

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
24-301**



7 MAY 2020

Transportation

BASE VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles* and DoD 4500.36, *Acquisition, Management and Use of Non-Tactical Vehicles*. It establishes procedures and responsibilities governing the pooling, dispatching and operation of government owned vehicles at Westover ARB. For a better understanding to all concerned and for a more efficient system of operation, each section is considered one unit (using organization). This instruction applies to all Westover ARB personnel utilizing government vehicles with equal force to officers, airmen and civilian drivers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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*; email AF Form 847 to 439 LRS/AOT.

SUMMARY OF CHANGES

This revision updates the following: routing change for AF Form 847 in introduction paragraph; changes Vehicle Control Officer (VCO) to Vehicle Control Official (VCO) in **paragraph 1.3** and throughout publication; establishes permitted operating distance (**paragraph 2**); establishes vehicle accident prevention policy; added **Paragraph 4**, Motor Vehicle Accident Prevention Policy; establishes vehicle accident/abuse procedures, added **Paragraph 6**, Vehicle Accident/Abuse Procedures. Paragraphs have been renumbered in order to accommodate additions to publication.

1. Official use of Government Vehicles.

1.1. Title 40 U.S.C., Section 491, requires the Air Force to develop an effective means of limiting the use of government vehicles for official government business. The Air Force has established this policy requirement in Air Force Instruction (AFI) 24-301, *Ground Transportation*. This provision applies to all military and civilian personnel who operate government vehicles, including those rented or leased with government funds, and provides for potential disciplinary actions against those who violate this standard.

1.2. The concept “official use” of Air Force vehicles is sufficiently broad to prohibit instruction relating to each and every instance in which vehicles may be used. AFI 24-301, however, establishes one simple rule: ***Restrict the use of all DoD motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further enhance the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted.***

1.3. The 439th LRS Vehicle Management Flight is committed to assisting all Westover ARB vehicle users and organizational Vehicle Control Official (VCO) to realize the greatest flexibility and efficiency possible from their assigned vehicles while operating within the statutory provisions set forth regarding authorized “official use” operation of those assets.

1.4. You are encouraged to contact the Vehicle Operations Dispatch Office at 557-3855/3004, or the Base Transportation Manager at 557-3805 should you have further questions or concerns regarding “Official Use” criteria and determinations.

2. Dispatching. Vehicles are not dispatched for trips beyond the established permitted operating distance of 100 miles without the approval of the Transportation Accountable Officer (TAO).

3. Responsibilities.

3.1. The using organization and operator ensure that each vehicle is clean before it is returned to the dispatch line.

3.2. Persons to whom vehicles are dispatched are responsible for the safeguarding and proper utilization of the vehicle until it is officially released.

4. Motor Vehicle Accident Prevention Policy.

4.1. Operator Distractions.

4.1.1. Operators of motor vehicles on Westover ARB are prohibited from text messaging or using any hand-held electronic device.

4.1.2. Failure to obey these prohibitions by active duty military members, USAFR members on active duty or inactive duty for training, is a violation of Article 92, Uniform Code of Military Justice (UCMJ).

4.1.3. Violations by civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4.2. Duty-Related Operator Driving Time.

4.2.1. Unit commanders will establish and enforce duty-hour limits for operators of government-owned motor vehicles to reduce the potential for traffic mishaps caused by operator fatigue IAW DoDI 6055.04, *DoD Traffic Safety Program*.

4.2.2. To reduce the potential for traffic mishaps caused by operator fatigue commanders, supervisors and all personnel will apply risk management IAW AFI 90-802, *Risk Management*.

4.3. Backing of government-owned motor vehicles.

4.3.1. Backing of government-owned motor vehicles and the usage of spotters will be IAW AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

4.3.2. Government-owned motor vehicle operators will immediately stop if they lose visual contact with the spotter or notice the spotter is dangerously positioned between the vehicle and another object.

4.3.3. Spotter(s) will position themselves away from the vehicle's path of travel and maintain visual contact with the vehicle operator.

4.3.4. Government-owned motor vehicles equipped with back-up warning alert systems will be maintained in an operational fashion as designed and not modified.

