate with a duty office or command post, aircraft, or operational combat sites?

3.14.4. With the possible exception of the installation commander, is the requesting commander the only person in the vertical chain of command designated to require a command and control vehicle?

3.14.5. Will a replacement commander be officially appointed with command and control authority to replace the commander when he/she is absent due to TDY or leave?

3.14.6. In cases where a duty office or command post has been established to handle emergency response actions, is there any reason why that duty office or command post cannot manage an emergency until the commander arrives by privately owned conveyance?

3.14.7. Can it be substantiated that the commander cannot adequately discharge duties outside of normal duty hours with a privately owned vehicle and a non-tactical portable communication device instead of a radio-equipped, emergency-configured vehicle?

3.15. CACV Use: Incidental use of command and control vehicles, to include travel to on base quarters, on base military transportation terminals, physical conditioning facilities, eating establishments, the post office, cleaners, banks, etc., is authorized. This authority accommodates the commander's around-the-clock responsibility to assure an immediate response and communications capability with the acknowledged need to accomplish certain tasks related to personal health and sustenance.

3.15.1. Incidental use should be exercised reasonably and at no significant cost to the government. All other official use constraints as described in this chapter, including the provisions on spouse and family member travel, apply to command and control vehicles.

3.15.2. In case of leave or extended absence from the installation, the commander passes CACV authority to the individual assuming the responsibility. CACV vehicles are considered equipment assigned to specific commanders which allow maximum response flexibility in executing their assigned duties. In accordance with this determination, commanders will use assigned CACV vehicles for transport to/from off-base commercial transportation terminals only when use is critical to ongoing missions (e.g. use of specialized communications equipment installed in the CACV required while commander is en-route to/from off-base commercial transportation terminal). In all other instances, commanders with CACV authority are provided the same level of service as other members outlined in **Attachment 9**.

Section 3H—Air Force Band Transportation Support

3.16. Air Force Band Transportation Support: Vehicle Allowance Standards authorize intercity buses to installations supporting Air Force bands. Buses will be authorized and assigned to Vehicle Operations with the band as the primary user.

3.16.1. When Air Force owned intercity buses are not available to meet band requirements, the base LRS must arrange adequate alternative transportation, to include commercial charter buses. The Air Force band funds for commercial charter buses.

3.16.2. The band pays all temporary duty expenses for Vehicle Operations personnel providing operator support.

3.16.3. Buses may be used for other transportation needs when no band requirements exist.

Section 3I— Dependent and Pet Transportation Support

3.17. General Dependent Transportation Support: Transportation of family members is the responsibility of the sponsor. Dependents may use publicized, regularly scheduled shuttle buses or mass transportation services on a space-available basis.

3.17.1. Spouses are not considered representatives of the United States, DOD or Air Force, except when traveling on an approved Invitational Travel Authorization (ITA). Military member or civilian employee spouses may be transported in GMVs only when:

3.17.1.1. Accompanying the military member or civilian employee in the GMV for which the use of the vehicle has already been authorized to accomplish the official business and space is available. Transportation will be provided at no additional cost to the government. The vehicle must be no larger than that required for the performance of the official business. Spouses may proceed independently to or from an official function in a GMV when the spouse's presence at the function is in the best interest of the Government; however, this authority applies only to the spouse of an employee who is authorized to receive domicile-to-duty transportation.

3.18. Special Dependent Transportation Support: Spouses on official government orders (also known as Invitational Travel Authorizations, ITA) are authorized and afforded air transportation support only (Joint Federal Travel Regulation, Appendix E) and ground transportation in ***direct*** support of the invitation, i.e. travel to/from transportation terminal, billets, and event site.

3.18.1. All other spouse support falls under space-available travel for dependents. No other transportation allowances (e.g. shopping trips, museum or landmark tours) are authorized.

3.19. Pet Transportation Support: Each organization must develop its own local policy directives for the transport of family pets. Commanders should only allow this pursuant to official business; i.e., PCS. GMVs should be used on a space-available basis with no detriment to the mission. The family pet must always be under the control of the owner, either leashed or caged, in order to ensure the safety of the driver and passengers. Owners will be held responsible for the behavior of their pets and any costs associated to damage caused by the pet.

3.19.1. **(Added-YOKOTAAB)** The transportation of family pets using a GMV is allowed only in conjunction with official business/travel. This applies to all GMVs except 374 FSS Non Appropriated Funded vehicles such as the Narita International Airport Shuttle. It is also specific to “family pets” and does not apply to 374 SFS working dogs (K-9s).

Section 3J—DOD Agency Transportation Support (non-inclusive)

3.20. Civil Air Patrol (CAP) Support: CAP is authorized Air Force transportation support when performing Air Force assigned missions as a volunteer civilian auxiliary of the Air Force IAW AFI 10-2701, *Organization and Function of the Civil Air Patrol*. Air Force installation commanders may provide government transportation and equipment to CAP units on a temporary basis. When providing transportation or equipment to CAP units, the installation commander must also provide a sufficient number of qualified personnel to operate the vehicles or equipment. If requested by CAP, the Air Force may provide licensed/qualified operators for CAP ground transportation support. CAP members are not authorized to drive GMVs.

3.20.1. The SECAF can employ the services of CAP in-lieu-of or to supplement Air Force resources to fulfill non-combat programs and missions of the Air Force. IAW *Title 10 U.S.C.* Section 9442, *Status as Volunteer Civilian Auxiliary of the Air Force*, when performing Air force-assigned programs and missions, CAP functions as an auxiliary of the Air Force. Authorize transportation support to CAP organizations when not detrimental to the mission. This is a non-fee charging or non-reimbursable service.

3.20.2. IAW HQ USAF/HC, Air Force Chaplain Services, permits Wing Commanders to use the services of the CAP Chaplains (also referred to as Air Force Auxiliary Chaplains) to meet current mission requirements. This is addressed in AFI 52-101, *Planning and Organizing*. CAP/Auxiliary Chaplains are serving Air Force ecclesiastical missions and are afforded the same service as active duty Chaplains.

3.21. Child Development Center Support: Authorize child development centers limited transportation support based on the availability of vehicle operators and vehicles when it is not detrimental to the mission. Limit support to child-development-center-sponsored activities. Do not provide transportation between on or off-base housing areas and the child development center. Do not authorize Air Force vehicles on a permanent basis to child development centers.

3.22. Chaplain and Chapel Support: Provide transportation support to the installation chaplain and chapel personnel performing official duties in the same manner as other mission support activities. Support includes direct administrative support and staff assistance visits to off-base locations. The installation staff chaplain submits the transportation request for chapel program activities such as picnics, special groups, social activities, renewal activities, chapel youth trips, or summer camps. Submit all requests to the Vehicle Operations well in advance of the date required. Support is predicated on the availability of vehicles and vehicle operators and must not pose a detriment to higher priority missions.

3.22.1. Provide transportation support from installation housing areas to installation chapels for weekly worship and religious education programs when resources are available. Vehicle operators will be provided on a volunteer basis only.

3.22.2. In all cases, the chapel must program and identify chapel transportation requirements to the LRS for inclusion in the installations annual budget submission. The chapel is responsible for all TDY expenses for Vehicle Operations personnel providing support.

3.23. Federal Prison Camp (FPC) Support: Express any arrangements concerning FPC inmates operating Air Force vehicles in a written support agreement between the federal agency and the Air Force.

3.23.1. Use Air Force vehicles to perform work stipulated by a support agreement. Do not use Air Force vehicles to conduct other prison business or for inmates to conduct personal business.

3.23.2. Do not assign Air Force vehicles to a prison facility. Air Force units using FPC inmates for labor may transport them to and from work sites.

3.24. Housing Office Support: Air Force vehicles assigned to housing offices may be used to transport newly arrived members in overseas areas to available or potential rental properties in local communities. The following guidelines apply:

3.24.1. Only housing office employees can transport members in GMVs to search for off-base housing.

3.24.2. The base housing manager should consider the adequacy of local sponsorship programs and the availability of private or commercial transportation before authorizing the use of assigned GMVs to support members obtaining off-base quarters.

3.24.3. Do not provide base-level transportation and operator support, to include UDI vehicles, to individual members for the purpose of house hunting. UDI support may be provided to the housing office to facilitate mass transportation movements. Support will be based on the availability of GMVs in relation to mission support requirements.

3.25. Air Force Recruiter Support: Air Force Recruiters may use GMVs to provide transportation to prospective military recruits for interviews, in-processing, and orientation only. The SECAF must approve all domicile-to-duty transportation requirements for recruiters.

3.26. Inpatient Status Support: Medical staff personnel and unit leadership, i.e., commander, first sergeant, supervisor, or unit commander appointed Family Liaison Officer (FLO) may use GMVs to travel to/from off-base hospitals to support/help military members who are in in-patient status at off-base locations. Family members may accompany on a space-available basis.

3.27. Mental Health Support: The use of GMVs is authorized to support mental health facilities when mental health patients are in outpatient status. Mental Health must prearrange transportation support and such support must be part of patient therapy ordered by a medical physician. Medical personnel must accompany the patient(s).

3.28. Air Force Museum Support: Transportation service (UDI, Radio Taxi, Non-Radio Taxi, and Mass Transportation) in support of APF Air Force museums may be provided when such transportation can be made available without detriment to the DOD mission. **Figure 3.1** contains a list of Air Force museums that receive APF.

3.28.1. Limit vehicle support to cargo type vehicles for use in maintaining facilities and displays. Process requests for Air Force vehicle support as any other vehicle support request. They must comply with all established guidelines.

3.28.2. Provide support using the means most economical to the Air Force. Museums that do not receive Air Force APF are private organizations and not authorized permanent Air Force vehicle support. **Note:** The above policy does not apply to the National Museum of the USAF at Wright-Patterson AFB OH.

Figure 3.1. Air Force Museums Authorized APF Support:

Museum	Location
8th Air Force Museum	Barksdale AFB
AF Flight Test Center Museum	Edwards AFB
AF Space & Missile Museum	Patrick AFB
Dover AFB Museum	Dover AFB
Edward H. White II Memorial Museum	Brooks AFB
Fairchild AFB Museum	Fairchild AFB
Hill Aerospace Museum	Hill AFB
History & Traditions Museum	Lackland AFB
March Field Museum	March ARB
McChord AFB Museum	McChord AFB
McClellan Aviation Museum	McClellan AFB
Museum of Aviation	Robins AFB
Peterson Air & Space Museum	Peterson AFB
SD Air & Space Museum	Ellsworth AFB
Travis Air Museum	Travis AFB
The Rothkopt Center	Grand Forks AFB
USAF Enlisted Heritage Hall	Maxwell AFB
USAF Security Police Museum	Lackland AFB
Warren Frontier & Missile Museum	F.E. Warren AFB

3.29. Air Force Reserve Command (AFRC) and Air National Guard (ANG) Support: When DOD scheduled bus service or scheduled public transportation is not available or impractical, AFRC and ANG members in official status (active duty, active duty for training, annual tour, inactive duty for training pay (UTA)) are authorized government transportation for line of duty travel i.e., to and from duty locations, dining facilities and temporary lodging, IAW with guidelines provided in this publication. AFRC members are not to interpret this paragraph as authority to rent vehicle(s) without prior coordination/approval from their chain of command.

3.30. Air Force Fitness Program (AFFP) Support: AFFP testing is an official scheduled appointment and GMV support/use is authorized for transport to an approved assessment facility/location. Vehicle Operations may establish incidental shuttle bus stops at base gymnasiums to meet the intent of the AFFP. A shuttle will not be established solely to support the AFFP. Unit assigned vehicles will not be driven to the gymnasium for the intent of this program other than officially scheduled testing.

3.31. Legal Proceedings Support: The use of GMVs is authorized to support administrative and military justice hearings (e.g., courts-martial, discharge boards). The local Staff Judge Advocate (SJA) and Area Defense Counsel must prearrange transportation support and such support must be in direct support of preparing for and conducting a particular proceeding or hearing.

Section 3K— Non- DOD Agency Transportation Support (non-inclusive)

3.32. Non-DOD Counterparts and Foreign Attaché Support: GMV support for USAF-sponsored, non-DOD counterparts and foreign attaché is authorized. Vehicle types will meet the guidance prescribed in DOD 4500.36-R, Para C3.1.1.3. and C3.1.1.4., commensurate with principals US military equivalent rank.

3.33. Invited Civilian Organizations: When officially invited and approved by the installation commander or other competent authority (delegated in-writing by the installation commander) GMV support may be provided to transport civilian organizations (non-reimbursable) to military installations (limited to local area travel) to take part in base activities in the interest of community relations. This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar function. Space-available provisions apply.

3.33.1. Authorize reimbursable transportation support for community service programs as prescribed by AFI 35-101, *Public Affairs Policies and Procedures*, when certified by the installation Public Affairs Officer.

3.34. Support for Civilian Organizations: When approved by the installation commander or other competent authority (delegated in-writing by the installation commander; typically the Public Affairs Officer), personnel invited to speak at social events by civilian organizations are authorized transportation. He or she is acting in a capacity that represents the Air Force but the vehicle size will not be increased to accommodate any other invitees. Authorized transportation support is to/from a duty location unless the member is authorized domicile-to-duty or CACV authority.

Section 3L— General Unauthorized uses of Air Force Vehicles (non-inclusive)

3.35. Reason of Grade, Prestige or Personal Convenience: Do not provide exclusive assignment of UDI vehicles (owned, rented, or leased) to an official or employee based solely on grade, prestige or personal convenience. Assignment and use of UDI vehicles to units will not exceed 60-days (total duration). Back-to-back UDI requests are not authorized.

3.36. Reason for Personal Business or Personal Nature: Unless authorized under **Paragraph 3.6 through 3.34**, transportation to, from, or between locations will not be provided for conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

3.37. Fitness Program Support: Transportation for unit or installation sponsored/mandatory physical fitness activities is not authorized and remains an individual responsibility.

3.38. Event Support: Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, fini-flights, picnics, wing/unit booster clubs, fridge funds, fundraisers, TOP 3 or 4, company grade officers or enlisted councils, AF Balls and similar events, clubs, or functions on or off-base are not considered official. As such, they are not authorized GMV support. Refer to Section 3D for TDY support clarification.

3.39. Personal or Social Engagements: Members and their dependents will not use GMV transportation for personal social engagements or personal business. Members and their dependents may use publicized, regularly scheduled transportation services (e.g., shuttle buses,

airport transportation service) on a space-available basis. Larger vehicles will not be provided to accommodate space-available passengers.

3.40. Household Goods Movement: Do not use Air Force-owned, rented or leased vehicles for personal or government directed household goods moves.

3.40.1. Members are not provided vehicle support for moves related to dormitory renovation or commander-directed relocations. Members facing such moves are authorized to receive all appropriate personal property shipping entitlements.

3.40.2. Installation commanders may waive this personal property shipping entitlement for emergency or unusual circumstances as set forth in *Title 37 U.S.C.* Section 406(e), *Travel and Transportation Allowances: Dependents, Baggage, and Household Effects*. Dormitory moves are not considered unusual and orders must be, prepared and local moves provided by, the DDF, Personal Property Element. Refer requests for household goods moves to Personal Property Element.

3.41. GMV Parking Locations: Unless incident to the performance of official duty, do not use or park GMVs at commissaries, base exchanges (including all concessions), bowling centers, officer and enlisted clubs, gymnasiums or any NAF activity (e.g., golf courses, rod & gun clubs) unless approved in other sections of this chapter.

3.42. Permissive TDY Status: Except as noted in **Paragraph 3.59.3.1.1,** members traveling in *Permissive TDY* status are not authorized dedicated appropriated funded motor vehicle transportation support. Members in this duty status may use publicized, regularly scheduled transportation services (e.g., shuttle buses, airport transportation service) on a space-available basis. Do not provide a larger vehicle to accommodate space-available passengers. Further guidance on permissive TDY travel and services support is covered in **Paragraph 3.59**

3.43. Contractor Support: Contractors are prohibited from using DOD furnished GMVs for home-to-work transportation (41 CFR, Subpart 101-38.301-1, *Public Contracts and Property Management*, and Federal Acquisition Regulation (FAR) 45.3).

Section 3M—Domicile-to-Duty Transportation Support:

3.44. Approval Authority for Transportation between Domicile and Place of Employment . The SECAF must approve all domicile-to-duty authorizations. 31 U.S.C. § 1344, is the sole authority for use of government transportation between a residence and place of employment and Section 1344(b) designates specific positions authorized home-to-work transportation. For the Air Force, the SECAF and the Chief of Staff are the only two positions authorized home-to-work transportation.

3.44.1. The SECAF may authorize others home-to-work transportation only when one of three conditions exists:

3.44.1.1. Highly unusual circumstances presenting a clear and present danger (e.g., the threat of terrorist attack).

3.44.1.2. An emergency such as a public transportation strike.

3.44.1.3. Other compelling operational considerations (defined as those circumstances with an element of importance which are essential to the successful accomplishment of the Air Force mission or are necessary for the Air Force's efficient operation).

3.44.1.4. DOD contractor personnel conducting official defense business are not authorized domicile-to-duty transportation.

3.45. Normal Approval Procedures for Domicile-to-Duty: Federal law requires the SECAF (non-delegable) to approve written determinations for domicile-to-duty requirements cited above. The determination must include:

3.45.1. The name (or other identification, if confidential) and the title of the individual.

3.45.2. The reason for the determination.

3.45.3. The anticipated duration of the authorization. The initial approval will not exceed 15-calendar days. If the circumstances continue, the SECAF may approve a subsequent determination of not more than 90-additional calendar days. The process may continue as long as required by the circumstances.

3.45.3.1. Submit original or subsequent determination requests to HQ USAF/A4L through the respective MAJCOM/A4L. The SECAF advises the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Reform of each determination.

3.46. Special Approval Procedures for Domicile-to-Duty: Combatant Commanders in areas outside the United States may, under the provisions of 10 U.S.C. § 2637, authorize the use of government transportation for those not otherwise entitled when the commander determines that public or private transportation in the area is unsafe or not available. If authorized, Air Force personnel will notify HQ USAF/A4L through their chain of command to begin approval process.

3.46.1. Unless waived by the Under Secretary of Defense (Comptroller), obtain reimbursement.

3.47. Field Work: The SECAF determines who is eligible to use home-to-work transportation for field work. IAW 41 CFR, Subpart 101-6.401(g), *Public Contracts and Property Management*, field work means official work performed by an employee whose job requires travel involving multiple stops within or outside the accepted local commuting area. Some examples of field work include:

3.47.1. Medical officers performing outpatient medical service away from a hospital.

3.47.2. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be impractical for the recruiter to first proceed to an office location where the GMV is normally garaged.

3.47.3. Do not use the field work exception when:

3.47.3.1. The individual's workday begins at his or her official government duty station.

3.47.3.2. The individual normally commutes to a fixed location, however far removed from his or her official duty station.

3.47.3.3. When it would be more advantageous to the government to provide the member a vehicle for home-to-work transportation rather than have the member travel a long

distance to pick up a vehicle and drive back toward or beyond his/her residence to perform his/her job, MAJCOMs should consider requesting home-to-work authorization under compelling operational circumstances.

3.48. Approval Procedures for Field Work: Submit all Air Force field work requirements biennially to HQ USAF/A4L for consolidation and submission to the SECAF for approval. Out-of-cycle requests may also be submitted through the MAJCOM to HQ USAF/A4L.

3.49. Logging Home-to-Work Transportation Requirements: The person(s) or position(s) authorized home-to-work transportation by the SECAF (under provisions of **Paragraph 3.44 through 3.47)** must maintain a log for a period of 2-years (RDS: T24-03-R17.00). The log enables auditors or inspectors to determine whether or not the home-to-work transportation was used for official purposes only. The log must contain:

3.49.1. The name and title of the individual (or other identification, if confidential).

3.49.2. The name and title of the authorizing individual.

3.49.3. The vehicle registration number.

3.49.4. The dates, location, duration, and circumstances requiring the home-to-work transportation.

3.49.5. Precautions taken to ensure the security of the vehicle.

Section 3N— General Policy on Bus Transportation Support

3.50. Bus Transportation Services: IAW 10 U.S.C. § 2632, *Transportation to and from Certain Places of Employment and on Military Installations*, the Air Force provides bus service for official purposes and as U.S. law allows. The Air Force operates enough buses to effectively support the mission. The capability to transport groups of people on official business reduces the requirement for small passenger-carrying vehicles. Do not provide this service to nonessential activities when private or commercial transportation is available. The availability of vehicles and operators may limit military support. **Paragraphs 3.51 – 3.63** describe official bus services the Air Force is authorized to provide.

Section 3O— Categories and Administrative Requirements of GMV Bus Transportation Services

3.51. Group Transportation Service: This is a fare-charging service that requires a vehicle with a minimum of 12-passenger seats to transport military and civilian employees. This service provides domicile-to-duty transportation from other than government installations. For example, an installation that is located so far from the source of manpower that government assistance is necessary to make sure personnel have adequate transportation. Another example is a situation where an overseas area does not have adequate public or private transportation, or where local political situations, security, personal safety, or geographic locations of duty stations make this transportation essential to conduct Air Force business. Each MAJCOM or FOA reviews operational data annually to ensure continued service is justified. Provide a certification of review completion, the results of the review, and a current list of locations to HQ USAF/A4LE by 1 November each year (RCA: HAF-A4L (A) 8103, *Annual Group Transportation Review Certificate).* This report is designated emergency status code D. Immediately discontinue

reporting data requirements during emergency conditions. The use of GMV buses (owned, contractor-owned, leased or chartered to private or public carriers) is authorized under terms approved by HQ USAF/A4L. To establish Group Transportation Service:

3.51.1. Submit requests through command logistics readiness channels to HQ USAF/A4L for approval. Requests must include the following information:

3.51.1.1. The name, mission, and location of the activity.

3.51.1.2. The current military and civilian strength and any authorized changes that might affect transportation requirements to include a breakdown of shifts if necessary.

3.51.1.3. A description of existing transportation available including the use of POVs, car pools, and group riding arrangements.

3.51.1.4. Location where the service is required and the distance between the installation and each point.

3.51.1.5. The number of people requiring recurring transportation between the installation and each point. Estimates based on customer surveys are acceptable for establishing a new service.

3.51.1.6. A statement describing any efforts to make existing transportation (public or private) adequate and efforts taken to induce private operators to provide the required service.

3.51.1.7. The type of service proposed and pertinent information about arrangements such as rentals, charters, rates, routes, and schedules. Include the type, source, number, and seating capacity of the equipment to be used. Enclose a fare quote and a map of the area. The request must indicate that local commercial carriers do not have a desire nor the capacity to provide the service if GMVs will perform the service.

3.51.1.8. A statement of appropriated funds availability to operate the service.

3.51.1.9. The proposed start date.

3.52. Mass Transit Service: A fare-charging bus service that provides domicile-to-duty transportation on military installations or between Geographically Separated Units (GSU) within an established POD. It may be used to provide service to and from on-base domiciles, on-base shopping areas, or installation recreation areas on a routine basis if the traffic volume warrants.

3.52.1. To establish Mass Transportation Service, the MAJCOM/A4 must determine:

3.52.1.1. A potential exists for saving energy and reducing air pollution.

3.52.1.2. Other mass transportation providers are unable or have declined to provide adequate transportation facilities or service after a reasonable effort has been made to induce them to do so.

3.52.1.3. There is no regularly scheduled mass transportation that operates at least twice a day, five times a week between the sending or receiving installations that picks up and drops off passengers within 1/2 mile of the installations, provides pick-up from the sending installation not later than 0800 hours and provides last departure from the receiving location not later than 1900 hours and is licensed and operates in accordance with reasonable maintenance and safety standards.

3.52.1.4. The service utilizes transportation assets properly and efficiently.

3.52.1.5. If the MAJCOM validates that the service may produce fuel economies and a reduction in pollution, it may:

3.52.1.5.1. Rent or lease motor vehicles. Compute the fare to recover all rental/lease costs including contract administration costs, salaries, and operations and maintenance costs.

3.52.1.5.2. Program procurement of vehicles to support mass transportation. When assets are purchased specifically and exclusively for mass transit, a fare must be charged to recover all acquisition costs.

3.52.1.5.3. Lease or charter vehicles from private or public carriers. Costs must be recovered in the fare system.

3.52.1.6. Vehicle used will hold 12 or more riders and operate at 50 percent of capacity on a monthly basis. For example, service scheduled for three times a week using a 28-passenger bus would require a minimum monthly ridership of 168-duty passengers (do not include space-available ridership) to justify use.

3.53. Approval Authority for Mass Transit Service: The installation commander requests authority to establish mass transit service through command logistics readiness channels to MAJCOM/A4. Include the following information:

3.53.1. The name, mission, and location of the activity. Show the relationship of the main installation to the GSU. Military leased housing areas located off the installation are considered annexed. This does not include housing privately leased by DOD employees or military members.

3.53.2. The number of persons to use the service. Persons authorized to use this service include active duty military, DOD, or other government civilian employees working on the installation; contractor employees working on the installation in overseas areas; and dependents living, working, having business on the installation or attending school on the installation where school bus travel is not authorized.

3.53.3. A description of the existing transportation services including POVs, private or commercial transportation, car pools, and group riding arrangements. Include any potential for saving energy and reducing air pollution.

3.53.4. A definition of the locations where service is required. Use the most direct route of travel between GSUs consistent with safe operations.

3.53.5. A statement indicating the service does not compete with commercial enterprises in the area.

3.53.6. The type of service proposed and information about all necessary arrangements such as rates and methods of computation, routes, schedules, and seating capacities of the vehicles. State the proposed fare and include a map of the route.

3.54. Reimbursement for Mass Transit Service: Unless waived in **Paragraph 3.54.2.1**, a reasonable fare must be charged for mass transportation provided under this authority. All fares and proceeds must be accounted for and deposited into the treasury as miscellaneous receipts.

3.54.1. The fare shall be a pro rata share of all costs of providing the mass transportation service, including capital investment, salaries, operations, and maintenance. If the vehicle is used for operational- (missions) and mass transportation, only the cost directly related to mass transportation must be recovered. Since these motor vehicles are acquired in direct support of the Air Force mission, acquisition costs shall not be recovered through the fare system.

3.54.2. For OCONUS locations, a reasonable fare shall be charged which is not more than what would be charged if such service were available through local commercial or municipal transportation services.

