

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**341TH MISSILE WING INSTRUCTION  
24-302**



**14 JULY 2022**

**Transportation**

**VEHICLE ACCIDENT/ABUSE, OTHER  
GOVERNMENT MOTOR VEHICLE  
CONVEYANCES (OGMVC), AND  
VEHICLE IDLING PROCEDURES**

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This instruction implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It reinforces Headquarters United States Air Force Vehicle Management/Operations procedures and establishes expanded and/or revised procedures for implementing and managing the vehicle and vehicular equipment accident and abuse program, reimbursement of funds, Other Government Motor Vehicle Conveyances (OGMVCs), and vehicle idling instructions. Some of these objectives and responsibilities are derived from overarching instructions in AFI 24-301, *Vehicle Operations* and Department of Defense (DOD) 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*. This instruction is applicable to all Air Force personnel assigned or attached to Malmstrom Air Force Base (MAFB) and also applies to the Defense Logistics Agency except where noted otherwise. It also applies to all MAFB mission partners that possess a Support Agreement with the 341 Missile Wing. This instruction applies to all squadron commanders/directors, Vehicle Control Officials (VCO), and vehicle operators. This publication does not apply to Air Force Reserve Command (AFRC) units, Air National Guard (ANG) units or non-appropriated fund activities. Instructions herein apply to all government vehicles and vehicular assets, including General Services Administration (GSA) leased vehicles. This publication is not subject to the Privacy Act of 1974 and does not contain copyrighted information. Ensure all records created as a result of prescribed processes in this publication are maintained in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847

from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended.

### ***SUMMARY OF CHANGES***

This document has been substantially revised in its entirety. Full review is recommended.

## 1. Vehicle Accident/Abuse Program.

### 1.1. General Information.

1.1.1. The purpose of this program is to establish local procedures for vehicle accidents/abuses, and inform all using organizations, whether Air Force Global Strike (AFGSC) assigned or MAFB mission partners with an approved support agreement, on their responsibilities.

1.1.2. The ultimate goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses at MAFB, protect Air Force personnel from injury and/or death and eliminate unnecessary expenditure of resources. The Logistics Readiness Squadron (LRS) Commander or equivalent establishes local reporting procedures and these procedures must be fully supported by all commanders to be totally effective.

1.1.3. Vehicle Management is not funded for vehicle accident/abuse damage. Per AFI 24-302, using organizations must reimburse Vehicle Management for all repair costs (parts or contracted total cost). The 341 CPTS/CC has agreed to centrally fund all GSA leased vehicle accident/repair bills via one wing-wide Miscellaneous Obligation Reimbursement Document (MORD). Additionally, the 341 CPTS/CC has established a wing-wide Emergency and Special Program (ESP) account used to reimburse Vehicle Management for any accident/abuse damage to the Air Force owned vehicle fleet.

### 1.2. Definitions.

1.2.1. Vehicle Abuse. Vehicle abuse is defined as an act or omission that caused, or may cause, damage that cannot be attributed to fair wear and tear or accident. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Vehicle abuse may result in early failure of components or in immediately detectable damage. The following examples of vehicle abuse, although not exhaustive are typical.

1.2.1.1. Using a vehicle for other than its designed or intended purpose (i.e., 6K forklift used to transport a pallet that weighs 10K pounds).

1.2.1.2. Running vehicles/engines at excessive speeds.

1.2.1.3. Operating vehicles with insufficient oil or coolants because of failure to check levels, according to established requirements, failure to monitor dash instrumentation, or significantly overfilling the engine crankcase, transmission or hydraulic reservoirs, as applicable.

1.2.1.4. Failing to report vehicle malfunctions or damage to Vehicle Management or authorized leased serviced provider (as applicable) within required time periods. Failing to bring a vehicle to vehicle management by the next duty day when it has a known safety discrepancy.

1.2.1.5. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

1.2.1.6. Operating vehicles improperly, such as lugging in high gear and shifting into reverse when traveling forward.

1.2.1.7. Overloading, improperly distributing, or failing to secure loads properly in cargo areas of vehicles.

1.2.1.8. Unauthorized wiring, markings, add-ons, or modifications to vehicles.

1.2.1.9. Operating a vehicle with known safety discrepancies such as: inoperable lights, horn inoperative, wind damage, low engine/hydraulic/coolant/brake/transmission fluids, excessively worn/improperly inflated tires, etc.

