

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45
INSTRUCTION 24-302**



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VEHICLE MANAGEMENT

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 24-302, *Vehicle Management*. It applies to all personnel (military, Department of Defense civilians and contractors) assigned to the Space Launch Delta 45 (SLD 45) including tenant units, Cape Canaveral Space Force Station (CCSFS) and Ascension Auxiliary Air Field (AAAF). Title 40 U.S.C., Subchapter 4, *Motor Vehicle Pools & Transportation Systems*, provides penalties for the willful use or authorization of any government-owned, government-leased, or government-rented motor vehicle for other than official purposes. Civilian employees who misuse government vehicles will have action taken in accordance with the Civilian Personnel Manual. Penalties for military personnel are prescribed in the Uniform Code of Military Justice. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of IAW 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*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the Publication OPR listed above for consideration and approval. 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 publication has been revised and must be completely reviewed. Changes include updates to several of the organization references that were either re-designated or have been deactivated.

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1. Overview.

1.1. This instruction establishes policies and procedures for the management of Government Motor Vehicles (GMVs) to include fleet management, vehicle accident, abuse and incident procedures. The key to a successful vehicle management program lies in a clear understanding and acceptance of responsibilities for vehicle management. Vehicle operators and the operator's chain of command are charged with maintaining high standards of vehicle operator training, discipline and accountability and are pivotal to the success of the vehicle management program.

1.2. The goal of this instruction is to enhance vehicle management to include improvements in accountability, roles and responsibilities, reductions in GMV accidents, incidents and abuses as well as to maximize the vehicle's service life. This instruction augments existing Air Force policy to ensure all operators are knowledgeable of motor vehicle operation policies and procedures in the SLD 45's area of responsibility. Adherence to these policies and procedures is the foundation for a solid vehicle management program at the wing, organizational and flight levels.

1.3. This instruction applies to all Squadron Commanders, Vehicle Control Officials (VCOs) and vehicle operators, operating vehicles or equipment assigned to the SLD 45, Patrick Space Force Base (PSFB), CCSFS and AAAF. This instruction governs all USAF government-purchased, leased, contracted or rented vehicles and equipment.

2. Responsibilities:

2.1. Space Launch Delta 45 Commander (SLD 45/CC) is the authority for establishing the delta's Vehicle Management Program.

2.2. Space Launch Delta 45 Vice Commander, Installation Support (SLD 45/CV-IS) will resolve all conflicts concerning the Vehicle Management Program.

2.3. 45th Logistics Readiness Squadron (45 LRS) Commander will:

2.3.1. Ensure vehicles and equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material.

2.3.2. Ensure administration of the installation's vehicle abuse and accident program.

2.3.3. Make determinations regarding responsibility for vehicle accidents and abuse and sign notification letters for routing to the owning organization's Commander.

2.3.4. Coordinate with affected unit Commanders on the transfer of Operation & Maintenance (O&M) funds to cover vehicle accident and abuse repair costs.

2.4. Vehicle Management Flight (45 LRS/LGRV) will:

2.4.1. Implement and administer the delta's vehicle management programs and policies.

2.4.2. Provide technical assistance and assessments to units.

2.4.3. Identify, investigate and recommend responsibility determinations to the 45 LRS/CC regarding vehicles involved in accidents, abuses and incidents.

2.5. Unit Commanders will:

2.5.1. Comply with all directives outlined in this instruction.

- 2.5.2. Appoint a VCO for units with assigned/leased vehicles.
- 2.5.3. Maintain sufficient supplies and equipment to encourage frequent operator care, cleaning and vehicle servicing.
- 2.5.4. Ensure all unit personnel are familiar with their responsibilities as vehicle operators and the intent of this instruction.
- 2.5.5. Ensure unit personnel complete required vehicle/equipment specific operator maintenance.
- 2.5.6. Ensure vehicles receive scheduled maintenance and inspections in order to maintain a safe/serviceable fleet and prevent premature wear or failure.
- 2.5.7. Develop risk management controls to properly maintain the vehicle fleet and develop procedures to encourage operator pride in vehicle care responsibilities.

