

**BY ORDER OF THE COMMANDER  
354TH FIGHTER WING**

**354TH FIGHTER WING INSTRUCTION  
24-302**



**9 DECEMBER 2016**

**Transportation  
VEHICLE ACCIDENT AND ABUSE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 354 LRS/LGRV

Certified by: 354 MSG/CC  
(Colonel Richard O. Cole)

Supersedes: 354 FWI 23-302,  
5 January 2012

Pages: 11

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This instruction implements AFPD 24-3, Management, Operation and Use of Transportation Vehicles, 9 October 2013, as required by AFI 24-302, Vehicle Management, 26 June 2012. It applies to all permanent and tenant units that operate government owned or leased vehicles managed by the 354th Fighter Wing (354 FW). It establishes policies and procedures for implementing and managing the wing's vehicle accident and abuse program. It includes specific guidance that addresses the definition, authority, disposition, reporting procedures and reimbursement of funds for repairs of military vehicle accident and abuse cases. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/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 the appropriate functional chain of command. See Attachment 1 for a glossary of references and supporting information. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, 5 United States Code (USC) section 552a.

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.**

**1. Goal.** To reduce mishaps and avert personal injury or death to Air Force personnel and reduce the wing's cost of vehicle accident and abuse repairs.

**2. Objective.** To establish an effective mishap prevention program by placing responsibility and accountability on the operator's commander to maintain high standards of vehicle operator training and discipline and the use of operational risk management in all aspects of vehicle operations. Consequently, procedures set forth in paragraph six of this instruction will require unit funding for the actual cost of materials and labor (labor: if repaired using contracted maintenance) used to repair accident and abuse damage of assigned assets. This policy will foster better operator care to safeguard the overall condition of Eielson Air Force Base's vehicle fleet.

**3. Definitions.**

3.1. Accident: A vehicle accident is the result of a collision with any foreign object.

3.2. Abuse: Vehicle abuse is considered damage caused by willful or negligent acts of improper operation or care. Some examples of vehicle abuse are listed in Attachment 4.

3.3. Incident: Damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. Causes of incidents may also include damage resulting from normal use for the vehicle's intended purpose (for example, snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents.

3.4. Fair wear and tear: The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy. Using organizations are not required to reimburse for damage attributed to fair wear and tear.

**4. Key Personnel/Organization Responsibilities.**

4.1. The 354th Logistics Readiness Squadron (LRS) Commander will:

4.1.1. Provide accident or abuse notification memorandum (Attachment 2) and photos to the using organization's commander. This responsibility may be delegated by the 354 LRS Commander to the Vehicle Fleet Manager (VFM) or the Vehicle Management Superintendent (VMS).

4.1.2. Send an abuse notification memorandum to the using organization's commander.

4.1.3. Not provide U-Drive-It (UDI) replacements to organizations with vehicles involved in accidents or identified as abuse, unless it will impede sortie generation or sustainment.

4.1.4. Not authorize accident or abuse repairs until using organization's commander, responsible for the accident or abuse, acknowledge reimbursement to the 354 LRS Vehicle Management Flight for the entire cost of the repair. Assets not reimbursed will be subject to redistribution, and the vehicle authorization will be recommended for deletion.