1.2.1.10. Failures that are not the result of fair wear and tear, or defective materiel or workmanship.

1.2.1.11. Operating with applied/dragging parking brake.

1.2.1.12. Intentional destruction or disfigurement (knife carving in windows/steering wheels).

1.2.1.13. Servicing fuel tank, hydraulic reservoirs, or other items with the incorrect fluid, or failing to add Diesel Exhaust Fluid (DEF) as applicable.

1.2.1.14. Failure to accomplish organizational or operator maintenance IAW the manufacturer's commercial publications or AFIs, AFMANs, and technical orders.

1.2.1.15. Failure to turn in a vehicle on time for scheduled or annual maintenance.

1.2.1.16. Intentional unplugging or tampering with vehicle electronic system.

1.2.2. Vehicle Accident. A vehicle accident is an unintended event resulting in injury or damage. Accidents may be attributed to weather, inattentiveness, negligence, or careless operation on the part of the operator or other motorists. Animal strikes are classified as accident damage.

**2. Vehicle Accident/Abuse Program Procedures.** Repairing vehicles damaged by confirmed abuse or preventable accidents diverts limited resources from direct mission support. Since efficient resource utilization is an inherent responsibility of command, commanders at every level who have assigned government vehicles must not tolerate abusive or negligent vehicle care.

2.1. Unit Commanders will.

2.1.1. Implement vehicle care and training programs through their VCO that help prevent abuse and minimize accidents.

2.1.2. Ensure investigation procedures found in AFI 23-101, *Materiel Management Policy*, are followed. Personally review all vehicle accident and suspected abuse investigations involving their assigned vehicles or vehicles used by their personnel.

2.1.3. Ensure their VCO maintains accident (6 years from case closed) and abuse (2 years from case closed) case files for their assigned vehicle fleet and notify Logistics Readiness Squadron, Vehicle Management Flight (LGRV) within 24 hours when a General Services Agency (GSA) or Government Owned Vehicle (GOV) is involved in an accident.

2.1.4. Ensure organizations signing out U-Drive-It vehicles from Ground Transportation are held accountable for costs to repair any accident/abuse damages that occurred while the vehicle was in their custody/care.

2.2. Vehicle Management (341 LRS/LGRV) will.

2.2.1. Evaluate each repair action. If accident or abuse is the suspected cause of any damage, notify the using organization's commander to initiate an investigation to determine the facts surrounding the case. Vehicle management will not conduct any investigation or analysis, but will provide observation, reporting and repair of the damage. Notification will be sent to unit commanders of abuse or accident damage and will be accomplished via memorandum and signed by the Vehicle Management Flight Chief or the Vehicle Management Superintendent. Courtesy copies with the repair cost and photographs, if necessary, will be forwarded to the 341 LRS/CC, the 341st Missile Wing Ground Safety office (341 MW/SEG), and the MAFB comptroller squadron (341 CPTS/FMA).

2.2.2. Notify the organization's VCO of the accident or suspected abuse. For GSA leased vehicles, 341 LRS/LGRV will contact the GSA Accident Management Center (AMC) and will obtain the required repair estimates from the AMC approved vendors. The Vehicle Fleet Manager/Vehicle Management Superintendent (VFM/VMS) is the fleet management functional expert with the authority to determine what is/is not classified as an incident, accident or abuse. An Accident/Abuse Memorandum will be provided to the applicable squadron commander.

2.2.3. Ensure repair work does not begin until written authorization is received from the organization's commander (or his/her appointed investigation official) releasing the damaged vehicle from further investigation requirements. If a release authorization or request for extension is not received within 5 duty days of LGRV's initial notification, LGRV will document the damage, take photographs, and proceed with repairs.

2.2.4. Provide repair invoices to record estimated or actual (final) repair costs (IAW AFI 24-302). Unit commanders (or their appointed investigating officials) will be provided these records for any financial liability investigation IAW AFI 23-101, *Materiel Management Policy*, when there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use.