5. Motor Vehicle Idle Policy.

5.1. The Air Force has established this policy requirement in AFI 24-302, *Vehicle Management*. This provision applies to all military and civilian personnel who operate government vehicles, including those rented or leased with government funds, and provides for potential disciplinary actions against those who violate this standard. Vehicles on Westover ARB shall comply with Massachusetts state regulations as outlined in 310 CMR 7.11. Motor Vehicles will not idle more than 5 minutes within a 60 minute period unless exempt as described below:

5.1.1. The motor vehicle idles to operate defrosters, heaters, air conditioners, or other equipment solely to prevent a safety or health emergency.

5.1.2. A police, fire ambulance, public safety, other emergency or law enforcement motor vehicles, or any motor vehicle used in an emergency capacity, idles while in an emergency or training mode and not for the convenience of the vehicle operator.

5.1.3. When idling of motor vehicle is required to operate auxiliary equipment to accomplish the intended use of the vehicle (loading/unloading, construction operations) provided this exemption does not apply solely for comfort of operator.

5.1.4. A bus idles a max of 15 minute in any 60 minute period to maintain passenger comfort while non-driver passengers are on board.

5.1.5. The motor vehicle is used for airport ground support, including, but not limited to, motor vehicles operated to service or supply aircraft.

5.1.6. The primary propulsion engine idles for maintenance, servicing, repairing, or diagnostic purposes if idling is necessary for such purpose.

6. Vehicle Accident/Abuse Procedures.

6.1. All GOVs involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be turned into the 439 LRS/LGRVM as soon as possible, but no later than the next duty day, so the damage assessment and initial repair cost estimate can be accomplished. ([Attachment 2](#), Examples of Vehicle Abuse)

6.1.1. IAW AFI 24-301 and this instruction, a Standard Form (SF) 91, *Motor Vehicle Accident Report*, and if a Privately Owned Vehicle (POV) is involved a Department of Defense (DD) Form 518, *Accident Identification Card*, must be completed with all pertinent information and provided upon vehicle turn-in to 439 LRS/LGRVM. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the responding Security Forces Squadron's individual name and rank or the name and rank of the civilian law enforcement authorities if off base in block 81 of the SF Form 91.

6.2. Vehicle Maintenance will initiate a work order and an accident/abuse estimate ([Attachment 3](#), Accident/Abuse Estimate Letter), which will indicate and estimate the cost of repairs. Photographs will be taken of vehicle damage to aid in further investigation. The work order and the estimate letter will, along with a letter ([Attachment 4](#), Notification letter), identifying the accident or abuse case, will be signed by the Fleet Management and Analysis (FM&A) personnel and routed through the 439 LRS Transportation Accountable Officer to the commander of the organization assigned the vehicle in question.

6.3. The owning unit commander will sign and provide a release letter ([Attachment 5](#), Maintenance Release letter) indicating the damage has been viewed and Vehicle Maintenance has been given the authority to initiate the repair action. The unit commander has ten working days to investigate and remit a release letter.

6.4. When requested, an AF Form 1823, *Vehicle and Equipment Work Order*, will be prepared by Vehicle Maintenance. The responsible unit commander will initiate a DD Form 200, *Report of Survey (ROS)*, to determine financial liability if there is evidence of gross negligence. For accidents involving a POV, determinations are made through the legal office in cooperation with Security Forces and civilian law enforcement agencies (if applicable).

6.5. Vehicle Accident/Abuse Reimbursement: Using organizations will reimburse the 439 LRS Base Operations Support Contract (BOS) reimbursable parts and material contract line item number (CLIN) for all parts and material costs associated with vehicle accidents/abuses.

6.6. Vehicle damaged beyond repair or determined to be not economically repairable will be parked and a Limited Technical Inspection (LTI) will be completed and turned into the 441st Vehicle Support Chain Operations Squadron (VCOS) with a recommendation to be turned into the Defense Logistics Agency Disposition Services (DLA/DS).

6.7. If the using organization commander concludes there has not been vehicle abuse and the 439 LRS/CC agrees with the rationale, the vehicle abuse case will be closed. If the 439 LRS/CC or designated representative disagrees, the case will be forwarded to the 439 MSG/CC, who will make the final determination of responsibility.