3.54.2.1. The SECAF may waive all passenger fares. Forward waiver requests through command logistics readiness channels to HQ USAF/A4L for SECAF approval. The following must be substantiated:

3.54.2.1.1. The sending location does not have adequate medical, dental, commissary, or Base Exchange facilities; the rider's place of work is located on the receiving installation; the use of POVs is restricted in the area served.

3.54.2.1.2. The receiving installation is more than one mile from the sending installation.

3.54.2.1.3. Fare charged exceeds $1.00 per passenger, per round trip.

3.54.2.1.4. Mass transportation service provided under this authority will be for the primary purpose of providing access to life support facilities, e.g. commissaries, AAFES facilities, or military hospitals, for all Airmen and their dependents.

3.55. Mass Transit Service for Isolated Areas: IAW DOD 4500.36-R, C5.5.1, MAJCOM Commanders may establish such fare free bus service for military personnel, DOD civilians, dependents, and contractor employees, assigned to designated isolated locations. Before granting such approval the following specific objective criteria must be met:

3.55.1. Provide no-fare bus transportation (12-passenger or more) service for locations designated as an isolated area. Isolated areas are those locations not adequately serviced by regularly scheduled commercial or municipal transit services. Consider the Continental United States (CONUS) locations as isolated areas only under unique circumstances.

3.55.2. Mass transportation service provided under this authority will be for the primary purpose of providing access to life support facilities for military members, DOD civilians, contractors, and their dependents.

3.55.3. Installation commanders' forward requests through MAJCOM logistics readiness channels for MAJCOM commander approval. Requests for both CONUS and OCONUS will include the same information as requested in **Paragraph 3.53**

3.56. Administrative Requirements for Mass Transit Services: All the above criteria for both fare-charged and fare-free mass transportation must be met, documented, and retained on file at MAJCOM/A4L. At a minimum, the following will be retained as a permanent record as long as the service is in force.

3.56.1. Description of the mass transit services.

3.56.2. Synopsis of schedules and routes of the mass transit services.

3.56.3. Factual synopsis to support each of the objective criteria set out in **Paragraph 3.52**

3.56.4. Installation commander's evaluation statement that mass transportation support meets the criteria established above and is still required.

3.56.5. This program will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions.

3.56.5.1. There will be no additional funds to defray cost of this service.

3.56.5.2. Requests that require an exception to the above criteria must be submitted through the MAJCOM/A4L to HQ USAF/A4L and approved by the SECAF as required by law.

3.56.5.3. Service must be reviewed locally at least every 6 months to ensure that the fare schedule is adequate and that the most efficient form of service is provided. For audit purposes, retain the 6-month review as a permanent record as long as the service is in force.

3.57. Emergency Bus Service: This is a fare-charging bus service for military and DOD civilian personnel during public transportation strikes or transportation stoppages. Establish this service to support projects when a continued delay would adversely affect national defense. Transportation for routine workloads such as constructing, repairing, or overhauling aircraft, ships, or materiel peculiar to the military departments does not qualify under this policy. When public transportation strikes are imminent or in progress, commanding officers who determine that transportation between domiciles and places of employment is essential must submit the following information through MAJCOM logistics readiness channels to HQ USAF/A4L for approval:

3.57.1. The name of the installation or activity requiring transportation support.

3.57.2. The general nature of the transportation requirements, including any efforts to induce private transportation companies to provide this transportation.

3.57.3. The titles of critical projects.

3.57.4. The availability, type, and number of vehicles required.

3.57.5. The number of personnel, by project, to be transported.

3.57.6. The proposed fares.

3.58. Shuttle Bus Service: The capability to transport groups of individuals on official business between offices on installations or between nearby installations is a recognized requirement and is essential to mission support. The use of an effective shuttle bus system reduces the requirements for recurring dispatch vehicles. Shuttle bus services are provided fare-free. Costs for this category of transportation are paid from appropriated funds. Provide shuttle bus service using DOD-owned or DOD-approved contract vehicles. Use the most efficient vehicles to accommodate duty passengers. Conduct semiannual surveys and analyses to ensure the service remains valid and cost-efficient.

3.58.1. Authorized Users. Shuttle bus service provides support on or between installations for transporting:

3.58.1.1. Military personnel and DOD employees between offices and work areas of the installation or activity during designated hours when justified by the ridership. Routes will service offices and work centers only. Unauthorized stops include base housing areas (to include government leased housing) and any recreational or shopping areas unless these areas are reasonably unavoidable. Domicile-to-duty transportation using a shuttle service is not authorized.

3.58.1.1.1. Service shall be provided for designated isolated sites with limited support facilities where military personnel and dependents need additional support (medical, commissary, and religious) that directly affects health, morale, and welfare of the family. The LRS commander is the approval authority.

3.58.1.1.2. Do not establish service to transport members to/from parking areas and work locations. This is considered partial domicile-to-duty. When an emergency or critical condition exists, temporary establishment of this type of support is permitted.

3.58.1.1.3. **(Added-YOKOTAAB)** AFI 65-106, Table 3.1., designates Yokota AB as an approved isolated site. Additionally Yokota ABI 31-204, *Yokota Air Base Motor Vehicle Traffic Supervision*, places heavy restrictions on owning and registering more than two vehicles per household. This creates additional transportation problems and scheduling conflicts. Problems are further compounded by the base being divided into three areas split by a public road and the runway. Therefore, shuttle bus service is authorized for military personnel and dependents for medical, commissary and religious support that affects the health, morale and welfare of the family. The current shuttle route supporting duty passengers is sufficient to support these personnel without modifications, but they should be classified as duty passengers on analysis when determining status and if schedules or vehicles need to be modified.

3.58.1.2. Enlisted personnel residing in dormitories, between the dormitory and work areas when they are required to support the defense mission. Do not provide this service when other forms of transportation such as mass transit, privately owned conveyance, or car or van pools are adequate to meet the needs of the member. The installation commander makes these determinations.

3.58.1.3. Employees from non-DOD Federal agencies conducting official business. Do not alter established (mission) routes to support these members.

3.58.2. Space-Available Transportation. The following categories of passengers may use shuttle-bus services on a space-available basis only. Do not change the size of the vehicle required to support active duty personnel to accommodate space-available personnel.

3.58.2.1. Off-duty military personnel or DOD civilian employees.

3.58.2.2. Dependents of active duty personnel.

3.58.2.3. Retirees.

3.58.2.4. Visitors to the base (intra-installation only).

3.58.2.5. In OCONUS areas, volunteers of Type-2 Affiliate Private Organization as identified in DOD Instruction 1000.15, *Private Organizations on DOD Installations.*

3.58.3. Shuttle bus service in support of TDY personnel and transient aircrews. Establish special shuttle bus services at installations to accommodate large numbers of TDY personnel and transient aircrews when the service would be the most cost effective and efficient support.

3.58.3.1. Authorized stops will include on or off-base lodging, duty locations, and NAF facilities only. Establishing shuttle stops for off-base entertainment is prohibited.

3.58.3.2. LRS commander is the approval authority.

3.58.4. Under appropriate authority, in accordance with federal law and DOD policy, transportation support is authorized for certain non-federal entities. Refer to DOD 4500.36-R and DODI 1000.15. This does not include UDI support.

3.58.5. Establishment of shuttle bus routes and schedules require careful planning. The number of personnel using this service, work schedules, traffic studies, and potential for saving energy and reducing air pollution will be considered. The bus used must be no larger than the most economical available to accommodate duty passengers. Bus service routes will not include housing, recreational, or shopping areas unless such areas cannot be reasonably avoided in serving the authorized locations.

3.58.6. Approved schedules will be reviewed semiannually to decide if conditions continue to warrant their operation or if adjustments to routes or schedules should be made.

3.59. MWR Support: Bus transportation in support of DOD-authorized Morale, Welfare, and Recreation (MWR) programs or family service center programs may be provided when such transportation can be made available without detriment to the DOD mission. This service is limited to full support of Category A MWR activities, substantial support of Category B MWR activities, and some limited support of Category C MWR activities. The categories of MWR activities and funding support authorized are contained in AFI 65-106, Para 2.1 and Figure 2.1., *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-appropriated Fund Instrumentalitie*s *(NAFIS).*

3.59.1. All requests for support must be coordinated through the LRS commander and Force Support Squadron commander. The installation commander is the approval authority. When available, NAF and/or commercial transportation sources will be used.

3.59.2. Category C activities at approved remote and isolated locations are generally authorized Category B level APF support, based on availability of resources at each location. AFI 65-106, Figure 3.1. identifies approved remote and/or isolated locations for NAF/MWR support reasons.

3.59.3. Services cannot be provided for domicile-to-duty transport. The following are examples of general mass transportation services that are routinely provided when requirements of **Paragraph 3.59.1** have been met and service can be made available without detriment to the mission:

3.59.3.1. Nonreimbursable.

3.59.3.1.1. Command or base varsity teams composed of personnel who officially represent the installation in scheduled events.

3.59.3.1.2. Military personnel or dependent spectators attending local events in which a command or base-sponsored team is participating. Does not include providing personnel movement to view or attend an Air Force Band or Tops-in-Blue concert or event.

3.59.3.1.3. Entertainers, guests, and their supplies and equipment essential to morale and welfare programs. **Note:** Use of utility type vehicles for cargo movements is authorized.

3.59.3.1.4. Civilian groups transported to military installations in the interest of community relations when officially invited by the installation commander or other competent authority.

3.59.3.1.5. Base-sponsored tours and trips when operated on a nonprofit basis. Assets may be used only after mission requirements have been met.

3.59.3.1.6. Scouting programs (Boy Scouts and Girl Scouts of America) operating at U.S. military installations located overseas.

3.59.3.1.7. Child-development-center-sponsored activities when vehicles and personnel are available without detriment to the mission.

3.59.3.2. Reimbursable.

3.59.3.2.1. Transportation may be provided to MWR/NAF category C revenue-generating organizations (refer to AFI 65-106, Para 5 and Attachment 2). Such service shall be accomplished on a reimbursable basis. A fare is charged for all operations and maintenance costs (formula in **Table 3.2** will be used to determine reimbursement). Do not use vehicle acquisition costs when determining the fare.

3.59.3.2.2. Limit GMV bus support to on-installation wing events only. Unit level activities are prohibited from GMV support unless required to correct immediate health or safety issues.

3.59.3.2.3. Specific guidance for supporting Private Organizations can be found in AFI 34-223, *Private Organizations (PO) Program.* Private organizations generally do not get either NAF or APF support.

3.60. Fares and Proceeds: Accounting and Finance (ACF) and LRS will determine how to account for and deposit fares and proceeds. As a general rule, return proceeds to transportation Operations & Maintenance (O&M) accounts for unfunded support. Deposit proceeds in the U.S. Treasury as "Miscellaneous Receipts" according to Air Force financial guidance. Recover only costs directly related to category of transportation provided if the vehicle supports both operational (mission) and group/mass transportation using **Table 3.2** below. In overseas areas only, the fare may not exceed the fare charged by commercial municipal transportation (if such transportation were available). In isolated areas the fare charged will not exceed $1.00 per passenger, per round trip.

Table 3.2. Computing Reimbursement and Bus Fares:

Step 1 (To Determine Operations Cost)	
a. Determine vehicle operator cost using the average hourly pay for the operator's rank (AFI 65-503, Table A20-1, Military Pay Rates Per Unit of Time: http://www.e-publishing.af.mil/shared/media/epubs/AFI65-503.pdf). Obtain most current rate from local accounting & finance office. Example: An E-4 hourly rate is $25.18.	$25.18
b. Determine the number of hours necessary to complete the transportation request. Example: 8 hours	8 (hours)
c. Multiply steps a and b	$201.44
d. Determine total miles required to support request	250 (miles)
e. Determine the vehicle cost by obtaining the annual fleet average direct cost per mile for a particular vehicle type from OLVIMS data. Example: 28-passenger bus (B121) with an average cost per mile of 47 cents. See Note 2	.47
f. Multiply steps d and e	$117.50
Notes:	
1. An operator cost is not charged if an off-duty volunteer drives the vehicle.	
2. Obtain lease vehicle costs from leasing agency, i.e. GSA.	
3. If total costs are all that is required, steps 2 and 3 are not needed.	
Step 2 (To Determine Fare Cost)	
a. Determine number of passenger seats requested. Do not count the operator or driver seat. Example: a 28-passenger bus is requested.	28
b. Add steps 1c with 1f and divide by 2a ($201.44 + 117.50 div. by 28)	$11.39
Note: *Fare cost will include all mileage driven to support the request in the computation. For example, if the vehicle travels 10 miles to pick up the first passenger, include that mileage in the computation.*	
Step 3 (To Determine Mass-Transit Fare Cost)	
a. Use the average number of passengers transported per day to determine the fare per person. Re-compute fees semiannually per **Paragraph 3.9.2.2.6.**	300
b. Add steps 1c with 1f and divide by 2a ($201.44 + 117.50 div. by 300)	$1.06

3.61. Modified Shuttle Bus Services Support: Used for transporting military personnel and DOD civilians between offices and mass transit facilities, e.g., airport, train, and bus terminals.

3.61.1. A GMV designed to transport passengers will be used, i.e. bus or van.

3.61.2. Provide service when:

3.61.2.1. No scheduled shuttle service operates on a routine basis twice a day, five times a week, between authorized locations.

3.61.2.2. Civilian shuttle service providers are unable or have declined to provide adequate transportation facilities or service after a reasonable effort has been made to induce their support.

3.61.2.3. Service will enhance the rider's quality of life.

3.61.2.4. GMV used will be a 12-passenger van or larger and operates at 50 percent capacity on a monthly basis.

3.61.2.5. The installation/place of employment is a significant distance from the mass transit facility.

3.61.3. Approval authority for modified shuttle bus services support in the Air Force rests with the MAJCOM/A4. This requirement is purposefully more restrictive than guidance in DOD 4500.36-R to maintain program integrity and oversight.

3.61.3.1. MAJCOM/A4L and LRS commanders will retain a file copy of all approved services.

3.61.4. Units approved to provide this service will forward their analysis to MAJCOM/A4LE NLT 15 January of each calendar year.

Section 3P— General and Administrative Procedures for Transporting Dependent School Children in the United States

3.62. Transporting Dependent School Children in the United States: These policies apply to all DOD dependent students who attend schools in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island. It also applies to DOD dependents and other children eligible to attend schools operated by the DOD Domestic Dependent Elementary and Secondary Schools (DDESS).

3.62.1. Authorities: There are two distinct authorities for providing this transportation:

3.62.1.1. Title 10 U.S.C. § 2164, as amended: In consideration for federal assistance to local education agencies (LEA) providing education for children residing on federal property, the agencies that provide transportation to school children in their districts shall provide transportation to children residing on Air Force installations located within their school districts. If transportation is provided for local students but not Air Force dependent students, the Air Force may provide transportation to those students. The cost of providing this transportation may be sought from the local education agency pursuant to Department of Education procedures.

3.62.1.2. *Title 10 U.S.C.* Section 2639, *Transportation to and from School for Certain Minor Dependents***,** authorizes each military department to provide funds specifically appropriated for the transportation of military dependents between their school and the military installation when schools are not accessible by regular means of transportation. Provide support when an appropriate official of the local education agency advises the school district they will not provide school transportation. Once these requirements are met, the installation commander forwards a letter to the LRS commander indicating that transporting school children is authorized. Provide the most economical, efficient service using GMVs (owned, leased, or contracted service). Revalidate the commander's letter annually through the local school district.

3.62.2. Provide transportation to:

3.62.2.1. Local public schools when the school is not accessible.

3.62.2.2. Nearby public schools, other than the local public schools, when either the nearby schools are not accessible or when the SECAF determines that local public schools where children would normally attend are unable to adequately provide for their education and that attendance at other public schools (to include public schools for the handicapped) in a nearby school district can be arranged and that the transportation cannot be provided as described above.

3.62.3. Each child may make one trip to and one trip from school per day.

3.62.4. The dominant user coordinates transportation arrangements to minimize transportation resources involving more than one DOD installation.

3.62.5. The walking distance between residence and school or between residence and designated bus stop is established for dependent children by the local public school authority.

3.62.6. To make connections with a regular means of transportation, children may use available, regularly scheduled DOD transportation within and between installations when they travel to and from school. Similarly, provide special transportation within the installation if this will serve to make schools accessible by a regular means of transportation.

3.62.7. Develop written agreements that specify the services and support provided (include reimbursement procedures) to local education agencies when it is necessary for the Air Force to provide transportation for dependents to public schools or to schools operated on DOD installations.

3.62.8. Credit reimbursement costs to applicable appropriations. Reimbursement costs consist of all costs of operations, maintenance, depreciation of equipment, and compensation costs of the drivers directly engaged in providing the service. DOD 7000.14-R (Volume 11A), *DOD Financial Management Regulation,* governs reimbursement.

3.62.8.1. For civilian drivers, compute the compensation cost on the basis of their gross payroll compensation, plus a factor of 29-percent of their gross payroll compensation for fringe benefits.

3.62.8.2. For military operators, compute the compensation cost on the basis of the reimbursement rates for military personnel accelerated by the factors specified by the local finance officer.

3.62.9. Transportation may be provided to private or parochial schools within a reasonable distance when:

3.62.9.1. The private school is not accessible by a regular means of transportation and private school transportation, (either with or without cost to the member) is not available; and the parent of a child submits a written request for transportation to the head of the installation (do not approve requests to avoid transportation costs to the member).

3.62.10. The installation commander or designee may approve transportation support when one of the following conditions exists:

3.62.10.1. The public schools available in the locality are inadequate for the educational welfare of the children concerned. An adequate education is considered one that meets the State certification and regional accreditation requirements.

3.62.10.2. The vehicle used for transporting dependent children to public schools has extra space and can transport the child attending private or parochial schools without materially deviating from the established route.

3.62.10.3. The DOD installation is so remotely located that the private school is not accessible by regular means of transportation.

3.62.10.4. Upon validation of student transportation requirements by the installation commander:

3.62.10.4.1. Military in-house transportation resources must be used to the maximum extent possible.

3.62.10.4.2. If funds are available, installation commanders may authorize commercial transportation when in-house transportation resources are not available. Each commercial contract must contain an agreement by the contractor to furnish the service without discrimination on the grounds of race, creed, color, sex, or national origin. The MAJCOM or FOA Logistics Readiness Division must approve all requests and subsequent changes.

3.62.10.4.3. Use vehicles for other official transportation needs when not transporting students.

3.62.10.4.4. Normally, military transportation using part-time drivers is used except when it is more economical to use commercial contract transportation services, based on comparative cost analysis of in-house versus commercial contract school bus service.

3.62.10.4.5. Exceptions to General Policy: The installation or community commander may make exceptions to the school routes when the existing route is through areas of heavy traffic, blighted urban or residential districts, or potentially dangerous construction, industrial areas, or during severe weather conditions. All other exceptions require SECAF approval. The installation commander must send requests, with full justification, through the MAJCOM or FOA Logistics Readiness Division to HQ USAF/A4L.

Section 3Q— General and Administrative Procedures for Transporting Dependent School Children in Overseas Areas

3.63. Transporting Dependent School Children in Overseas Areas: These policies apply to all students attending DOD-operated or non-DOD schools located outside the United States.

3.63.1. Authority: The Secretary of Defense may establish and operate a program to provide a free public education, through secondary schools, for dependents in overseas areas per *Title 20 U. S. C.* Section 921, *Defense Dependents Education System*. This authorization includes the provision of any necessary incidental services.

3.63.2. Commuting Area: The DOD Education Activity (DODEA) Area Transportation Management Office establishes a commuting area to determine eligibility for transportation at each Department of Defense Dependent Schools (DODDS) school. This area is based on availability of adequate housing within the proximity of the school, DODEA commuting distance policy, and available resources. Elapsed travel time from the farthest point within the commuting area should not exceed 1-hour unless waived by the Chief, DODEA Area Transportation Management Office. The commuting area does not have to be equidistant in all directions from the school, nor must it be as far as 1-hour commuting time if sufficient and adequate housing is available within a closer distance. If a locality otherwise within the commuting area has difficult or unsafe access (e.g., during the winter), it should be excluded from the commuting area.

3.63.2.1. The installation or community commander will give the commuting area widespread publicity during incoming personnel processing, Housing Referral Officer visits, sponsor pro-grams, etc., so every sponsor is well informed before looking for family housing.

3.63.2.2. The installation or community commander will ensure that all incoming sponsors certify in writing that they are aware of the commuting area and understand that, if they choose to live in housing outside the commuting area, they are responsible for transportation of dependent students between their home and the school or an existing stop within the commuting area.

3.63.3. Walking Area: The DODEA Area Transportation Management Office also establishes a walking area for each school. Normally, walking distance to a school or bus stop should not exceed 1 mile for students in kindergarten to grade 6 and 1.5 miles for students in grades 7-12. Walking areas are expanded and contracted to conform to the natural boundaries such as a housing area, neighborhood, etc. Do not provide transportation to students within the walking area except for students with disabilities when required by their Individual Education Plan (IEP).

3.63.4. Authorized Transportation: In many areas, the DODEA Area Transportation Management Office manages school bus service. The following policies apply where the AIR FORCE provides school bus services.

3.63.4.1. DOD Operated Schools:

3.63.4.1.1. Provide one round-trip between family residential areas and DODDS schools for dependent students who reside outside the walking area and within the commuting area (or who are transported at the sponsor's expense to an existing bus stop within the commuting area) of a DODDS school. Do not provide a second round trip to/from home for lunch. Establish centrally located school bus stops in the area of student residences and/or alternate care providers, such as a Child Development Center within the commuting area. Provide curb-to-curb service only for students with disabilities when required by their IEP.

3.63.4.1.2. Provide commuting transportation to non-federally connected space-available students on existing routes only if space is available on the route(s) to be used. Do not provide commuter passes or bus tickets instead of transportation in kind to non-federally connected students.

3.63.4.1.3. Provide transportation to students participating in school-sponsored educational activities such as field trips if vehicles and operators are available and support will not conflict with mission support requirements.

3.63.4.1.4. Provide transportation for students participating in voluntary after-school activities (e.g., sports programs) from the school to a limited number of central locations, such as major housing areas and public transportation terminals, as approved by school officials and subject to the availability of funds, vehicles, and drivers.

3.63.4.1.4.1. Transport of DoDDS sports teams and groups to airports and train stations for overnight/multiple day trips will fall under DoD Terminal Transportation rules identified in DoD 4500-36r, C2.5.3.2.

3.63.4.2. Non-DOD Schools:

3.63.4.2.1. Students who attend a non-DOD school at DOD expense and who reside beyond the walking distance of the non-DOD school shall use transportation provided or arranged by the non-DOD school when included as part of the tuition fee. When non-DOD schools do not provide transportation, or when the cost of providing transportation is charged separately, the Chief, DODDS Area Service Center, will determine the proper transportation.

3.63.4.2.2. Provide transportation to dependent students of DOD military or civilian personnel who attend non-DOD schools in overseas areas at no expense to the U.S. Government only when such attendance has been approved by the DODDS Area Superintendent.

3.63.4.3. Special Education Transportation: Place special emphasis on meeting the transportation needs of students with disabilities. The installation must provide equitable transportation to these students. The Chief, DODEA Area Transportation Management Office, after consultation with the base LRS commander, will determine the most cost effective method of transporting students with disabilities (e.g., conventional GMVs, modification of existing government vehicles, lease, or contract support).

3.63.4.3.1. Provide commuting transportation to special education students who reside within walking distance of the school or bus stop or at any distance within the commuting area, when the nature of their handicap so dictates, as documented in the IEP.

3.63.4.3.2. Provide any special transportation services prescribed by the Case Study Committee (CSC) of the receiving school. Examples of special services include, but are not limited to, curb-to-curb service, a special bus stop within an IEP-specified distance of the student's residence, use of special harness or child seat, transportation of a seeing eye or hearing dog, or a one-on-one safety attendant for medically fragile or physically aggressive children.

3.63.4.3.3. Ensure that all vehicles transporting special education students are equipped with a seat belt for each passenger.

3.63.4.3.4. Provide a safety attendant who is trained to assist students with

disabilities for all vehicles transporting more than two special education students or transporting any student requiring a special four point harness. Ensure that vehicles used to transport students who normally use wheelchairs are equipped with a lifting device or ramp which can be secured to the vehicle and are equipped with approved wheelchair restraining devices. **Note:** Before providing transportation to special education students for whom a safety attendant is required, the VOCC supervisor and the vehicle operator must ensure trained personnel are available to accompany those students during travel.

3.63.5. Transportation Resources: Students shall be transported at the lowest practical cost to the U.S. Government.

3.63.5.1. Periodic Review: The DODEA Area Transportation Management Office will analyze transportation services a minimum of every 6-months, in coordination with the base LRS commander. Analysis will include a thorough review of student demand, school bus routes, and schedules, and will consider the following factors:

3.63.5.1.1. Staggering school operating hours to permit buses to operate multiple trips per day.

3.63.5.1.2. Altering school organization plans and establishing flexible school boundaries to maximize transportation resources.

3.63.5.1.3. Consolidating school closures for administrative activities (meetings, training, conferences, etc.) to avoid half-day sessions and scheduling these activities to coincide with host nations' holidays whenever possible.

3.63.5.1.4. Developing routes and schedules to optimize the use of buses and seating capacity and to reduce total mileage and driving time. Use the projected number of space-required students as the basis for routes. Do not use larger capacity vehicles to accommodate space-available students or other ineligible passengers.

3.63.5.1.5. Allowing students in kindergarten through grade 6 to ride three to a bench seat on trips of 30-minutes or less.

3.63.5.1.6. Using part time employees for in-house operations whenever possible.

3.63.5.1.7. Requiring students in grades 7-12 to use regular public or DOD transportation (e.g., base shuttle buses) where available, feasible, and cost-efficient. DODDS would reimburse for this service if student use resulted in direct costs increase to the military.

3.63.5.2. Economic Cost Analysis: Determine the most economical means of providing school bus services through in-depth comparative analysis of in-house to contract operations. Analysis must consider the overall cost to the Government of providing school bus transportation with DOD vehicles. Use commercial contract vendors to provide transportation support to DODDS schools when it is determined to be more economical. Otherwise, use military transportation, with part-time drivers when possible. Integrate school busing with other installation mass transportation functions whenever reasonable to do so. Include equipment acquisition costs as a factor in the cost analysis. However, DODDS shall not be required to reimburse the

Air Force for government-owned equipment, acquisition costs, or amortization of these equipment costs, or for lease, rental, or other equipment usage costs when the underlying cost analysis has indicated that the leased equipment is less costly than the government-owned equipment. Conduct an economic cost analysis in accordance with DOD Instruction 7041.3, *Economic Analysis for Decision Making*, under any of the following circumstances:

3.63.5.2.1. When arranging for initial transportation services to a new school or before changing from existing military transportation to contract transportation.