2.2.5. Close accident/abuse cases when all actions have been completed and maintain all related documents in LGRV historical records, DPAS, for the required timeframe. LGRV will keep related documents for accidents (6 years from case closed) and abuses (2 years from case closed) in an independent file.

### 2.3. 341 MSG/CC will.

2.3.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority. If an organizational commander believes the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 341 LRS/CC. If the 341 LRS/CC agrees, the case will be considered closed. If not, the case will be forwarded to the 341 MSG/CC. Exception: Open cases involving GSA leased vehicles cannot be contested as they are a must pay bill borne by the using organization.

### 2.4. Vehicle Accident/Abuse Notification and Processing.

2.4.1. AF Owned/Registered/Other Government Owned Vehicle Procedures. When an accident or suspected abuse occurs and the vehicle can be safely operated, the user must bring the vehicle to LGRV within 24 hours Monday through Friday or the first duty day following an accident on a weekend or holiday. If the vehicle is not operable, the unit VCO will contact the Traffic Control Function (DSN 632-2555) who will request wrecker service through the LRS Ground Transportation section.

2.4.2. GSA Vehicle Procedures. When an accident or suspected abuse occurs and the vehicle can be safely operated, the user must bring the vehicle to LRS/LGRV, customer service. If the vehicle is not operable, the unit VCO will contact an approved GSA wrecker service and request the vehicle be towed to an approved GSA vendor. LGRV must be notified within 24 hours Monday through Friday or the first duty day following an accident on a weekend or holiday when a GSA vehicle is involved in an accident and or suspected abuse has occurred. LGRV will initiate abuse or accident repair actions by calling the GSA AMC. GSA will make the determination whether repairs are required and where the vehicle will be taken for repair work.

2.4.3. GSA vehicles will be released for repairs by authority of GSA AMC only.

2.4.4. Vehicle accidents involving private insurance companies will be processed using the following guidelines:

2.4.4.1. To resolve liability issues that may arise between the government and private insurance companies, 341MW/JA must be notified immediately by LGRV when government vehicles are involved in an accident with privately owned or contractor owned vehicles, on or off base. Government vehicles will not be released for repairs at commercial shops until approved by 341 MW/JA.

2.4.4.2. Repair estimates must be accomplished by the company's insurance adjuster or by a commercial repair shop recommended by the private insurance company. All repairs must then be completed by a commercial repair shop at the insurance company's expense. LGRV will inspect all commercial repair work accomplished on government owned or GSA leased vehicles to verify that the repairs satisfactorily meet Air Force standards outlined in T.O. 36-1-191.

2.4.4.3. Repair costs associated with the accident will be billed directly to the private insurance company by the repair shop.

### **3. Other Government Motor Vehicle Conveyances.**

#### **3.1. General information.**

3.1.1. Non-Registered Equipment Management System (Non-REMS) reportable Low Speed Vehicles (LSVs) are small utility, slow moving conveyances, whose maximum speed is 25 MPH or less (e.g., neighborhood Electric Vehicles (EVs), golf carts, scooters and other small low-speed utility vehicles) that meet specifications of 49 CFR Part 571.500. AF OGMVCs are Self-propelled assets providing a basic transportation capability (i.e., golf carts, all- terrain vehicles, quad-runners, side by sides etc.) not meeting specifications of 49 CFR Part 571. For Non-REMS reportable LSVs, the organizations may continue to manage these assets as equipment items until they have reached their life expectancy. Unit's Equipment Custodians must account for Non-REMS reportable LSVs on their

Custody Account/Custody Receipt Listing (CA/CRL). After items have reached the end of their life cycle, units will no longer procure LSV assets. Proper management and maintenance of OGMVCs and Non-REMS reportable LSVs ensures both safe operations and full life expectancy from AF equipment. Trailers not classified as a vehicle are trailers that do not meet all registered vehicle criteria established in AFI 24-302 and will be identified as an equipment item. If locally procured, will be accounted for on the owning unit's CA/CRL.

### 3.2. Responsibilities.

3.2.1. The Materiel Management Flight (341 LRS/LGRM) will establish authorizations, approve purchases, and ensure all OGMVCs, trailers not classified as a vehicle, and Non-REMS reportable LSVs are added to the owning organization's CA/CRL. Geographically Separated Unit (GSUs) will establish authorizations, approve purchases, and ensure all OGMVC, trailers not classified as a vehicle, and Non-REMS reportable LSVs are added to their organization's CA/CRL from the local Base Supply that manages their equipment account.