6.8. It should be noted that this instruction concerns only the procedures and determination of accidents and abuse. It does not determine personal negligence nor does it assess financial liability to the individual. These issues must be handled IAW DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulation*. Organization

commanders may use the ROS process in conjunction with an accident/abuse investigation as a tool for the determination of liability in an accident/abuse allegation. Contact the unit ROS point of contact or the base ROS administrator.

6.9. In the event a vehicle is removed from service due to an accident or abuse, a replacement vehicle will not be furnished. The responsible organization will be required to use internal squadron resources in order to fill their requirements unless that unit can document clear mission degradation will occur.

6.10. If using a Government Services Administration (GSA) vehicle, the operator must ensure that he or she is knowledgeable in the correct reporting procedures if an accident occurs or service is required. This information is contained in the packet in each GSA vehicle and should be reviewed prior to use of the vehicle. These packets will include contact information for the servicing claims office for Westover ARB which is 66 ABG/JA, ATTN: Claims, 20 Schilling Circle, Hanscom AFB, MA 01731-2010, Commercial: 781-225-0082, Fax: 781-225-2214.

7. Documentation.

7.1. DD Form 518, SF Form 91, and AF Form 18XX, *Operator's Inspection Guide and Trouble Reports*, are in the vehicle while in operation. All vehicle operators sign the appropriate Operator's Inspection Guide and Trouble Report IAW Technical Order (T.O.) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. Waiver cards for maintenance and inspection purposes accompany each Operator's Inspection Guide and Trouble Report.

7.2. Individuals who require the use of an over the road packet will be briefed on procedures for use of the vehicle fleet card, sign for the card and bring all receipts for fuel/emergency services to the Vehicle Operations Dispatch office in Vehicle Management immediately upon return. If the Massachusetts Turnpike will be used, ensure a transponder is picked up at the Vehicle Operations dispatch window before departure. Failure to do so may lead to counseling or administrative action by management or supervisory personnel.

7.3. Personnel operating vehicles on the flight line must be briefed on flight line driving procedures by their unit Vehicle Control Official and issued an AF Form 483, *Certificate of Competency*, signed by the unit Vehicle Control Official on the reverse side, and certified by the Chief of Airfield Management on the front side.

7.4. All personnel assigned to the installation operating government owned special purpose vehicles must possess an AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*.

8. Government Vehicle Speed Limits. The maximum speed limit, on and off base, is that which is safe, reasonable, and prudent under the circumstance, and will not exceed the speed limit as indicated by posted signs.

9. Number of Passengers Authorized in Front Seat. The number of persons authorized in the front seat of government vehicles on- and off-base will not exceed the number of sets of seat belts provided for the front seat of the vehicle.

10. Vehicle Air Transport. Approval must be obtained from the Operations Group Commander through e-mail with courtesy copies to the Mission Support Group Commander and

the Transportation AO prior to vehicle air transport. The requesting unit prepares DD Form 1149, *Requisition and Invoice/Shipping Document*, notifies Traffic Management Office, reports to 439 LRS/LGRV for vehicle dispatch and physically turns the vehicle in to Vehicle Maintenance. These requirements are accomplished at least two full work days prior to air shipment. **Note:** The 42/58 APS are exempt from the procedures in this paragraph, when vehicles are being airlifted for the purpose of training on the local flyer aircraft. Further, this does not apply to personally owned vehicles.

11. Vehicle Rental /Lease Requests.

11.1. All vehicle Rental/Leases will be accomplished IAW AFI 24-302.

11.1.1. The TAO is the designated individual for coordination of all Rental/Lease requests for this installation.

11.1.2. All AF Form 9s, *Request for Purchase*, for rental/lease vehicles will be processed through the Contracting Office.