4.2. The 354 LRS VFM and VMS or designated representative (MSgt or above) will:

- 4.2.1. Identify suspected cases of accidents or abuses, evaluate and validate each alleged vehicle or vehicles on a case by case basis.
- 4.2.2. Consider the facts and determine whether the vehicle should be processed as an accident or suspected abuse due to damages not attributed to fair wear and tear or natural incident. **NOTE:** Unreported accidents are treated as vehicle abuse.
- 4.3. Vehicle Management and Analysis section (VM&A) will:
  - 4.3.1. Document, track, and gather data on vehicle accident and abuse repairs.
  - 4.3.2. VM&A will prepare an AF Form 20, Repair Cost and Reparable Value Statement, when requested by the using organization's commander. Note: Both military and civilian direct labor charges computed by On-Line Vehicle Interactive Management System (OLVIMS) are used for determining labor cost for in- house repairs of vehicles/equipment on the AF Form 20.
  - 4.3.3. Coordinate the vehicle accident package within one duty day from the time the vehicle is turned into the Vehicle Management Flight.
- 4.4. Using organization's commander will:
  - 4.4.1. When deemed appropriate, appoint an investigating officer to conduct a preliminary investigation in accordance with AFMAN 23-220, Reports of Survey for Air Force Property, **Chapter 18**.
  - 4.4.2. Ensure the investigation is completed and processed in accordance with AFMAN 23-220, **Chapter 18**.
  - 4.4.3. Release vehicle for repair to 354 LRS Vehicle Management Flight, and ensure funds are available to pay for unit's accident and abuse repairs.
  - 4.4.4. If an organizational commander thinks the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 354 LRS Commander. If the 354 LRS Commander agrees, the accident/abuse case will be dropped. If the 354 LRS Commander does not agree with the using organization that a vehicle accident/abuse case is not justified, the 354th Mission Support Group (MSG) Commander becomes the deciding authority.
  - 4.4.5. Follow procedures outlined in paragraph six of this instruction.
  - 4.4.6. Ensure personnel complete a PACAF Form 161, Notification of Mishap, and Eielson Government Motor Vehicle (GMV) Mishap Worksheet, and coordinate forms to their unit safety representative with 24 hours of incident.
- 4.5. Assigned or using organization will:
  - 4.5.1. Notify the Vehicle Management Flight when an accident occurs. Vehicle Management can be contacted during duty hours at DSN 317-377-4229. During after hours, Vehicle Management standby personnel can be contacted via commercial number 907-388-2540. Contact numbers are also printed on each GMV keychain. Vehicle Management personnel will determine safety, serviceability, and drivability of the vehicle and advise unit on transportation method. If vehicle is not drivable, Vehicle Management personnel will contact Vehicle Operations to coordinate transport.

4.5.2. Ensure an SF 91, Motor Vehicle Accident Report, is accomplished at the time of an alleged accident. The vehicle operator shall complete the SF 91 and provide the original to the using organization's Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO). The VCO/VCNCO shall ensure that a copy of the SF 91 is turned in to Vehicle Management at the same time the vehicle is turned in to Customer Service.

4.5.3. Ensure their unit personnel are on scene until the vehicle is transported to the Vehicle Management Flight.

4.5.4. Accompany VM&A personnel to transport accident and abuse vehicles for estimates and repairs.

4.5.5. Coordinate reimbursement to 354 LRS for all vehicle parts and/or contract repair costs of damaged vehicles due to an accident or vehicle abuse. Turn vehicles in to Vehicle Management immediately upon release from the accident scene. NOTE: The initial responsibility to identify and report accidents rests with the vehicle operator and the vehicle's assigned unit. Report UDI vehicle damage to the 354 LRS Vehicle Operations Control Center (VOCC) (DSN 317-377-1843) within 24 hours and turn the vehicle in to the Vehicle Management Flight for repairs.

4.6. VCO/VCNCO will:

4.6.1. Ensure his/her respective commander is aware of their vehicle status and of applicable guidance included in this instruction, AFI 24-302, and other operating instructions.

4.6.2. Maintain a record of unit's accident and abuse cases. In accordance with Air Force RDS, Table 24-03, Rule 13, organizations will maintain a file containing the following information for each vehicle accident for a period of 6 years:

4.6.2.1. Copies of SF 91s.

4.6.2.2. Copies of law enforcement agency accident reports.

4.6.2.3. Copy of operator's US driver's license.

4.6.3. Communicate with VM&A regarding status of unit's funding of accident/abuse repairs.

4.7. Units on Temporary Duty Assignment (TDY) to Eielson Air Force Base driving 354 FW vehicles will:

4.7.1. Provide an AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD), with unit's accounting classification to the 354 LRS Resource Advisor (RA) obligating \$5,000, or other amount directed by 354 LRS Commander, to cover possible accident/abuse repairs.

4.7.2. The 354 LRS RA will hold AF Form 406 until after exercise or mission is complete and final vehicle assessments are made. When accident or abuse repairs are deemed necessary, funding to cover those repairs will be subtracted from the responsible unit's MORD. When repairs are complete, VM&A will notify the RA who will in turn return the AF Form 406 to the home station unit.

4.8. Personnel TDY to Eielson Air Force Base driving 354 FW vehicles will:

4.8.1. Provide accurate home station unit commander contact information to the 354 LRS VOCC and complete a UDI Checkout Sheet.

4.8.2. Understand and follow official use and permissible operating distance policy letters provided by VOCC. Failure to abide by these policies may be grounds for vehicle misuse case.