3.63.5.2.2. When the number of contractors is insufficient to ensure competitive bids for transportation services to schools currently serviced by contract transportation.

3.63.5.2.3. When requested by the Chief, DODEA Area Transportation Management Office.

3.63.5.3. Proposed Changes to Services: Installation commanders shall coordinate with the Chief, DODEA Area Transportation Management Office, on any significant proposed change to school bus services. The concurrence of the Chief, Area Transportation Management Office, or designee, shall be obtained before implementing any such change. All documentation associated with the provision of school bus services, e.g., cost studies, solicitation packages and amendments thereto, shall be provided to DODDS upon request.

3.63.6. Bus Safety and Security:

3.63.6.1. Student Conduct: The DODEA has developed standards of behavior for students riding school buses and guidelines for disciplinary actions when students misbehave on buses.

3.63.6.1.1. Installation commanders must ensure that students and their parents, guardians, and sponsors know what the standards of student behavior aboard school buses are before the school year begins. School bus riding is a privilege, which may be withdrawn if a student misbehaves.

3.63.6.1.2. At bases where the installation commander has retained primary responsibility for school buses passenger management, the commander will apply guidelines established by DODEA to ensure consequences of misconduct are applied equitably throughout overseas areas.

3.63.6.2. Safety Reviews: Installation commanders must conduct periodic safety reviews a minimum of every 6-months of school buses and loading and unloading areas. Ensure that any contracts for school bus services contain a provision permitting similar safety reviews of contractor vehicles and services.

3.63.6.3. School Bus Monitors: Do not hire, or contract for, school bus monitors to maintain order on the bus except where required by host nation statute. However, communities may provide school bus monitors on a volunteer basis.

3.63.6.4. Safety Attendants: The Chief, DODEA Area Transportation Management Office, may authorize school bus safety attendants for vehicles transporting special education students or vehicles transporting only kindergarten through grade 2

students. Duties of a safety attendant are to ensure that children enter and exit the school buses safely and/or to assist students with disabilities. Normally, only one adult other than the driver shall be assigned to a vehicle. Where drivers speak English, safety attendants are authorized only when required for special education buses.

3.63.6.5. Security Personnel: When the installation commander deems that local conditions jeopardize the security of school bus services, the commander may place appropriately trained security personnel aboard those buses. Security personnel will not concern themselves with passenger conduct. DODDS funds will not be used for this purpose.

3.63.6.6. Contingency Plans: Installation commanders shall work with appropriate DODDS officials to develop and publish contingency plans for transporting students. Ensure that overall base contingency plans for natural disaster, bomb threat, etc. include DODDS schools and student transportation.

3.63.7. Exceptions for Commuting Area or Walking Distance: The Chief, DODEA Area Transportation Management Office, may grant exceptions to the commuting area or walking distance criteria after considering circumstances and alternatives. Requests for exceptions are initiated by the installation or community commander, endorsed by the local concerned principal and the DODDS District Superintendent and forwarded to the Chief, DODEA Area Transportation Management Office. Waiver requests will address:

3.63.7.1. Name of the school.

3.63.7.2. Reason for the waiver request: When safety considerations are a factor, include a statement of verification from the base safety officer. The base safety officer reviews and certifies these conditions annually.

3.63.7.3. Statement of alternatives that may eliminate or alter the conditions requiring a waiver, i.e., construction of sidewalks or pedestrian overpass, installation of traffic lights, or use of the crossing guards.

3.63.7.4. The number of students involved.

3.63.7.5. Impact if the waiver is not approved.

3.63.7.6. Budgetary impact if the waiver is granted.

3.63.7.7. Comments and recommendations from endorsing officials.

Chapter 4

ELEMENT MANPOWER MANAGEMENT

Section 4A— General Information and Administration

4.1. Overview: Manpower and its effective use is an inherent responsibility of the DSC/DSS. The use of accurate manpower/workload data collection procedures and personnel productivity analysis is vital to the effective utilization of personnel and maximizing the level of service to the customer.

4.2. Air Force Manpower Standards (AFMS): The primary workload factors for Vehicle Operations manpower is number of vehicles authorized to Vehicle Operations. The base population is the second workload factor for those functions responsible for Documented Cargo operations. Core manpower requirements represent work processes common to all Vehicle Operations and are outlined in a process oriented description. Variances are additives that provide additional manpower to support unique work processes not covered by the core. This information is derived from the AFMS 42A1, which should be available at every element. Management will ensure all supervisory personnel are familiar with content and methodology used to earn Vehicle Operations manpower. Reviewing the AFMS Statement of Conditions, Process Oriented Description, Approved Variances, and Process Analysis Summary is the first step in determining the expected level of customer service, identifying potential variances, and measuring the element's ability to support mission demands.

4.3. Indirect Workloads: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meetings; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup. See AFMS 00AA, *Standard Indirect Description*.

4.4. Workload Data Collection and Productivity: The accuracy of workload data entered in the OLVIMS Dispatch Module is critical to assessing productivity, substantiating existing manpower variances, and building historical data to support potential manpower variances. A minimum of 12-months historical workload data will be maintained on file. At a minimum, collect the following data monthly for 12-months retention.

4.4.1. Manpower Report (automated):

4.4.2. Summary of work by module category codes; i.e., number of requests supported and total in-service time in man-hours.

4.4.3. Summary of work for approved driving-related variances i.e., number of requests supported and total in-service time in man-hours. Include purpose, submission for new variances, data required, etc.

4.4.4. All requests not supported for reasons of NMA or NVA categories. **Note:** Requests not supported due to NMA/NVA must be documented within the OLVIMS Dispatch Module.

4.4.5. Current Unit Manpower Document: The Unit Manpower Document (UMD) displays the number and type of manpower requirements for your unit by grade, AFSC, etc.

4.4.5.1. UMDs contain authorization (funded), peacetime (required), authorized (unfunded), CMEs (Contract Manpower Equivalents), and wartime plan manpower positions. Line entries contain all the vital information concerning each manpower space such as grade, AFSC, rated position identifiers, special experience identifier, position number, etc. The UMD reflects authorized positions only, it does not show the personnel assigned. The UMD is the single source for information about authorizations (manpower) each unit has been allocated to perform its mission. The UMD contains unique abbreviations and codes that depict relevant data pertinent to the unit. Recognition, identification, and proper use of these codes are vital to effective vehicle operations manpower management.

4.4.5.2. UMDs are produced from a database called the Manpower Programming and Execution System (MPES), maintained by Manpower and Organization (FSS/FSMM) and your MAJCOM/A1M staff. Changes are distributed to units in the form of Authorization Change Notices (ACNs). UMD authorization changes are inputted by Manpower and Organization and forwarded to the MAJCOM/A1M staff for coordination with the applicable MFM. If the MFM approves the change, the MAJCOM/A1M staff processes the change for update to the UMD in MPES. Manpower and Organization forwards a copy of the approval/disapproval notice to the requesting unit. Review all UMDs to ensure you understand the changes made to your unit's manpower authorizations.

4.4.5.3. Budgetary constraints affect authorized manpower. Military and Civilian Personnel Flights assign personnel based on *authorized manpower positions*. A grade imbalance between authorized and required manpower occurs as a result of the Career Progression Group (CPG) program, or limits on total military grades. For example, only one percent of the total enlisted force is Chief Master Sergeants. HQ USAF implements Congressional grade constraints by creating CPG factors for each AFSC. MAJCOMs are limited to the grades derived by applying these factors to the total number of positions authorized within the appropriate AFSC. This can result in an insufficient number of grades to ideally perform all work requirements, especially from a command perspective. Nonetheless, MAJCOMs are restricted to the number of authorized grades derived. Command functional managers distribute grades based on priority of need. Grade imbalances are determined by comparing the authorized (funded) grade (GRD) to the peacetime (required) grade (RGR). If the authorized grade is lower than the peacetime required grade, you have a grade imbalance.

4.4.5.4. The UMD reflects required manpower; it does not provide information about the individual(s) filling the authorized position. Personnel assigned are depicted on the Unit Personnel Management Roster (UPMR). Questions concerning assigned individuals or requests for additional personnel to fill existing authorizations should be referred to the Military or Civilian Personnel Flights.

4.4.5.5. Many of the codes on ACNs, Authorization Change Requests (ACRs), and UMD products are not used in the day-to-day management of manpower resources. The attachments at the end of the AFMS contains definitions for some of the terms,

abbreviations, acronyms, and data field items to aid in understanding the various codes on manpower products. Contact Manpower and Organization Office for information relating to specific data elements and their meanings.

4.4.6. Current UPMR: The UPMR is a cross between an alpha roster and the UMD. It shows the authorized positions with the associated information such as Pos #, DAFSC, Auth Grade, FAC, PAS, required Security Clearance, and RPI codes. The UPMR also shows who is assigned to each position with personnel data items including: Name, SSAN, assigned DAFSC, PAFSC, CAFSC, 2AFSC, current Grade, ETS, Excess/Overgrade codes (if applicable), Technician ID, etc. This document highlights any mismatches between what is authorized for each position and what the position incumbent has for assigned data. Each position is authorized one incumbent, however under some circumstances a second individual could be assigned to a position for a limited period of time. This is known as an "excess" condition. In situations where the incumbent position is graded higher than what is authorized by his/her position an over-grade situation occurs.

Chapter 5

ELEMENT BUDGETING

Section 5A— General Information and Administration

5.1. Developing an Element Budget: Develop and support budget estimates for facilities, personnel, and vehicles IAW AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and Volume 2, *Budget Management for Operations*. At a minimum, elements will develop an annual Financial Plan (FP) to ensure adequate funding is established and included in the Commanders Statement (Section I) of the FP. This statement includes assumptions, statements on force changes, mission changes, equipment changes, conversions, and any other changes that will affect financial requirements. It also addresses unique problems and states the impact of operating at the level of effort provided in the approved baseline program. Financial Management sections may appoint specific managers for budgeting IAW section 2.10. that states, "*fixed responsibilities when possible; The commander is ultimately responsible for formulating and executing the financial plan. Identify other managers with their specific financial management responsibilities e.g., the civil engineer with real property maintenance and repair, the transportation officer with vehicle and transportation requirements*."

5.2. Financial Plan: The Element Chief (EC) provides budgetary data to the commander for inclusion in the LRS annual budget inputs. The FP may include the items listed in **Table 5.1** (list is not all-inclusive). Element of Expense and Investment Codes (EEIC) are added for your benefit. Consult with your local resource advisor to determine most current and appropriate EEIC.

Table 5.1. List of EEICs.

EEIC	Purpose
409	TDY, such as conferences, training, staff assistance visits, site visits, etc.
433	Shuttle bus contracts
434	Rental vehicles required throughout the year
569	Cell phone charges
592	Miscellaneous contract services
609	Arctic issue or cold weather gear, or desert gear, coveralls, etc.
61950	Government Purchase Card (GPC) purchases, GSA store supplies, Individual Equipment Unit (IEU) initial and replacement, and other supplies and services
61970	AF Form 9 purchases
627	In-house projects, such as facility renovations
628	Equipment purchases, such as work stations, computers, monitors, or video displays
641	Fuel purchases

5.3. Additional Funding Venues: Additional funds can be sought for end of year purchases through local "fallout" procedures and/or unfunded requests. Your squadron/group Resource Advisor (RA) can assist with these.

5.4. Financial Obligations with Support Agreements: Support Agreements are used to identify support responsibilities between parties involved, to include financial obligations. The EC will assign priorities and services detailed in the agreement in accordance with AFI 25-201, *Support Agreement Procedures.* AFI 65-601v1, also contains guidance for budgeting and reimbursement guidance.

5.4.1. Reimbursements should be sought from these agreements based on the arrangement. The EC will act as a technical advisor when host-tenant agreements are being made.

5.4.2. Support Agreement services must be reimbursable for all non-host Wing units and Medical Group (MDG) support for services above the standard base operating support (BOS) provided to all base users, e.g., base shuttle and government taxi service.

5.5. Productivity Enhancing Capital Investment (PECI) Program: Includes Fast Payback Capital Investment (FASCAP) and the Productivity Investment Fund (PIF) programs. FASCAP can be used for projects up to $200,000 and PIF for projects exceeding $200,000 where other funding is not authorized or allocated. For example, the 3080 program can be used for major equipment purchases like car washing systems, building renovations, etc. For additional information refer to AFI 38-301, *Productivity Enhancing Capital Investment Programs* and AFPD 38-3, *Productivity Enhancing Capital Investment (PECI) Programs.*

5.6. Liaison with Squadron RA: Maintaining a close rapport with the LRS RA will facilitate sound financial management programs.

5.7. Government Purchase Card (GPC) Program: Normally Vehicle Operations will have GPC holders as part of the VOCC Support Section. This person should be the primary cardholder. Refer to AFI 64-117, *Air Force Government-Wide Purchase Card Program,* for additional guidance.

Chapter 6

VEHICLE OPERATIONS CONTROL CENTER

Section 6A— General Information and Administration

6.1. Vehicle Operations Control Center (VOCC): Provides passenger and cargo movement capability for the installation. They are charged with the daily operation of GMVs assigned to Vehicle Operations. VOCC serves as a conduit for information and communication flow for emergencies during and after duty hours, and schedules operator and vehicle resources in support of taxi, aircrew, passenger and cargo movement, Materials Handling Equipment (MHE), shuttle bus, wrecker operations, and UDI support. Use automated forms for recurring support, to include ground transportation request form, confirmation and non-availability letters. VOCC sample letters and forms are included in **Attachment 7**

Section 6B—NCOIC, Vehicle Operations Control Center

6.2. NCOIC, VOCC Duties:

6.2.1. Ensures all VOCC services and assets are used IAW official use guidelines. Establish OIs to ensure transfer of pertinent information to each shift dispatcher, Vehicle Operations Supervisor, DSC/DSS, and supporting agencies as outlined in **Chapter 2**

6.2.2. Supervises all VOCC functions, to include:

6.2.2.1. Reviews aircraft flying schedules and coordinates with VOCC Support function to ensure all mission requirements are met.

6.2.2.2. Ensures dispatchers are familiar with the principles and procedures set forth in DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and MAJCOM, host nation and local instructions.

6.2.2.3. Initiates actions through host country or state Department of Motor Vehicles (DMV) to obtain required road permits for travel through countries, states, counties, and cities. This includes obtaining necessary permits and clearances for transporting oversized or overweight loads, or hazardous cargo movements.

6.2.2.4. Provides school bus transportation when cost effective and permitted. See **Chapter 3** for additional guidance.

6.2.2.5. Retrieves disabled GMVs for transport to VMF after mobile maintenance has determined the vehicle cannot be repaired. VOCC will provide emergency removal services to clear runways and access roads. Units possessing proper retrieval equipment (i.e., wrecker, tilt-trailer with winch, etc.) are responsible for retrieving/moving their own vehicles. VOCC will be notified to move disabled POVs, NAF assets, or AAFES vehicles causing traffic safety concerns or obstructing fire fighting operations on base. Only Security Forces, Fire Department, or competent authorities will authorize these requests.

6.2.2.5.1. **(Added-YOKOTAAB)** 374 MSG/CC (or designee), 374 LRS/CC, 374 SFS and 374 CES/CEF may authorize the retrieval of POVs, NAF assets, GSA vehicles or AAFES vehicles creating traffic safety or fire fighting obstacles on the installation. Wreckers will not be dispatched to retrieve these vehicles off the installation unless approved by the 374 MSG/CC or 374 LRS/CC. When a POV causes a delay to a contract construction project and the owner is out of the local area (leave, TDY, etc.), the requesting unit must ensure every effort has been made to move the vehicle without towing. The owner's unit will notify the individual of the vehicles new location. When available, a contracted towing service will be used to move the vehicle, otherwise the 374 MSG/CC may direct the VOCC to move the vehicle to prevent construction stoppages. The retrieval or movement of organizational equipment will be accomplished by the owning organization.

6.2.2.6. Manages buses assigned to the AF band. When the buses are not in use by the band, they may be used by other authorized activities.

6.2.2.7. Obtains, controls, manages and issues toll-free passes and toll tickets. Locations where travel requires payment of tolls, develop procedures to maintain, account for, and issue tickets to operators in the proper denominations to cover passage.

6.2.2.8. Maintains requests for transportation service in the OLVIMS Dispatch Module using the guide in **Attachment 2** for documenting requests for service. Ensure proper (standard) dispatch category codes are used for each transportation service request in the OLVIMS Dispatch Module.

6.2.2.9. Maintains a current copy of vehicle and personnel alert and/or standby rosters.

6.2.2.10. Uses 10-Series radio communication codes to facilitate cargo and passenger movements (see **Figure 9.1**).

6.2.2.11. Manages Emergency Roadside Repair Forms: Issues AF Form 15, *United States Air Force Invoice*, for emergency roadside repairs. **Note:** Contracted locations where maintenance costs are paid as part of the contract and there is an alternative method of paying for off-base repairs, are exempt from maintaining the AF Form 15.

6.2.2.12. Manages Documented Cargo operations in accordance with guidance in **Chapter 7**.

6.2.2.13. Maintains key personnel list to include address and home telephone numbers.

6.2.2.14. Ensures all daily dispatch functions are accomplished.

6.2.2.15. Conducts daily data reviews and monthly key performance indicators (KPI) analyses.

6.2.2.16. Conducts daily data reviews of completed requests from the previous duty day to ensure accuracy. Correct erroneous data or omissions, as required.

6.2.3. Compiles and generates monthly KPI analyses. Use weekly OLVIMS Dispatch Module reports to develop graphical run charts for each KPI. Each KPI chart should

represent a minimum of 12-weeks, with a single data point representing one week. Analyze trend patterns to determine if corrective actions are required. KPI charts will be kept on file for a minimum of one year. As a minimum, monthly KPI analyses will include:

6.2.3.1. DELETED

6.2.3.2. UDI vehicle Support Rate.

6.2.3.3. Number of aircrew response times exceeding 10 minutes.

6.2.3.4. Number of taxi response times exceeding 10 minutes.

6.2.3.5. Number of deliveries (MICAP and Priority 01) exceeding the 30 minute goal.

6.2.3.6. Recommended changes to improve service and efficiency.

6.2.4. Maintains minimum VOCC facility standards.

6.2.4.1. Designates backup facility as an alternate VOCC.

6.2.4.2. Equips the alternate VOCC with the means to track vehicle, personnel, and equipment status.

6.2.4.2.1. Equips both primary and alternate VOCC locations with an emergency power source, standard base grid map, local area maps, and communications system(s).

6.2.4.3. Ensures access to current squadron recall rosters, emergency checklists or operating instructions. Include alternate or dispersed vehicle parking plans at both locations.

6.2.5. Approves/disapproves customer requests to exceed established POD. Approved requests will be maintained on file IAW Air Force RDS at **https://afrims.amc.af.mil**.

Section 6C— Vehicle Operations Control Center Dispatcher

6.3. VOCC Dispatcher(s) Duties:

6.3.1. Monitors vehicle dispatch operations, personnel, and resources according to applicable directives. Maintains accountability of equipment items assigned to VOCC (radios, cell phones, fuel cards, etc.). Uses the OLVIMS Dispatch Module to collect, monitor, store, and process:

6.3.1.1. Vehicle servicing requirements.

6.3.1.2. Taxi and aircrew support.

6.3.1.3. UDI vehicle and cargo/passenger support.

6.3.1.4. Protocol and DV support.

6.3.1.5. Shuttle bus, military mass transit, and school bus support, where applicable.

6.3.1.6. Wrecker and vehicle recovery support.

6.3.1.7. Documented Cargo operations support.

6.3.1.8. Vehicle operator training.

6.3.1.9. Contingency and exercise support.

6.3.2. Maintains a supply of AF Forms 868, *Request for Motor Vehicle Service*, for use during contingencies, power outages, loss of internet connectivity or any other interruption to normal processing. OLVIMS Dispatch Module will not function when system is down. The dispatcher will perform duties according to locally established plans that address the manual tasks required to sustain operations until normal processing capabilities are restored. VOCCs will establish daily schedules to print key reports that depict immediate workload requirements.

6.3.3. Coordinates with unit VCOs for vehicle forecasting and rescheduling.

6.3.4. If a 24-hour operation, acts as single point of contact for the squadron during other than normal duty hours. In the event of an emergency, the VOCC dispatcher will:

6.3.4.1. Notify the LRS commander of simulated or actual disasters or other emergency incidents.

6.3.4.2. Record the sequence of action and events.

6.3.4.3. Use GeoBase/Grid Map systems to determine vehicle, personnel, and installation situational awareness and plotting requirements.

6.3.4.3.1. Use grid coordinate techniques on base/locally manufactured maps and/or the Military Grid Reference System as outlined in AFJMAN 24-306. These mapping techniques can be used for day-to-day operations or for deployed environments.

6.3.4.3.2. GeoBase, according to AFI 10-404, *Base Support and Expeditionary Site Planning*, is an Air Force initiative to attain, maintain, and sustain geospatial infrastructure supporting all installation requirements. GeoBase systems are normally housed on the installation secure network. It consists of three dimensions used for various base functions:

6.3.4.3.2.1. GeoReach and Expeditionary Basing provides a Common Installation Picture (CIP) using information acquired from intelligence sources and assists with various planning aspects such as aircraft parking, munitions storage, and other beddown force requirements.

6.3.4.3.2.2. IGESP, formerly Base Support Planning, was primarily developed for locations with a permanent Air Force presence. This collaborative planning effort was established with a deliberate planning timeline. The term IGESP describes all plans developed to meet deliberate planning requirements, contingency planning requirements, and any other site planning requirements.

6.3.4.3.2.3. In-Garrison Expeditionary Site Planning Committee (IGESPC): A planning body appointed by the installation commander to develop the base site plan (normally comprised of senior level leadership). The IGESPC is the focal point for plan development and reports to the commander on the status of plan development and implementation. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity within the committee. This committee was formerly known as the Base

Support Planning Committee (BSPC).

6.3.4.4. Identify and reroute dispatched operators away from areas affected by simulated or actual emergencies.

6.3.5. Effectively communicates using all authorized communication devices (e.g., two-way radios and telephones). Radios are primary means of communication between the VOCC and dispatched operators. The 10-Series codes are described in **Chapter 9**.

6.3.6. Notifies all sections and dispatched operators of weather warnings.

6.3.6.1. Records all pertinent information such as thunderstorms, lightning, strong surface winds, heavy rains, and freezing precipitation, etc.

6.3.6.2. Up channels requests to leadership to terminate or curtail operations when driving conditions deteriorate.

6.3.6.3. When directed, informs all sections to curtail operations and annotates implementation of the weather warning and specific actions as they are taken.

6.3.6.4. Informs all sections to resume operations and annotates the weather warning termination.

6.3.7. Issues vehicles, required documentation, and communications equipment for on-base dispatches.

6.3.7.1. Checks operator qualifications by reviewing the AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, prior to issuing vehicle keys.

6.3.7.2. Checks AF Forms 1800, *Operators Inspection and Trouble Report*, prior to dispatching and upon receiving a vehicle to ensure it has been appropriately signed off and does not contain open discrepancies.

6.3.7.3. Checks, issues, and accounts for the DD Form 518, *Accident Identification Card*, SF 91, *Motor Vehicle Accident Report*, vehicle identification link (VIL), ignition and door keys, and handheld two-way radio or cellular telephone.

6.3.8. Issues additional materials and documents for off-base dispatches as required.

6.3.8.1. AF Form 15, *United States Air Force Invoice*, as required.

6.3.8.2. Fleet Services Card for commercial fuel procurement.

6.3.8.3. Toll tickets or tokens, as required.

6.3.8.4. Maps and Global Positioning System (GPS) receivers, as required.

6.3.8.5. Trip kit for emergency roadside repair and first aid, as required.

6.3.9. Coordinates POD requests with the NCOIC, VOCC.

Chapter 7

DOCUMENTED CARGO OPERATIONS

Section 7A— General Information and Administration

7.1. Responsibilities: Vehicle Operations is responsible for all Documented Cargo services (except Due-In for Maintenance (DIFM) turn-ins) within the confines of the installation. Documented Cargo will include delivery of supplies and equipment, except base service store items, to base units by using a Time Definite Delivery (TDD) concept. TDD concept of operations is the standard for delivery of supplies, equipment, and cargo. It utilizes scheduled sweeps over designated routes/areas of the installation. Frequency of scheduled sweeps and number of delivery routes/areas is a local determination driven by mission, volume of cargo, and customer needs. Vehicle Operations will tailor sweep frequencies/routes to provide support for primary mission of the installation/base. Delivery frequencies/routes should minimize the need for individual unit delivery requirements.

7.1.1. Establish OI(s) for Documented Cargo processes and items that require special handling instructions/procedures (e.g., classified, health hazard, pilferable, electrostatic discharge).

7.1.2. Assist Materiel Management Flight (MMF) Document Control section in resolving document errors generated in the cargo movements. MMF is the overall OPR for all delivery document issues.

7.1.2.1. MMF will provide the Documented Cargo section with copies of delivery destinations, unit POCs, and the Classified Receipt Listing. Documented Cargo will ensure current copies are on-hand.

7.1.2.2. When SATS is in use, the smart card contains most of this information; however in the event SATS is unavailable, hard copy documents containing this information will be required.

7.1.3. Notify MMF immediately of all unnecessary delays caused by the absence of receiving personnel, incorrect addresses, organizational refusal, improper documentation, etc. Items precluded from delivery due to these circumstances will be returned to MMF for resolution and included on the next scheduled sweep or may be picked up from MMF by the customer.

7.1.4. Ensure all dispatchers and operators are briefed on established procedures to properly dispatch and document cargo movements, to include processes for classified materiel handling.

7.1.5. Attend periodic meetings between DDF, MMF, and major customers to ensure delivery schedules/sweeps meet mission priorities and customer needs.

7.1.6. Priority cargo, to include Priority 01 and MICAPs, will be delivered as soon as possible (goal is within 30 minutes). MMF is responsible for notifying Vehicle Operations when these priorities are ready for delivery (placed on the shelf). Exception: Scheduled sweeps may be used if delivery will meet customer requirements. LRS commanders, in

conjunction with the DSC, will determine scheduled sweep delivery times/durations based on local need.