CRAIG C. PETERS, COLONEL, USAF
Commander

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

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

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 24-302, *Vehicle Management*, 26 June 2012, Certified Current 15 August 2017

AFMAN 33-363, *Records Management Program*, 1 March 2008, Certified Current 21 July 2016

AFI 90-802, *Risk Management*, 1 April 2019

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

DoD 4500.36, *Acquisition, Management and Use of Non-Tactical Vehicles*, 31 August 2018

DoDI 6055.04, *DoD Traffic Safety Program*, 31 August 2018

DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulation*

310 CMR 7.11

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

Adopted Forms

AF Form 9, *Request for Purchase*, 1 March 1977

AF Form 483, *Certificate of Competency*, 1 February 1985

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Forms 1800, 1806, 1807, or 1812, *Operator's Inspection Guide and Trouble Reports*, 1 April 2010

AF Form 1823, *Vehicle and Equipment Work Order*, 1 December 1979

AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009

DD Form 518, *Accident Identification Card*, 1 October 1978

DD Form 1149, *Requisition and Invoice/Shipping Document*, 1 January 2016

SF Form 91, *Motor Vehicle Accident Report*, 1 February 2004

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

DLA/DS—Defense Logistics Agency Disposition Services

FM&A—Fleet Management and Analysis

GOV—Government Owned Vehicle

GSA—Government Services Administration

TAO—Transportation Accountable Officer

VCO—Vehicle Control Official

Terms

FAIR WEAR AND TEAR—The normal expected deterioration of the vehicle or equipment based on its age, usage and life expectancy.

VEHICLE ABUSE—Any act or omission that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident, or incident. Some examples of vehicle abuse are listed in **Attachment 2**.

VEHICLE ACCIDENT—Any situation where a GMV strikes or is struck by another GMV and/or object, structure or animal where action by any participant vehicle operator could have prevented the outcome.

VEHICLE INCIDENT—Any situation where a GMV sustains damage where the action by any participant vehicle operator could not have prevented the outcome (e.g., act of nature)

Attachment 2**EXAMPLES OF VEHICLE ABUSE**

A2.1. The following are examples of vehicle abuse; however this list is not all inclusive:

A2.1.1. Failure to accomplish required operator maintenance.

A2.1.2. Operating a vehicle with insufficient coolant or oil.

A2.1.3. Failure to promptly report any malfunctions, defects in, accident damages or items which affect the vehicle's safety or condition to the 439 LRS/LGRV. Discrepancies must be reported to 439 LRS/LGRV during the day of the accident or NLT the next duty day.

A2.1.4. Operating a vehicle in the wrong gear; going too slow in high gear; improper shifting, such as shifting into reverse when the vehicle is still moving forward; operating a vehicle with the brakes applied; or dragging parking brakes.

A2.1.5. Operating a vehicle with improperly inflated tires.

A2.1.6. Overloading, failing to secure cargo or improper load distribution which could damage the vehicle.

A2.1.7. Failure to bring vehicle to the vehicle maintenance facility for scheduled maintenance or safety inspections.

A2.1.8. Using a vehicle for other than its designated or intended purpose.

A2.1.9. Tampering with speedometers, odometers, tachometers or governors.

A2.1.10. Failure to protect painted surface from oxidation and corrosion.

A2.1.11. Failure to clean, wax, or maintain a vehicle's interior or exterior to meet corrosion control and appearance requirements.

A2.1.12. Vehicle being operated by an unqualified or untrained operator without an instructor or trainer present.

A2.1.13. Intentional destruction or disfigurement of a vehicle's interior or exterior.

A2.1.14. Operating of a vehicle or equipment in conflict with published safety Department of Defense (DOD) publication, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction, Air Force Manual, technical order, or other laws concerning vehicle safety.

A2.1.15. Allowing water to accumulate in the vehicle interior as a result of washing with a hose, or the excessive accumulation of water from a storm due to leaving windows open.

A2.1.16. Over-filling the engine crankcase, transmission or hydraulic reservoirs.

A2.1.17. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.18. Not restraining doors when opening in excessive wind.

A2.1.19. Modifying and/or installing add-ons to a vehicle without proper authority.

A2.1.20. Vandalism (determined on a case-by-case basis).

Attachment 3**SAMPLE VEHICLE ACCIDENT/ABUSE ESTIMATE****Figure A3.1. Sample Vehicle Accident/Abuse Estimate.**

MEMORANDUM FOR /CC/VCO

DATE

FROM: 439 LRS/TAO

SUBJECT: Vehicle Accident/Abuse Estimate Letter

-Vehicle Accident/Abuse Case Number _ ,

-Vehicle Reg Number

-Repair Release Suspense (10 calendar days from e-mail notification)

1. The above vehicle assigned to your unit was turned in to the 439 Logistics Readiness Squadron Vehicle Maintenance Element (439 LRS/LGVM) with damage that cannot be attributed to fair wear and tear. After careful inspection of the vehicle we found the following:

Description of Damage:

The attached work order lists the repairs and estimated price necessary to return the vehicle to a safe and serviceable condition.

2. Please send us a written statement releasing the vehicle to maintenance for repairs (Attachment 4, Sample Release Letter) within 10 calendar days of e-mail notification (See 439 AWI 24-301, Para 5.3). Close coordination with 439 LRS Vehicle Management and Analysis must be initiated as to the units' intent (appeal, required for investigation, ROS, payment). This will allow us to expedite repairs and return the vehicle to service.

3. As outlined in AFI 24-302, *Vehicle Maintenance Management*, 439 LRS/LGVM is not funded to cover accident/abuse repairs. If the vehicle will be repaired by 439 LRS/LGVM, the estimated cost of \$ _ includes parts. If repaired by contract, the unit will pay for all cost.

4. If you have requested an appeal in writing to the 439 LRS, the funds transfer will not be initiated until appeal process has been completed. (See 439 AWI 24-301 Para. 5.7).

5. If you elect to initiate a Report of Survey IAW AFMAN 23-220, *Reports of Survey of Air Force Property*, please contact the Wing ROS monitor.

6. Please reference AFI 24-301 and AFI 24-302 or any locally prepared vehicle control officer guide for the proper procedures. Please contact lead mechanic at 557-3222 if you have any questions.

NAME, RANK, USAF

Commander, Logistic Readiness Squadron

Attachment 4**SAMPLE VEHICLE ACCIDENT/ABUSE NOTIFICATION****Figure A4.1. Sample Vehicle Accident/Abuse Notification.**

MEMORANDUM FOR (unit CC/VCO)

FROM: 439 LRS/LGRV

SUBJECT: Vehicle Accident/Abuse Notification

-Vehicle Reg Number

-Suspense (10 calendar days from turn in date)

1. The above vehicle assigned to your unit was turned in to 439th Logistics Readiness Squadron Vehicle Maintenance Element (439 LRS/LGRVM) with damage that cannot be attributed to fair wear and tear. A vehicle accident/abuse package Case Number: (*CASE NUMBER*) has been initiated to determine damage and to establish an estimated repair cost (Attachment 1).
2. IAW AWI 24-302, organizations have 10 calendar days from the e-mail notification, or date of this letter, to conduct an investigation, gather ROS data (if required), provide a release letter (Attachment 4) and/or file an appeal to 439 LRS Fleet Management and Analysis (FM&A). 439 LRS/LGVM will open an accident/abuse repair work order and begin repairs on the 11th calendar day, or upon receipt of the release letter from the organization, whichever comes first.
3. Please contact 439 LRS Fleet Management and Analysis at 557-3004 for any further information regarding this memo.

NAME

439 LRS/LGRVM Vehicle Management and Analysis

Attachment 5**SAMPLE VEHICLE ACCIDENT/ABUSE MAINTENANCE RELEASE****Figure A5.1. Sample Vehicle Accident/Abuse Maintenance Release.**

DATE

MEMORANDUM FOR 439 LRS/LGRVM

FROM: (unit CC/VCO)

1st Ind (your unit/CC)

SUBJECT: Release of Vehicle for Repairs

1. The vehicle accident/abuse package (*CASE NUMBER*) against (*REG NUMBER*) has been reviewed by my Commander and me. We determined our squadron will pay all repair costs for this vehicle. The vehicle is authorized for release to maintenance.

2. Contact me at 557-(your number) if any further information is required regarding this memo.

NAME, RANK, USAF

VCO (your unit) 1st Ind, (your unit)

MEMORANDUM FOR 439 LRS/TAO

Concur / Non-Concur

NAME, RANK, USAF

Commander, (your unit)