

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 24-302

24 OCTOBER 2019



Transportation

**VEHICLE ACCIDENT
AND ABUSE PROGRAM**

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(Col Pedro A. Cotto-Perez)

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This instruction implements Air Force Policy Directive (AFPD) 24-3, Management, Operation, and Use of Transportation Vehicles, and references Air Force Instruction (AFI) 24-302, Vehicle Management, which provides guidance on the vehicle accident and abuse program at Andersen Air Force Base (AAFB). Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of Andersen's vehicle fleet. This instruction applies to all personnel operating 36th Wing (36 WG) or Naval Base Guam (NBG) Government Motor Vehicles (GMVs) and equipment (owned, rented, or leased) assigned, or attached to the 36th Wing (36 WG) to include all Geographically Separated Units (GSU), the Air Force Reserves, and the Air National Guard. 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. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. Major changes include: updates and clarification on the roles and responsibilities for vehicle management, vehicle operators and using organizations; addition of roles and responsibilities for the unit Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCOs/VCNCOs); updates to procedures for accident and abuse vehicle damages, outlining required documentation and unit commander responsibilities; addition of local vehicle idle policy requirements IAW AFI 24-302, *Vehicle Management*.

1. Overview.

1.1. Program Management Overview.

1.1.1. The key to successfully reducing damage to vehicles is placing responsibility where it rightfully belongs; on the operator and the operator's commander who are charged with maintaining high standards of vehicle operator training and discipline. Consequently, using the procedures set forth in **paragraph 2.3** of this instruction, repair cost will be the responsibility of the organization to which the operators are assigned.

1.2. Goal.

1.2.1. To reduce the number of vehicle accidents, abuse and incident cases, and reduce the risk of personal injury or death while keeping the cost of repairs to an absolute minimum. Commanders are required to initiate internal investigations into circumstances surrounding accidents, incidents, and cases of suspected vehicle abuse.

2. Roles and Responsibilities.

2.1. Vehicle Management.

2.1.1. The 36th Logistics Readiness Squadron (36 LRS), Vehicle Management section, is responsible for identifying vehicles with suspected accidents, abuses and incidents (**Attachment 2**). The 36 LRS Transportation Manager or 36 LRS Vehicle Management Superintendent will evaluate and validate each alleged case. They will be the final authorities entrusted with differentiating between accident, abuse, or incident. Vehicle and vehicular equipment abuse is considered damage caused by willful or negligent acts of improper operation or care. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object. Incidents are classified as 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. Reporting damage to a government owned/leased vehicle is the operating unit's responsibility. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the 36 LRS Fleet Management and Analysis (36 LRS/FM&A) section.

2.2. Vehicle Operator.

2.2.1. Only qualified and properly licensed personnel shall operate a government owned vehicle. The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse, or incident. Any damage should be reported immediately to the 36th Security Forces Squadron (36 SFS). If off base, contact the Guam Police Department. Operators will provide a copy of the SF Form 91, Motor Vehicle Accident Report, to the 36 LRS Vehicle Management (36 LRS/LGRV) Customer Service Center (CSC) during the next duty day for the vehicle turn-in.

2.3. Using Organization.

2.3.1. Using organization will fund for cost associated with government owned, rental/lease vehicle abuse and/or accident damage. **(T-1)**. Funds expended for vehicle accident and abuse repair costs, including contract cost, will be funded to the Base Operating Support Contract (BOSC). In cases where responsibility cannot be determined, owning organizations are responsible for reimbursement. **Exception:** Installation vehicles (e.g. Navy owned fire trucks and ambulances) with accident damage, which will be funded using a Joint Region Marianas Line of Accounting (LOA). Air Force owned Medical vehicles (e.g. High Deck Patient Loading Platform) with accident and abuse damage will be funded through the 36 Wing.