4.8.3. If involved in a vehicle accident follow instructions in para 4.5. Provide all applicable forms to the VOCC.

4.8.4. If personnel utilize UDI/recalled vehicles for more than 72 hours, the TDY unit will provide a Vehicle Identification Link (VIL) key letter to ensure that all fuel charges are billed to the TDY unit.

4.8.5. Vehicle Operations will only issue UDI/recalled vehicles if a copy of the signed VIL key letter is provided. VOCC will call Fuels Service Center (FSC) to lock fuel keys once GMV is issued. Vehicles cannot be refueled until the customer takes the signed VIL key letter to FSC and have the VIL key coded with the TDY unit's billing information.

4.8.6. Exceptions to the UDI/recalled vehicle VIL key letter policy will be reviewed on a case-by-case basis by the Deployment and Distribution Flight Commander or Flight Chief.

4.8.7. When the UDI fleet cannot meet operational demands, VM&A may initiate a vehicle recall. When vehicles are recalled, VM&A will have the FSC deactivate the supporting organization's VIL key. The TDY unit must then complete and submit a VIL key letter to FSC prior to signing for vehicles.

4.8.8. Reimbursement for accident and abuse repairs will be sought from the member's home-station unit of assignment.

## **5. Additional Guidance.**

5.1. Accidents involving privately owned vehicles (POV) and GMV: The assigned or using organization will provide the 354 FW Judge Advocate (JA) with sufficient information about the accident to determine if the POV or GMV driver was at fault. If the POV was at fault, the 354 FW/JA will pursue repairs through the POV insurance company, with all repairs being accomplished through contractors to facilitate reimbursement of costs.

5.2. Multiple-Unit Accidents: Each unit will conduct an investigation. The commanders of the units involved will jointly determine liability. If a decision cannot be made the 354 MSG Commander will have final decision authority.

## **6. Procedures.**

6.1. A letter identifying the details of the accident or abuse damage, photos, and a release letter will be sent by the 354 LRS Commander or delegated appointee to the responsible organization's commander (see Attachment 2 & 3).

6.2. When organizational commanders release government owned/leased vehicles for accident/abuse repairs, the using organizational commander accepts financial liability and will allocate funds for vehicle repairs.

6.3. For all government owned and dry leased General Services Administration (GSA) vehicle accident and abuse repairs above the Government Purchase Card (GPC) micro-purchase threshold for services, the process will be completed using an AF Form 9, Request for Purchase. Vehicle Management will complete a Performance Work Statement (PWS) and an Interdependent Government Estimate (IGE) for every accident or abuse case, except for those cases repaired in-house. The completed PWS, IGE and photos, compiled to make up the repair estimate package, are sent to the 354 LRS/RA to be forwarded to the responsible using organization's RA. The responsible using organization's RA processes an AF Form 9 in the Automated Business Services System, then forwards the repair estimate package to 354th Contracting Squadron (CONS). Utilizing the repair estimate package, 354 CONS will solicit vendors to bid for the contract repair. Once the contract has been awarded, 354 CONS will notify Vehicle Management to deliver the vehicle to the vendor for repair. The RA will inform the unit VCO/VCNCO of the status of each AF Form 9, who in turn will contact VM&A to provide status updates and assistance to resolve any difficulties in the process. NOTE: This procedure does not apply to GSA vehicles on a wet lease. Please contact VM&A at DSN 317-377-4745 to determine if your vehicles are on a dry lease or wet lease.

6.4. For all government owned and dry leased GSA vehicle accident and abuse repairs below the GPC micro-purchase threshold for services, the process will be completed as determined by the VFM/VMS.

6.5. For in house accident and abuse repairs performed by the 354 LRS Vehicle Management Flight, the preferred method of parts procurement is for the owning unit to purchase the required parts with their GPC. In the event the unit is not able to make a GPC purchase, 354 LRS will procure the parts and VM&A will send the refundable/reimbursable file (also known as the V12) to 354th Comptroller Squadron for validation and coordination of reimbursement from the using organization.

DAVID A. MINEAU, Colonel, USAF  
Commander

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

AFPD 23-1, *Materiel Management Policy and Procedures*, 10 March 2006. AFI 23-302, *Vehicle Management*, 29 October 2007.

AFMAN 23-220 (*Reports of Survey for Air Force Property*) **Chapter 18**, 1 July 1996.

***Adopted Forms***

AF Form 9, *Request for Purchase*

AF Form 20, *Repair Cost and Repairable Value Statement*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

SF 91, *Motor Vehicle Accident Report*.