7.1.7. Priority items/parts resulting from due-out release (DORs) will be delivered via scheduled sweeps, unless VOCC is contacted for an unscheduled delivery.

Section 7B—Documented Cargo Operations Responsibilities and Authorities

7.2. Services: Documented Cargo services will be supported out of the VOCC to the maximum extent possible. However, LRS and/or Vehicle Operations leadership may establish alternate locations (sub-motor pools) to support Documented Cargo services if local mission dictates this to be the most effective, efficient means of support. If alternate locations are established, they will be staffed using existing manpower authorizations. Minimize batch processing in OLVIMS Dispatch Module of Documented Cargo workload data to the maximum extent possible.

7.3. Documented Cargo Movements:

7.3.1. Intra-MMF movement of cargo will remain an MMF responsibility. However, movement of cargo from MMF storage/issue locations to the Aircraft Part Stores (APS) and Flight Service Centers (FSC) will be supported by Vehicle Operations.

7.3.2. The movement of DIFM turn-in items will be supported and managed by the MMF FSC. DIFM issues will be handled in the same manner as other MILitary STandard Requisitioning and Issue Procedures (MILSTRIP) cargo and will be supported by Vehicle Operations.

7.3.3. Movement of cargo internal to a unit e.g., maintenance squadrons, civil engineer, communication squadron, operations squadrons, will remain a unit responsibility. This does not preclude Vehicle Operations from providing normal cargo movement support when the unit does not have the capability to move such item(s).

7.3.4. Residual workload (e.g., sorting and staging of cargo, facilitation of customer requirements) will remain the MMF responsibility. MMF will presort cargo to accommodate established sweep/route schedules.

7.3.5. Customers supported by the flightline parts store regardless of location are responsible for pickup of their procured items. Vehicle Operations will only deliver items to customers that are not normally supported by a flightline parts store.

Section 7C—General Responsibilities and Authorities

7.4. MMF Responsibilities: Retains primary responsibility for facilitating communication between MMF elements, customers, and Vehicle Operations. TDD concept of operations is the prime method for all cargo delivery (i.e. scheduled sweeps). MMF will inform Vehicle Operations of priority deliveries (01 and MICAP), identification of turn-in requirements, and notification of special equipment needs for bulk cargo distribution, etc.

7.5. SATS: Used in concert with Documented Cargo requirements. Deployment of SATS is not a prerequisite to establishing Documented Cargo services. MMF is responsible for all SATS hardware (i.e. warranty, maintenance, and replacement), accountability, and issue of SATS equipment to operators.

7.6. Defense Reutilization Marketing Services (DRMS) Support: Formerly known as the Defense Reutilization & Marketing Office (DRMO). VOCC/Documented Cargo section delivers shipments/materials to DRMS generated from the Cargo Movement Element or MMF. This includes directed and non-directed (lateral) shipments originating from FSC and APS to the Cargo Movement Element, Outbound Freight Section.

7.7. Non-MILSTRIP Cargo: Provide support for non-MILSTRIP cargo when units do not have the capability to move the cargo. This includes all unit-level GPC purchases.

Chapter 8

OPERATOR RECORDS AND LICENSING (OR&L)

Section 8A— General Information and Administration

8.1. Policy: Air Force motor vehicles shall only be operated by military, civilian employees, approved civilian contractors, and NAF employees who meet all criteria of this instruction.

8.1.1. The Vehicle Operations EC or Supervisor (or person designated, in-writing, by LRS commander as the authentication official) is the installation licensing authority. All exceptions to this licensing policy must be approved by HQ USAF/A4LE. **Note:** ANG and AFR units operating their own LRS or transportation functions may operate their own licensing function in accordance with this instruction.

8.1.2. Public Law 99-570, *The Federal Employee Substance Abuse Education and Treatment Act of 1986*, and *The Commercial Motor Vehicle Safety Act of 1986* were signed into law to improve highway safety (by ensuring large truck and bus operators are qualified to operate those vehicles) and to remove unsafe and unqualified drivers from the highways. The Act established minimum national standards for licensing drivers and requires testing and licensing standards for truck and bus drivers to check a person's ability to operate those vehicles. All active duty military drivers were waived from the CDL requirements by the Federal Highway Administrator. However, military GMV training, qualification and certification will remain the same. At state discretion, firefighter or other civilian equivalent emergency response vehicles, farm vehicles, and drivers removing snow and ice in small communities can be waived from the CDL requirements. Contact your local DMV for any CDL or waiver requirements for off-base operations.

8.1.3. Air Force Academy cadets are authorized to operate Air Force vehicles.

8.1.4. ROTC cadets in their junior/senior year who are issued military identification cards on annual training are considered active duty military.

8.1.5. Military or government civilians assigned to or detailed to provide support to CAP may operate GMVs.

8.1.6. JROTC instructors are employees of their local school districts and not the Air Force. Therefore, they are not authorized to operate GMVs for those duties.

8.1.7. Foreign military personnel may operate Air Force vehicles when on official orders performing temporary duty or deployed to an Air Force installation. The individual must present an international license or applicable military license issued by their military service. Before operating any Air Force vehicle, the vehicle operator must demonstrate proficiency and be briefed by the sponsoring unit on official use policies, accident reporting, vehicle abuse, and operator care responsibilities.

8.2. OR&L Office: This office is responsible for licensing and maintaining motor vehicle operator records for assigned military and civilian personnel authorized to operate Air Force owned, rented, or leased motor vehicles.

8.3. Driver Records: The OR&L staff maintains active records (AF Form 2296, *Vehicle Operator Information*) for all authorized operators, regardless of motor vehicle type or Gross Vehicle Weight (GVW), assigned to the installation. Operator records are retained in the On-Line Vehicle Interactive Management System (OLVIMS).

8.3.1. When personnel transfer from one squadron/installation to another, their driver record must be activated by the OR&L office at the gaining base before operating a GMV.

8.3.2. Military Members: Personnel scheduled for a PCS move, retirement, or separation will report to OR&L to retrieve their AF Form 2296. OR&L personnel will out process member from CAFIS and through the vMPF. Contact MPF, Outbound Assignments to ensure compliance.

8.3.2.1. Civilian Employees: OR&L will coordinate with the local Civilian Personnel Office to obtain a listing of personnel retiring or separating to purge vehicle operator information files. Personnel scheduled for a PCS move, retirement, or separation will report to OR&L to retrieve their AF Form 2296. OR&L personnel will out process member from CAFIS.

8.3.2.2. A complete purge of the system will be conducted annually. OR&L personnel will prepare a report for each unit identifying licensed personnel in their squadron. The VCO/VCNCO will verify the listing and return to OR&L for system update.

8.4. Licensing: Operation of AF GMVs (owned, leased or rented) requires possession of an AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*. AF GMV operation is limited to those vehicle types identified on the AF Form 2293. International driver licenses cannot be used in lieu of the AF Form 2293, except as indicated in **Paragraphs 8.5.2 and 8.14** All personnel must have a valid state motor vehicle license and a valid AF Form 2293 in their possession while operating any AF GMV. **AF will also honor validated OF 346, *U. S. Motor Vehicle Operator's Identification Card*, IAW DoD 4500.36-R. Note:** For entry, award, and retention of the 2T1X1 Vehicle Operator/Dispatcher Air Force Specialty (AFS), personnel must possess a valid state driver's license.

8.4.1. When vehicle operation is required, the unit VCO checks the individual's state driver's license for medical or physical restrictions and notes them in Section I on the AF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*, if applicable. Any restrictions are annotated on the AF Form 2296 and printed on the AF Form 2293. Unit commanders are the authorized signatory for AF Form 171 for units without a VCO program. This authority may be delegated by identifying an authorized alternate in writing to the OR&L office. This designation will be locally administered.

8.4.1.1. The unit VCO or commander will brief the member on Air Force policy regarding official use, accident reporting procedures, vehicle abuse, discrepancy reporting, and use of DD Form 518 and SF 91. Training on official use, accident reporting, vehicle abuse, etc., will be administered by the VCO for all new GMV operators.

8.4.1.2. The member presents the AF Form 171 to the OR&L staff who establishes or updates an AF Form 2296 and issues AF Form 2293 to the member.

8.4.1.3. Issuance of an AF Form 2293 to personnel requires possession of a valid motor vehicle license issued in any of the 50 United States, the District of Columbia, Puerto Rico, or a similar licensing jurisdiction for operation of GMVs. Refer to **paragraphs 8.5.2 or 8.14** for exceptions to this requirement. AF Personnel must obtain an AF Form 2293 to operate any GMV.

8.4.1.4. When military personnel transfer from one installation to another, their gaining unit VCO or commander must verify vehicle qualifications on AF Form 171 and submit with AF Form 2293 or AF Form 2296 for validation by the OR&L staff at the gaining base before operating a GMV. For the transfer of all existing qualifications, VCOs will annotate "REVIEW OF QUALIFICATIONS COMPLETED, TRANSFER ALL QUALIFICATIONS" in Block 21 of the AF Form 171. If only a partial transfer of qualifications is requested, each vehicle management code for transfer will be listed separately on the AF Form 171. Qualifications will not be removed from a member's AF Form 2293 or AF Form 2296 based solely on asset availability at the home unit/installation.

8.4.1.5. Expiration of the AF Form 2293: the expiration date of the AF Form 2293 will be determined by whichever of the following dates occurs first:

8.4.1.5.1. 3 years from completion of the most recent MHE certification (for AF Forms 2293 listing MHE)

8.4.1.5.2. 4 years from the most recent review of OF 345 (for federal civilian employees only)

8.4.1.5.3. Expiration of state issued motor vehicle operator's license

8.4.1.5.4. Expiration of Geneva Conventions Identification Card

8.4.1.6. Duplicate AF Form 2293: A duplicate AF Form 2293 may be issued to replace an AF Form 2293 that is misplaced, damaged, or stolen. A verification of the individual's AF Form 2296 is required to issue a duplicate license without re-certification.

8.4.1.7. Powered forklift trucks/ MHE certification is required once every 3-years IAW AFOSHSTD 91-46, *Material Handling and Storage Equipment*. Recertification requirement applies to operators, regardless of military or civilian employment. Unit VCO will conduct the recertification training and administer a practical written test. OSHA specific information can be found at **http://www.osha.gov**.

8.4.1.7.1. In addition to initial training and certification, a qualified instructor shall evaluate each operator at least once every 3-years and provide refresher training in relevant topics anytime there is reason to believe there is a need. The evaluation shall include, but not be limited to, changes in types of equipment in use, change in operating environment, direct observation of performance, reportable mishaps, reports of near-misses, complaints regarding an operator's bad driving habits, physical fitness, and other indications that an operator is not capable of safely performing assigned duties. A written record of each operator's evaluation will be kept on file for review. Occupational Safety and Health Administration recertification will be annotated in the operator's training record or in TBA, when available.

8.4.1.8. OSHA Powered Industrial Truck Operation Training Standard: Training and Reference Materials, available at **http://www.osha-slc.gov/Training/PIT/pit_menu.htm** , may aid in development of lesson plans for some types of equipment.

8.4.1.9. Removal of qualifications from AF Form 2293: Qualifications will only be removed upon request of the unit VCO or commander via AF Form 171.

8.4.1.10. Remote processing: OR&L may establish local procedures for electronic processing (e-mail, fax, scan etc…) of the AF Form 171. Procedures must incorporate all training and documentation requirements provided in paragraph 8.4.1.

8.4.2. Possession of an AF Form 2293 is not required for individuals renting a vehicle on official orders and identified as a driver by the rental agency.

Section 8B— Licensing for Military Personnel

8.5. Military Personnel: When military personnel separate from the service, they may keep their AF Form 2293 if the words "NOT VALID-SEPARATED FROM THE SERVICE" are over-stamped or legibly marked on the front and back of the form. See **Paragraphs 8.9 and 8.10** for civilian and contractor licensing requirements.

8.5.1. When military personnel transfer from active duty to active reserve status, the AF Form 2293 remains valid.

8.5.2. Basic Military Training School or Technical Training School students whose valid state issued motor vehicle operator's license expires during training, may be issued a temporary AF Form 2293 for a period not to exceed 45-days. A technical training instructor conducts vehicle training on government property. A temporary license will not be issued to a student with a suspended or revoked state or commercial license. Ensure the expiration date of the temporary permit is entered in the AF Form 2296.

8.5.3. Only the USAF Vehicle Operator Apprentice Course may utilize "span of control" for training students in vehicle operations. Technical Training students in formal training may operate vehicles in a controlled environment (range, obstacle course--not open for public use) without an instructor inside the vehicle. Instructor must be present in the immediate area and maintain communication with student operator at all times. "Span of control" cannot be utilized for base-level OJT; a qualified trainer is required to be in the vehicle. **Note:** Exceptions, vehicles equipped with only one seat (e.g., forklift, K-loader)

8.5.4. Personnel in TDY or deployed status may operate Air Force vehicles when on official orders and possess a valid military license for the vehicle to be operated. All personnel will be briefed on official use policies and operator care responsibilities prior to operating Air Force vehicles. Do not maintain a driver record of TDY personnel operating Air Force vehicles in CAFIS.

Section 8C— Licensing for Non-US Citizens

8.6. Qualifying a Non-US Citizen: Unit instructors must prepare bilingual, written, or verbal tests to cover foreign country driving laws and regulations for non-US citizens employed by the Air Force. Treaties, arrangements, Status of Forces Agreements (SOFA) and laws of host countries apply.

Section 8D— Commercial Drivers Licenses Requirements

8.7. Commercial Drivers Licenses (CDL): Federal civilian employees that operate GMVs (owned, rented or leased) 26,001 GVW or more, or operate a vehicle designed to transport more than 15 passengers (including the driver), or any vehicle transporting hazardous materials in such quantities that the vehicle is required to be placarded under *Title 49 U.S.C.* Section 31302, *Commercial Driver's License Requirement,* must possess a CDL in addition to an AF Form 2293 indicating vehicle qualification. Civilian employees will purchase CDLs at their own expense and obtain any subsequent renewals and endorsements.

8.7.1. Exceptions (DOD Civilians): The following are the only waivers that apply to civilian employees.

8.7.2. Federal civilian employees who operate GMVs within the confines of any military installations or participating in field exercises, combat or tactical situations *(never on a public road).*

8.7.2.1. Federal civilian employees who operate fire fighting vehicles. Some states do not recognize this waiver. Contact the DMV to determine current rules.

8.7.2.1.1. Federal civilian employee vehicle operators who possess a CDL for a specific class of vehicles must possess an AF Form 2293, but are not required to meet remaining certification requirements in this section for those same classes of vehicles. The VCO will verify that the civilian qualifications on the Commercial Driver's License match the respective Air Force management code.

8.7.2.1.2. Employees exempted from obtaining a CDL under this provision will comply with the licensing and qualification requirements outlined in this chapter.

8.7.2.2. Licensing of federal civilian employees in overseas areas will be governed by a SOFA and/or host nation requirements.

8.8. Military Exemption: IAW the Department of Transportation, Federal Motor Carrier Safety Regulation, para 382.103 and 383.3. CDL requirements do not apply to military personnel. Non-civilian operators waived from the CDL licensing requirements include any active duty military personnel, and members of the military reserves and national guard on active duty including personnel on full-time duty, part-time training, and National Guard technicians (civilians who are required to wear military uniforms); and active duty U.S. Coast Guard personnel. The exemption is not applicable to U.S. Reserve technicians.

8.8.1. GMVs may be used by federal civilian employees for CDL qualification and re-qualification. This authority will be used only when such transportation is clearly in the interest of the Air Force. This authority is not to be used to satisfy an employment pre-requisite, intent is to allow currently employed civilians to upgrade current CDL (i.e., Class B to Class A).

8.8.2. **(Optional)** The use of Air Force vehicles by military personnel to obtain a CDL as a condition to enhance proficiency of an assigned duty may be authorized by the LRS commander. The member will purchase CDLs at their own expense and obtain any subsequent renewals.

Section 8E— Licensing for Federal Civilian Employees, Contractor Personnel, and Federal Prison Camp Inmates

8.9. Licensing Federal Civilian Employees: Civilian employees are required to undergo medical fitness assessments every 4 years in accordance with *5 CFR*, Part 930, Subpart A, *Administrative Practice and Procedures* and *49 CFR, Federal Motor Carrier Safety Administration,* Parts 391.41 through 391.49 to operate a GMV. The OF 345, *Physical Fitness Inquiry for Motor Vehicle Operators,* will be used to review and certify a civilian employee's medical qualification.

8.9.1. Commanders will automatically refer their civilian employees for further evaluation by appropriate medical authorities to determine if they are physically or mentally qualified for driving based on affirmative responses to OF Form 345, section 6.

8.9.2. Civilian employees with medical (pathological, psychological, or physiological) restrictions that would limit their ability to operate GMVs or equipment are responsible for reporting these restrictions to their commander or VCO as soon as they are known.

8.9.3. Civilian employees may still be qualified to drive if, in the opinion of the medical authorities, weaknesses may be corrected or compensated for with counseling or other corrective measures prior to licensing. These provisions will not be used to disqualify civilian operators who meet the standards for civilian motor vehicle operators and incidental operators listed in the 5 CFR, Part 930.

8.9.4. Commanders or VCOs will keep a record, or documentation, of whose OF Form 345 was reviewed, when it was reviewed, and results of the review. Destroy 3-years after separation of employee. (See RDS: T24-03R10.00)

8.9.5. DELETED

8.9.6. Although base maintenance, construction, and materiel handling vehicles are excluded from the Office of Personnel Management (OPM) motor vehicle definition and operator requirements, civilian operators of these vehicles will comply with licensing requirements in this chapter.

8.10. Licensing Contractor Personnel: IAW DOD 4500.36-R para C8.2.5. Contracts and agreements will require that operators comply with licensing requirements of the State and local motor vehicle laws. DoD contractor employees shall not be issued Optional Form (OF 346), "U.S. Government Motor Vehicle Operator's Identification Card" or AF Forms 2293 or 2296. DoD contractor employees assigned to operate either government owned/leased equipment in performance of their contract shall be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the administrative contracting officer before any contract employee engages in any mode of equipment operation. This letter will be updated as necessary and remain on file with OR&L and the administrative contracting officer.

8.10.1. For ANG IAW NGR 5-1, Management Air National Guard Grants And Cooperative Agreements, Use of Federally Owned Equipment by State Employees. State government employees, with the concurrence of the TAG, are authorized to operate Federal government owned/leased equipment (e.g. military equipment, GSA vehicles) while performing official

duties in support of cooperative agreements. State employees, as with contract employees, shall be properly trained, qualified and licensed to operate the equipment in accordance with TAG, ARNG and ANG directives and State and local laws.

8.10.1.1. DELETED

8.10.1.2. DELETED

8.10.1.3. DELETED

8.10.1.4. DELETED

8.11. Licensing of FPC Inmates: FPC inmates are not licensed by the Air Force to operate Air Force vehicles. Inmates that are allowed to operate Air Force vehicles under the terms of a HQ USAF approved support agreement will be appropriately licensed by the state on the vehicle required to be operated. Operator licenses issued by the Federal Prison may be accepted in place of a state license. Draft support agreements will be submitted to HQ USAF/A4LE via the units MAJCOM/A4L for review and coordination.

Section 8F— Licensing Requirement for Contingency and Remote Areas

8.12. Requirements for Contingency and Remote Areas: A contingency is an emergency involving military forces caused by natural disasters, terrorists, subversions, or by required military operations. Certain personnel assigned to contingency and remote areas are required to have an AF Form 2293 before they report for duty, since facilities for examining and training operations at these sites may be limited or nonexistent. The parent or losing command will ensure that licenses and qualification records are issued to these personnel.

Section 8G— Administrative Control of USAF Licensing

8.13. Suspension/Revocation of GMV Operator's Driving Privileges: Vehicle operator driving privileges will be suspended, revoked, and reinstated using the guidance contained in AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. Base law enforcement activities, acting on behalf of the installation commander, administer the program. OR&L office will keep a separate file with the AF Forms 2293 and 2296, suspension/revocation letter, and other applicable notes. These files will be maintained IAW AFI 33-322, *Records Management Program.*

8.13.1. Security Forces Squadron (SFS) notifies the OR&L office when individuals have their driving privileges suspended, revoked, or reinstated. SFS provides OR&L office the suspension/revocation lists.

8.13.2. Individuals who have their driving privileges suspended or revoked must return their AF Form 2293 to the OR&L office. Actions causing the revocation or suspension will be entered in CAFIS. OR&L must contact unit commanders for the return of the individual license or a letter requesting a waiver to the suspension/revocation. This information, along with the suspended/revoked code, must be added to CAFIS for tracking (this includes using the memo field). OR&L will accomplish these actions each month.

8.13.3. All GMV driving privileges are suspended when an individual's authority to drive civilian vehicles on base is suspended. Upon reinstatement of on-base driving privileges for

civilian vehicles, full GMV driving privileges (including off-base) will be restored (including reissue of the AF Form 2293) unless specifically withheld by competent authority, i.e., Security Forces, individual's commander.

8.13.4. Unit commanders or equivalent may suspend or revoke a vehicle operator's GMV driving privileges for due cause. The commander must notify the OR&L office in writing of this action and ensure the operator's AF Form 2293 is returned to the OR&L section.

8.13.5. If involved in a vehicle accident, an operator surrenders the AF Form 2293, with the SF 91, to the VCO. Unit commanders may reinstate the license immediately based on prima fascia evidence or at their discretion. All suspended licenses will be sent to OR&L office to preclude issue of duplicate license while suspended.

8.13.6. Suspension for Substance Abuse: The unit commander determines if a person involved in substance abuse will have their GMV operating privileges suspended and reinstated. The commander must notify OR&L office of all suspension and reinstatement actions per **Paragraph 8.13.4**.

8.14. Restoration of Driving Privileges: While the state operator's permit is still suspended GMV driving privileges may be restored while personal, on-base driving privileges are suspended (if requested by appropriate command authority). The same level of authority that approves the GMV driving suspension must also approve the reinstatement. A copy of the approval must be maintained in the OR&L office. An AF Form 2293 is then issued for on-base operation only. Reinstatement in these cases is based on mission essentiality of the person involved and a certification that the person cannot be assigned duties that do not involve driving.

8.15. Reinstatement of a State Operator's Permit: GMV driving privileges are automatically reinstated unless deemed inadvisable by competent command authority.

8.16. Reexamining an Operator: An operator is given a reexamination on abilities to safely operate a vehicle when:

8.16.1. Considered necessary by the unit commander due to an accident, evidence of abuse or moving violations, or a display of poor judgment or behavior.

8.16.2. Affected by a physical impairment that results in a physical profile change as determined by competent medical authority. **Note:** Unit commanders are encouraged to send repeat offenders with poor judgment and behavior through Course 5 offered by Ground Safety.

Section 8H— Operator Certification and Administrative Responsibility

8.17. Operator Certification: The intent of the program is to ensure highly qualified operators, vehicle operation safety, and standardized training on the installation. Vehicle Operations, TVO Section will provide vehicle operator certification services for all personnel assigned to the installation for specific vehicle types. Members with a CDL license for these specific vehicle types may be excluded for vehicles covered on their CDL. This is an installation certification program and should not be confused with a "training" program. Each unit is responsible for providing operator training.

8.17.1. Conduct vehicle operator certification program by:

8.17.1.1. Establishing specific driving routes to evaluate trainees.

8.17.1.2. Developing written tests and coordinating over-the-road routes with ground safety office and security forces. Use approved lesson plans, CDL study material, etc., as source documents to construct these tests.

8.17.1.3. Administering written and over-the-road evaluations of trainees for general purpose vehicles designed to carry 16 or more passengers and all tractor/trailer combinations.

8.17.1.4. MAJCOMs will issue specific program guidance for their bases.

8.17.2. A student operator will possess an AF Form 171, which serves as a learner's permit and be accompanied by a vehicle trainer while driving. The AF Form 171 becomes a valid learner's permit only after completing Section I, Trainee Information. Block 21 must specify the specific vehicle types the trainee is being trained to operate.

8.17.2.1. If trainees fail the written or over-the-road evaluations, they will not be certified until sufficient training has been accomplished and trainee passes reevaluation. The unit trainer is required to provide additional training. OR&L staff will only administer the certification tests and over-the-road-evaluation.

8.17.2.2. Upon successful completion of written and over-the-road evaluations, OR&L office will update the AF Form 2296 and issue an AF Form 2293. When the AF Form 2296 is updated, the AF Form 171 is returned to the unit VCO for filing purposes. VCO will file returned AF Form 171 for a minimum of 1-year (See RDS: T24-03R10.00; note 214).

Section 8I— Vehicle Training Aid Requirements

8.18. POIs and Lesson Plans: Use POIs to develop and maintain unit vehicle lesson plans.

8.18.1. Training Lesson Plans: Unit commanders will ensure vehicle training lesson plans are developed IAW AFMAN 36-2236, *Guide Book for Air Force Instructors*, Chapter 17 and Attachment 9 and kept on file for vehicles assigned to their organization. POIs and lesson plans should be updated when significant changes or modifications are made to a vehicle type, or every 3 years to ensure currency. POIs must consist of the following items:

8.18.1.1. List of references.

8.18.1.2. Student learning objectives: Outline exactly what the trainee is to learn, able to pre-inspect, operate, and post-inspect the vehicle. Specify the number of hours required to normally complete the training.

8.18.1.3. Task breakdown: List of step-by-step procedures for performing a specific task. It includes important steps, key points, and stresses safety throughout.

8.18.1.4. Forms and documentation: Specify the steps of using the AF Form 171, adding to the license, and recertification procedures.

8.18.1.5. Training tools: List the tools and aids to be used (i.e. vehicle operator's manual, videos, written test).

8.18.1.6. Identifying certification procedures: Specify the evaluation and written evaluations.

8.18.1.7. VCO/VCNCOs will coordinate unit vehicle lesson plans for validation through the Vehicle Fleet Manager (VFM) and DSC/DSS. The owning unit commander will then approve the lesson plan after coordination. OR&L will retain a unit listing or letter on all approved lesson plans. Actual copies of lesson plans are not required to be maintained in OR&L.

Section 8J— Unit Vehicle Training and VCO/VCNCO Responsibilities

8.19. Policy: Additional licensing is required on general-purpose vehicles and telephone maintenance trucks over 14,000 GVW, passenger vehicles with a carrying capacity of more than 15-passengers, special purpose vehicles, tactical vehicles, construction equipment, materiel handling equipment, and railway equipment (locomotives or cranes). The using organization conducts all required vehicle training. When initial driver training is required, training may be accomplished by contract with a commercial driver training agency at unit expense.