3.2.2. IAW AFI 91-207, *The US Air Force Traffic Safety Program*, paragraph 2.2.3.1, the installation commander must approve OGMVCs for base use prior to procurement, and a formal risk assessment must be completed by the using organization VCO and provided to the 341 MW/SEG. The Vehicle Management Flight (341 LRS/LGRV) will coordinate all OGMVC purchases, and ensure owning organizations have made financial arrangements to maintain assigned OGMVCs and non-REMS reportable LSVs to manufacturer specifications. Vehicle Management will not maintain OGMVCs due to limited manpower, training, equipment limitations and prohibitions in AFI 24-302, *Vehicle Management*.

3.2.3. 341 MW/SEG will evaluate the formal risk assessment package submitted by the VCO. Wing Safety will consult and advise the unit on selection of safety features and personal protective equipment to meet instructions within AFI 91-207, *The US Air Force Traffic Safety Program*, and AFI 90-802, *Risk Management*

3.2.4. Individual units will maintain documentation, ensure accountability, arrange for maintenance, and ensure proper disposal of each OGMVC, under their control.

3.2.5. Unit commanders will appoint a VCO as the OGMVC/ Non-Registered, Low Speed Vehicle (NRLSV) Equipment account custodian who will:

3.2.5.1. Maintain a record file for each OGMVC in their unit. The file will contain as a minimum:

3.2.5.1.1. A copy of the Equipment Action Request, and purchase documentation.

3.2.5.1.2. The manufacturer's owner manual.

3.2.5.1.3. Records of all annual safety inspections and receipts of contracted maintenance repairs for the life of the OGMVC asset.

3.2.5.2. Ensure the vehicle is placed on the unit's CA/CRL by coordinating with the unit Equipment Custodian prior to purchase of any new OGMVCs.

3.2.5.3. Develop and maintain lesson plans to properly train personnel on unit Specific OGMVC or Non-REMS reportable LSV operation, as applicable. The lesson plan must include where OGMVCs and Non-REMS reportable LSVs can and cannot (e.g., troop walks) be operated. If the vehicle is not equipped with signaling capability, proper hand and arm signals must be included in the plan. If operated during hours of darkness, OGMVCs must be equipped with headlights, tail lights, and reflectors. All unit lesson plan training must be documented on the training records AF Form 55, *Employee Safety and Health Record*. All personnel shall receive training prior to operating one of these vehicles. The unit POC will maintain an independent listing of all personnel trained and training dates. Additional local requirements can be located in 341MWI 91-213 *Vehicles Safety for Missile Complex Operations*, para., 4.3. Specialty/Special Purpose Vehicle Training and Operation Guidelines.

3.2.5.4. Prior to operating an OGMVC, always complete a pre-inspection and document the inspection on AF IMT 1800, *Operator's Inspection Guide and Trouble Report*, if not already documented for that day. OGMVC inspections shall be documented weekly regardless of use.

3.2.5.5. Ensure all OGMVCs receive a complete annual safety inspection by a certified vehicle inspector in accordance with manufacturer's specifications.

### 3.3. Acquisition Procedures.

3.3.1. For those LSVs purchased with unit funds prior to June 2006, organizations will manage these assets as equipment items on the unit CA/CRL. Procure all OGMVCs and trailers not classified as a vehicle in accordance to procedures in AFI 24-302 and AFI 23-101, Chapter 5. The using organization's Operation and Maintenance (O&M) funds will be used to procure and maintain OGMVCs. Non-REMS reportable LSVs will no longer be procured, but existing assets will be managed as equipment items.

3.3.2. The unit VCO must first prepare the purchase paperwork necessary for each OGMVC or trailer not classified as a vehicle. Paperwork must include: Photo of vehicle, price, warranty information, specifications and justification of need for the equipment. The unit VCO must also prepare the risk assessment paperwork necessary for each OGMVC. The paperwork must include: identifying where these vehicles will be used in traffic, industrial or pedestrian environments and by type, design and authorized operating areas.