3. Vehicle Accident and Abuse Maintenance. Coinciding with the instructions in AFI 24-302, paragraph 1.11, preventing damage to government vehicles is the responsibility of the vehicle operator, VCO and the operator's commander who is in charge of maintaining a high degree of discipline and control of Air Force resources. The initial responsibility for identifying and reporting damage rests with the vehicle operator. All government owned/leased vehicles suspected of a vehicle accident, abuse or incident must be reported to 45 LRS/LGRV within one (1) duty day of the occurrence. Report damage resulting from accidents to the 45th Security Forces Squadron (45 SFS) prior to moving the vehicle. The Vehicle Fleet Manager (VFM) will verify all suspected accidents and abuses identified by the Customer Service Center. In accidents involving Privately Owned Vehicles (POV), GMVs may only be released for repair by the Base Legal Office, Claims Division, after the legal office personnel have had an opportunity to compile all evidence for the insurance agencies and ensure all information necessary is available to pursue or defend against a claim. A Claims Division representative will coordinate with the civilian insurance agencies and ensure all information necessary is available prior to repair of the GMV.

3.1. General. A vehicle *accident* is a result of a major or minor impact/collision with another vehicle or object. Vehicle *abuse* damage is a willful or negligent act of improper operation or care. Willful references acts which are intentional, conscious and directed toward achieving a purpose. Negligence is failure to use reasonable care, resulting in damage or injury to another. Wind damage to vehicle doors is considered vehicle abuse. Vehicle *incidents* are damage caused by acts of nature, natural disasters or mechanical failures.

3.1.1. Accident/abuse damage discovered on vehicles temporarily reassigned due to a priority recall situation will be handled by the VFM. If an organization does not have the funds to pay for repairs of vehicle(s) involved in accidents/abuses, the VFM will work with the organizations Resource Advisor to reach an amicable payment agreement.

3.1.2. A GMV that is not released after the initial investigation will have a vehicle accident or abuse estimate work-order processed in the Defense Property Accountability System. An accident or abuse notification letter signed by the 45 LRS/CC (see [Attachment 3](#)) will be forwarded to the using organization's Commander. The accident or abuse letter will contain an estimate of the cost to repair the accident or abuse damage through a commercial source or, if possible, local vehicle maintenance. The bottom portion of the notification letter will include an endorsement section for the organization's commander and, once endorsed, serves as the release letter back to 45 LRS/LGRV.

3.1.3. Local commercial vendors will be the primary method of repairing government vehicles with accident or abuse damage. 45 LRS/LGRV will select the source for repair based upon quality, timeliness, warranty, reliability, economy, and mission needs.

3.1.4. The following are examples of vehicle abuses in addition to those listed in AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, AFI 24-302, *Vehicle Management*, and Technical Order (T.O.) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

3.1.4.1. Operating vehicle with tires worn below the minimum acceptable safe tread depth of 2/32 inch (4/32 on vehicles with gross vehicle weight rating of 10,000 pounds or more).

3.1.4.2. Failure to accomplish organizational/operator maintenance in accordance with the vehicle manufacture's commercial publications or Air Force manuals/technical orders.

3.1.4.3. Knowingly operating a vehicle with a malfunction that may cause further damage and failing to report vehicle malfunctions, defects, accidents, or damage affecting vehicle condition to Vehicle Maintenance in a timely manner (normally one duty day). Safety discrepancies must be reported immediately and use of the vehicle discontinued.

3.1.4.4. Failing to protect the painted surfaces from oxidation and/or corrosion in accordance with guidance in this instruction as well as T.O. 36-1-191, Table 6-3..

3.1.4.5. Failing to coordinate with Fleet Management and Analysis (FM&A) for the accomplishment of vehicle/equipment scheduled maintenance on the date and time appointed.

3.1.4.6. Modifying or adding equipment to a vehicle without written coordination and approval through Vehicle Management.

3.1.4.7. Allowing water to accumulate in the vehicle interior as a result of washing and/or leaving windows open during rainy or inclement weather.

3.1.4.8. Mold growth caused by improper cleaning, leaving windows open or failing to report damage or deterioration of seals and gaskets.

3.1.4.9. Overfilling the engine crankcase, transmission, or hydraulic reservoirs or operating with insufficient oil or coolant levels.

- 3.1.4.10. Servicing the vehicle fuel tank and/or hydraulic reservoirs with incorrect fuel or oils. **NOTE:** The using organization is responsible for cost associated with the removal and disposal of contaminated fuel and oil.
- 3.1.4.11. Failure to control vehicle panels (i.e., doors, trunks, and hoods) in high winds that result in damage.
- 3.1.4.12. Overloaded or improperly distributed loads, failure to secure loads properly or not following published loading/unloading procedures.
- 3.1.5. Examples of vehicle incidents:
- 3.1.5.1. A rock projected through the windshield from the tire of a vehicle being followed.
- 3.1.5.2. A wind-carried object striking a vehicle.
- 3.1.5.3. Hail Damage. **NOTE:** Wind damage to vehicle doors is NOT an act of nature.
- 3.1.6. Using organizations will fund for costs associated with government owned, rental/lease vehicle abuse and/or accident damage.
- 3.1.7. All Vehicle Management O&M funds expended for vehicle accident and abuse repair costs, including contract cost, are reimbursed to Vehicle Management by the owning/using organization or the organization responsible for the damage if not the owner. This includes cost for repairs of all GMVs involved in the abuse or accident incident when multiple GMVs are involved. The assigned organization will fund the repairs via their government purchase card or through 45th Contracting Squadron (45 CONS) procedures. The reimbursement will be coordinated between organization Resource Advisors prior to initiating repairs.
- 3.1.7.1. Where responsibility cannot be determined, owning/using organizations are responsible for reimbursement. When accidents or abuses involve vehicles dispatched from the LRS U-Drive-It fleet, the organization which operated the vehicle is considered the “using organization” and subsequently responsible for accident/abuse repair reimbursement when fault cannot be determined.
- 3.1.7.2. All accidents involving General Services Administration (GSA) vehicles, regardless of damage will be reported to the GSA Accident Management Center by the operator/owning organization IAW GSA contract provisions. The owning organization or party found liable for accident/abuse damage will be responsible for reimbursing the cost of repairs up front.
- 3.1.8. U-Drive-It replacements will not be provided to organizations with vehicles involved in accidents or identified as abuse, unless it will impede mission accomplishment.
- 3.1.9. Space Launch Delta 45 Vice Commander, Installation Support is the final decision authority to resolve all conflicts concerning the accident/abuse process.
- 3.2. Vehicle Accident Procedures.
- 3.2.1. When an accident occurs, the vehicle operator will follow the reporting checklist in [Attachment 2](#).

- 3.2.1.1. Ensure an SF 91, *Operator's Report of Motor Vehicle Accident* and DD Form 518, *Accident Identification Card*, is accomplished and photographs are taken of all vehicles involved.
- 3.2.1.2. The operator or a designated representative will remain on scene until the vehicle can be transported to Vehicle Management. For accidents that occur after duty hours, the operator will coordinate with their organization leadership and civil/military authorities to have the vehicle recovered the next duty day.
- 3.2.1.3. If a POV is involved in an accident, the POV operator will direct their portion of the claim to the base legal office.
- 3.2.2. Vehicles involved in minor accidents that can be safely driven from the scene will be delivered to Vehicle Management immediately, but not to exceed one (1) duty day.
- 3.2.3. When a vehicle is turned in for suspected accident, abuse or incident damage the VFM/Vehicle Management Superintendent (VMS) will be notified immediately. The VFM/VMS or designated representative will inspect the damaged vehicle/equipment, review the circumstances and make a determination whether the damage will be characterized as an accident, abuse or incident case.
- 3.2.4. An estimate work order will be opened as soon as the vehicle is reported to vehicle management and will remain open until a signed release letter is received.
 - 3.2.4.1. If the estimated repair cost exceeds the vehicles "one-time repair limit", the VFM/VMS will determine if the vehicle is not economically repairable and/or will not be repaired. Vehicles deemed non-economically repairable will be routed to the 441st Vehicle Support Chain Operations Squadron for a disposition decision.
 - 3.2.4.2. For GSA vehicles, FM&A will ensure the GSA Accident Management Center was notified by the operator/owning organization. Additionally, they will verify an SF 91 was completed and that 45 SFS have been notified. Repairs will then proceed as instructed by the Accident Management Center.
- 3.2.5. Vehicle Management will prepare a vehicle accident/abuse notification package and route to the owning organization's commander. The organization will have five (5) duty days to provide a release notification letter, conduct an investigation or submit an appeal to the 45 LRS. FM&A will make every attempt to ensure a release letter is signed by the unit when the vehicle is turned in. When the release for repair letter is received, or a verbal release is given, FM&A will open the repair work order (exception, GSA vehicles). If no response is received, vehicle repairs will commence. The organization will be contacted and informed that repairs are starting without a release.
 - 3.2.5.1. Assigned investigators must be a disinterested party and cannot hold the position of VCO.
 - 3.2.5.2. Investigations will be completed in a timely manner, making every effort not to exceed 14 days from notification of intent to investigate.
 - 3.2.5.3. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost.

- 3.2.5.4. The 45 LRS/CC will retain the option to support or deny appeal packages. If the 45 LRS/CC does not support the appeal, the appeal package will be forwarded to the SLD 45/CV-IS for final determination.
- 3.2.6. FM&A will send a copy of the signed accident/abuse management notification/release letter to the following agencies within 14 days of notification of the accident/abuse:
- 3.2.6.1. ACCIDENTS:
 - 3.2.6.1.1. The affected organization commander and VCO
 - 3.2.6.1.2. 45th Comptroller Squadron (45 CPTS)/FMA
 - 3.2.6.1.3. SLD 45, Judge Advocate (SLD 45/SJA)
 - 3.2.6.1.4. SLD 45, Occupational Safety (SLD 45/SEG)
 - 3.2.6.1.5. 45 LRS/CC
 - 3.2.6.2. ABUSES:
 - 3.2.6.2.1. The affected organization commander and VCO
 - 3.2.6.2.2. 45 CPTS/FMA
 - 3.2.6.2.3. 45 LRS/CC
- 3.2.7. Vehicle management will initiate a repair work order on Air Force vehicles. After repair costs are identified the total cost will be annotated on the management release letter.
- 3.2.8. After repairs are complete, the vehicle will be released back to the unit.
- 3.2.8.1. If a release letter was not received, the vehicle will be held until receipt.
 - 3.2.8.2. Verbal releases must be accompanied by a written response within two (2) duty days.

4. Vehicle Corrosion Control Program.

4.1. Purpose. Preventative maintenance is probably one of the easiest, most effective and least expensive means of preventing corrosion and is the process organizational maintenance personnel can control. The earlier corrosion is detected and treated will determine the effectiveness of a corrosion preventative maintenance program.

4.1.1. Salt air conditions and constant exposure to intense sunlight in Florida causes vehicle finishes to oxidize quickly resulting in discoloration and reduction of gloss. Additionally, metal components are highly susceptible to corrosion. Both natural and man-made environments cause corrosion of vehicles and equipment. Natural conditions that affect the corrosion process are moisture, temperature, salt, atmospheres, ozone, sand, dust, solar radiation, insects, birds and microorganisms. Man-made conditions that affect the corrosion process are industrial pollution, manufacturing operations, storage conditions and shipment. By understanding these conditions, personnel will be better able to prevent corrosion from initially occurring or minimize the impact of corrosion after it occurs.

4.2. Procedures.

4.2.1. Corrosion can be minimized by frequent washing because in many cases the severity of corrosion depends on the length of time electrolytes are in contact with metals.

4.2.1.1. PSFB, CCSFS and AAAF are classified as “severe” corrosion zones. The following is considered the minimum mandatory wash/wax interval for vehicles and equipment. Units are encouraged to exceed this preventative maintenance interval whenever possible.

4.2.1.1.1. Wash vehicles and equipment using a combination of soap/clear water every 15 days.

4.2.1.1.2. Wax vehicles and equipment quarterly.

4.2.1.1.3. Units will track compliance using a log for all assigned vehicles. VCOs will maintain the logs in their VCO guidebooks. Vehicle management personnel will inspect tracking logs during their annual VCO staff assistance visits.

4.2.1.2. The regular use of saltwater wash-down additives applied to vehicles during regular wash and clear water rinse cycles has shown that the approved additive materials can provide enhanced corrosion protection to vehicles stored, and operating in, close proximity to salt contamination. Products such as Saltbuster® (NSN 6850-01-470-3319) or Corroseal-CHLLOR*RID DTS™ (NSL) are recommended IAW T.O. 36-1-191, Table 6-2. VCOs are highly encouraged to use approved wash-down additives on a regular basis to mitigate corrosion.

4.2.1.3. Special care will be taken to wash and/or clear water rinse all exposed and unpainted surfaces of the vehicle or equipment to include the wheel-wells and undercarriage.

4.2.1.4. When possible, store vehicles and equipment indoors or under a raised cover when not in use.

5. Low Speed Vehicle (LSV)/Other Government Motor Vehicle Conveyance (OGMVC) and Trailers.

5.1. Procedures.

5.1.1. Organizations will purchase LSV/OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and Air Force Policy Directive (AFPD) 64-1, *The Contracting System*; and will manage IAW AFI 23-101, *Materiel Management Policy* and AFI 91-207, *Air Force Traffic Safety Program*. Purchase requests for LSV/OGMVCs will be processed through SLD 45/SEG (coordination), 45 CONS (coordination), 45 LRS/LGRV (coordination) and 45 LRS/LGRMCE (approval) prior to purchase.

5.1.1.1. Organizations must submit an AF Form 601, *Authorization Change Request*, and process through the offices listed above. FM&A will determine if the asset is an LSV/OGMVC or an equipment item and not a vehicle.

5.1.1.2. The owning organization is responsible for registering all LSV/OGMVCs on their Custodian Authorization/Custody Receipt Listing with the 45 LRS Equipment Accountability Element. The owning organization will manage, monitor and fund all maintenance actions. Vehicle Management DOES NOT provide maintenance support.

5.1.1.3. Non-vehicular equipment, OGMVCs or trailers not classified as vehicles are managed per direction in AFI 24-302, paragraph 9.10-9.11.

6. Vehicle Idle Policy.

6.1. Procedures.

6.1.1. In order to further champion environmental stewardship, the SLD 45 has established the following vehicle idling instructions for all assigned GMV assets.

6.1.1.1. In an effort to reduce greenhouse gas emissions and maintain proper management of resources, all SLD 45 and participating tenant units are charged to limit maximum vehicle idle durations to specific limits. These measures help to both reduce our fossil fuel consumption and reduce wear on our vehicle fleet. Any federal or municipal regulations issuing a more restrictive idling parameter will take precedence over the idle durations stated in this instruction.

6.1.1.2. Unless otherwise specified, a “5-minute” idling policy is in effect on PSFB and CCSFS.

6.1.1.3. EXEMPTIONS: The following vehicles/situations will be exempt from the idle control operations. Also, this memorandum will not be in effect during extreme temperatures with Heat Category flag colors “red” or “black” and 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. It is at the operator’s discretion if he/she feels the need to have a vehicle idle longer for the purpose of cooling to prevent heat exhaustion.

6.1.1.3.1. Vehicles undergoing maintenance/diagnostic procedures and flight line operations such as loading/unloading aircraft.

6.1.1.3.2. Emergency vehicles and equipment are exempt while engaged in operational activities such as fire, police or ambulance services, or vehicles in an emergency activity/military exercise. In addition, 45 SFS personnel transporting K-9 members are exempt.

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

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

6.1.1.3.5. During passenger loading or unloading of buses.

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

6.1.2. Vehicles will **NOT** be left idling unattended.

7. Vehicle Priority Recall.

7.1. Procedures.

7.1.1. FM&A will direct a recall using the Vehicle Priority Recall Listing. Only vehicles identified on the Vehicle Authorization List are subject to recall.

7.1.2. Vehicles recalled will be delivered to 45 LRS/LGRV, Bldg. 313. Vehicles will be inspected for serviceability and safety. Following inspection, vehicles will be released to the end-user unless they do not meet inspection criteria. Vehicles failing to meet inspection criteria will be turned in to vehicle management for corrective action.

7.1.3. FM&A will note the time each organization is notified of the recall. Any vehicle not delivered within two (2) hours will be reported to the 45 LRS/CC for unit commander notification of non-compliance.

7.1.4. Recalled vehicles not meeting safe and serviceable shipment criteria IAW T.O. 36-1-191, will be identified on an SLD 45 Form 4431, *Vehicle Assessment Inspection* form and a course of action will be recommended to the 45 LRS/CC. User related discrepancies will be forwarded to the using organization commander for response.

8. Vehicle Assessment Program.

8.1. Procedures.

8.1.1. 45 LRS/LGRV will perform vehicle assessment inspections as part of the Vehicle Control Program. The inspections are used to assess operator care and unit/operator documentation requirement.

8.1.1.1. Conduct inspection of at least 25 percent of each unit's AF owned or leased vehicle fleet every calendar year using SLD 45 Form 4431. 45 LRS/LGRV Customer Service personnel will inspect vehicles and complete the SLD 45 Form 4431.

8.1.1.2. Inspections may be completed when a vehicle is turned in for scheduled Preventative Maintenance and Inspection (PM&I) or before a leased asset is taken for annual inspection.

8.1.1.2.1. If 25 percent of a unit's assigned vehicles are not scheduled for a PM&I during the calendar year, FM&A will complete an SLD 45 Form 4431 in conjunction with unscheduled or minor maintenance actions.

8.1.1.3. Vehicles will be assigned an assessment score with all vehicles starting at 100 points. Major and minor discrepancy points will be assessed unless the discrepancy was previously identified (delayed for parts/maintenance, waived, "P" coded, etc.) and documented by vehicle management or if the discrepancies are already identified on the appropriate AF 1800, *Operator's Inspection Guide and Trouble Report*, at the time of the inspection/turn-in, provided the discrepancy meets the maintenance reporting/turn-in requirements established in AFI 24-302.

8.1.1.4. Vehicles will be assessed as "Outstanding", "Excellent", "Satisfactory", "Marginal" and "Unsatisfactory".

8.1.1.5. Individual vehicle scores for each unit will be averaged, covering the previous calendar year's assessment period, to produce an overall assessment score for each unit. No later than 1 March of each year, FM&A will provide average scores, analysis, comments and/or trends to using organization's VCOs and Commander or equivalent. Copies of the SLD 45 Form 4431 will be provided to the organization upon request.

STEPHEN G. PURDY Jr.
Brigadier General, USSF
Commander

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

AFI 23-101, *Material Management Policy*, 22 October 2020

AFI 24-302, *Vehicle Management*, 20 February 2020

AFI 48-151, *Thermal Injury Prevention Program*, 07 April 2016

AFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

AFMAN 33-322, *Management of Records Management and Information Governance Program, Incorporating Change 1*, 28 JULY 2021

AFPD 64-1, *The Contracting System*, 06 November 2018

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance, Chg 2 – 4 Dec 2020*

Prescribed Forms

SLD 45 Form 4431, *Vehicle Assessment Inspection*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 601, *Authorization Change Request*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

DD Form 518, *Accident Identification Card*

SF Form 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AAAF—Ascension Auxiliary Air Field

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFMAN—Air Force Manual

CCSFS—Cape Canaveral Space Force Station

FM&A—Fleet Management and Analysis

GSA—General Services Administration

GMV—Government Motor Vehicle

IAW—In Accordance With

LSV—Low Speed Vehicle

O&M—Operation & Maintenance

OGMVC—Other Government Mode of Vehicular Conveyance

OPR—Office of Primary Responsibility

PM&I—Preventative Maintenance and Inspection

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SFB—Space Force Base

SLD—Space Launch Delta

T.O.—Technical Order

VCO—Vehicle Control Official

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

Attachment 2

VEHICLE ACCIDENT REPORTING CHECKLIST

Table A2.1. Vehicle Accident Reporting Checklist.

1. Stop immediately. Help the injured. DO NOT MOVE INJURED PERSONS UNLESS IT IS ESSENTIAL TO THEIR PROTECTION. Warn other motorists of any highway hazards.	
2. Notify the following agencies immediately: <ul style="list-style-type: none"> • Civil Authorities (off-base) • Air Force Security Forces (on-base) • Unit VCO • Vehicle Maintenance (321-494-2572, 4319) Duty Hours M-F 0700-1630 • Supervisor 	
3. Take photographs of accident damage to all involved vehicles. Forward to Vehicle Management to complete the accident documentation package.	
4. Complete the following forms: <ul style="list-style-type: none"> • SF Form 91 (<i>Operator's Report of Motor Vehicle Accident</i>) • DD Form 518 (<i>Accident-Identification Card</i>) 	
5. Comply with all State and Local laws that govern reporting vehicle accidents. Remain at the scene until released by proper authority.	
NOTE: DO NOT EXPRESS OPINIONS (orally or written) about liability to claimants or their agents. Obtain clearance from the Air Force Judge Advocate before delivering an accident report to claimants or their agents.	

Attachment 3

SAMPLE ACCIDENT/ABUSE NOTIFICATION

Figure A3.1. Sample Accident/Abuse Notification.

MEMORANDUM FOR _____/CC	DATE
FROM: 45 LRS/LGRV	
SUBJECT: Vehicle Accident/Abuse Notification Case Number	
<p>1. The following vehicle, _____, assigned to your unit was involved in an accident/abuse. The below list identifies the damage and estimated cost to repair:</p> <p>a. Vehicle Registration: _____</p> <p>b. Vehicle Damage: _____</p> <p>c. Estimated cost of damage repairs: \$_____</p>	
<p>2. You may appoint an investigating officer to determine if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized vehicle use that warrants assigning liability. If an individual has been found liable or voluntarily accepts liability, you can request a Repair Cost Statement, from Fleet Management and Analysis. IAW AFI 24-302, paragraph 1.13., "Using organizations will fund for costs associated with government owned, rental/lease vehicle abuse and/or accident damage."</p>	
<p>3. The vehicle repairs will commence five (5) duty days after receipt of this notification unless you choose to hold the vehicle for investigation purposes. If you wish to delay repairs of this vehicle or retain damaged parts for investigative purposes, you must respond to this letter as soon as possible.</p>	
<p>4. Please contact Fleet Management and Analysis at DSN 854-2572 for additional information.</p>	
<p>FULL NAME, Rank, USAF Duty Title</p>	
1st Ind, ____/CC [date]	
MEMORANDUM FOR 45 LRS/CC	
(Choose 1)	
<p>_____The above vehicle is not released pending my investigation. Do not begin repairs until notified.</p> <p>_____The above vehicle is not required to conduct my investigation and is released for repairs.</p>	
<p>FULL NAME, Rank, USAF Duty Title</p>	