8.19.1. Trainers: Unit commanders will designate qualified operators as vehicle training instructors.

8.19.1.1. Trainers must have completed the AF Training Course (formerly the Train the Trainer course) prior to being approved as a trainer. A list of training instructor candidates, the type of vehicles they are trainers for, and their grade, will be submitted and kept on file in OR&L. OR&L will request a limited driver's record check from SFS utilizing the Security Forces Information Management System (SFMIS).

8.19.1.2. DSS may reject a candidate or remove a training instructor who is considered to be unqualified or who has accumulated six or more points for accidents or moving traffic violations during any 12-consecutive months.

8.19.2. Training Certification: When a student operator demonstrates competency in operating and servicing on a specific vehicle type, certification is accomplished by:

8.19.2.1. Unit trainer certifies completion by completing Section II of the AF Form 171.

8.19.2.2. Trainee acknowledges training by completing Section III of the AF Form 171.

8.19.2.3. By completing Section IV of the AF Form 171 the appropriate authority certifies that training was provided by a qualified vehicle trainer using an approved lesson plan. Note: The trainer and certifier may not be the same individual.

8.19.2.4. The trainee presents the AF Form 171 and a valid state driver's license to OR&L staff as the source documents for updating their AF Forms 2293 and 2296. **Note:** Vehicle types identified in **Paragraph 8.17.1.3** will need prior coordination with the TVO Section to schedule a written and road certification appointment.

8.19.3. Emergency Response Training: Additional training is required for vehicles (14,000 GVW or less) used for emergency response purposes. Training will be documented in personnel training records (if applicable). See DOD 4500.36-R, C9.3.2 and C9.4.5.3.

8.19.4. Chemical Warfare Training: Additional training is required to operate vehicles in chemical warfare gear. This training will be documented in personnel training records (if

applicable). It is highly encouraged that all AF military personnel to be qualified on operating vehicles in chemical warfare gear. MAJCOM may specify vehicle types, conditions and frequency for conducting chemical warfare gear training. Re-qualification for Mission Oriented Protective Posture (MOPP) gear vehicle operation will be completed as part of AEF training, such as Law of Armed Conflict (LOAC), Self-Aid and Buddy Care (SABC), etc.

8.19.5. Explosives and Hazardous Material Handling: Drivers must be qualified to operate the vehicle and be knowledgeable of the cargo being transported IAW AFMAN 91-201, Explosives Safety Standards and AFMAN 24-306 (I). Air Force civilian drivers must have a commercial driver's license, with a hazardous materials endorsement, to transport explosives and hazardous materials off a military installation. Coordinate operating instructions and lesson plans with the base safety staff IAW AFI 91-202, *The USAF Mishap Prevention Program*. The unit trainer will document this additional training and instruction in the personnel training records (if applicable).

8.19.6. Pintle Hook: The unit conducts all training for pintle hook towed loads operated on or off-base. Unit lesson plans for prime movers will include instruction on pintle hook towing operations. The unit will document training in personnel training records (if applicable).

8.19.7. Rollover Risk Vehicles: Units will ensure lesson plans/POIs for vehicles with a gross vehicle weight of 20,000 lbs or greater include a "rollover risk" warning. Rollover risk lesson plans may be included in each vehicle's lesson plan or as a separate lesson plan. Lesson plans/POIs will address at a minimum; safety, speed control, high gross-weight/center of balance, handling and braking, weather, road traffic and cargo conditions.

8.19.8. Flightline Training: Airfield Management is the OPR for flightline training. This qualification will not be annotated on the AF Form 2293. Normally an AF Form 483 will be issued by Airfield Management after completion of training and certification process.

8.20. The AF Form 171 will be used to document all vehicle training.

8.20.1. The AF Form 171 will be used to document all vehicle training and qualifications (except as noted below).

8.20.1.1. DELETED

8.20.1.2. DELETED

8.20.1.3. DELETED

8.20.1.4. Operator Training in TDY Status: Training and certification must be accomplished by a designated vehicle trainer and documented on the AF Form 171. The trainer certifies completion of training by completing the AF Form 171. The student operator will retain the AF Form 171 to certify the training received. The completed AF Form 171 may be used in-lieu-of an AF Form 2293 when accompanied by official TDY orders. Upon return to home station, the individual must present the AF Form 171 to OR&L office as prescribed in **paragraph 8.19.2.4**. for addition to their AF Forms 2293 and 2296 prior to operating the vehicles captured on the AF Form 171.

Section 8K— Maintenance Purposes Only Licensing Procedures

8.21. Maintenance Purposes Only: It is not necessary that vehicle management personnel be fully qualified in all operational aspects of the vehicle.

8.21.1. The AF Form 171 will be used to document vehicle safety and equipment familiarization training. The trainer will complete Section I annotating the specific vehicle types the individual will operate associated with maintenance repair actions in Block 21. The trainer will also change Section II, Training Certification, by striking the word "Contingency" and replacing it with the words "Maintenance Purposes" so the second statement reads, *"I certify the above trainee has been provided familiarization training on the vehicle(s)/equipment listed in Item 21 for "Maintenance Purposes Only" operation."* The trainer will sign the form in Block 22. The AF Form 171 will be signed by the individual (Section III) and by the VFM or Vehicle Management Superintendent (VMS) as the certifying official (Section IV). An AF Form 2293 will not be issued.

8.21.2. Personnel requiring formal licensing for operating government owned or leased vehicles and equipment (other than for Maintenance Purposes Only) will comply with the requirements outlined in this chapter.

8.21.3. The VFM maintains a list of approved "Maintenance Purposes Only" trainers within the VMF. A copy of this list will also be maintained in the OR&L office.

8.21.4. The VFM or VMS will maintain and file the completed AF Form 171s certifying "Maintenance Purposes Only" for 1-year (See RDS: T24-03R 10.00; note 214).

8.21.5. Personnel deploying will take a copy of the completed AF Form 171 certifying training received for "Maintenance Purposes Only" for reference at the deployed duty location.

Chapter 9

VOCC SUPPORT SECTION

Section 9A— General Information and Administration

9.1. Responsibilities: VOCC Support manages and assigns vehicle operators to work centers as needed. VOCC support includes:

9.1.1. Ensures qualified vehicle operators are available to support all transportation requests for dispatch service(s). Daily schedules should be prepared the day prior.

9.1.2. Establishes procedures to ensure vehicle operator(s) safeguard assigned Personal Wireless Communications Systems (PWCS) (formerly Land Mobile Radio, or LMR), tie-down devices, toll passes, AF owned credit cards, and SATS equipment.

9.1.3. Ensures items that require signature have an authorized individual's signature on the pickup or delivery document.

Section 9B— Radio Discipline

9.2. 10-Series Radio Codes: Ensure operators are familiar with driving Radio Series Codes in **Figure 9.1,** to include local use codes and conditions prior to departure. Ensure operators are equipped with PWCS or radios as necessary.

Figure 9.1. 10-Series Radio Codes.

10-Series Radio and Urgency Codes
10-1 Unable to Copy, Receiving Poorly, Relocate
10-2 Signals Good, Receiving Well
10-3 Stop Transmitting
10-4 Acknowledgement, Will Comply
10-5 Standby
10-6 Station Clear
10-7 Out-of-Service
10-8 In Service
10-9 Repeat, What is your Location? Current status?
10-10 Return to VOCC
10-11 Passenger has not released vehicle
10-12 Call by Land Line Phone (Visitors Present)
10-13 Use Violation Requested by Passenger
10-14 Restroom Break
10-15 Arrived at Destination
10-16 Need Directions
10-17 Passengers Picked Up
10-Series Radio and Urgency Codes
10-18 Radio Check

10-19 Disregard Previous Transmission
10-20 Repeat Previous Transmission
10-21 Time Check
10-22 Last Assignment Completed
The following codes are reserved for local use and can be changed as required. These are examples of some codes that may be used.
General Codes
10-23 Report in person to_____
10-24 Proceed on route to_____
10-25 Identify operator
10-26 Is_____ passenger available for a call?
10-27 Request permission to leave/return to VOCC
10-28 Illegal use of radio
Messages/Messaging Traffic
10-30 Urgent Message for Local Delivery
10-31 Confidential Information
10-32 Delivered Classified Message
Exercise Specific Codes
10-40 Alarm sounding
10-41 Close Doors/Windows
10-42 Open Door/Window
10-43 Direct Traffic/Stop Traffic
10-44 Person Injured
10-45 Condition of Patient(s)
10-45A Condition Good
10-45B Condition Serious
10-45C Condition Critical
10-45D Condition Deceased
10-46 Perform Compound Security/Unexploded Ordinance (UXO) Check (Sweeps)
10-47 Contaminated Vehicles in Compound
10-48 Suspicious Personnel in Area (Aggressors/Enemy Targets)
Emergency Notification Codes
10-50 Reporting a Traffic Accident
10-51 Call Ambulance/Hospital
10-52 Call Fire Department
Urgency Codes:
Code 1 Clear radio channel - Emergency traffic Only
Code 2 Your Convenience
Code 3 Not Urgent/Non-Emergency
Code 4 Urgent
Code 5 Emergency
Code 6 No Further Assistance

Chapter 10

EQUIPMENT SUPPORT SECTION

Section 10A— General Information and Administration

10.1. Responsibilities: Equipment Support controls the Vehicle Operations parking area, vehicle cleaning facilities, and manages equipment functions. Responsibilities include:

10.1.1. Provides, maintains, ensures accountability, and controls facilities, equipment, and supplies required to clean installation vehicles.

10.1.2. Ensures operator maintenance is properly performed on all assigned vehicles.

10.1.3. Maintains jacks, spare tires, emergency supplies, tie-down equipment, and supplies for maintaining the Vehicle Operations fleet. Controls and issues trip kits, when necessary.

10.1.4. Ensures proper storage containers are available for flammable materials.

10.1.5. Ensures vehicle operators inspect, clean, and service Vehicle Operations vehicles. Vehicles that are not used daily will be inspected weekly, not to exceed 7-day periods.

10.1.6. Manages HAZMAT programs and inspections.

10.1.7. Maintains and operates base vehicle automotive care center. Provides vehicle washing facilities, vacuums, and other general vehicle care equipment for unit vehicles.

10.1.8. Manages Element Safety program.

10.1.9. Performs Element VCNCO duties.

10.1.9.1. Maintains AF Form 1800 on each assigned vehicle IAW applicable RDS Table T24.

Section 10B— General Vehicle Safety

10.2. Maintaining Safe Vehicles:

10.2.1. IAW AFMAN 91-201, *Explosives Safety Standards,* Para 2.22 and 49 CFR, fire extinguishers are required on all vehicles that exceed 12-passenger carrying capacity or are used to support explosive operations. Exception to this requirement is in **paragraph 10.2.1.1**

10.2.1.1. Fire Extinguishers rated to handle explosives (Class 2A:10BC) must be immediately available during explosive operations. Unless otherwise directed by the installation Fire Chief, one fire extinguisher must be available for each piece of MHE used to handle explosives. However, individual fire extinguishers are not required for each piece of MHE when there is a minimum of two Class 2A:10BC fire extinguishers readily available at the location where explosives are being handled.

10.2.1.2. Vehicles used to transport explosives are considered "explosive-laden vehicles". These vehicles must have must have a minimum of two Class 2A:10BC rated extinguishers during the movement of explosives. One extinguisher will be mounted on the exterior driver's side of the vehicle and one will be mounted inside the cab, readily

accessible to the driver. If explosives-laden vehicles are parked at a location designated for explosive operations; additional fire extinguishers beyond those required are not required.

10.2.2. Road side equipment and warning devices: Whenever GMVs are stopped on traveled portions of the highway, for any cause other than necessary traffic stops, the operator will place the warning devices (triangles) required by Federal Law.

10.2.3. Assure availability of complete first aid kits on buses. IAW T.O. 00-35A-39 **First Aid Kit, General Purpose.**

Chapter 11

TRAINING

Section 11A— General Information and Administration

11.1. Responsibility: Vehicle Operations leadership is responsible for ensuring assigned personnel are trained. Training for 2T1X1 personnel is accomplished through a combination of formal technical training, OJT, advanced distributive learning, and CDCs. Training may be further enhanced by using commercial sources and/or locally developed programs as appropriate.

11.2. Training Overview: The following information describes the different forms of training required in this AFSC.

11.2.1. 3-Level Initial Skills Course: All new Airmen entering the Vehicle Operations AFSC must complete an initial skills course. Each trainee will receive in-depth training on the functions of Vehicle Operations. Re-trainees entering the career field will receive OJT at their first duty location in-lieu-of attending the initial skills course. Upon first duty station arrival, new Airmen will enter a Job Qualification Training (JQT) period to become proficient on vehicles they will operate. Element leaders and each supervisor must ensure maximum training opportunities for all personnel. See **Attachment 4** for additional initial training guidance.

11.2.2. After completing the requirements for upgrade to the 3-skill level, Airmen begin their upgrade training for the 5-skill level. Airmen receive OJT and must complete 5-skill level CDCs.

11.2.2.1. Advanced Skills Course: As part of training and obtaining a 7-skill level, every Airman must complete a web-based advanced skills course. The course concentrates on management and functional responsibilities of Vehicle Operations.

11.2.3. Every vehicle operator will receive a significant portion of their training through OJT. The OJT process begins upon arrival at the first duty station and will continue through the award of the 9-skill level.

Section 11B— Peacetime Training Responsibilities

11.3. Peacetime Operations: May include the following:

11.3.1. Vehicle (includes all vehicle types to include M-Series where applicable).

11.3.2. Ancillary.

11.3.2.1. Chemical Warfare Defense Equipment (CWDE) and MOPP 4 operations.

11.3.2.2. Anti-terrorism.

11.3.2.3. LOAC.

11.3.2.4. SABC.

11.3.3. Status of Resources and Training System (SORTS) Reporting.

11.3.4. Explosives/Hazardous Cargo.

11.3.5. Weapons.

11.3.6. Convoy operations and line-haul procedures.

11.3.7. Protocol duties and responsibilities.

11.3.8. Flightline vehicle operations.

11.3.9. Documenting training on the AF Form 55, *Employee Safety and Health Record*, and management of the form. AF Form 55 is used to document job safety training in the areas of safety, fire protection, and health (unless other specific documentation is directed). Thorough lesson plans and a job safety training outline (specific to Vehicle Operations) will be developed. Sections 1-4 of the outline items, will be developed IAW 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, Para 7.3. and Attachment 6. The AF Form 55 should be provided to individuals to hand carry to the next assignment when they transfer. Mandatory items for vehicle operators will be documented in Section IV of the form and will include:

11.3.9.1. Supervisor Safety Training (SST), (AFI 91-301, Para 7.2.3.).

11.3.9.2. Hazardous Material (HAZMAT) Training, (AFI 32-7086, *Hazardous Materials Management*, Para 2.7.).

11.3.9.3. All Safety, Fire Protection, and Health related training, (AFI 91-301, Para 7.3.2.).

11.3.9.4. Forklift/MHE initial and certification training, (AFOSHSTD 91-46, *Material Handling & Storage Equipment*, Para 3.2.2.7.).

11.3.9.5. Manual Lifting (AFOSHSTD 91-46, Para 1.2.1.1.).

11.3.9.6. ORM Training.

11.3.9.7. Federal Hazard Communication (HAZCOM) brief.

11.3.9.8. National Highway Traffic Safety Administration (NHTSA) 15-Passenger Van Warning/Safety brief.

11.3.9.9. Fire Extinguisher safety, usage, and storage.

11.3.9.10. Explosives Safety programs.

Section 11C—Contingency/Wartime Training Responsibilities

11.4. Contingency/Wartime Operations: Vehicle Operations personnel will train to meet a full range of tasks expected in the wartime/contingency environment. These tasks are contained in the CFETP, CDCs, AFMAN 24-306(I), and this instruction. These tasks include exercise preparation actions for wartime duties, or Combat Operational Readiness Training (CORT). To properly prepare Vehicle Operations personnel for wartime duties, they must possess the necessary skills to meet mission demands and predict future events if possible. Training will ensure personnel are able to operate and survive in a contingency or wartime environment as a team. The TVO staff will document all CORT actions using the automated Training Business Area (TBA) system, if available. Document training on AF Form 1098, *Special Task Certification and Recurring Training* where TBA is not available. When personnel relocate to another unit or separate from the Air Force, place a printout of the automated training record or a

copy of AF Form 1098 in the AF Form 623, Individual Training Record. TBA will be the standard system utilized for documenting individual training actions for Vehicle Operations personnel. There are three phases to CORT. Training will be conducted at least every two years, but may be deferred by MFM, at unit request, in times of low manning (60% or less) as a result of high operations tempo.

11.4.1. Phase I, Common Core Curriculum and Ability to Survive and Operate (ATSO) will focus on common core curriculum outlined in CFETP and applicable ATSO Guides. The following items are the minimum training requirements for Vehicle Operations personnel.

11.4.1.1. Operation of Manual Shift Vehicles: Develop local procedures for instruction on the operation of vehicles equipped with manual transmission. If required, fund for rental/lease of manual transmission vehicles with unit O&M funds. Ensure adherence to rental/lease administration procedures outlined in Chapter 5.

11.4.1.2. Force Protection Conditions (FPCONs): Review installation specific guidelines that pertain to protection levels and measures that are required to operate during day-to-day and contingency operations.

11.4.1.3. Wear of Battle Dress Overgarment (BDO) or Joint Service Lightweight Integrated Suit Technology (JLIST). Further training will be accomplished during CORT exercises and installation Self-Initiated Operational Readiness Exercise (SIORE) or Operational Readiness Exercise (ORE).

11.4.1.3.1. Safety While Wearing the BDO or JLIST: The TVO section will establish a local training plan for certifying personnel to operate vehicles while wearing the BDO or JLIST. Wear of boots for certification is mandatory.

11.4.1.3.2. MOPP Levels: BDO or JLIST can be used in a variety of ways through the use of MOPP options. CORT and installation SIORE/ORE exercises will be utilized as a refresher to ensure operators maintain proficiency with the use of MOPP levels.

11.4.1.4. Bare Base Set-up and Operational Procedures (to include establishing command and control, communication, reception and beddown of personnel, accounting and control of personnel, equipment, facilities, securing and controlling required resources): Personnel will be provided basic defensive concepts to ensure their ability to maintain at least minimum defensive control of life and resources.

11.4.1.5. Alarm Conditions: Alarm conditions or signals are transmitted by the Emergency Operations Center (EOC) using voice, public address, radio, flags, lights, and/or sirens. Personnel must be aware that locations have varied methods of transmission and color usage.

11.4.1.6. Types and Methods of Attacks/Threats: The primary types of attacks are missile attacks with/without chemical agents, mortar attacks, sniper attacks, ground attacks, and terrorist activity. During initial training, personnel will be familiarized with these types of threats and how to react under such threats. More in-depth training will be accomplished during CORT and installation exercises.

11.4.1.7. Post Attack Procedures: Personnel will be trained on the proper Post Attack Procedures to include; damage assessment, casualty collection, SABC, UXO, and chemical detection sweeps.

Section 11D—Convoy Operations Responsibilities

11.5. Convoy Operations will include:

11.5.1. Manage licensing and qualifications on local vehicles (i.e., M-series, foreign-made, and deployed assets).

11.5.2. Conduct vehicle recovery operations, as required.

11.5.3. Develop and demonstrate convoy Tactics, Techniques and Procedures (TTP) and Rules of Engagement (ROE). Use Tactical Convoy Operations, AFTTP(I) 3-2.58, as a guide.

11.5.4. Develop and manage convoy routes, manifests, and procedures. This will include using local INTEL reports to maintain accurate data.

11.5.5. Develop reverse timeline to ensure cargo preparation and delivery is on-time.

11.5.6. Conduct and brief risk assessment to convoy commanders.

11.5.7. Conduct convoy briefs (pre and post mission).

11.5.8. Conduct convoy mission check rides (route situational awareness, geographic landmarks, common route attack areas, communication dead zones, and call-in marks/contact Sheriff, Landowner, MEDEVAC, etc.).

Section 11E— Phase II Responsibilities

11.6. Phase II: Career Field Specific Curriculum will focus on core specific curriculum outlined in the 2T1X1 CFETP, CDCs, and AFJMAN 24-306.

11.6.1. Command and Control of Vehicle Operations Resources (to include personnel, vehicles and equipment, and facilities): Training will provide vehicle operators with theory and hands on training to perform safe and efficient winching operations, to include but not limited to Single Vehicle Winch Operation, Two-part Line, Three-part Line, Four-part Line, Winch Safety, Cable, Shear Pin, Man Power Recovery, and A-Frame Recovery. With MAJCOM approval, vehicles may be withdrawn from DRMS to prevent damage to serviceable assets. Safety precautions must be taken to avoid personal injury. Units will develop and incorporate procedures and safe practices into their wrecker/recovery lesson plans.

11.6.2. Field Expedient Repairs: Training must provide the necessary knowledge required to complete the mission without the use of everyday equipment. This enables operators to adapt to surrounding environment during contingency/wartime operations. Operators will be trained and familiarized on the following procedures; substitutes for jacks, methods for raising an axle, use of a skid, dead man anchor, substitutes for tire chains, engine failure during field operations, shorted distributor cap, broken distributor point spring, frozen fuel line, leaking fuel line, fuel pump vapor lock, punctured radiator/fuel tank, and broken fan belt.

11.6.3. Motor Marches and Convoys: Training will provide specific convoy procedures to include, types of marches, convoy control signals as well as North Atlantic Treaty Organization (NATO) convoy flags, proper speed and gap, vehicle failure, vehicle halts, and convoy discipline. Administrative and Tactical Convoys are similar, but vary in makeup, procedure, and thought process. Therefore, training should reflect the specific types conducted.

11.6.4. Vehicle Camouflage and Dispersal: Vehicle operators must know the principles of vehicle camouflage, concealment, and dispersal. Vehicle concealment techniques are critical in protecting assets from enemy forces from ground and air. Provide instruction on different types of camouflaging techniques. Training must include, but is not limited to, stationary vehicle camouflage and concealment, camouflage screen system, and camouflage screen over vehicles. When operating in areas that have been or are expected to be exposed to chemical weapons, do not use camouflage as it becomes an exposure hazard and disposal liability. Dispersal of vehicles is a pre-enemy attack action that reduces the damage to and destruction of vehicles.

11.6.5. Night Vision Goggle (NVG) Driving Procedures: Provide vehicle operators with the knowledge required to operate vehicles in a safe manner while utilizing NVGs. Vehicle operators require training on the following; general characteristics, operational characteristics, preventive maintenance checks and services (PMCS) of the NVGs, proper focus, driving in night vision goggles, and convoy operations. Safety training while operating in NVGs will include effects of light, weather conditions, vehicle preparation, and ground speed limitations.

11.6.6. Operations under Blackout Conditions: Vehicle operators must be provided with the knowledge required to operate in a safe and proficient manner under blackout conditions. Blackout operation training must include the following; proper speed and gap, blackout marker lights, blackout driving lights, safety while operating under blackout conditions, and blacking out a non M-series vehicle. Actual nighttime vehicle blackout training will only be conducted in controlled areas that do not permit exposure to civilian traffic.

Section 11F— Phase III Responsibilities

11.7. Phase III: CORT consists of an operational training exercise, which reinforces the skills learned in Phase I and Phase II of training. The training objective is to have vehicle operators apply both individual and team skills in a deployed scenario. Efforts should be made to incorporate Phase I and Phase II into a field-training environment immediately preceding Phase III.

11.7.1. CORT exercises will, at a minimum, include hands-on application of all lessons learned in Phase I and Phase II of training. CORT will include SABC to include 9-line MEDEVAC request, vehicle winching theories, field expedient repairs, motor marches and convoy operations, vehicle camouflaging, night vision goggle driving, and operations under blackout conditions.

11.7.2. Vehicle operators will receive training on convoy security and "Sector Defense" or “Owner/User Security” operations. The training will emphasize selection and construction of defensive firing positions, movement to defensive firing positions, and

reacting to attacks. The primary duty weapon will be utilized during Phase III of CORT to enhance realism and familiarize students with the tools necessary to ensure mission accomplishment. Use Tactical Convoy Operations, AFTTP(I) 3-2.58, as a guide.

11.7.3. The following could be some functions of Vehicle Operations in a deployed/contingency environment to include Military Operation Other Than War (MOOTW):

11.7.3.1. Support of Noncombatant Evacuation Operations (NEO): Includes support to NEO reception areas and bus transportation for the evacuation of dependents and personal baggage. It may also include accounting for POVs. **Example:** Mass evacuation due to terrorist threat and/or activity. This could include evacuation efforts in conjunction with civil authorities.

11.7.3.2. Support of Air Base Operability (ABO) includes the movement of 2-4 echelon medical materiel, mass casualty transportation, and transportation support of off-base medical staging facilities. **Example:** Major Accident Response Exercise (MARE) to support mass casualty incident requiring transportation for injured and wounded personnel to the nearest facility for care. Many of the functions performed during peace time mass casualty response closely relate to war time casualty movement after an attack.

11.7.3.3. Force Support squadron support includes movement of commissary stocks for re-supply of protective shelters, transportation support to mortuary affairs, and supply/re-supply of on/off-base recovery areas. **Example:** Tractor-trailers transporting pallets of Meals-Ready-to-Eat (MREs) for shelter re-supply or crash recovery operations in support of mortuary affairs to secure and transport remains to storage facilities.

11.7.3.4. Munitions support: Provide transportation support for intra-base munitions movements as required. Movement of hazardous materials (UXO, fuel, etc.) and waste, as authorized by Defense Transportation Regulation (DTR) (DOD 4500.9-R).

11.7.3.5. Support aircrew (transient and home station) transportation requirements: **Example:** Vehicle Operations provides aircrew support to all deployed aircrew as dictated by the expeditionary commander.

11.7.3.6. Inter/Intra-base movement of cargo: **Example:** Vehicle Operations provides tractor-trailer service to support cargo movements during various real world deployments (i.e., movement of disabled vehicles to DRMS staging areas, MREs, inbound/outbound aircraft departures and arrivals).

11.7.3.7. Provide transportation support to move WRM supplies and equipment for deployment. **Example:** Tractor-trailer support is provided to transport any necessary supplies and equipment to sustain organizational war fighting capabilities.

11.7.3.8. Operation of MHE in support of aircraft loading and unloading operations beyond the capability of the air freight terminal: Support includes providing qualified tractor and trailer operators as necessary. **Example:** Vehicle Operations provides fully qualified tractor-trailer and MHE operators to assist the Cargo Deployment Function (CDF) in aircraft loading and downloading. This occurs on a regular basis during wing exercises and real world deployment and redeployment operations.

11.7.3.9. Vehicle recovery operations: Collects attrition support vehicles i.e., POVs, AAFES vehicles, NAF, host nation provided vehicles. Retrieves disabled vehicles for transport to vehicle management, and provides emergency removal services to clear runways and access roads. **Example:** Most Vehicle Operations have retrieval vehicles within the fleet; i.e. 5-ton or rollback wreckers. Disabled vehicles are removed from the flightline and access areas as directed. Operators will also work closely with SFS to remove vehicles identified for impound.

11.7.3.10. Supports line-haul transportation requirements: This provides vehicles and qualified vehicle operators as necessary to meet DOD and Air Force line-haul requirements. **Example:** Convoy operations; preparations for aircraft recovery to transport large amount of supplies and equipment to sustain operations at remote locations (see AFJMAN 24-306). Line-hauling a life line of necessary supplies transported to sustain an installations war fighting capabilities. Operators should be HAZMAT and tractor-trailer qualified in order to support the mass movement of supplies and hazardous cargo.

11.7.3.11. Determines critical VOCC vehicle shortfalls and reports requirements to the LRC. **Example:** VOCC will track and maintain all assigned vehicles. The current status of these will be tracked using OLVIMS Dispatch Module, graphs, letters or pictorials. Vehicle status is reported during exercise/operations as required by contingency checklists. Shortfalls can hamper an operations ability to sustain war fighting capabilities. It is very important to maintain accountability of vehicle assets and report information for corrective action.

11.7.3.12. Maintain a current status on all VOCC dispersed vehicles. **Example:** SORTS report provided to Readiness monthly and/or vehicle status board in VOCC for tracking and quick identification.

11.7.3.13. Operating vehicles in CWDE.

11.7.3.14. Operating M-series vehicles such as 2.5-ton or 5-ton cargo trucks (e.g., M-series includes M998, M35, M923, M1098, M1114, M1116, M915, M543).

Section 11G—Counter-Chemical, Biological, Radiological and Nuclear Procedures

11.8. Vehicle Operations TTPs: The following section contains specific references to vehicle operation. TTPs incorporate best practices and solutions to mitigate consequences of Counter-Chemical, Biological, Radiological and Nuclear (C-CBRN) attacks and sustain operations in C-CBRN environments. The decision to use them depends upon the threat and conditions present at the airbase. Include C-CBRN defense TTPs in unit or work center checklists and job guides. The Civil Engineer Readiness and Emergency Management Flight can provide assistance on C-CBRN defense actions and help functional area experts develop TTP to support specific operations. TTPs in the following paragraphs do not supersede or replace requirements within equipment technical orders. Follow established procedures for safe operations and identify conflicts or hazards through the Air Force Technical Order System or Safety System.

11.8.1. Contamination Avoidance: Personnel assigned duties at base/unit entry control points, or who perform facility and unit area entry identification and control duties, are critical to the success of the base and unit contamination avoidance activities. These

elements are the first line of defense for personnel and equipment that enter/depart the areas and move throughout the base. They are also the last line of defense to evaluate personnel and material and prevent contamination from entering and possibly contaminating the facilities. In addition to security measures, these posts should check all personnel, vehicles, and material that enter/depart the unit area or facility. They should ensure that detector paper is properly pre-positioned and that personnel know the contamination status of the area and their destination. **Note:** These posts are not responsible for placing the detector paper. Placement is an individual or operator responsibility. However, they are responsible for checking people, vehicles, and equipment when entering the unit area for positive paper indications.

11.8.2. Vehicle and Equipment Decontamination:

11.8.2.1. Contaminated vehicles and equipment are still serviceable. Do not abandon or stop protecting items contaminated from previous attacks. Personnel that use the proper Individual Protective Equipment (IPE) and protective measures can use contaminated vehicles and equipment. Vehicle operators and passengers should place plastic sheeting or other barrier materials on seats if the seat area or the individual are (or were previously) contaminated. Body heat and pressure (from sitting) increases the potential for liquid chemical agents to penetrate the ensemble. Consider using barrier material to cover the steering wheels. This is especially important for vehicles that have open cabs or driver's compartments.

11.8.2.2. Focus decontamination efforts on surface areas of vehicle or equipment that will be continuously touched. Operationally decontaminate porous and non-porous surfaces contaminated with liquid chemical agent within 1-hour of the time of contamination. Decontaminate the non-porous surface areas to reduce the contact and transfer hazard from agent that does not evaporate or does not absorb into the surface. Regardless of the decontamination technique used, it will be easy to remove agents from smooth panels. However, chemical agents tend to remain at low levels in crevices, rivet heads, and joints.

11.8.2.3. Non-porous surfaces, such as glass and unpainted metal, do not allow liquid chemical agents to rapidly penetrate their surface. These locations represent the most dangerous areas on a contaminated surface. Use M295 decontamination kits or a 5-percent chlorine bleach solution to reduce contamination from vehicle surfaces. **Note:** When using a 5-percent chlorine bleach solution on vertical surfaces, the solution is not likely to remain in contact with the surface long enough to be fully effective.

11.8.2.4. Plastic and rubber components are porous materials that absorb liquid chemical agents. Once the agent absorbs, it remains embedded in the material and some level of vapor hazard will remain for extended periods.

11.8.2.5. Chemical or biological agents in solid or particle form do not penetrate or adhere to most surfaces and are easily removed or neutralized with liquid decontamination solutions.

11.8.2.6. If canvas storage covers, seatbelts, webbing, carpet, and other textile materials are contaminated with liquid chemical agents, there are no effective or

operationally feasible methods to decontaminate. Should these items become contaminated, place barrier material over the items or replace them.

11.8.3. Vehicle Paint Schemes:

11.8.3.1. Chemical Agent Resistant Coating (CARC) is a supplemental coating applied to vehicles and equipment to enhance the ability of operators to decontaminate the item after a chemical attack. Most non-CARC painted surfaces readily absorb liquid chemical agents. However, it may take up to 6 hours for chemical agents to absorb into those few vehicle or equipment items that have been painted within the previous two years. CARC paint older than 2 years readily sorbs chemical agents. Due to the slower rate of absorption with CARC paint, the contact and transfer hazard remains viable as long as the agent is on the surface. Additionally, the resulting vapor concentrations are at their maximum limit. If it is necessary to use CARC painted vehicles or equipment within 6 hours of contamination, decontaminate the entire exterior in addition to those areas that will be continuously touched.

11.8.3.2. Polyurethane Paint: The majority of vehicles and equipment on Air Force installations are painted with polyurethane compounds. Chemical agents readily absorb into this type of paint. Thus, decontamination operations will not have a significant effect unless decontamination activities take place very shortly after the time of contamination (within minutes). When the liquid agent absorbs into the paint, it reduces the residual contact hazard and may present a vapor off-gassing hazard for long periods.

11.8.4. Pre and Post attack preparations/actions:

11.8.4.1. Contaminated Vehicle Identification and Marking: Each vehicle and equipment operator is responsible for placing M8 paper on their vehicle or equipment prior to attacks. They are also responsible for identifying and marking contamination found after attacks. Check pre-positioned M8 paper as soon as possible and mark contamination when post-attack movement is directed by the Installation Control Center (ICC) or UCC. When the item is contaminated, mark with the appropriate symbol. This is done to enable maintenance personnel to take the necessary protective actions and precautions when performing maintenance. The operator must also notify their UCC of the contamination items status. For vehicles, place the marker in lower center portion of the windshield. Each vehicle operator will annotate the AF Form 1800 when the marker is placed. Include the date and time of the contamination, the agent type, and the location of the contamination on the vehicle. If the inspection form is not available or becomes contaminated, provide the same information, along with the vehicle or equipment registration or identification number, to the unit UCC. The UCC consolidates unit information and passes this information to the EOC. The EOC reports the information to the ICC or VMF as appropriate. For vehicles, the UCCs will also notify the VMF and include the POC information, vehicle location, contamination type, damaged or unserviceable status, and vehicle registration number.

11.8.4.2. Pre and Post Attack Operations: Pre-attack actions include planning a vehicle covering strategy, protecting the vehicle fleet, and pre-positioning M8 paper on all

vehicle assets. Post-attack actions include prioritizing vehicle use after an attack, conducting expedient vehicle decontamination, and performing vehicle maintenance procedures in a contaminated environment. Additional post-attack activities include providing long-term identification of contaminated vehicles and supporting open-air Casualty Collection Area (CCA) operations.

11.8.4.3. Heating, Ventilation, and Air Conditioning (HVAC) Operations: During pre-attack actions, shut down breathing air compressors and HVAC operations. Suspend all operations requiring respirator usage. These actions will prevent the potential spread of contamination and exposure to personnel and building interiors.

11.8.4.4. Dispersal and Expedient Hardening: Vehicle dispersal is a valuable asset protection technique. The probability is high that effective dispersal will protect some vehicle assets from contamination or damage from conventional weapons effects. However, use dispersal actions with expedient hardening and overhead cover whenever possible. Additionally, personnel must guard against the tendency to park a large number of vehicles at any one location due to the ease of access.

11.8.4.5. When identifying or constructing dispersal sites, choose a combination of features that provide the best available expedient or natural protection and support mission needs.

11.8.4.6. Locate multiple dispersal sites in areas that are not within the effective range of adversary ground force weapons. If possible, locate sites on a concrete or asphalt surfaces and ensure there are at least two entry and exit routes. One of the routes should be a concrete or asphalt surface. Enhance protection by locating dispersal sites in areas that is under the direct observation or control of a security forces defensive fighting position or an owner-user security checkpoint. To simplify retrieval and post attack reconnaissance tasks, place sites near a unit work area.

11.8.4.7. Consider using dispersed vehicles as storage locations for alternate mission supporting materials, such as tools and equipment.

11.8.4.8. Use contaminated vehicles only when uncontaminated vehicles of the same type are unavailable. If possible, coordinate with the requesting unit to delay non-critical operations until the uncontaminated vehicle is available. This strategy requires close cooperation between the LRS UCC and UCCs for units which use UDI vehicles. The LRS UCC consolidates reports on the unserviceable and contaminated vehicles and then provides them to the LRS representative in the EOC. The EOC LRS representative will work with vehicle operations section and base UCCs to develop a vehicle priority list to support critical wing activities with operational, uncontaminated vehicles.

11.8.4.9. As a safety precaution, always wear BDO or JLIST gloves when working with or around previously contaminated vehicles if a chemical or biological attack occurred on the installation. Dispose of contaminated waste within a closed and marked container or in a marked plastic disposal bag at the unit contaminated waste disposal point, or in the nearest work center contaminated waste disposal point. If transporting contaminated waste from the work site to another location, place the

contaminated waste inside marked plastic bags or closed containers before loading into the vehicle.

11.8.4.10. Contaminated busses move contaminated passengers and non-contaminated busses move non-contaminated passengers. However, there will be times when insufficient resources are available for use or mission dictates the prompt movement of personnel. During these times, use caution and place plastic barrier materials on the seats to prevent cross contamination.

11.8.4.11. Vehicle Contamination Specifics: There is no machine, kit, team, technique, or procedure presently capable of fulfilling all decontamination requirements. Depending on the vehicle surface, the agent may absorb into the surface in times ranging from less than one minute up to approximately an hour. Vehicle decontamination operations will not have a significant effect once the agent has absorbed into the surface. Thus, there is no need for extensive vehicle decontamination and there is no need to establish a formal vehicle decontamination team. Placing barrier materials over the item(s) and, or replacement are the best mitigation techniques. Vehicles must be expediently decontaminated, specifically the parts that will continuously be touched within 1-hour of contamination. However, ensure vehicles are clearly identified as containing a residual chemical hazard. The operator's or work center's accomplishment of expedient decontamination using M295 decontamination kits will suffice to continue operations. Use M295 decontamination kits or a 5-percent chlorine bleach solution to decontaminate appropriate asset surfaces if more than cursory contact is necessary, i.e. leaning on hood compartment, kneeling in truck bed.

11.8.4.12. Ensure all personnel are wearing the appropriate MOPP. Once cargo loading/unloading is complete, determine the type, location, and degree of contamination remaining on the vehicle and ensure to transport personnel to the CCA as required. The ICC will make the final decision as to Mission Criticality Level. See **Table 11.1** below for specific levels.

Table 11.1. Mission Criticality Level Codes:

Mission Criticality Level	Definition
Critical	Property is sufficiently important that it must be transported within 4-hours, regardless of existence of contamination.
Priority	Property is sufficiently important that it must be transported within 12-hours, regardless of existence of contamination.
Accelerated	Property is sufficiently important that it must be transported within 24-hours, regardless of existence of contamination.
Routine	Mission can be delayed until contamination levels are such that MOPP 4 is not required, regardless of how long it takes the contamination to dissipate.
Negligible	Mission can be delayed until there is no measurable indication of contamination; property should not normally be accepted inside property movement area and save room for higher priority property.

11.8.4.13. Movement of contaminated and clean cargo.

11.8.4.13.1. If the transport vehicle is uncontaminated, take the following precautions to keep it clean during the contaminated cargo movement process.

11.8.4.13.2. Expediently decontaminate the portions of the material handling equipment exposed to either the cargo pallet or the transport vehicle (forklift tines and rollers on the K-Loader). Use M295 decontamination kit or 5-percent chlorine bleach solution to decontaminate.

11.8.4.13.3. Place plastic or another barrier material in the bed of the transport vehicle over the area the cargo will sit on.

11.8.4.13.4. The vehicle operator should be the only person in the transport vehicle and must wear the appropriate level of IPE.

11.8.4.13.5. Local cargo handlers should perform the actual cargo loading. Cargo handlers should not touch or stand on or inside the vehicle unless absolutely necessary. If they must touch or stand on or inside the vehicle, they should use decontamination troughs containing 5-percent chlorine solutions to decontaminate their gloves and boots before they make contact. Check the clean transport vehicle for evidence of cross-contamination and decontaminate with the M295 decontamination kit if contaminated. Seal vehicle chocks or other transport vehicle accessories that may have come in contact with contaminated surfaces inside a plastic bag prior to loading.

11.8.4.13.6. Appropriately mark the vehicle and the cargo to clearly identify the hazard associated with the contaminated cargo.

11.8.4.13.7. Use the following guidelines when loading and transporting clean cargo after attacks with chemical or biological agents.

11.8.4.13.7.1. Determine the contamination status of the material handling equipment (forklifts and K-loaders) and the transport vehicle or vehicles.

11.8.4.13.7.2. If the material handling equipment and/or transport vehicle is contaminated, take the following precautions to prevent them from cross-contaminating the 463L cargo pallet during the cargo movement process.

11.8.4.13.7.3. Expediently decontaminate the portions of the material handling equipment that will come in contact with the cargo.

11.8.4.13.7.4. Place at least two sheets of plastic or another layer of barrier material in the bed of the transport vehicle over the area the cargo or pallets will sit on.

11.8.4.13.7.5. Ensure the cargo has at least a double wrap of barrier material.

11.8.4.13.7.6. The vehicle operator should be the only person in the transport vehicle and must wear the appropriate level of IPE.

11.8.4.13.7.7. Local cargo handlers should perform the actual cargo loading. Cargo handlers should not touch or stand on or inside the vehicle or vehicles unless absolutely necessary. If they must touch or stand on or inside the vehicle or vehicles, they should use decontamination troughs containing 5-percent chlorine solutions to decontaminate their gloves and boots after they make contact. Check the pallet or pallets for evidence of cross-contamination and decontaminate with the M295 decontamination kit if contamination is present.

11.8.4.13.7.8. Appropriately mark the vehicle to clearly identify the associated hazard.

Chapter 12

QUALITY ASSURANCE PERSONNEL (QAP)

Section 12A— General Information and Administration

12.1. Responsibilities: Ensures contractors provide the services required under the contract.

12.2. Duties: The Quality Assurance Program ensures satisfactory performance of the technical area of the contract. The base contracting officer provides guidance to determine if the contractor's performance meets contractual obligations. The Contracting Officer Representative (COR) administers and adheres to policies for contract management IAW DFARS 201.602-2, COR Responsibilities. The COR duties include:

12.2.1. Represent the contracting officer in all technical matters concerning the contract.

12.2.2. Assist in developing and updating the Statement of Work (SOW), Performance-based Work Statement (PWS), Performance Requirements Document (PRD) surveillance plans, and evaluation guides.

12.2.3. Provide a monthly summary of QAP surveillance activities to the contracting officer.

12.2.4. Certify contractor invoices.

12.2.5. Perform contract surveillance, evaluates and documents contractor performance.

12.2.6. Submit contractor performance reports to the contract administrator in the frequency, format, and detail prescribed by the contracting officer.

12.2.7. Review contractor's quality control program.

12.2.8. Periodically review contractor's performance with the commander and contract administrator.

12.2.9. Reviews and purges all incoming correspondence before routing it to contractor.

12.2.10. Review contractor reports for accuracy, adverse trends, and accomplishment.

12.2.11. Review contractor reports submitted to higher headquarters.

12.2.12. Review all outgoing Air Force correspondence.

12.2.13. Validate contractor technical orders.

Section 12B— QAP Records Maintenance Responsibilities

12.3. Maintain Organized Filing System: Records are subject to inspection/review by the IG and auditors, etc., and can be used in litigation to support the government's position in disputes. QAPs will establish and maintain a contract surveillance file for each active service contract. The file normally contains the following as applicable:

12.3.1. A duplicate copy of the QAP appointment letter signed by the contracting officer.

12.3.2. A copy of the contract with attachments, special reports from the contractor, and any technical specifications.

12.3.3. A copy of all modifications to the contract. Modifications are executed on a SF 30, *Amendment of Solicitation/Modification of Contract*, or memorandum. Amendments to solicitations become part of the contract.

12.3.4. Copies of all receipt and acceptance documents.

12.3.5. Correspondence to and from the contracting officer and contractor. This correspondence should include special instructions from the contracting officer, interpretation of the terms and conditions of the contract from the contracting officer, clarification of specifications to the contractor, or questions on interpretations of terms, conditions, and specifications from the contractor.

12.3.6. A copy of any memoranda for the record to document:

12.3.7. Telephone conversations with the contractor's representative and the contracting officer.

12.3.8. Pre-work or pre-performance conference meetings.

12.3.9. Any other conversations or meetings with the contractor or contracting officer.

12.3.10. Records of the contractor's inspection system, if obtained from the contractor.

12.3.11. Records of inspections describing how, when and where the inspections are accomplished and the results of those inspections.

12.3.12. Samples, photographs, witness statements, and other factual data to support documentation.

12.3.13. Records of unusual conditions that could delay performance of a provision of the contract.

12.3.14. Names of individuals who are functioning as technical and administrative assistants.

12.3.15. Applicable test reports, data required by the contract, AF Forms 9, and funding obligations for the contract.

12.3.16. A copy of the surveillance plan.

12.3.17. A copy of all forms and letters containing surveillance and evaluation data applicable to the contract(s).

12.3.18. The COR forwards all records to the contracting officer for disposition.

12.3.19. A suspense system will be established to advise the contracting officer of the contractor's failure to complete acceptable performance or delivery, IAW the contract schedule or provisions.

Section 12C— QAP Limitations

12.4. CORs Will Not:

12.4.1. Clarify, make, or infer legal interpretation on the scope or intent of the contract. Questions pertaining to interpretation of any contract provisions shall be referred to the contracting officer and SJA for resolution.

12.4.2. Approve contractor's procedures.

12.4.3. Authorize the expenditure of funds.

12.4.4. Levy or impose upon a contractor any task or permit any substitution not specifically provided for in the contract.

12.4.5. Enter into contractual agreements with the contractor.

12.4.6. Give direction to the contractor or employees. Offer advice to the contractor that may adversely affect contract performance or compromise the rights of the Air Force.

Section 12D— Monitoring Contractor Performance

12.5. Quality Assurance Surveillance Plan (QASP): The QASP is an inspection plan to conduct proper surveillance of a contractor. It provides for effective and efficient monitoring to ensure acceptable service, and provides data and historical perspectives to evaluate performance. The objective of the QASP is to ensure acceptable performance, effective quality control, and a beneficial contract for the Air Force. The QASP will identify specific surveillance methods for inspections and will be used to evaluate the services provided by the contractor. The surveillance plan includes:

12.5.1. A Performance Requirement Summary which contains the necessary information to develop the plan.

12.5.2. A Sampling Guide and Tally Checklist to describe and record random sampling surveillance.

12.5.3. A locally developed form to inspect periodic items as specified in the performance requirement summary.

12.5.4. A form specified by the Contracting Flight, to record customer complaints and document unacceptable contractor services. **Note:** Use the form specified by the Contracting Flight, to implement the plan. Provide a copy of the plan to the contracting officer.

12.5.5. Document satisfactory or unsatisfactory job tasks on tally checklists. Satisfactory performance is determined by performance criteria in the contract which specifies an acceptable quality level. Unacceptable performance is brought to the attention of the contractor, and the QAP prepares reports as directed by the local Contracting Office. The QAP uses subjective judgment and criteria set out in a “decision table” to determine unacceptable levels of performance. Provide the report to the contracting officer who can initiate action against the contractor.

12.6. Surveillance Methods: The first source of information for a contract surveillance function is the Management Information System. This data collection method is used to identify problems in the work area. The data is useful to both the contractor and the QAP, but since data is mostly supplied by the contractor, the system should not be relied on exclusively to evaluate performance.

12.6.1. Random Inspection/Sampling: Random inspections to evaluate performance provide the QAP with a valuable management tool. Random samplings provide good overall performance indicators. Each job is evaluated in detail and the level of performance is

recorded. The critical element in a random sampling evaluation is that the observations are truly random and they depict the typical average performance.

12.6.2. Checklists: The checklist system is an easy method to identify the routine functions of the contractor's activities. Prepare initial checklists from previously existing inspection guidelines and specific provisions in the contract. Review and modify the checklist as necessary to ensure accuracy and currency.

12.6.3. Customer Complaints: The QAP can use customer complaints to identify potential problem areas. The QAP must respond quickly to the customer complaint with an objective evaluation. Feedback and involvement with the unsatisfied customer is crucial if the complaint system is to have validity.

Section 12E— General Contract Administration Responsibilities

12.7. Contract Administration: The following are the primary functions/personnel the QAP will routinely deal with:

12.7.1. Functional Area Chief (FAC): The FAC is a functional director or commander of any functional area with government program management responsibility for contracted services, which provide some or the entire functional mission. For example, the LRS commander is a FAC. They are generally responsible for:

12.7.1.1. Developing and sustaining a sound Quality Assurance Evaluation Program (QAEP).

12.7.1.2. Implementing the QASP.

12.7.1.3. Developing the SOW, PWS or PRD surveillance plans and evaluation guides.

12.7.2. The Contract Administrator (CA): A qualified contracting individual appointed by the contracting officer to administer a particular contract.

12.7.3. The Contracting Officer (CO): The Air Force agent authorized to award and/or administers contracts. The CO acts as an agent between the Air Force and the contractor and is the only person authorized to enter into contracts. The CO is responsible for reviewing the contractor's performance to ensure that it is satisfactory and that the Air Force receives the products and/or services requested.

Chapter 13

SUPPORT AGREEMENTS

Section 13A— General Information and Administration

13.1. Overview: Inter-service support among DOD components will be used where economies are realized without impairing mission effectiveness. DOD Instruction 4000.19, *Inter-service and Inter-governmental Suppor*t, implements DOD policy concerning inter-service support. As a rule, the DOD component having the greater area of responsibility (equipment and manpower) furnishes the support requested to the extent capabilities and military commitments permit.

13.2. Arranging for Inter-service Vehicle Support: Arrangements for inter-service support generally provide that DOD components furnishing the service may not assume any liability whatsoever for personal injury or property damage caused by any vehicle while it is in the custody of the using component. The using DOD components must:

13.2.1. Assume the costs of pick up and delivery of vehicles.

13.2.2. Properly operate, maintain, and use vehicles in their custody.

13.2.3. Take administrative action relating to damage or theft of the motor vehicle in their custody.

13.2.4. Assume responsibility for any damages resulting from accidents or incidents while the vehicle is in their possession.

13.3. Activity Pooling: A transportation and equipment pool:

13.3.1. Operates where it will be most economical or provides the most satisfactory transportation service.

13.3.2. Consolidates full or partial transportation assets of separate activities. The pooled segments should be located within an area most convenient to the majority of the vehicle users.

13.3.3. Is administered by a lead activity designated by the components. It may be subdivided locally as necessary. Agreements for activity pooling are sent to HQ USAF/A4LE and A4LX for coordination.

13.4. Prescribed and Adopted Forms:

13.4.1. Information Collections. No information collections are created by this publication.

13.4.2. Records. The program records created as a result of the processes prescribed in this publication are maintained IAW AFMAN 33-363 and disposed of IAW the AFRIMS RDS located at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

13.4.3. Forms (Adopted and Prescribed).

13.4.3.1. Forms adopted by this publication. DD Form 1348-1, **Issue Release/Receipt Document,** DD Form 1348-6, **DOD Single Line Item Requisition System Document,** AF Form 9**, Request for Purchase,** AF Form 15**, United States Air Force Invoice (NOT LRA),** AF Form 55**, Employee Safety and Health Record,** AF Form 483,

Certificate of Competency, AF Form 1098, **Special Task Certification and Recurring Training,** AF Form 2586**, Unescorted Entry Authorization Certificate,** SF 1164**, Claims for Reimbursement for Expenditures on Official Business,** OF 346, **U.S. Motor Vehicle Operator's Identification Card** and SF 30**, Amendment of Solicitation/Modification of Contract.**

13.4.3.1. **(YOKOTAAB)** AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

13.4.3.2. Forms prescribed by this publication. AF Form 1800, **Operator's Inspection Guide and Trouble Report**, AF Form 1807, **Operator's Inspection Guide and Trouble Report (Fuel Servicing)**, AF Form 2005, **Issue/Turn-In Request,** AF Form 171, **Request for Driver's Training and Addition to U.S. Government Driver's License,** AF Form 868, **Request for Motor Vehicle Services**, AF Form 2293, **US Government Motor Vehicle Identification Card**, AF Form 2296, **Vehicle Operator Information**, SF 91, **Motor Vehicle Accident Report**, DD Form 518, **Accident-Identification Card**, OF 345, **Physical Fitness Inquiry for Motor Vehicle Operators.**

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Title 41, CFR, Public Contracts and Property Management

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Abbreviations and Acronyms

AFSC— Second Air Force Specialty Code

ABO— Air Base Operability

AAFES— Army Air Force Exchange Service

ACF— Accounting and Finance

ACN— Authorization Change Notice

ACR— Authorization Change Request

AEF— Air and Space Expeditionary Forces

AF— Air Force

AFFP— Air Force Fitness Program

AFH— Air Force Handbook

AFI— Air Force Instruction

AFJMAN— Deleted

AFLMA— Air Force Logistics Management Agency

AFMAN— Air Force Manual

AFMS— Air Force Manpower Standard

AFOSHSTD— Air Force Occupational, Safety and Health Standard

AFOSI— Air Force Office of Special Investigations

AFPC— Air Force Personnel Center

AFR— Air Force Reserve

AFRC— Air Force Reserve Command

AFS— Air Force Specialty

AFSC— Air Force Specialty Code

AFSLMO— Air Force Senior Leader Management Office

ANG— Air National Guard

APF— Appropriated Fund

APS— Aircraft Parts Store

ATSO— Ability to Survive and Operate

BDO— Battle Dress Overgarment

BOS— Base Operating Support

CA— Contract Administrator

CACV— Command and Control Vehicle

CAFIS— Computer Automated Fleet Information System

CAFSC— Control Air Force Specialty Code

CAP— Civil Air Patrol

CARC— Chemical Agent Resistant Coating

CAT— Crisis/Contingency Action Team

CCA— Casualty Collection Area

CBRN— Counter-Chemical, Biological, Radiological, and Nuclear

CDC— Career Development Course

CDF— Cargo Deployment Function

CDL— Commercial Drivers License

CFETP— Career Field Education and Training Plan

CFR— Code of Federal Regulations

CIMIC— Civil Military Cooperation

CIP— Common Installation Picture

CME— Contract Manpower Equivalent

CO— Contract Officer

CONPLAN— Contingency Planning

CONUS— Continental United States

COR— Contracting Officer Representative

CORT— Combat Operational Readiness Training

CPG— Career Progression Group

CSC— Case Study Committee

CSS— Commander's Support Staff

CWDE— Chemical Warfare Defense Ensemble

CWO— Combat Wing Organization

DAFSC— Duty Air Force Specialty Code

DDESS— Domestic Dependent Elementary and Secondary Schools

DIFM— Due-In for Maintenance

DMV— Department of Motor Vehicles

DOC— Designed Operational Capability

DOD— Department of Defense

DODDS— Department of Defense Dependent Schools

DODEA— Department of Defense Education Activity

DOR— Due-out Release

DRMS— Defense Reutilization Marketing Service

DSC— Distribution Section Chief

DSC/DSS— Distribution Section Chief/Superintendent

DSN— Defense Services Network

DSS— Distribution Section Superintendent

DV— Distinguished Visitor

EC— Element Chief

ECP— Entry Control Point

EEIC— Element of Expense and Investment Codes

EOC— Emergency Operations Center

ETS— Expiration Term of Service

FAC— Functional Area Chief

FAR— Federal Acquisition Regulation

FASCAP— Fast Payback Capital Investment Procedures

FLO— Family Liaison Officer

FOA— Field Operating Agency

FOD— Foreign Object Damage

FP— Financial Plan

FPC— Federal Prison Camp

FPCON— Force Protection Condition

FPM— Federal Personnel Manual

FSC— Flight Service Center

FTAC— First Term Airman's Center

GMV— Government Motor Vehicle

GPC— Government Purchase Card

GSA— General Services Administration

GSU— Geographically Separated Unit

GTC— Government Travel Card

GVW— Gross Vehicle Weight

HAZCOM— Hazard Communications

HAZMAT— Hazardous Materials

HVAC— Heating, Ventilation, and Air Conditioning

IAW— In Accordance With

ICBM— Intercontinental Ballistic Missile

ICC— Installation Control Center

IEP— Individual Education Plan

IEU— Individual Equipment Unit

IG— Inspector General

IGESP— In-Garrison Expeditionary Site Plan

IGESPC— In-Garrison Expeditionary Site Planning Committee

IPE— Individual Protective Equipment

ITA— Invitational Travel Authorization

ITV— In-Transit Visibility

JLIST— Joint Service Lightweight Integrated Suit Technology

JMC— Joint Mobility Center

JQT— Job Qualification Training

KPI— Key Performance Indicator

LAN— Local Area Network

LEA— Local Education Agency

LOAC— Law of Armed Conflict

LRC— Logistic Readiness Center

LRS— Logistics Readiness Squadron

MAJCOM— Major Command

MARE— Major Accident Response Exercise

MDG— Medical Group

METL— Mission Essential Task List

MFM— MAJCOM Functional Manager

MHE— Material Handling Equipment

MICAP— Mission Capable

MILAIR— Military Air

MILSTRIP— Military Standard Requisitioning and Issue Procedures

MMF— Materiel Management Flight

MOOTW— Military Operations Other Than War

MOPP— Mission-Oriented Position Posture

MPES— Manpower Programming and Execution System

MPF— Military Personnel Flight

MRE— Meals Ready to Eat

MWR— Morale, Welfare, and Recreation

NAF— Non-appropriated Fund

NATO— North Atlantic Treaty Organization

NCO— Noncommissioned Officer

NCOIC— Noncommissioned Officer in Charge

NEO— Noncombatant Evacuation Operations

NHTSA— National Highway Traffic Safety Administration

NMA— No Manpower Available

NVA— No Vehicle Available

NVG— Night Vision Goggles

OCONUS— Outside the Continental United States

OI— Operating Instruction

OJT— On-The-Job Training

OLVIMS— On-Line Vehicle Interactive Management System

O&M— Operations and Maintenance

OPLAN— Operations Plan

OPM— Office of Personnel Management

OPR— Office of Primary Responsibility

ORE— Operational Readiness Exercise

ORI— Operational Readiness Inspection

OR&L— Operators Records and Licensing

ORM— Operational Risk Management

PAD— Program Action Directive

PAFSC— Primary Air Force Specialty Code

PAS— Personnel Accounting System

PCS— Permanent Change of Station

PECI— Productivity Enhancing Capital Investment

PIF— Productivity Investment Fund

P.L.— Public Law

PMCS— Preventive Maintenance Checks and Services

POC— Point of Contact

POI— Plan of Instructions

POD— Permissible Operating Distance

POV— Privately Owned Vehicle

PRD— Performance Requirements Document

PWCS— Personal Wireless Communications System

PWS— Performance-based Work Statement

QAP— Quality Assurance Personnel

QASP— Quality Assurance Surveillance Plan

RA— Resource Advisor

ROE— Rules of Engagement

SABC— Self-Aid Buddy Care

SATS— Standard Asset Tracking System

SECAF— Secretary of the Air Force

SF— Standard Form

SFS— Security Forces Squadron

SIORE— Self Initiated Operational Readiness Exercise

SJA— Staff Judge Advocate

SPACE—A – Space-available

SOFA— Status of Forces Agreement

SORTS— Status of Resources and Training System

SOW— Statement of Work

SSAN— Social Security Account Number

SST— Supervisor Safety Training

TBA— Training Business Area

TDD— Time Definite Delivery

TDY— Temporary Duty

TPFDD— Time-Phased Force Deployment Data

TTP— Tactics, Techniques, and Procedures

TVO— Training Validation and Operations

UCC— Unit Control Center

UCMJ— Uniform Code of Military Justice

UDI— U-Drive it

UGT— Upgrade Training

UMD— Unit Manpower Document

UPMR— Unit Personnel Management Roster

US— United States

U.S.C.— United States Code

USO— United Service Organizations

UTA— Unit Training Assembly

UTC— Unit Type Code

UXO— Unexploded Ordinance

VCF— Vehicle Control Function

VCNCO— Vehicle Control Noncommissioned Officer

VCO— Vehicle Control Officer

VFM— Vehicle Fleet Manager

VIL— Vehicle Identification Link

VM&A— Vehicle Management and Analysis

VMF— Vehicle Management Flight

VMS— Vehicle Management Superintendent

VOCC— Vehicle Operations Control Center

WRM— War Reserve Materiel

Terms

Administrative Support— Commercial design vehicles used for common support of installations and personnel. All DOD sedans and most station wagons are included.

Dependent School Children (United States Only)— Those minor dependents, of DOD personnel and of members of other Federal agencies when specifically indicated, attending primary or secondary schools, including kindergarten (or "primary" or "junior primary," etc.) where this group or class: (1) Is conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade. (2) Is under the control of the local public board authority having administrative control and direction of free public education in a county, township, independent, or other school district within a state.

Direct Mission Support— Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

DOD Dependent Student (Overseas Only)— A minor student who*: (1)* Is the child, stepchild, adopted child, ward, or spouse of a dependent sponsor, or who is a resident in the household of a DOD sponsor who stands in loco parentis (resides with) to such an individual and who receives one-half or more of his or her support from such a sponsor. (2) Is authorized transportation at US Government expense to or from an overseas area, if the DOD sponsor is military; or is an authorized member of the household of a DOD sponsor entitled to a living quarter's allowance, as authorized by the Department of State Standardized Regulations and DODD 1400.25 if the sponsor is a civilian. (3) Has not completed secondary school and who will reach his or her 5th birthday, but not 21st birthday by December 31st of the current school year; or is handicapped and is between 3 and 5 years of age by December 31st of the current school year, provided the Director, DODDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or is a preschool aged child who will be 4-years of age by December 31st of the current school year, provided that the Director, DODDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

Domicile— A place of residence, regardless of where located, excluding TDY residences.

Emergency Response Forces— A group organized or available for a certain purpose with specialized vehicles to support the Air Force mission. Example would be Fire Department personnel and their P19 fire truck or Security Force personnel and their LE sedans.

Employee— An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps established by *Title 42 U.S.C.* § 102.

Field Work— Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a government passenger carrier for transportation.

Group Transportation— A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

Handicapped Children— Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped or having specific learning disabilities and who, because of those impairments, need special education, and related services. (see DODI 1342.12)

Incidental Operator— An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or -leased motor vehicle to properly carry out his or her assigned duties.

Installation or Action— Real property owned or leased by the United States, and under the jurisdiction of one of the DOD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act.

Local Public School (United States Only)— That division of the state school system that provides free public education to any span of grades 1 through 12 plus kindergarten, and which is under the supervision and/or control of, and is designated by a legally constituted board of education (or other legally constituted local school authority) to serve the geographic attendance area in which a dependent child resides.

Lodging— Temporary sleeping place or quarters.

Mass Transit— Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "non-duty" types of transportation within a DOD installation or between sub-installations.

Military Design Vehicles— Motor vehicles designed IAW military specifications to meet transportation requirements for the direct support of combat or tactical operations, or for training of troops for such operations.

Motor Vehicle Accident— An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

Non-DOD Schools— Schools including dormitory facilities, other than DOD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DOD schools to provide room and board

for eligible handicapped dependents when DOD Dependents Schools cannot provide an appropriate education. (see DODI 1342.13)

Non-tactical Vehicle— A motor vehicle or trailer of commercial design acquired for administrative, direct mission or operational support of military functions. All DOD sedans, station wagons, carryalls, vans, and buses are considered "non-tactical."

Official Purposes— Any application of a motor vehicle in support of authorized DOD functions, activities or operations.

Official Travel— The individual is on funded orders and can claim reimbursement for the mode of travel on a travel voucher. Personnel in a permissive TDY status or on invitational orders can only ride space-available on transportation that is already authorized/scheduled in support of personnel on funded orders. The vehicle size or contract cost will not increase to accommodate space-available personnel.

Operations— Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

Operations Support— Commercial design vehicles in use by units conducting combat or tactical operations or for training personnel for such operations.

Operator Inspection and Service— Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

Permissible Operating Distance— DOD maintains and operates in peacetime only those owned or leased motor vehicle assets needed to meet approved DOD emergency and wartime requirements that cannot be met from commercial transportation resources. Requirements in excess of DOD capability shall be met by the use of commercial carriers. The POD is that distance from the installation that GMVs travel before competing with commercial carriers (see DODD 4500.36-R). As a guide, a 100-mile radius is sufficient to support operations at most bases. Identify frequently traveled points that exceed the standard radius. Vehicles used to support the USAF Courier transfer stations, Armed Forces Courier Service, AF Bands, AF Academy, and AFOSI are exempt from POD limitations.

Place of Employment— Any place within the accepted commuting area where the person performs his/her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place (see 41 CFR 101-6.400).

Private School (United States Only)— An elementary or secondary school that provides education within a span of grades 1 through 12, plus kindergarten, established by an agency other than the state or its subdivisions, but legally permitted under the laws of the state, or foreign government, and that includes within its curriculum all subjects that are usually taught under the laws of the states. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

Public Transportation— Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

Reasonable Distance— A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20-miles from the installation to the school is considered to be a reasonable distance.

Responsive Manner— Transportation service which is available and capable of providing the traveler movement to/from locations in order to meet their traveling requirements. While a traveler's schedule or traveling locations may not allow for use of public or commercial transportation, travelers must make every attempt to utilize existing regularly scheduled transportation when available, feasible and cost effective. The numbers of personnel and/or excess baggage are common factors to be considered in determining whether or not transportation is responsive. Cost per passenger mile, as defined in Table 3.2 will be used to determine whether to support using GMVs or other means of transportation support. As a general rule, the standard airlines definition of excess baggage will apply.

Scheduled DOD Bus Services— Scheduled bus services provided by DOD Components, to include, bus services contracted by DOD Components.

Shuttle Service— This fare-free service is established to meet DOD requirements and operates only in duty areas.

Space Available (Space A)— Any seating available after accommodating space required passengers. The vehicle size or contract cost will not be increased to accommodate space-available personnel (i.e. if space is required for three passengers to attend an official function, a bus can not be scheduled for use to transport additional Space-A passengers desiring transport to the same or nearby destination).

Sub-Motor Pools— An element of the central transportation, motor pool that is required to be physically located in another area due to lack of space, mission requirements or geographic conditions of the installation.

Tactical Vehicle— A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on-pavement environment of their flightlines.

Taxi Service— Transportation services provided by vehicles dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service vehicles may or may not be radio-equipped.

U-Drive-It (UDI)— Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using Agency in support of home-station mission, contingencies, TDY support, and combat service support operations. Support is normally limited to 72-hours.

Vehicle Operations Fleet— Vehicles assigned to provide transportations services for temporary use by other organizations.

Walking Distance— In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop, normally not to exceed 1-mile for students in kindergarten through grade 6; and 1.5-miles for students in grades 7 through 12. These areas

should conform to natural boundaries such as a housing area, a neighborhood, etc. In the CONUS walking distances are established by local school authorities.

Attachment 2

OLVIMS DISPATCH MODULE STANDARDIZED LOADING PROCEDURES

A2.1. OLVIMS Dispatch Module: Program used to track workload data, vehicles, vehicle requests, and dispatches for vehicles with and without operator support. Dispatches are categorized and reported to assist with various management decisions. The data is used to justify vehicle, budget, and manning requirements within Vehicle Operations.

A2.2. Annotating Request Information. Properly annotating request information on an AF Form 868 is one of the most vital functions of Vehicle Operations. The following provides guidance necessary to correctly complete this electronic form within OLVIMS Dispatch Module. Each block/screen will be completed to include the following minimum information. Additional information may be added as needed:

A2.2.1. Log into OLVIMS Dispatch Module under AF Portal Login screen located at **https://www.my.af.mil/olvims/webapp/dispatch/Dispatch**. Enter your full name without spaces into the username field using the following format: First name, middle initial, last name. Insert your user password and click on submit.

A2.2.2. Dispatch Function: Go to the Operations drop down menu and choose “Dispatch", click on "Request."

A2.2.3. New Request: To open a new request click on the "Open New Request" link at the bottom of the screen. To open an existing run, select the run from the current screen and select it. Enter "Edit Selected Request."

A2.2.4. Enter/edit all information received. Some blocks will have a drop down menu with preexisting choices.

A2.2.5. Confirmation Number: This number is automatically generated and issued by OLVIMS Dispatch Module. Provide the number to the customer for their records.

A2.2.6. Category Code: Select the link next to the field. It will show a menu used to identify the type of run. **Example:** Taxi, Aircrew, Tractor-Trailer Support, Documented Cargo, etc. This field will determine requirements in other data fields such as tractor-trailer.

A2.2.7. Requester: Enter the first and last name of the requester. If the user is TDY to the installation, enter “TDY” after the name, and annotate their home unit or base in the remarks block.

A2.2.8. Requester/Grade: Drop down menu with multiple military grades and civilian titles.

A2.2.9. Using Organization Code: Select the link next to the field. It will show a menu that contains base wide organization codes. Select the requester's organization.

A2.2.10. Requesters Phone Number: Input requesters phone number using a 10-digit format. 000 will be used for the area code when applicable.

A2.2.11. Date Time Required: Enter the date and time the customer requires the vehicle. A calendar icon is next to this field. Select it to open the calendar and choose the appropriate date and time. **Note:** If the customer's requested date and time is not available due to lack of driver or vehicle, continue to enter the request into OLVIMS Dispatch Module. Immediately close the request with the appropriate code [No Vehicle Available (NVA) or No Manpower

Available (NMA)]. Do not use NVA or NMA for requests rescheduled for the same day and when it does not impact the requester. Create a new entry with the rescheduled date and time. Special care must be given to clearly document why support is not provided.

A2.2.12. Pickup Location: Enter the location, normally a building name or number, where the passenger(s) or cargo, etc., are to be picked up.

A2.2.13. Destination: Enter the destination of the passenger(s), cargo, or the UDI request.

A2.2.14. Type Code: Drop down menu. Select the entry that best suits the type of run.

A2.2.15. Estimated Return Date/Time: Enter the estimated date and time the customer will be finished with the run/vehicle. A calendar icon is next to this field. Select it to open the calendar and choose the estimated date and time.

A2.2.16. Estimated Miles: Enter the estimated cargo and passenger round trip mileage of the request. Round trip mileage is figured from the point of the dispatch, to the drop-off point, and return to the point of dispatch. If a vehicle is dispatched on a new trip from a passenger drop-off point, the round trip mileage stops and restarts at the drop-off point.

A2.2.17. Number of Passengers: Enter the estimated number of passengers to be transported. Do not include the operator.

A2.2.18. Estimated Cargo: Enter the total estimated weight of cargo being transported.

A2.2.19. Credit Card: Drop down menu. Enter "Yes" if the run requires use of a Fleet Services or local commercial credit card. If a credit card is not used, select "No."

A2.2.20. Reimbursable Drop down menu: Select the entry if the vehicle request is from a unit that can reimburse Vehicle Operations for vehicle services provided.

A2.2.21. Project Name: Select the link next to the field. It will show a menu that contains project names that may be associated with the vehicle request. Examples: Base Air Show, IG Reception, Cope Thunder, Red Flag, etc.

A2.2.22. Combined With: Select the link next to the field. It will show a menu that contains pre-existing requests. Use this field whenever you can combine new dispatch requests with existing requests as applicable.

A2.2.23. Date/Time Requested: OLVIMS Dispatch Module will automatically populate this field when the request is entered into the system.

A2.2.24. Dispatcher Name: OLVIMS Dispatch Module will automatically populate this field when the request is entered into the system.

A2.2.25. Status: Drop down menu. Select the entry that corresponds to the current status of the run.

A2.2.26. High Visibility Run: Select the field as appropriate. When selected, the request will appear in red on the main screen.

A2.2.27. Vehicle Registration Number: Enter the number of vehicles required for this request. In the case of tractor and trailer requests, the vehicle field will automatically generate a requirement for two vehicles.

A2.2.28. Nomenclature: Select the link next to the field. It will show a menu used to select the type of vehicle requested or required.

A2.2.29. Registration Number: Select the link next to the field. It will show a menu that contains registration numbers for vehicles assigned to your unit. Select the appropriate one.

A2.2.30. Employee ID: Select the link next to the field. It will show a menu used to select the operator's employee number. This field will not recognize names. The last name field will automatically be populated when the Employee ID number is inserted.

A2.2.31. Remarks: Use this block to annotate any special instructions pertaining to the request.

A2.2.32. Save Request: After verifying all data, select the Save option. A save verification will appear on screen as "Record Was Saved!" If data was not saved input data and save again.

A2.3. Edit/Dispatch Scheduled Run: Go to the Operations drop down menu and select "Dispatch" and then select "Requests."

A2.3.1. Select the designated run on the "Dispatch Request Search" screen by clicking on the "Find" column on the left side of the desired row then select the "Edit Selected Request" field at the bottom center of the screen.

A2.3.2. Per-vehicle Date/Time Entry: Enter the actual date and time the customer took receipt of the vehicle or when the vehicle operator was issued the vehicle. A calendar icon is next to this field. Select it to open the calendar and choose the actual date and time dispatched. **Note:** When the operator receives a pre-brief and takes possession of the vehicle, that operator will be consider as dispatched since they are not available for any other runs.

A2.3.3. Date/Time Arrived: Enter the time the vehicle arrives at the passenger or cargo pick-up point. A calendar icon is next to this field. Select it to open the calendar and choose the actual date and time.

A2.3.4. Date/Time Pickup: Enter the time of the actual pax/cargo pick-up. A calendar icon is next to this field. Select it to open the calendar and choose the actual date and time.

A2.4. Close Scheduled Run: Go to the Operations drop down menu and select "Dispatch" and then select "Requests."

A2.4.1. Select the designated run on the "Dispatch Request Search" screen by clicking on the "Find" column on the left side of the desired row then select the "Edit Selected Request" field at the bottom center of the screen.

A2.4.2. Date/Time Released: For radio taxi and aircrew service, enter the time released by the passenger or user. For other transportation services, enter the time the vehicle operator returned to vehicle operations or dispatched on another request.

A2.4.3. Miles: Enter the actual number of miles accumulated during the dispatch.

A2.4.4. Passengers: Enter the actual number of passengers transported.

A2.4.5. Cargo Weight: Enter the actual weight of cargo transported.

A2.4.6. Remarks: Update the remarks section to include any specifics or lessons learned.

A2.4.7. Save Record: Upon completion select the "Save" option in the upper left corner of the page. After the prompt "Record Save" return to the main menu to enter new requests or to update existing dispatches.

A2.5. Reports Menu. Go to the Operations drop down menu and select "Reports" from the upper left corner then select "Dispatch."

A2.5.1. Select the desired report from the 21 available.

A2.6. Log Off: Once all dispatch transactions are complete or the dispatcher is ready to depart, log off OLVIMS Dispatch Module by selecting the "Logoff" option on the upper right side of the screen.

Attachment 3

AF FORM 868, REQUEST FOR MOTOR VEHICLE SERVICES

A3.1. Annotating Information: Properly annotating information on an AF Form 868 is one of the most vital functions of Vehicle Operations. The following provides guidance necessary to correctly complete this form. Each block will be accomplished to include the following minimum information. Additional information may be added as needed:

A3.1.1. DISPATCHER: Enter the name/initials of the dispatcher who receives or records the request.

A3.1.2. TIME OF CALL: Enter the time the request is received. If the request is received by letter, flying schedule, or other correspondence, enter "LTR", "FS", etc.

A3.1.3. PAX MILES: Enter the round trip mileage of any request to transport a passenger(s). Round trip mileage is figured from the point of the dispatch, to the drop-off point, and return to the point of dispatch. If a vehicle is dispatched on a new trip from a passenger drop-off point, the round trip mileage stops and restarts at the drop-off point. If the dispatch is for other than passengers, enter N/A is this block.

A3.1.4. DATE: Enter the date the request was received. If the request is received by letter or other method, use the date the request was received by the dispatcher. For approved recurring dispatches, enter the date when the form is filled out.

A3.1.5. TAXI/UDI/VEHICLE/RECOVERY/AIRCREW/SUPPORT/TRACTOR/TRAILER: Check the appropriate block for the service being provided.

A3.1.6. OTHER: If the dispatch request does not pertain to any of the five specific types of requests, enter a check in this block and specify the type of dispatch being provided, i.e., shuttle bus, base tour, cargo, etc.

A3.1.7. NAME OF REQUESTER: Enter the name and rank of the individual making the request.

A3.1.8. DUTY PHONE: Enter the phone number of the requester.

A3.1.9. NAME OF USER AND ORGANIZATION: Enter the requesting individual(s) name. Also enter the organization code or unit designation. If the user is TDY to the installation, enter "TDY" after the name, and annotate their home unit or base in the remarks block.

A3.1.10. DUTY PHONE NUMBER: Enter a phone number where the user can be reached. When specifying other than local phone numbers, ensure complete Defense Services Network (DSN) or commercial prefixes are provided.

A3.1.11. NUMBER OF PAX: Enter the number of passengers to be transported. Do not include the operator.

A3.1.12. CARGO: Enter the total estimated weight of cargo being transported.

A3.1.13. DATE REQUIRED: Enter the date the transportation service is required. For recurring dispatches, specify as appropriate.

A3.1.14. TYPE OF VEHICLE: Enter the type of vehicle requested or required.

A3.1.15. REG NUMBER: Enter the registration number of the vehicle used. In the case of tractor and trailer requests, only one AF Form 868 is required. If a rental vehicle is used, enter "rental" in this block.

A3.1.16. TIME REQUIRED: Enter the time transportation service is required. For taxi requests, this time is normally the same as the time of the call.

A3.1.17. PICK UP LOCATION: Enter the location, normally a building name or number, where the passenger(s) or cargo, etc., are to be picked up.

A3.1.18. EST USE TIME: Estimate the amount of time the vehicle will be required.

A3.1.19. TIME OF DISPATCH: Enter the actual time the vehicle is dispatched or the vehicle is picked up by the user.

A3.1.20. TIME OF ARR/PICK-UP: Enter the time the vehicle arrives at the passenger or cargo pick-up point. Also, enter the time of the actual pick-up. For UDI services, enter N/A.

A3.1.21. DESTINATION: Enter the destination of the passenger(s), cargo, or the UDI request.

A3.1.22. DROP-OFF: Check this block if the passenger(s) or cargo is to be dropped off. This entry is not always required.

A3.1.23. ROUND TRIP: Check this block if the passenger(s) are returning to the pick-up point. **Note:** This entry is not always required.

A3.1.24. RESPONSE TIME: Use this block for taxi service, aircrew and priority cargo (MICAPS) support only. For immediate service, enter the time (number of minutes) between the time of the call and the time of arrival to make the pick-up. When customers schedule transportation in advance, a response time is not computed. However, when the arrival time is later than the requested time, an explanation must be made in the remarks block.

A3.1.25. TIME RELEASED: For radio taxi and aircrew service, enter the time released by the passenger or user. For other transportation services, enter the time the vehicle operator returned to vehicle operations or dispatched on another request.

A3.1.26. OPERATOR'S NAME: Enter the vehicle operator's name. When more than one operator is dispatched, enter additional names in the remarks block. Annotate the reason (s) for more than one vehicle operator, e.g., shift changes, safety, assistance to the primary operator. For UDI service, the name will be the same as the user.

A3.1.27. TIME IN SERVICE: Enter the time (number of minutes/hours) the vehicle is on dispatch. Time is computed from the time of dispatch to the time of release.

A3.1.28. REMARKS: Use this block to annotate any special instructions pertaining to the request.

A3.2. Tally Requirements: An AF Form 868 is completed for all requests for support, whether support is provided or not. Tallying AF Forms 868 is accomplished by categories. Special care must be given to clearly document why support is not provided.

Attachment 4

INITIAL TRAINING PROCESS SAMPLE

A4.1. In-processing:

A4.1.1. Escort the new individual to the squadron's Commander Support Staff (CSS) where they will receive an in-processing checklist. They will normally have 30-days to complete the squadron in-processing checklist.

A4.1.2. Either CSS or TVO will schedule the individual for First Term Airman's Center (FTAC), if applicable.

A4.1.3. Initial feedback conducted with supervisor within 30-days of arrival. Recommend feedback every 45-days thereafter, until 1-year time-on-station is achieved for Airmen at their first duty assignment.

A4.1.4. AEF and Deployment Procedures: Deployment folder and complete a mobility bag pre-deployment inspection.

A4.1.5. Recall Rosters: Add name to recall rosters and provide recall procedures.

A4.1.6. Read element/flight/squadron/group/wing OIs, as applicable, and acknowledge understanding with signature/date.

A4.1.7. Complete squadron, flight, and work center orientations, as applicable.

A4.1.8. Establish Local Area Network (LAN) Account: Complete Information Protection training, brief e-mail orientation and internet policies.

A4.1.9. Request and brief on Government Travel Card (GTC) policy and proper use.

A4.1.10. Establish personal training record/file within TBA.

A4.1.11. Establish initial AF Form 171 for vehicle training/certification.

A4.1.12. Gain individual in OLVIMS Dispatch Module and assign rights.

A4.2. Clothing Issue: Once the individual returns from FTAC they will return to TVO Section for approximately 90-days to complete CDC's. Coordinate with the NCOIC of Equipment Support Section to schedule a time for the individual to go to IEU for required items.

A4.3. Line Badge: Request a restricted area badge (line badge), if applicable. See Unit Security Manager to set up an appointment.

A4.3.1. The Unit Security Manager will administer a restricted area badge test.

A4.3.2. The Unit Security Manager will generate an AF Form 2586, *Unescorted Entry Authorization Certificate*.

A4.3.3. Routing and signatures for line badge issuing will be determined by local procedures.

A4.4. Flightline Training: Operators are required to operate vehicles on the flightline to transport cargo and personnel daily. This includes aircrew support at many installations. **Note:** AFI 13-213, *Airfield Management, Para 4.3.3.2.5.*, outlines procedures for permitting limited

airfield access to individuals who fail the protanope and deuteranope color vision tests. The first step in flightline training is to initiate an AF Form 171.

A4.4.1. The trainer will conduct the daytime and nighttime orientation on the flightline. Items to train/familiarize on will include:

A4.4.1.1. All Entry Control Points (ECPs).

A4.4.1.2. Foreign Object Damage (FOD) checkpoints.

A4.4.1.3. Taxiways/hardstands.

A4.4.1.4. Airfield lighting and markers.

A4.4.1.5. Runway crossing procedures and vehicle crossing lights.

A4.4.1.6. Familiarize trainee with the location of all red lines. Red lines could be covered during different times of year, so trainee must know where they are located.

A4.4.2. Know the airfield markings.

A4.4.2.1. Runway Hold Line Position Marking: Yellow.

A4.4.2.2. Instrument Hold Line Position Marking: Yellow.

A4.4.2.3. Taxiway Edge Marking: Yellow.

A4.4.2.4. Taxilane Marking: Yellow.

A4.4.2.5. FOD Check Marking: White.

A4.4.3. Upon completion of day and night orientation annotate the AF Form 171.

A4.4.4. Flightline pre-test: A pre-test should be given on flightline ECP and runway crossing procedures. If the individual is unsure or not comfortable after taking the pre-test, retrain and retest as necessary prior to actual testing.

A4.4.5. Final flightline test: Once the trainee feels comfortable and has successfully taken the pre-test, the final test can be administered. The final test for flightline and runway crossing is normally a controlled document and may be located at Base Operations if not issued to the TVO Section as a test-proctor. The trainer may give the flightline and runway crossing tests to the trainee at the same time. Ensure the trainee is in a relaxed and quiet environment for testing purposes. Blank maps on runway crossing may be used. In order to pass the test, the trainee must score at least an 80-percent on the flightline test and a 100-percent on the runway crossing test. Test scores will be annoted in Section 19 on the AF Form 171 for issue of the flightline competency card.

A4.4.6. Practical driving evaluation: After an individual has successfully completed their flightline tests, the trainee will return to the flightline with the trainer for a Practical Driving Evaluation. The trainee will keep their AF Form 171 with them at all times while training on the flightline. The trainee will drive while being evaluted by the trainer. It is the trainer's responsibility to ensure the trainee is ready for crew runs after the evaluation or if the trainee still requires additional familiarization with the flightline.

A4.4.7. Control tower tour: All trainees must complete a tower orientation. Trainees must bring the AF Form 171 for flightline competency card issue to their tower orientation. Upon orientation completion, a member at the tower will initial appropriately on the AF Form 171.

A4.4.8. Aircrew and proficency training on the flightline: After the individual has completed the final tests, the trainer will coordinate with VOCC on scheduled crew runs. Trainer and trainee will initially go on crew runs together. The trainer is responsible for training on the proper procedures and base policies for driving on the flightline and crossing active runways. The trainee will not be released to a shift until the individual has the required knowledge on the flightline, runway crossing, and is comfortable in performing crew runs on their own. **Note:** Color blind personnel are normally resricted to ramp operations only.

A4.5. Local Driving Orientation: The TVO Section will conduct a local driving orientation for on and off base with the trainee. On-base orientation is designed for a new individual to get a feel for the base and to get oriented with the main buildings and locations. The most important places to point out during base orientation are:

A4.5.1. Flying squadrons and hangars, as well as, the maintenance hangars.

A4.5.2. Base Operations and Passenger Terminal.

A4.5.3. Headquarters, Numbered Air Force, tenant organization buildings, as applicable.

A4.5.4. Joint Mobility Center (JMC) or deployment processing centers.

A4.5.5. Main Billeting Office and enlisted/officer billeting.

A4.5.6. Commissary, Base Exchange, and Shoppette locations.

A4.5.7. Base Hospital or clinic.

A4.5.8. Military dining facilities.

A4.5.9. Documented Cargo sweep routes.

A4.5.10. Base shuttle bus routes.**Note:** Off-base orientations are specific areas that need to be pointed out in order to support official business transportation requirements.

A4.5.11. Airport familiarization training: This should include the departures and arrival areas for International and Domestic terminals, United Service Organizations (USO) terminals, government vehicle parking slots (if applicable), etc.

A4.5.12. Local ANG/AFR bases.

A4.5.13. Frequently used hotels.

A4.5.14. Frequently used automotive dealerships and vehicle rental agencies.

A4.6. Develop Training Records: The individuals training records will be loaded into TBA by the NCOIC of TVO Section. The NCOIC of TVO will conduct an initial evaluation and feedback on all Airmen in training. Mandatory items in the training records are addressed in AFI 36-2201v3, *Air Force Training Program On The Job Training Administration*. The training records will also include/track:

A4.6.1. Initial and recurring training documentation.

A4.6.2. CDC material, progress, and reports. Include pass/fail documentation and counseling, as necessary.

A4.6.3. Deployment training records.

NOTE: *When an individual reports to their first duty assignment they will be assigned to the TVO Section. The goal is to train the individual on all vehicles, equipment, flightline, runway crossing, base and downtown orientation before being released to the duty section. The individual will have general knowledge of the base and Vehicle Operations missions.*

Attachment 5

SAMPLE CONTINGENCY PREPARATION CHECKLISTS

Table A5.1. Sample Contingency Preparation Checklist.

ALL PURPOSE CHECKLIST		PAGE 1 OF 3 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **Pre-Deployment and Deployment Location Actions**		OPR	DATE	
NO.	**ITEM**	**YES**	**NO**	**N/A**
1	Members certified on OLVIMS Dispatch Module and CAFIS operations? **NOTE:** Training is mandatory for deploying SSgts and above.			
2	Are members fully qualified on vehicles commensurate with their grade/rank?			
3	Are deploying members qualified on unique vehicles and trained for the specific deployment (i.e., M-series, tractor-trailer, and forklift, if known).			
4	Have deploying members received publications familiarization training?			
5	Have members received familiarization training on Convoy Operations and have members been issued applicable Handbook?			
6	Do members understand AFIs/guidance applicable to Vehicle Operations, Convoys, and Deployment functions?			
7	Have members been issued AFMAN 10-100, Airman's Manual?			
8	Identify deployed location requirements (i.e., bare base, Collocated Operating Base, Main Operating Base…). Use **UFVMK Mandatory Item List** at **Attachment 6** as a guide.			
9	Are vehicles in-place/ready at deployed location?			
10	Are facilities in-place/ready at deployed location?			
11	Are necessary pubs/forms maintained and managed for deployment readiness?			
12	Are computers and necessary software modernized and fully operational to handle OLVIMS Dispatch Module and CAFIS?			
	a. Are deployed location requirements known?			
	b. Are voltage requirements known?			
13	Are contracting requirements identified at deployed location for vehicles/supplies?			
14	Have supply procedures been identified and established for known forward deployment/operating locations?			
15	Has a sufficient mix of skilled vehicle operators been designated to support contingency operations (include projected inbound forces listed in Time-Phased Force Deployment Data (TPFDD)?			
16	Are WRM vehicles available at deployed location?			
17	Have vehicle specific requirements been identified (i.e., pintle hooks, towing, lights…) for operations?			
18	Are fire extinguishers available/deployable?			
19	Does base contingency planning identify vehicle dispersal plans for vehicles, equipment, and personnel? If not, are they required?			
20	Have redeployment operations and POCs been established?			
21	Has a vehicle priority system been established by Vehicle Management?			
22	Have deploying individuals received adequate issue of Individual Equipment?			
23	Has UFVMK kit been assembled IAW the UTC and this instruction?			
	Deployment Publications			
1	AFI 24-301, *Vehicle Operations*			
2	AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*			
3	AFSCM 24-1, *Online Vehicle Interactive Management System*			

Attachment 6

UFVMK KIT MANDATORY CONTENTS LIST

Table A6.1. UFVMK Kit Mandatory Contents List

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA UFVMK Kit Mandatory Contents List		OPR	DATE	
NO.	ITEM	YES	NO	N/A
1	Portable Generator			
2	Tarp, All Weather (minimum 16' X 25')			
3	Cargo Straps (minimum of 20)			
4	Cargo Chains, 10,000 lbs (minimum of 10)			
5	Jumper Cables, 12V			
6	Cheater Bars (2 each)			
7	Lug Wrenches (large and small, 1 each)			
8	Jack, 4T			
9	Computer Bin			
10	Printers (2 each)			
11	Paper, Bond (2 cases)			
12	Surge Protectors (3 each)			
13	Transformers, 110/220V (3 each)			
14	Masking and Duct Tape (3 each)			
15	Clip Boards (3 each)			
16	Calendars (2 each)			
17	Clock, Battery/Electric Operated			
18	Trash Bags (large and small)			
19	First Aid Kits (small, 10 each and large, 1 each)			
20	Ear Plugs (Case)			
21	Extension Cords (25' and 100', 2 each)			
22	Reflective Belts (10 each)			
23	Coveralls (5 each)			
24	Leather Gloves (10 sets)			
25	Flashlights (12 each)			
26	Portable Radio AM/FM/Weather-band Radio			
27	Batteries for Flashlights/Radio (9V, 5 each; AA, 24 each; C, 24 each and D, 24 each)			
28	Pad Locks (4 each)			
29	Tape Measure (25')			
30	Field Desk (folding)			
31	Tire Gauges (3 each)			
32	Buckets, 5-Gal (2 each)			
33	Vehicle Brushes with Poles (4 each)			
34	Brooms (2 each)			

ALL PURPOSE CHECKLIST		PAGE 2 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA UFVMK Kit Mandatory Contents List Cont.		OPR	DATE	
NO.	ITEM	YES	NO	N/A
35	Soap, Environmentally Safe (5 each)			
36	Chamois (5 each)			
37	Tool Box (small)			
38	Hammer			
39	Adjustable Wrench			
40	Pry Bars			
41	Small Tools Assortment (e.g., pliers, wrench, sockets, etc.)			
42	Electrical Tape			
43	Safety Wire			
44	Pencils			
45	Pens			
46	Staplers and Staples			
47	Folders			
48	Computer Discs			
49	Highlighters			
50	Memo Pads			
51	Self-Stick Notes (various sizes)			
52	Laptops with OLVIMS (current software in-use) installed (2 each)			
53	White Board (minimum 30" X 40")			
54	Comm Squadron approved handheld radio system (6 each)			
55	Folding Chairs (12 each)			
56	Halogen Lights (3 each)			
57	Shop Vacuum			
58	Pressure Washer			
59	AFI 24-301 (current)			
60	Extension Lights (5 each)			
61	12V Spotlight			
62	Legal Paper (10 each)			
63	Embossing Machine			
64	Embossing Tape (6 each)			
65	Radio Kit			
66	Toilet Paper (1 case)			
67	AFJMAN 24-306 (current)			
68	Binders (chains) (minimum of 10)			
69	Wooden Chocks (5 each)			
70	Electric Pigtails (4 each)			
71	Tractor-Trailer Brake Lines (2 each)			
72	Road Kits (5 each)			
73	Sleep Mats (5 each)			

74	Document Protectors (1 box)			

Notes:

1. Mandatory UTC items may be refined after publication of this AFI. Verify contents with your Unit Deployment Manager or Installation Deployment Officer. This is an initial deployment and 30-day sustainment package. Follow-on supplies, forces, and equipment will need to be requested through the deployed locations POCs and DDF.

2. Vehicle Operations is not required to pre-build/pre-position a UFVMK kit; however, the DSC/DSS must have a documented plan on file which supports the unit's ability to assemble all required items within the tasked response time.

Attachment 7

VOCC SAMPLE LETTERS

A7.1. Request Notification Letter: _____ Date

MEMORANDUM FOR TRANSPORTATION REQUESTOR

FROM: UNIT DESIGNATION

SUBJECT: Vehicle Operations Transportation Confirmation Notice

1. We received your request for transportation support on ____and has been processed.

2. Your request is APPROVED/DISAPPROVED (if denied see rationale provided below).

3. The following details are provided about your request:

Requestor Name:	Rank:
Confirmation Number:	
Organization:	
Dispatch Date:	Return Date:
Reimbursable: Yes/No	Estimated Cost:
Disapproval Rationale/Approval Confirmation Number:	
Pickup Location:	Pickup Time
Vehicle Type	Pickup Date

4. Direct any questions to our dispatch section at XXX-XXXX or Fax XXX-XXXX.

Approving Officials Name, Rank, USAF
Duty Title

A7.2. Non-Availability Letter: _____ Date

MEMORANDUM FOR TRANSPORTATION REQUESTOR

FROM: Unit Designation

SUBJECT: Vehicle Operations Non-Availability Letter

1. In order for us to provide quality service and adhere to Air Force (AF) directives, we must utilize Department of Defense and AF assets prior to renting. Your help is required in forecasting vehicle requirements in sufficient time to allow us to prepare our vehicles or recall vehicles from lower priority users. By doing so, you will directly contribute to significant cost savings to the AF, wing, and possibly your own unit.

2. We have determined no government vehicles (own, rented, or leased) are available from Vehicle Operations to meet your mission requirement. You have two options at this point:

a. If you use your Privately Owned Vehicle for an official medical appointment, you may be entitled to reimbursement through the Medical Administrative Office or Military Personnel Flight Finance Section and the SF 1164, Claims for Reimbursement for Expenditures on Official Business.

b. You may have adequately justified your need for support to be recalled from the wing or outsourced from commercial agencies. To obtain possible support contact Vehicle Management & Analysis in Vehicle Management at XXX-XXXX.

3. Request Information:

OLVIMS Tracking/Confirmation Number: _____

Vehicle Type Requested: _____

Dates Required: _____

4. Direct any questions to our dispatch section at XXX-XXXX or Fax XXX-XXXX.

Approving Officials Name, Rank, USAF
Duty Title

Attachment 8

GENERAL OFFICIAL USE RULES

Table A8.1. General Official Use Rules

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
1	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Personal errands, sightseeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc.	**NOT AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.3. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.
2	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Traveling to and from on or off-base quarters.	**NOT AUTHORIZED.** References: DOD 4500.36-R, Para C4.2.7.5. and Para C4.2.8. **EXCEPTION:** Only when the military member or DOD civilian employee is specifically authorized domicile-to-duty transportation.
3	Spouses of military members or DOD civilian employees.	Traveling with military member to or from an official function where the spouse will participate in the ceremony.	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.7.2.1 – C2.5.7.2.4. When there is space available and the size of the vehicle is no larger than required for the performance of the official business.
4	Spouses of military members or DOD civilian employees.	Traveling independently to or from an official function when it is impractical for the official to accompany the spouse enroute.	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.7.3. Only when the spouse's sponsor is authorized domicile-to-duty transportation and when the spouse's presence at the function is in the best interest of the Government.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
5	Spouses/dependents of military members or DOD civilian employees.	Traveling to or from medical outpatient or dental appointments.	**NOT AUTHORIZED.** Reference: AFI 24-301, Para 3.26 and Para 3.27. Only when traveling on a regularly scheduled base mass transportation service on a space-available basis.
6	Military members or DOD civilian employees on Permissive TDY status.	Any purpose.	**NOT AUTHORIZED.** Reference: AFI 24-301, Para 3.41. Personnel on Permissive TDY are not authorized dedicated transportation support. Space-A transportation services may be used.
7	Military members or DOD civilian employees on funded TDY status.	Travel between billeting and duty location(s) required to conduct official business.	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.4.
8	Military members or DOD civilian employees on funded TDY status.	Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging.	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.4.2. and AFI 24-301, Para 3.6.3.
9	Military members or DOD civilian employees on funded TDY status.	To or from any off-base entertainment or recreational facilities.	**NOT AUTHORIZED.** Reference: AFI 24-301, Para 3.6.4.
10	Military members or DOD civilian employees on funded TDY status.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.4.2.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
11	Military members, DOD civilian employees and Spouses.	Invited to attend an off-base function in the community and member is representing the AF.	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.1.1. and AFI 24-301, Para 3.33.1. When approved by the installation commander or other competent authority (delegated in-writing by the installation commander; typically the Public Affairs officer).
12	Permanent party military members or DOD civilian employees.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	**NOT AUTHORIZED.** References: DOD 4500.36-R, Paras C2.5. and C2.5.10., and AFI 24-301, Paras 3.9. and 3.15. Except when an individual has been authorized a CACV. The installation commander may authorize SFS, Fire Department, ICBM, and alert aircrews GMV transport to on-base military dining facilities.
13	Personnel assigned to the base Chapel.	Administrative support, picnics, special groups, social, activities, renewal activities, chapel youth trips or summer camps.	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.5. and AFI 24-301, Para 3.22. Based on appropriated funding, vehicles, and vehicle operators. Support must not pose a detriment to higher priority missions. Chapel representatives will identify agency programs. Directly supported squadron organizations such as orphanages will not be support through APF.
14	Dependent children of military members or DOD civilian employees.	Between on or off-base housing areas and the Child Development Center.	**NOT AUTHORIZED.** Reference: AFI 24-301, Para 3.21.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
15	Civilian organizations.	To military installations to take part in base activities when invited and approved by the installation commander.	**AUTHORIZED.** Reference: AFI 24-301, Para 3.33.
16	Military recruiter.	To transport prospective recruits in connection with interviews, processing, and orientation.	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.9. and AFI 24-301, Para 3.25.
17	MWR Support Services.	In support of DOD-authorized MWR programs, Family Service Center programs or private organizations.	**AUTHORIZED.** Reference: AFI 24-301, Para 3.58. When it can be provided without detriment to the DOD mission and has been approved by the installation commander. Refer to DOD 4500.36-R for specific categories. Use NAF and commercial sources first.
18	Retirees.	When serving in an official capacity (usually under orders) for ceremonies, speeches or base visits. Most common requests will be from retired General Officers and CMSgts of the AF.	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Paras 3.33. and 3.58.3.1.3. They are not insured by the government and not allowed to drive a GMV, but can be provided direct transport.
19	Retirees.	Under any other circumstance not covered in Rule 18.	**NOT AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Para 3.57.2.4. They may use scheduled shuttle buses on a space-available basis as category 4.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
20	Phase II students in training.	Dormitories to work center.	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.4.2. These students are in TDY status. Even though they reside in a dormitory, taxi support is authorized but should be based upon distance involved, and weather conditions.
21	Civilians.	When invited by the installation commander or other competent authority (delegated in-writing by the installation commander) to discuss DOD issues.	**AUTHORIZED.** Reference: AFI 24-301, Para 3.33. These types of requests usually come from wing commander or above.
22	Permanent party or TDY military members or DOD civilian employees.	To or from a squadron holiday party, picnic, AF Ball, etc.	**NOT AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.1.1. This is not an official function and attendance is optional. Official functions are retirements, commander's calls, change of command ceremonies and retreats (not an all inclusive list).

Attachment 9

GMV OFFICIAL USE RULES FOR TRANSPORTATION TERMINALS

Table A9.1. GMV Official Use Rules For Transportation Terminals.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
1	Official non-DOD visitors.	Invited to participate in DOD activities. **See note 2.**	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.3.1. Individuals are usually invited by a wing commander or higher and may or may not be on funded orders.
2	Personnel authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field work).	Official travel. **See notes 2 and 4.**	**AUTHORIZED.** References: DOD 4500.36-R, Para C2.5.3.1. and Appendix 1.
3	Personnel authorized CACV.	Official travel to commercial terminals (utilizing assigned CACV). **See note 4.**	**NOT AUTHORIZED.** Reference: AFI 24-301, Para 3.15. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming responsibility. **See Rule 9.**
4	Personnel authorized CACV.	Official travel to military terminals or military aircraft on the installation (utilizing assigned CACV). **See note 4.**	**AUTHORIZED.** Reference: AFI 24-301, Para 3.15. Incidental use of CACVs should be exercised reasonably and at no significant cost to the government. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming responsibility.
5	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved	Official travel and riding space available with a person authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C4.2.4. Passenger carrier must not travel an additional distance as a result of space-available person.

	contractors.	work). **See note 2.**	
Rule	**A. Official/Relative Requesting Transportation**	**B. And transportation is required for:**	**C. Then transportation is:**
6	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel to commercial terminals in general. **See notes 1 and 2.**	**NOT AUTHORIZED.** References: DOD 4500.36-R, Paras C2.5.3.2. - C2.5.3.2.5. **See Rule 9.**
7	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel but under an emergency situation. **See notes 1, 2, and 4.**	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.3.2.2. Emergency situations could include: Commercial ground transportation strikes, natural disasters, enemy attacks, large scale deployments, military aircraft being diverted to a nearby airfield due to weather, in-flight emergency or an unscheduled runway closure. This is not an all inclusive list. Personal actions or decisions, (i.e., oversleeping, placing POV in storage) do not constitute an emergency situation. **When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.**
8	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel but under security requirements. **See notes 1 and 2.**	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.3.2.2. Security requirements could include transporting military prisoners, government issued weapons, movement of personnel in high threat environments or increased FPCONs. Your installation Commander may levy increased force protection measures. This is not an all inclusive list. **Retain justification in OLVIMS remarks field for audit and inspection purposes.**

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
9	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel and motor vehicle transportation is determined to be essential to the performance of official business, but terminal is located in an area where the following methods of transportation cannot meet mission requirements in a responsive manner: 1. DOD-scheduled bus service. 2. Scheduled public transportation. 3. DOD motor vehicles – (unit assigned). 4. Voluntary use of POV on a reimbursable basis. 5. Taxicab, on a reimbursable basis. **See notes 1, 2, 3, and 4.**	**AUTHORIZED.** Reference: DOD 4500.36-R, Para C2.5.3.2.3. When modes (listed 1-5 in Rule 9) are not available in a responsive manner, the following methods shall be considered in the order shown and to the extent they are available and capable of meeting transportation requirements: 1. DOD specially scheduled leased or owned bus service. 2. Van pools. 3. DOD motor vehicle centrally dispatched "taxicab" operation. 4. DOD motor vehicles individually dispatched to licensed uniformed Service member or Federal employee. The decision to use the GMV in this situation must be clearly justified and identify factors other than the rank, position, or personal convenience of the traveler. **When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.**

Notes:

1. Reference DOD 4500.36-R, Para C2.5.10. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience (i.e., generic policies allowing support to wing or group commanders and

command chiefs, or individuals of a certain rank/pay grade such as O-6 and above). The Head of the DOD Component concerned exercises authority over civilian personnel. Violations should be reported to the authorizing individual's superior or the IG.

2. For all rules except 3 and 4, official travel is directed at the transportation to/from commercial or military terminals, domicile or place of employment/primary duty. The Deployment and Distribution Flight Chief/Superintendent is the government vehicle official use approval authority for any request which appears to conflict with or is not sufficiently addressed in any cited governing directives or guidance.

3. Methods of transportation listed which do not meet mission requirements in a responsive manner (see definition in this AFI) must be documented objectively on a case-by-case basis. Requests to provide other GMV support as a result of unresponsive transportation services listed above will be annotated in the OLVIMS Dispatch Module request remarks field and a copy of the justification will be retained for audit and inspection purposes.

4. National Capital Region units refer to DODI 4515.7 and AFDW policy.