3.3.3. OGMVC requests will be routed to 341 MW/SEG, for coordination/evaluation of safety features and review of the formal risk assessment. Where available as a procurement option, equip OGMVCs with safety monitoring devices (remote tracking and diagnostic monitoring systems) to support monitoring of safe vehicle operation, influence driving behavior and facilitate vehicle accident/abuse mishap investigations/statistical analysis.



3.3.4. Route the purchasing paperwork to the Fleet Management & Analysis section, 341 LRS/LGRV, for coordination. Units must understand use of OGMVCs may cause a reduction in their general-purpose vehicle authorizations. *NOTE:* All OGMVCs purchase request paperwork should include proof of extended maintenance agreement. Prior to purchase approval, Fleet Management & Analysis, 341 LRS/LGRV will ensure that the VCO has provided a formal risk assessment to the installation commander and has been approved to operate the requested OGMVC on the base IAW AFI 91-207, *The US Air Force Traffic Safety Program*. For assistance with completing the formal risk assessment, refer to AFI 90-802, *Risk Management*.

3.3.5. Upon approval, units may procure the OGMVC or trailer not classified as a vehicle using the GPC or AF Form 9 through Base Contracting.

3.3.6. Provide a copy of the receipt to the unit supply's Equipment Management Section so the asset can be loaded on the unit's CA/CRL.

3.3.7. Using organizations will coordinate the purchase of license plates for trailers not classified as a vehicle that operate on public roads off of the installation through the Fleet Management and Analysis section (341 LRS/LGRV). The owning organization will be required to fund all license plate purchases.

#### 3.4. OGMVC Maintenance.

3.4.1. Owning organizations will work to secure and fund a local maintenance agreement for all asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection, to include all safety related systems, at least annually. In the event of depleted unit O&M funds, the required safety inspections/service cannot be delayed or postponed. The OGMVC must be parked, disabled and secured until unit funding levels are restored and maintenance accomplished. The 341 MW/SEG will be notified by the VCO of the parked OGMVCs for their situational awareness and tracking to prevent use of unsafe/unserviceable OGMVCs on MAFB.

#### 3.5. OGMVC and Trailer Inspections.

3.5.1. Use a unit safety checklist or a modified AF Form 1800 to document the driver checks/inspections. Check lights, brakes, turn signals, horn, etc. as required for any AF vehicle.

3.5.2. Owning organizations will ensure annual safety inspections are accomplished and that proof is maintained in the VCO binders. This will be an auditable item for the unit during Inspector General (IG) compliance inspections, see paragraphs [3.2.5.1.3](#) and [3.2.5.5](#).

#### 3.6. Salvage Procedures.

3.6.1. Owning units will process OGMVCs and non-REMS reportable LSVs in the same manner as local procedures dictate for disposal of other organizationally owned government equipment. Notify 341 LRS/LGRM Asset Management Section if there is a turn-in to ensure units update their CA/CRL.

3.6.2. Units will return assigned license plates to FM&A to ensure accountability and compliance with the Department of Homeland Security (DHS) requirements as well as guidance in T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, paragraph 2.31.3..

#### **4. Vehicle Idling Instruction.**

4.1. This anti-idling Instruction limits the amount of time vehicles can idle their engines. Exhaust from idling vehicles contains dangerous air pollutants, including carbon dioxide, which contributes to global climate change, nitrogen oxides and volatile organic compounds, both of which contribute to the formation of ozone smog, poisonous carbon monoxide and harmful particulate matter. Idling vehicles also wastes fuel and increases wear and tear on the vehicles' engine.

4.1.1. Anti-idling instructions are a cost-effective, common sense way to reduce air pollution and they are easy to implement. By reducing the amount of time that engines idle, we will use less fuel, save money, and help clean the air.

4.1.2. During extreme cold weather situations, vehicles may remain idling for the purposes of warming, when no indoor heated environment is available. The vehicle should only remain idling during the hourly warming cycle, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern. It is at the operator's discretion if he/she feels the need to have a vehicle idle longer for the purpose of warming, to prevent hypothermia, frostbite, etc.

4.1.3. During extreme hot weather situations, vehicles may remain idling for the purposes of cooling, when no indoor cooling environment is available. The vehicle should only remain idling during the hourly rest/cooling cycle, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern.