2.4. VCO/VCNCO.

2.4.1. The secondary responsibility rests with the unit's Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCO/VCNCO). VCO/VCNCOs shall inspect their unit's vehicles periodically for unreported damage and ensure each vehicle is turned into 36 LRS/LGRV for repairs and/or a waiver in a timely manner. If in a vehicle accident, an operator will surrender their AF Form 2293, USAF Motor Vehicle Operator Identification Card, the SF 91, and the Motor Vehicle Accident Report to their unit's appointed VCO/VCNCO. **(T-1)**. Unit commanders may reinstate the license immediately based on prima facie evidence or at their discretion. All suspended licenses will be sent to the Operator Records and License (OR&L) office to preclude issue of duplicate license while suspended. **(T-1)**.

2.4.2. Ensure a viable vehicle accident prevention program is part of the unit's safety program.

3. Vehicle Accident, Abuse, or Incident.

3.1. Procedures.

3.1.1. All GMVs involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be brought to the 36 LRS/LGRV CSC as soon as possible, but no later than the next duty day, so damage assessment and initial repair cost estimate can be accomplished. **(T-1)**.

3.1.2. SF 91 and applicable AF Form 1800, Accident Identification Card, must be completed and provided upon vehicle turn-in to 36 LRS/LGRV CSC. **(T-1)**. The vehicle will not be considered reported to maintenance until the vehicle and both forms have been submitted.

3.1.3. Commanders have 10 duty days after the vehicle accident or abuse notification letter has been received to conduct an investigation, gather the police report, take pictures, and provide a release letter. 36 LRS/LGRV will open an accident or abuse repair work order and begin repairs after all required documents, funding, and BOSC KO direction has been issued. Upon completion of repairs, commanders will be notified of the final repair costs and payment instructions. In circumstances involving fatalities, the 36 WG/JA will be required to review the case and release the vehicle for repair.

3.1.4. Commanders disagreeing with the findings of liability may appeal to the 36 LRS/CC within 10 duty days from notification. Additionally, intent to appeal must be coordinated with 36 LRS/FM&A. If the 36 LRS/CC does not support the appeal, the appeal package will then be forwarded through the 36th Mission Support Group Commander (36 MSG/CC) to the 36th Wing Commander (36 WG/CC) for final determination.

4. Idle Policy

4.1. Idle Policy Overview.

4.1.1. Andersen AFB will observe a 5-minute vehicle idling restriction IAW AFI 24-302, *Vehicle Management*. Parked vehicles will not remain running longer than the specified time to maximize fuel economy and reduce toxic vehicle emission.

4.1.2. Any idling vehicle must be monitored and attended at all times. **(T-1)**.

4.1.3. Vehicles may idle for air conditioner use while under Heat Category flag colors “red” or “black”, IAW AFPAM 48-151, *Thermal Injury*. **(T-1)**.

4.1.4. Emergency and law enforcement vehicles, military tactical vehicles are generally exempt from the vehicle idle policy.

4.1.5. Direct any questions to 36 LRS/FM&A at 366-5827 or 366-2289.

GENTRY W. BOSWELL,
Brigadier General, USAF
Commander

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

AFI 24-301, *Vehicle Operations*, 28 Apr 2017

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 14 Dec 2017

AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 Jul 1996

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

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 8 Nov 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 518, *Accident Identification Card*

SF 91, *Motor Vehicle Accident Report*

SF 94, *Statement of Witness*

Abbreviations and Acronyms

AAFB—Andersen Air Force Base

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

BOSC—Base Operating Support Contract

CC—Commander

CSC—Customer Service Center

FM&A—Fleet Management and Analysis

FMO—Financial Management Office

GMV—Government Motor Vehicle

GSU—Geographically Separated Unit

IAW—In Accordance With

JA—Judge Advocate

JON—Job Order Number

KO—Contracting Officer (Navy BOSC)
LGRV—Vehicle Management
LRS—Logistics Readiness Squadron
MSG—Mission Support Group
OPR—Office of Primary Responsibility
OR&L—Operator Records and Licensing (OR&L)
RDS—Records Disposition Schedule
ROS—Report of Survey
SEG—Ground Safety
SFS—Security Forces Squadron
UDI—U—Drive-It
VCO—Vehicle Control Officer
VCNCO—Vehicle Control Non-Commissioned Officer

Terms

Fair Wear and Tear—Normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy. **Motor Vehicle Accident**—Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse—An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in (**Attachment 2**) of this instruction. Controversies about classification will be handled at the lowest level, with the 36th LRS/CC being the final authority.

Vehicle Incident—Repairs required as a result of damages beyond the control of an individual, which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation will accompany vehicles turned in to explain any incident damage. Examples of incidents are:

- (1) A rock thrown through the windshield by the tire of a vehicle being followed;
- (2) A wind carried object striking a vehicle;
- (3) Hail or other inclement weather damage.

U-Drive-It (UDI)—Vehicles available to using organizations and activities of the installation for temporary support of official functions and operated by personnel assigned to the using Agency in support of home-station mission, contingencies, TDY support, combat service or support operations. Support is normally limited to 72-hours.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. Failure to accomplish organizational or operator maintenance in accordance with the manufacturer's commercial publication, Air Force or Navy instructions, manuals, or technical orders.

A2.2. Failure to bring vehicle or equipment in for scheduled maintenance before an overdue condition exists. An approved rescheduling by 36 LRS/LGRV due to mission requirements is permitted.

A2.3. Overloading the vehicle or piece of equipment, or failure to tie down or secure cargo.

A2.4. Operating a vehicle or piece of equipment with broken tire chains, over inflated tires, or under inflated tires.

A2.5. Operating a vehicle or piece of equipment with known safety discrepancies, malfunctions, or damage.

A2.6. Failure to bring a vehicle or piece of equipment to 36 LRS/LGRV or authorized leased serviced provider (as applicable) for scheduled maintenance.

A2.7. Failure to protect the vehicle or piece of equipment's exterior painted surfaces from oxidation or corrosion (washing/waxing).

A2.8. Failure to report damage (accident, incident, and negligence) to 36 LRS/LGRV by end of the next duty day. The Transportation Manager can pre-approve delays of this action to satisfy immediate mission needs when warranted.

A2.9. Modifying, adding equipment, or applying markings to a vehicle or piece of equipment without written approval from the 36 LRS Transportation Manager and if required, Headquarters Air Force Materiel Command Staff or the Warner Robins-Air Logistics Complex prime item manager.

A2.10. Tampering with engine governors, pollution control devices, or computer control systems.

A2.11. Running engines at excessive speeds.

A2.12. Operating vehicles with low oil or coolant levels because of failure to check levels according to established guidance, failure to monitor dash instrumentation, or significantly overfilling the engine crankcase, transmission or hydraulic reservoirs, as applicable.

A2.13. Operating vehicles improperly such as lugging in high gear and shifting into reverse when traveling forward.

A2.14. Failures that are not the result of normal wear and tear, defective material or workmanship.

A2.15. Operating with applied or dragging parking brake.

A2.16. Intentional destruction, disfigurement, or removal of official use stickers from any GMV.

A2.17. Servicing fuel tank, hydraulic reservoirs or other items with the incorrect fluid.

- A2.18.** Intentional destruction or disfigurement of vehicles interior/exterior.
- A2.19.** Unqualified or untrained personnel operating vehicles without an instructor present.
- A2.20.** Failure to secure vehicle doors from overextending when opening during high winds.
- A2.21.** Allowing water to accumulate in the vehicle interior (e.g. washing out the interior with a hose, failing to close windows during a rainstorm).
- A2.22.** Cleaning specialized vehicle windows with chemicals that are not authorized for use.
- A2.23.** Knowingly operating a vehicle or piece of equipment with a malfunction that may cause or result in further damage.
- A2.24.** Unqualified or untrained personnel attempting to maintain vehicles