***Abbreviations & Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Document

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

**FSC**—Fuels Service Center

**GMV**—Government Motor Vehicle

**GPC**—Government Purchase Card

**GSA**—Government Services Administration

**IGE**—Interdependent Government Estimate

**MORD**—Miscellaneous Obligation/Reimbursement Document

**OLVIMS**—Report of Survey On-Line Vehicle Interactive Management System

**OPR**—Office of Primary Responsibility POV—Privately Owned Vehicle

**PWS**—Performance Work Statement

**RA**—Resource Advisor

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey

**TDY**—Temporary Duty Assignment

**UDI**—U-Drive-It

**VCO/VCNCO**—Vehicle Control Officer/Vehicle Control Noncommissioned Officer

**VFM**—Vehicle Fleet Management

**VIL**—Vehicle Identification Link

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

**VMS**—Vehicle Management Superintendent

**VOCC**—Vehicle Operations Control Center

## Attachment 2

## SAMPLE ACCIDENT/ABUSE NOTIFICATION MEMORANDUM

Figure A2.1. Sample Accident/Abuse Notification Memorandum.

DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

29 Jan 16

MEMORANDUM FOR 354 SQS/CC

FROM: 354 LRS/CC

SUBJECT: Accident Notification Vehicle G622844N Case 201616

1. Vehicle G622844N, issued as a UDI to your organization from Vehicle Operations, was turned into the Vehicle Management Flight 28 Jan 16. The following damage was identified: Large dent in driver's side front fender, multiple dents and scratches along driver's side bed panel, and a small hole in the driver's side tail light.
2. Your unit has seven calendar days from the date the memorandum was sent, to choose to file a Report of Survey (reference AFMAN 23-220, *Report of Survey for Air Force Property*) or release vehicle for estimate/repair work. A release letter is attached for your use. Please indicate your unit's intentions and email to our Vehicle Management and Analysis section. If we do not receive notification of your intentions, we will proceed with obtaining estimates for the repair of the vehicle on the eighth day.
3. Once repair estimates are received for your unit's vehicle, we will provide the estimates to your resource advisor to initiate funding of the contracts and/or repairs.
4. Any questions regarding case 201616 should be referred to A1C Peters at DSN 377-4745 or emailed to 354lrs.vma@us.af.mil.

JOE D. DOE, Maj, USAF  
Commander

## Attachment 3

## SAMPLE ACCIDENT/ABUSE RELEASE MEMORANDUM

Figure A3.1. Sample Accident/Abuse Release Memorandum.

DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

29 Jan 16

MEMORANDUM FOR 354 LRS/LGRV

FROM: 354 SQS/CC

SUBJECT: Vehicle Accident Release Letter Case 201616

Vehicle G622844N was involved in an accident. My squadron's intentions are to: (please check one)

- Initial investigation has determined a Report of Survey (ROS) will not be processed for this vehicle accident. Please release vehicle and initiate accident repair process.
- A ROS has been initiated for this vehicle accident. Request no estimates or repairs be made until an investigator releases the vehicle.

MOLLY E. MOOSE, Lt Col, USAF  
Commander

**Attachment 4****EXAMPLES OF VEHICLE ABUSE (NOT ALL INCLUSIVE)**

- A4.1.** Failure to accomplish operator maintenance, care, or failure to immediately report safety discrepancies.
- A4.2.** Not reporting malfunctions, defects, accident damage, or safety discrepancies affecting vehicle management in a timely manner.
- A4.3.** Overloading or failing to tie down or otherwise secure cargo.
- A4.4.** Tampering with governors or pollution control devices.
- A4.5.** Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A4.6.** Failure to protect the painted surface from oxidation and corrosion.
- A4.7.** Failure to bring vehicle/equipment into the shop for scheduled maintenance.
- A4.8.** Modifying vehicle/equipment without written permission from the vehicle management.
- A4.9.** Refueling a vehicle with incorrect type fuel (that is, using diesel instead of MOGAS).
- A4.10.** Contributing to wind damage by not parking vehicles into the wind or restraining doors when opening.
- A4.11.** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A4.12.** Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- A4.13.** Using a vehicle for other than its designated purpose. For example, using a 1/2-ton pickup to tow a 10,000 pound trailer.
- A4.14.** Use of stop leak in radiators.
- A4.15.** Operating a vehicle in violation of the operator's manual.