4.1.4. Operators must use their own discretion in certain situations. This idling instruction does not apply to the following vehicles, equipment or situations:

4.1.4.1. Vehicles undergoing maintenance/diagnostic procedures.

4.1.4.2. Emergency vehicles and equipment are exempt while engaged in operational activities such as a fire, police or ambulance services or vehicles assisting in an emergency activity/military exercise. In addition, Security Forces vehicles transporting police working dogs (K-9s) are exempt.

4.1.4.3. Where engine power is necessary for an associated power needs such as, but not limited to, electrical power, compressed air, and various power take off devices such as auxiliary hydraulics/wrecker/deicer operations.

4.1.4.4. Where safety may be compromised by shutting down the engine, at the discretion of the operator.

4.1.4.5. During passenger loading or unloading of buses.

4.1.4.6. When in Mission Oriented Protective Posture (MOPP) I-IV conditions, vehicles may remain idling for air conditioning use to prevent heat exhaustion, unless otherwise directed.

4.1.4.7. Vehicles will not be left idling unattended off MAFB, 341 MW launch facilities, or missile alert facilities

4.1.4.8. Vehicles may left idling (while being monitored) during hot or cold weather for air conditioning/heater use or when the operator safety is in jeopardy.

4.1.4.9. Unless otherwise specified, a “15 minute” idling instruction is in effect on MAFB.

ANITA A. FEUGATE OPPERMAN, Colonel, USAF  
Commander

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

341MWI 91-213, *Vehicle Safety for Missile Complex Operations*, 1 November 2021  
AFI 23-101, *Materiel Management Policy*, 21 October 2020  
AFI 24-301, *Vehicle Operations*, 21 October 2019  
AFI 24-302, *Vehicle Management*, 20 February 2020  
AFI 33-322, *Records Management and information governance program*, 27 July 2021  
AFI 48-151, *Thermal Injury Prevention Program*, 21 April 2020  
AFI 90-802, *Risk Management*, 31 March 2019  
AFI 91-207, *The US Air Force Traffic Safety Program*, 25 July 2019  
DODI 4500.36, *Acquisition, Management and use of Non-Tactical Vehicles*, 7 July 2015  
TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 4 Dec 2020

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
AF Form 9, *Request for Purchase*  
AF Form 55, *Employee Safety and Health Record*  
AF Form 1800, *Operator's Inspection Guide and Trouble Report*  
AF Form 4437, *Deliberate Risk Assessment Worksheet*

***Abbreviations and Acronyms***

**341MW/SEG**—341st Missile Wing Ground Safety Office  
**341CPTS/FM**—341st Comptroller Squadron, Financial Management Flight  
**341LRS/CC**—341st Logistics Readiness Squadron Commander  
**341LRS/LGRM**—341st Logistics Readiness Squadron, Material Management Flight  
**341LRS/LGRV**—341st Logistics Readiness Squadron, Vehicle Management Flight  
**341MSG/CC**—341st Mission Support Group Commander  
**341MW/JA**—341st Missile Wing Judge Advocate  
**341MW/SEG**—341st Missile Wing Safety office  
**441VSCOS**—441st Vehicle Support Chain Operations Squadron

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

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

**AMC**—Accident Management Center

**CA/CRL**—Custodian Authorization/Custody Receipt List

**DEF**—Diesel Exhaust Fluid

**FIAR**—Financial Improvement Audit Readiness

**GOV**—Government Owned Vehicle

**GPC**—Government Purchase Card

**GSA**—General Services Administration

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**IG**—Inspector General

**LGRV**—Logistics Readiness Squadron, Vehicle Management Flight

**LRS**—Logistics Readiness Squadron

**LSV**—Low Speed Vehicle

**Non**—Rems – Non-Registered Equipment Management System

**NRLSV**—Non-Registered, Low Speed Vehicle

**OGMVC**—Other Government Motor Vehicle Conveyance

**OPR**—Office of Primary Responsibility

**REMS**—Registered Equipment Management System

**ROS**—Report of Survey

**VCO**—Vehicle Control Official

**VSCOS**—Vehicle Support Chain Operations Squadron

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent