

**BY ORDER OF THE COMMANDER
90TH MISSILE WING**

**90TH MISSILE WING ISTRUCTION
24-302**



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Transportation

VEHICLE CONTROL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for the management of the 90th Missile Wing Vehicle Control Program (VCP). It implements the provisions of Air Force Instruction (AFI) 24-302, *Vehicle Management*, and outlines procedures for conducting the Vehicle Control Program. This instruction establishes the policies and procedures for implementing and managing the Vehicle Accident, Abuse, and Misuse program; and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents and incidents of abuse. This instruction applies to all 90th Missile Wing (MW) personnel, tenant units, and Temporary Duty personnel assigned to Francis E. Warren Air Force Base (AFB), Wyoming. All records created because of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS).

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Changes include: Vehicle Control Officials (VCO) transportation request process. Ground Transportation support requests procedures, Vehicle Misuse Reporting procedures, updated terminal transportation guidelines, updated Permissible Operating Distance (POD), updated the Completion of Physical Fitness Inquiry for Motor Vehicle Operators. Finally, this publication updates the Commercial Driver License (CDL) procedures and guidelines.

1. General. The VCP is the management control function established for those base activities with assigned vehicles on recurring dispatch. The purpose of the VCP is to ensure units meet Air Force (AF) vehicle management goals and improve focus on government-owned vehicle (GMV) operator care. The goal of this program is to increase the life cycle of the vehicle fleet by instilling pride of ownership in vehicle operators and to improve the quality of management and care provided to government vehicles. Unit Vehicle Control Officials (VCOs) are responsible for all the following requirements unless specified in a Letter of Agreement with the 90th Logistics Readiness Squadron (LRS), Vehicle Management Flight (LGRV).

2. VCP Responsibilities.

2.1. The Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS) are responsible for overall fleet management and establishing a VCP:

- 2.1.1. Provide technical assistance and assessments using VCP inspections as requested.
- 2.1.2. Develop a plan to maintain the highest professional appearance of vehicle fleet.
- 2.1.3. Provide VCO orientation in accordance with AFI 24-302.
- 2.1.4. Establish and monitor “Flight Management,” “All Personnel,” and “Fleet Management and Analysis” (FM&A) email distribution lists to disseminate correspondence and data calls.
- 2.1.5. FM&A is responsible for managing the installation VCP
 - 2.1.5.1. FM&A personnel will develop a training plan for VCOs and thoroughly train newly appointed VCOs on their duties. FM&A will conduct VCO meetings at least once a year.
 - 2.1.5.2. FM&A will document and maintain a complete and current list of VCOs, as well as maintain folders with training/test materials on the LRS Share Drive.

2.2. Units will accomplish and adhere to the following:

- 2.2.1. Maintain sufficient supplies and equipment to encourage frequent operator care, cleaning, and vehicle servicing.
- 2.2.2. Ensure all squadron personnel are familiar with their responsibilities as vehicle operators and the intent of this instruction.
- 2.2.3. Develop procedures to encourage operator pride in vehicle care responsibilities.
- 2.2.4. VCOs will provide vehicle odometer mileage/hour meter readings updates at least monthly (weekly for high mileage organizations like SFG/OG).
- 2.2.5. VCOs will submit all transportation requests via OLVIMS. All Ground Transportation support requests will be processed via OLVIMS unless special circumstances dictate the use of an AF 868, *Request for Ground Transportation Support*. Ground Transportation will determine when the use of the AF 868 is required.

3. Vehicle Appearance Standards:

- 3.1. Regarding maintenance/appearance repair decisions, take into consideration factors such as age, overall condition, replacements/due-ins, and the owner/user of the vehicle.
- 3.2. Good operator care is imperative if the fleet is to present a well-maintained appearance. Frequent washing, waxing, and general cleanup are key to a professional looking vehicle fleet.
- 3.3. Units will keep vehicles clean to include the interior. Operators will not steam clean engines or engine compartments. Vehicles will be washed in accordance with (IAW) Technical Order (TO) 36-1-191, which states that vehicles in this region will be washed a minimum of once every 180 days (or more if required). Vehicles will be waxed often enough with a manual application type wax to preserve the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating finishes. Vehicle Management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization should clean the vehicle prior to being accepted by Vehicle Management. General Service Administration (GSA) vehicles have two free basic washes per month; simply add a wash at the fuel pumps when refueling downtown where vendors have automatic car washes.
- 3.4. Operator Care of Government Vehicles: Increased operator care/maintenance is essential in our missile complex to ensure the highest level of reliability for our high-mileage vehicles. The scope of this increased operator maintenance and level of maintenance support (parts, tools, etc.) is determined by the using organization's VCO and the local VFM/VMS. VCOs will provide odometer mileage/hour meter reading updates for assigned vehicles (leased and Air Force owned) to FM&A monthly (weekly for high mileage organizations like SFG/OG).
- 3.5. The following outlines minimum organizational and operator care of government vehicles to be accomplished by unit-level vehicle operators across the installation.
- 3.5.1. Conduct a vehicle inspection prior to vehicle operation using AF Form 1800, *Operator's Inspection Guide and Trouble Report* (or applicable form) **not later than the 10th day of each month and/or daily when used (each shift)** and sign the form on the appropriate date. With the applicable form, the using organizations/operators will perform a full serviceability/functional check of vehicles under their control IAW established intervals for vehicle types, located in TO 36-1-191, or applicable TO for nuclear certified vehicles and missile support equipment. Review the locally generated Waiver Card for non-essential work that was previously documented (blue fleet vehicles only). When operators discover issues that can adversely affect the safety of personnel or the operation of vehicles/equipment, the operator will discontinue use, record discrepancy on the appropriate Operator's Inspection Guide and Trouble Report and report the discrepancy to Vehicle Management as soon as possible (IAW AFI 24-302 Para 9.16.2). If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use, record discrepancy, and notify Vehicle Management the next duty day.
- 3.5.2. Discrepancies for the following items are safety related and must be reported to Vehicle Management immediately:
- 3.5.2.1. Tires or brakes.
 - 3.5.2.2. Steering mechanism(s).
 - 3.5.2.3. Operating levers controlling power transmission, hoisting, dumping and tripping devices.
 - 3.5.2.4. Warning lights such as turn signals, brake lights, emergency, and rotating flashers.

3.5.2.5. Headlights, reflectors, and clearance lights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).

3.5.2.6. Windshield wipers and defrosters (when weather conditions require them to be operated).

3.5.2.7. Other similar safety and warning equipment and devices peculiar to special purpose units.

3.5.2.8. Any other condition reasonably deemed a safety hazard.

3.5.2.9. The above list is not all-inclusive or may not cover all vehicle types.

Vehicle operators should contact Vehicle Management Customer Service Center if there are any questions concerning vehicle discrepancies and/or safety.

3.5.3. During the documented serviceability/function check, operators will check all fluid levels IAW applicable operator's manual or TOs. General purpose operators will check and service fuel, engine oil, diesel exhaust fluid, and the windshield washer reservoir. All other fluid levels, i.e., coolant, automatic transmission, power steering, brake, and batteries, are checked by the vehicle operators and reported to Vehicle Management for servicing. Additionally, vehicle operators of special purpose vehicles check and service hydraulic fluid reservoirs on special units or attachments.

3.5.4. Operators will keep tires properly inflated and change flat tires. Monthly tire pressure checks will be completed and documented regardless of organizational utilization of the vehicle. Operators will perform a visual inspection of tire tread depth and if there is a question as to serviceability, they will use a tire tread depth gauge. Vehicle Management will replace tires on missile field vehicles when tread depth is at or below 4/32" tread depth (non-nuclear certified vehicles) during preventative maintenance visits to ensure tread depth does not fall below the minimum allowed by TO 36-1-191 before the next scheduled inspection. Operators will report tire tread depth below 4/32" tread depth via the AF Form 1800 (or applicable form) to Vehicle Management.

3.5.5. Operators will also check for vehicle cleanliness, damage, missing items, leaks, belt condition, steering operation, brake operation, heater, and windshield wiper function.

3.6. When an operator reports safety discrepancies with any safety-type systems or devices that could adversely affect the safety of personnel or the operation of equipment, maintenance to remedy the safety issue may not be delayed and the vehicle or equipment item will not be allowed to continue service.

3.6.1. The VFM/VMS or a qualified representative resolves any question about the serviceability or seriousness of a discrepancy, decides whether the discrepancy can be delayed and if it can, initials the maintenance report section on the inspection guide.

3.6.2. The AF accepts the reality that when a vehicle ages, a certain amount of wear and tear will occur and that vehicles cannot be maintained in a like-new condition. For example, the condition of a vehicle in its 6th year of use is not comparable with the condition of a new vehicle. To be serviceable, a vehicle must first be safe and function as designed. However, deficiencies affecting safety are not acceptable regardless of whether the vehicle is old or new.

4. Accident/Abuse/Misuse Prevention Policy and Reporting Procedures, Responsibilities/Reimbursement Procedures:

4.1. Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a

government vehicle which causes damage, whether immediately noticeable or not. Vehicles involved in an accident, or found with unreported damage, will be in-processed by 90 LRS/LGRV Customer Service Section as soon as possible, but no later than the next duty day, to complete a damage estimate. If a vehicle is involved in an accident, the operator must fill out the Standard Form (SF) 91, *Operators Report of Motor Vehicle Accident*, and notify their supervisor, Security Forces, and local police (if off-base). If the vehicle is involved in an accident with a privately-owned vehicle (POV), the GMV operator must additionally fill out a DD Form 518, *Accident Identification Card*, and give the form to the operator of the POV. POV-involved accidents, require information on the POV and the operator to be documented on the SF 91. Owing units must also notify 90 MW/Judge Advocate (JA) office if there is damage to private property that may result in a claim against the AF. The legal office can be reached at Commercial: (307) 773-2256.

4.1.1. For abuses and incidents, a statement from the operator as to the circumstances surrounding the damage is required.

4.1.2. After filling out the appropriate forms and contacting the required personnel, the operator must turn in the vehicle and all accident, abuse, or incident documentation to the Vehicle Management Customer Service Section within one duty day of the occurrence. General Service Administration (GSA) vehicles involved in accidents must have a copy of the SF 91 turned into Vehicle Management, who will contact the GSA Accident Management Center listed on the back of the vehicle's fleet credit card to coordinate recovery and/or repair of the vehicle.

4.1.3. Units should notify their Resource Advisors of GSA vehicle damages, as repair costs will be billed directly to the owning unit in their monthly GSA billing.

4.2. Vehicle Abuse: Vehicle abuse is defined as an act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse occur when an individual operator or organization:

4.2.1. Fails to accomplish proper operator care IAW AFI 24-302, Technical Order 36-1-191 and/or loses items (i.e., keys, license plates, panels, hubcaps, trim, attachments).

4.2.2. Does not report malfunctions, defects, accident damage, or safety discrepancies affecting vehicle maintenance in a timely manner IAW AFI 24-302 (i.e., door latch failure, rear hatch handle failure, irregularly worn tires).

4.2.3. Overloads, fails to tie down or otherwise secure cargo as well as properly use cold weather starting aids (i.e., diesel and 110 VAC block heaters, ether, glow plugs).

4.2.4. Tampers with governors, pollution control devices or fails to service diesel exhaust fluid. When possible, all vehicles will have the max speed limited to 80 MPH.

4.2.5. Operates a vehicle with broken tire chains or improperly inflated tires as dictated by the recommended manufacturer guidance.

4.2.6. Allows wind damage to vehicle doors and fenders.

4.2.7. Fails to provide a vehicle or piece of equipment for scheduled maintenance. Vehicles overdue for scheduled maintenance may be considered for abuse actions.

4.2.8. Modifies or adds-on to a vehicle without written permission from the VMS/VFM.

4.2.9. Refuels a vehicle with incorrect type of fuel, i.e., diesel instead of gasoline.

4.2.10. Speeds, or operates a vehicle in violation of technical data or accepted practices.

4.2.11. Idles a diesel engine on a 2003 or newer vehicle for more than 10 minutes causing damage to the diesel particulate filter (see section 14 for exceptions).

4.2.12. Vehicle Control Officials who fail to provide accurate vehicle odometer mileages/hour meter readings updates at least monthly (weekly for high mileage organizations like SFG/OG) that cause a vehicle to be overdue maintenance.

4.3. Vehicle Misuse: Vehicle misuse is defined as unauthorized and/or willful exploitation of a government vehicle, (i.e., use of government vehicles for personal business, convenience, "hot rodding," speeding, unauthorized parking area, or the use is not mission related) at any time. Commanders, operators of GMVs, and the base populace must be familiar with GMV use restrictions and what constitutes official use of government vehicles. See DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, AFMAN 24-306, *Operation of Air Force Government Motor Vehicles* and AFI 24-301, *Ground Transportation*, for additional guidance pertaining to official use of government motor vehicles.

4.3.1. Misuse and/or failure to prevent misuse of government-owned or leased vehicles can be punishable under Title 31 U.S.C. Section 1344 and Title 40 U.S.C. Section 601-611 and/or the Uniform Code of Military Justice. The unauthorized or willful misuse of a government motor vehicle can be cause for the following disciplinary actions:

4.3.1.1. Military personnel can be subject to disciplinary action under provisions of the Uniform Code of Military Justice or other administrative actions deemed appropriate by their commander.

4.3.1.2. Civilian personnel can be subject to suspension from duty by the Secretary of the Air Force, without pay, for not less than 1 month, and suspended for a longer period or summarily removed from office if circumstances warrant.

4.3.2. IAW AFI 24-301, the 90 MW/CC approves the following extended use of government vehicles to and from on-base activities or facilities:

4.3.2.1. Mission Specific Authority: The following units, 90 Civil Engineering Squadron (CES) – Fire Emergency Services Response Personnel and 90 Security Forces Squadron (SFS) Armed Law Enforcement Security Forces Personnel, when on alert status, are designated emergency response forces and are approved mission-specific authorization expanding official GMV use to travel to on-base eating establishments (i.e. Dining Facility (DFAC), BX, Shoppette and Commissary) and fitness centers. The intent is to allow personnel to remain on duty and maintain the ability for immediate response while securing meals for health and sustenance. Do not grant any of the above authorities for the personal convenience of members. Leadership within units authorized to travel to on-base eating establishment must ensure personnel do not abuse or cause negative public perception by frequenting establishments for reasons other than obtaining meals (such as using tactical vehicles). The procurement of tobacco, alcohol, and incidentals is not authorized. Travel to/from private quarters is not authorized.

4.3.2.1.1. Pursuant to DESR6055.09_DAFMAN91-201_DAFGM2024-01, and consistent with peacetime, contingency, it is DoD policy to provide the maximum possible protection to people and property from the potential damaging effects of DoD military munitions, and minimize exposures consistent with safe and efficient operations (i.e. expose the minimum number of people for the minimum time to the minimum amount of explosives). Once a munition item is issued, the Cardinal Rule of Explosives must still be followed. IAW with DESR6055.09_DAFMAN91-201, in-use ammunition items that

accompany security forces must take all precautions to ensure minimum exposure of people and property during all phases of activity. Limit the time munitions and explosives are in the transportation mode to the absolute minimum necessary to complete the task.

4.3.2.1.2 Due to the guidance in DESR 6055.09_DAFMAN91-201_DAFGM2024-01, tactical vehicles with munitions will limit time to the absolute minimum necessary at the DFAC, BX, Dunkin Donut, Shoppette and Commissary. Drive-thru are not allowed (i.e. Dunkin Donuts), and Defenders will avoid parking in proximity to explosive materials (like propane tanks), and avoid enclosed spaces under para 4.3 guidelines.

4.3.2.2. Off-Base: Permanent party personnel conducting official off-base duties outside the Cheyenne city limits are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. Stopping at (on-or-off-base) private quarters for any reason or stopping for shopping for personal convenience purposes is prohibited. Also, stopping at automatic teller machines, banks, or like places are strictly prohibited under all circumstances.

4.3.2.2.1. Terminal Transportation: IAW DoDM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles, Enclosure 5: terminal transportation is not authorized.

4.3.2.2.2. Direct terminal transportation questions to 90 LRS Ground Transportation Operations Center via email at 90lrs.lgrvo@us.af.mil or call (307) 773-1843.

4.3.3. Vehicle Misuse Reporting: Ground Transportation conducts an initial technical assessment of the incident to determine if regulatory official use guidance may have been violated. Report suspected misuses to 90 LRS/LGRDDO, Ground Transportation Operator Records & Licensing via email at 90lrs.lgrddo@us.af.mil or call (307) 773-3666.

4.4. Responsibilities: The vehicle operator has the primary responsibility to prevent vehicle accidents/abuse/misuse. Any damage should be immediately reported to the 90 LRS/LGRV. The secondary responsibility rests with the unit VCO who should inspect unit vehicles periodically for unreported damage as well as inspect each vehicle being turned in for repairs. Reporting damage to an AF vehicle is the unit's responsibility.

4.4.1. Claims process involving GMVs: Whenever there is damage to a GMV or damage caused by a GMV to civilian property, no matter how small or insignificant you may think the damage is, the organization must notify 90 MW/JA (Legal Office); call Commercial: (307) 773-2256, to reach the Legal Office.

4.4.2. A civilian is entitled to present a claim for monetary reimbursement whenever there is property damage, injury, or death caused by government negligence. For example, if a Security Forces member hits a farmer's fence with a GMV and causes damage to that fence or crops, then the farmer can present a claim to be reimbursed for those damages. In such cases, refer the civilian to the Legal Office at Commercial: (307) 773-2256, for instructions on filing a claim, but do not speculate with the civilian one way or another whether the government will pay the claim. The government may also assert similar claims against civilians. The AF can assert a claim against a civilian if there

was either death/injury or damage to government property caused by a civilian's negligent or intentional acts. For example, if a civilian negligently damages a GMV, 90 MW/JA can assert a claim against the civilian so that the AF can collect money to repair the GMV.

4.4.3. 90 MW/JA is better able to pay and assert claims effectively and efficiently if they are promptly made aware of such situations. This not only benefits our working relationship with the public, but also benefits the wing, since a timely and complete investigation can be made if the Legal Office is aware of potential claims soon after the underlying incident occurs.

4.5. Reimbursement Procedures: Upon determination of significant vehicle damage as a result of accident/abuse/misuse, the following actions will occur:

4.5.1. Once the owning unit provides the SF 91, 90 LRS/LGRV will initiate a work order to estimate the cost of repairs. The work order along with a letter identifying details of the accident or abuse damage will be signed by the 90 LRS Commander and sent to the using organization's commander. Additionally, 90 LRS/LGRV will ensure photos of damaged areas are taken prior to repair actions (when possible).

4.5.1.1. The responsible organization may not necessarily be the vehicle's assigned organization (i.e., U-Drive It vehicles assigned to Ground Transportation operated by a member of another unit). The using organization will be held liable for any/all required repairs. Units who lend their vehicles out to other units without coordinating with VFM/VMS may be held liable for damages regardless of the operator's unit. Reimbursement to 90 LRS/LGRV will be made regardless of final determination of pecuniary liability.

4.5.1.2. Accident and abuse vehicles may not be counted toward a unit's minimum essential level (MEL) and temporary vehicle replacements will normally not be issued; however, replacements can be considered by the VFM/VMS on a case-by-case basis, based on mission requirements. For example, if a unit has an MEL of three 6-pax pick-ups and only has two on hand, with one in the shop that was damaged by abuse, that unit will not be considered below their MEL, even with an MEL of two, as the unit caused the count to drop below their MEL. The VFM/VMS will determine maintenance priority and vehicle replacements in these cases.

4.5.2. At the request of the using organization commander, a Repair Cost and Repairable Value Statement, will be prepared by Fleet Management and Analysis (FM&A) Section depicting actual costs expended to repair the vehicle.

4.5.3. After 5 duty days, the vehicle is released for repair unless it is requested to be held by the squadron commander or VCO. Only the VFM/VMS, using squadron commander or commander appointed VCO (on AF Form 172) may release the vehicle before 5 duty days when needed for the mission. With coordination by 90 LRS/LGRV, a unit may also use their Government Purchase Card (GPC) to pay for contract repairs if requested.

4.5.4. Repairs may be delayed up to 10 duty days at the request of the using unit's commander in cases where there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use. This delay is meant to facilitate an investigation where the using unit commander has determined a Report of Survey (ROS) or Financial Liability Investigation (FLI) is warranted. The using organization is responsible for any additional photographs or accident reports required for their investigation. Vehicle damage repairs

will be accomplished by the most economical means at the discretion of Vehicle Management.

4.5.4.1. ROS or FLIs will be completed for all government vehicle accidents where the damage is in excess of \$5,000 or greater; all sensitive, classified, or leased (capital lease) property regardless of initial acquisition cost; and any real property (see DoDI 5000.64 for more information). Investigations may also be conducted when circumstances warrant. For example, when the loss, damage, destruction or thefts of small amounts of property occur frequently enough to suggest a pattern of wrongdoing, then an investigation may be warranted. The owning group commander is the approving authority for all ROS or FLIs actions. Refer to AFI 23-101, *Materiel Management Policy* and DoD 7000.14-R, Volume 12, Chapter 7, Department of Defense Financial Management Regulations.

4.5.4.2. IAW AFI24-301, *Ground Transportation*, revocation of on-base POV/GMV driving privileges will be initiated immediately when (1) vehicle operation requirements were not met (requirements include but are not limited to: seatbelts worn, load plan followed, items secured, etc.) prior to vehicle operation or (2) if the occupants were negligent while driving a GMV (e.g., speed, too fast for conditions).

4.5.5. Once repairs are completed, 90 LRS/LGRV will initiate paperwork (Repair Cost and Repairable Value Statement and direct reallocation of GPC funds or other means) to recover costs from the owning unit regardless of unit prior approval/concurrence. (Blue Fleet: parts cost only recovered; GSA/lease vehicles: all repair costs are billed to unit). The 441st Vehicle Supply Chain Operations Squadron (VSCOS) funds the bill up front for lease vehicles and the unit will transfer bill back/reimbursements to VSCOS. If it is subsequently determined through local investigation that the damage is not the fault of the AF, then GSA will reimburse VSCOS. Repairs to GSA vehicles will be accomplished by the vendor chosen by the GSA Accident Control Center. All costs associated with repair will automatically be billed to the Billed Office Address Code for that GSA vehicle at VSCOS. Notify the Accident Control Center before repairs begin if a POV was involved and the POV operators' insurance may be used. All units are responsible for all accident/abuse/misuse costs, regardless of cause of the damage. During a continuing budget resolution, units may be tasked to purchase replacement parts/materials before repairs are initiated. If a unit fails to return a reallocation package after 2 weeks of receipt, LRS will proceed with reallocation action(s) to recoup all costs.

4.5.5.1. Lost or Stolen AF License Plates: If new (replacement) plate(s) are needed because the original plate(s) cannot be recovered or are damaged, 90 LRS/LGRV will be required to order replacement license plates. All orders for replacement plates will require approval. The following steps must be taken to secure plates:

4.5.5.2. Notify local authorities (Security Forces and the Office of Special Investigation (OSI)).

4.5.5.3. Change lost/stolen plate status to "MS" (missing).

4.5.5.4. Send VSCOS a copy of the police report or a letter from the squadron commander explaining event and authorizing the purchase of replacement plate.

4.5.5.5. Once plate is received, 90 LRS/LGRV may initiate paperwork (Repair Cost and Repairable Value Statement, direct reallocation of GPC funds or other

means) to recover costs from the owning unit. All units are responsible for lost/damage plate costs regardless of the cause of the loss.

5. VCP Staff Assistance Visit (SAV):

5.1. A unit VCP program Staff Assistance Visit (SAV) will not automatically occur but can be requested by the unit VCO (e.g. for inspection polish). The unit VCO Continuity Binder will maintain the following at a minimum (electronically or hard copy):

- 5.1.1. Copy of Commander approved VCO appointment letter (AF Form 172). The AF Form 172 will be reviewed annually by unit commander.
- 5.1.2. Copy of unit VCO training and test document(s).
- 5.1.3. Copy of most recently signed vehicle master listing/hand receipt.
- 5.1.4. Suspense documentation concerning new vehicle requirements (AF IMT 601), authorization change requests, buy submissions, and lease vehicle request.
- 5.1.5. Documentation concerning purchase request routing for Other Government Motor Vehicle of Conveyance (OGMVCs), trailers not classified as vehicles and other non-registered equipment items (i.e., ATVs, mules, mowers, etc.)
- 5.1.6. Documentation concerning add-on equipment and modification authorization request with routing.
- 5.1.7. Current list of unit vehicle trainers appointed/approved by their commander using AF Form 170, *Appointment of Vehicle Trainer(s)*. The AF Form 170 will be reviewed at a minimum annually by unit commander.
- 5.1.8. Documentation (can include 90 LRS Form 4431, *Vehicle Assessment Inspection* or AF Form 4355, *Vehicle Incoming Inspection*) concerning inspection results.
- 5.1.9. Copies of or reference to approved vehicle lesson plans (can be paper or electronic).
- 5.1.10. Suspense documentation concerning wing vehicle accidents or abuse.
- 5.1.11. Installation vehicle official use and idling policies.
- 5.1.12. Proof of annual driver purge from OR&L database.

5.2. 90 LRS/LGRV may perform vehicle assessment inspections as part of the VCP MICT.

- 5.2.1. The inspections will be used to assess operator care and unit/operator documentation requirements. Vehicle Management may conduct inspections using 90 LRS Form 4431 or AF Form 4355, *Vehicle Incoming Inspection* (can be completed during vehicle recalls or unit requested inspections/vehicle rodeos).
- 5.2.2. Inspections will emphasize documentation, safety items, unreported damage, and operator care. Any vehicle found to be in operation with a documented (noted on AF Form 1800 or applicable form) safety discrepancy is an automatic failure for that vehicle.
- 5.2.3. Emphasis should be placed on operator care and maintenance of the GSA leased fleet since AF vehicle management personnel do not maintain these assets.
- 5.2.4. Copies of 90 LRS Form 4431 will be provided to VCO or using organization's commander upon request for proof in Management Internal Control Toolset (MICT).
- 5.2.5. Vehicle Management may provide impromptu vehicle inspections to ensure vehicle integrity and increase confidence that 90 MW vehicular assets are 100% mission ready.

6. Permissible Operating Distance (POD):

6.1. In accordance with Joint Travel Regulation, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when

reasonably available. Of these types, travel by commercial airplane is usually preferable when available. The POD is defined as the distance from the installation that a GMV's travel is allowed before competing with commercial carriers (Ref. DoD Directive 4500.9).

6.2. After extensive cost analysis and cost comparison, and due to limited airplane scheduling options to locations in para 6.2.1 thru 6.2.6 below, the POD for GMVs at F. E. Warren AFB corresponds with the missile field complex and extends to the following Department of Defense installations:

- 6.2.1. North to Minot AFB, North Dakota (720 miles)
- 6.2.2. North to Malmstrom AFB, Montana (680 miles)
- 6.2.3. North to Ellsworth AFB, South Dakota (350 miles)
- 6.2.4. South to Kirtland AFB, New Mexico (520 miles)
- 6.2.5. East to Offutt AFB, Nebraska (520 miles)
- 6.2.6. West to Hill AFB, Utah (480 miles)
- 6.2.7. South to Ft. Carson, Colorado (181 miles)
- 6.2.8. South to Peterson Space Force Base (178 miles)

6.3. GSA lease vehicles are the preferred GMV for authorized POD travel. The vehicle GSA card will only be used for repairs (if needed). The TDY Fund Site covers all vehicle fuel costs.

6.4. All GMV traveling to locations in 6.2.1 through 6.2.6 will require a pre-departure vehicle inspection by Vehicle Management. All requests to exceed the POD, must be reviewed/approved by Vehicle Management and the NCOIC, Ground Transportation Operation Center. The POD request form is available on the share drive VCO folder.

6.5. The vehicle GSA card will only be used for vehicle repairs (if needed) and fuel cost associated with the TDY location (premium fuel will not be used). Receipts will be maintained and reviewed upon return.

7. U-Drive-it Policies & Procedures:

7.1. U-Drive It (UDI): Installation's short-term use vehicles for individual dispatch to units and licensed personnel to meet installation mission requirements. UDI vehicle support will be limited to general purpose vehicles such as sedans, trucks, and vans. UDI vehicle support is normally limited to 72 hours, but will not extend beyond 60 days, as it may be an attempt to avoid Air Force vehicle acquisition guidance found in AFI 24-302, *Vehicle Management*. Units with extended vehicle requirements are to coordinate short-term lease or rental requests through Vehicle Management or pursue a vehicle authorization.

7.2. Temporary Duty (TDY) Use: GMV support for members on funded TDY orders are permitted travel between billeting and duty location(s) required to conduct official business. The following provisions apply to TDY personnel using GMVs.

7.2.1. Reasonable Proximity for Sustenance: Considering the location of F. E. Warren to Cheyenne, reasonable proximity is restricted to operating distance of 10 miles or less one-way from the base. Sustenance includes eating establishments, pharmacy, barber shops, places of worship, laundry cleaning establishments and/or similar places.

7.2.2. Reputable Establishments: If used off-base for sustenance, GMV use is restricted to reputable establishments that will not create negative perception, reflect unfavorably, or create public criticism of the DoD if visited (i.e. bars, night-clubs, adult-themed business, etc). Commanders will promote conservative determinations and swiftly address violations. The offender's GMV privileges will also be withdrawn for the remainder of the offender's TDY.

- 7.2.3. Entertainment and Morale: GMVs may be used during TDY to/from fitness centers and recreation activity locations (i.e. bowling alley, parks, lakes, theater, etc.) for the comfort or health of the member.
- 7.2.4. Special Command Position: GMVs are not authorized to/from permanent party quarters, except for TDY personnel driving to/from official and social activities held at the 20 AF/CC quarters, identified as SCP housing.
- 7.3. Priority of Transportation Services: When vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown to the extent they are available and capable of meeting mission requirements:
- 7.3.1. Unit owned GMVs or leased vehicles.
 - 7.3.2. Submit request for vehicle/operator support via OLVIMS to Ground Trans.
 - 7.3.3. Submit request via OLVIMS for U-Drive-It GMV to Ground Trans.
 - 7.3.4. Vehicle Management may also recall underutilized vehicles from wing units to support UDI needs following the Vehicle Priority Recall Listing (VPRL).
- 7.4. The operator is responsible for identifying vehicle issues prior to operating the vehicle. Once the vehicle departs 90 LRS/LGRDDO, it is considered serviced and free of any undocumented damage. The operator's organization is responsible for reimbursing 90 LRS for any damages (accident, wind damage, etc.). Operators are required to operate GMVs in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, and must perform the following:
- 7.4.1. Operators will conduct vehicle inspections IAW T.O. 36-1-191-WA-1 using the applicable forms.
 - 7.4.2. Operators will immediately report any damage or vehicle issues to Ground Transportation at Commercial: (307) 773-1843.
 - 7.4.3. Units will brief all operators who will be operating the vehicle on all responsibilities.
 - 7.4.4. Vehicles will be returned in the same condition as dispatched (i.e., fueled, all trash removed, and cleaned).
- 7.5. Fueling Procedures: Base government fuel station hours of operation are 24 hours a day at Bldg 1265 Nebraska Avenue. Use the Electronic Point of Sale (EPoS) QR Code or GSA credit card provided with your vehicle to activate the pumps. The EPoS Code or credit card are coded for either Diesel or Mogas.
- 7.5.1. GSA Vehicles: Use the base fuel station or Army Air Force Exchange Service (AAFES) on-base service station.
 - 7.5.2. The pin number for each card is the six numbers located in the license plate (i.e., G10-0941V, pin number is 100941).
- 7.6. The wash rack is open 24-hours a day, 7-days a week and is located on the corner of Nebraska Avenue and South Frontier Road. Exceptions include, but are not limited to, inclement weather (below freezing temperatures/high wind advisory) and mechanical failure in the facility.
- 7.7. The operator is responsible for returning the vehicle on the date identified in the request. If the vehicle cannot be returned on time, contact the Ground Transportation Operations Center Dispatcher no less than 24-hours in advance at Commercial: (307) 773-1843.
- 7.8. GSA vehicles have two free basic washes per month; simply add a wash at the fuel pumps when refueling downtown where vendors have automatic car washes.

8. E-470 Use & Procedures:

8.1. Colorado E-470 does not have "manned" toll booths. Cameras on the toll way photograph the vehicle plate, and a bill is sent to the end owner/using organization.

8.2. GMVs are not authorized to use E-470 for any reason. All E-470 toll bills are sent to 90 LRS/LGRDDO by the State of Colorado, which sometimes takes months for the bill to arrive. GPC audits require 90 LRS/LGRDDO to have specific information to pay this type of bill.

8.2.1. Reimbursement Procedures: Use of E-470 is not authorized for trips to Colorado Springs and DIA, since it is not the most direct route.

8.2.2. If a unit does decide to use E-470, the following actions will occur:

8.2.2.1. Once the E-470 bill is received, 90 LRS/LGRDDO will initiate paperwork (Repair Cost and Repairable Value Statement, direct reallocation of GPC funds or other means) to recover costs from the owning unit (costs to include late fees).

8.2.2.2. All units are responsible for all their E-470 costs, regardless of the cause of an E-470 charge.

9. Lease with Option to Buy Vehicles: IAW AFI 24-302, Vehicle Management requires all 90th Missile Wing units to coordinate all rental, lease, and lease with option to buy agreements through the Base Contracting Office, 90 LRS Commander, and VMS/VFM prior to execution of any lease agreement.

10. OGMVC (Other Government Motor Vehicle of Conveyance), Trailers not Classified as a Vehicle and Non-Vehicular Equipment Procurement:

10.1. OGMVCs, trailers not classified as a vehicle, and non-vehicular equipment procurement will be accomplished IAW the Federal Acquisition Regulation (FAR), Defense FAR Supplement, AF FAR Supplement, and related AFIs, The Contracting System, and managed IAW USAF Supply Manual and DAFI 91-207, (*The Traffic Safety Program*). Purchase requests for these assets will be limited to no more than \$15,000 and will be processed through 90 LRS Equipment Accountability Office (initiated), Vehicle Management Flight (coordination), the Base Occupational Safety Office (coordination), Contracting (coordination), and the 90 LRS Equipment Accountability Office (final approval). Proof of these actions and coordination will be maintained by the requesting unit in their VCO binder and by the 90 LRS Equipment Accountability Office for audit purposes and Financial Improvement and Audit Remediation (FIAR) objectives. The 90 LRS Equipment Accountability Office issues the 90 MW approval template memorandum to the requesting organization.

10.2. OGMVC authorizations will be set at a maximum of four (4) vehicles per organizational flight. For units with no vehicle authorizations, OGMVC authorizations are capped at a maximum of two (2) each.

10.3. Wing/Installation Ground Safety will review OGMVC driver training plans prior to each purchase.

10.4. 90 LRS/LGRV will review all unit requests for OGMVCs and trailers not classified as a vehicle and forward purchase requests to VSCOS for clarification to ensure the desired asset is an equipment item and not a vehicle.

10.5. Owning units must track any scheduled inspections on OGMVCs and non-registered vehicles/trailers for completion of pending maintenance actions and ensuring inspections are accomplished. OGMVCs and non-registered Low Speed Vehicles will be assigned X-registration

numbers if operated on public roadways.

10.6. 90 LRS Equipment Accountability Office is the final approval agency for all OGMVC and trailers not classified as a vehicle purchases, and will track all assigned OGMVCs by unit to ensure that no unit exceeds the limit(s) of para 10.2. 90 LRS Equipment Accountability Office will also redistribute turned-in serviceable assets upon arrival of new OGMVCs to help other units secure the most serviceable assets with the lowest possible costs.

10.7. Owning Units will request X-registration numbers from VSCOS. Owning organizations will maintain the original warranty documents and specifications in their VCO binder and will track these assets on a supply equipment account prior to requesting an X-registration number.

11. Completion Physical Fitness Inquiry for Motor Vehicle Operators:

11.1. When there is a question about an employee's ability to safely operate a motor vehicle, whether observed by and/or reported to the commander (e.g., by the member's supervisor), the commander has the authority to refer the employee for a medical examination. The responsibility to ensure and track that a member is mentally/physically able to perform duty tasks (to include driving a GMV) does not rest with the logistics readiness community, but rather the owning unit. If it is determined that an employee is no longer able to safely operate a GMV (temporary or long-term) the unit commander or VCO must submit an AF Form 171 (via email at 90lrs.lgrddo@us.af.mil) to have specific (i.e., commercial motor vehicle equivalent assets) removed from the member's license or can suspend GMV driving privileges for a defined or indefinite period.

12. Commercial Driver License (CDL):

12.1. Civilian employees that operate Government Owned Vehicles (GOVs) are required to maintain equivalent civilian driver's license classification for that type of vehicle.

12.1.1. Vehicles that would require a valid state issued Class A Commercial Drivers License are any combination of vehicles with gross combination weight rating (GCWR) of 26,001 or more pounds falls in Group A provided the GVWR of the vehicle(s) being towed is *more than* 10,000 pounds. Most Class A vehicles are trucks such as truck-tractor/semi-trailer or truck and trailer combinations.

12.1.2. Vehicles that would require a valid state issued Class B Commercial Drivers License are any single vehicle with a GVWR of 26,001 or more pounds falls in Group B, or any such vehicle towing another vehicle *not* in excess of 10,000 pounds GVWR. Class B includes straight trucks and large buses, including articulated buses.

12.1.3. Vehicles that would require a valid state issued Class C Commercial Drivers License are any single vehicle with a GVWR less than 26,001 pounds falls in Group C, or any such vehicle towing another vehicle *not* in excess of 10,000 pounds GVWR. However, vehicles of this size are included in the CDL program only if they are: 1) Designed to carry 16 or more passengers including the driver, or (2) Used to transport hazardous materials in quantities requiring placarding under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F) or is carrying material listed as a select agent or toxin in 42 CFR part 73.

12.2. Per AFMAN 24-306, Federal civilian employees who operate commercial-equivalent vehicles (bus, tractor trailer, tanker etc.) on military installations are open to public travel and therefore CDL requirements apply.

12.3. CDL holders must comply with all federal and state guidelines for Medical Documentation

Requirements, regardless of whether it is on-base or off-base

12.4. For civilian employees needing to have/add Commercial Motor Vehicle (CMV) type GOVs to their Government Driver's License/Record (AF 2293/AF 2296) they will need to verify their valid CDL with the 90 LRS/Operator Records and Licensing Office before issue.

13. Garage/Parking of POVs:

13.1. IAW AFI 24-302, POVs may be temporarily garaged in buildings 1240, 1245, 1247, 1270, 1284, 1501 and 1502 just prior to, during and just after severe weather after all GMVs are garaged first (space available only).

13.2. POVs may park in the Vehicle Management compound only for official functions as deemed necessary by the VMS/VFM. POVs shall not be serviced or repaired in any vehicle management facility/shop or in any building where government property is stored.

14. Idling Policy:

14.1. To meet mandates established by EPA, DoD, Public Law, and Executive Orders, Air Force Global Strike Command/A4R has been directed to instruct each LRS to establish a local policy listing procedures to reduce fuel costs, prevent engine wear, and reduce vehicle emissions. Specifically, vehicles not in use must be turned off and vehicles shall not idle when not in motion. Both practices unnecessarily consume fuel, clog diesel exhaust particulate filters, increase engine wear, and produce harmful emissions. By shutting vehicles down, operational and maintenance costs will decrease across the wing and the Air Force.

14.1.1. All units must ensure their personnel do not idle vehicles for periods of time, no more than an excess of 5 minutes. Unnecessary idling includes, but is not limited to, pre-heating or cooling down the operator compartment prior to operation, conversing with others when the vehicle is parked and loading or unloading cargo while the vehicle engine is operating. An occupied vehicle will not be left idling more than 5 minutes, or 10 minutes in extreme heat or cold conditions (temperature above 90 degrees or below 32 degrees). Diesel engines should never be idled more than 10 minutes due to possible severe engine damage. Emission control devices on 2003 and later diesel engines do not operate efficiently while idling and can clog emission filters which in turn can cause engine failure. An unoccupied vehicle should never be left idling.

14.1.2. Mission needs will be taken into consideration. Emergency response vehicles, i.e., fire trucks, surrey bus and security forces vehicles, may be left running while parked during emergency response actions. Other exceptions to this policy include security forces vehicles transporting K-9s, launch facility operations while performing maintenance and security, and vehicles undergoing maintenance. For any of these vehicles, after any idling longer than 20 minutes, the operator must drive the vehicle longer than 30 minutes over 35 MPH to properly regenerate the diesel particulate filter.

14.1.3. Unnecessary idling wastes limited funds that can be better utilized. Failure to embrace this initiative could ultimately lead to mission degradation and decreased mission effectiveness.

JOHNNY L. GALBERT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-301, *Ground Transportation*, 21 October 2019

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

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

DoD 7000.14-R 2.2.2., *Acquisition, Management, and Use of Non-Tactical Vehicles*

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

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

DESR6005.09_DAFMAN 91-201_DAFGM2024-01, *Explosives Safety Standards*, 12 February 2024

DoDD 6055.9E, *Explosives Safety Management*, 26 June 2019

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles* 1 February 2023

TECHNICAL ORDER (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 22 July 2024

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

CDL—Commercial Driver License

DAFI – Department of the Air Force Instruction

DAFMAN – Department of the Air Force Manual

DoD —Department of Defense

DoDM – Department of Defense Manual

EPA —Environmental Protection Act

FAR—Federal Acquisition Regulation

FIAR—Financial Improvement and Audit Remediation

FM&A – Fleet Management and Analysis

FLI —Financial Liability Investigation

GPC—Government Purchase Card

GMV—Government Motor Vehicle

GSA—General Service Administration

GTC—Government Travel Card

IAW—In Accordance With

IMT—Information Management Tool

JA—Judge Advocate

LGRDDO—Ground Transportation Section

LGRV—Vehicle Management Flight

LRS—Logistics Readiness Squadron

MEL—Minimum Essential Level

MW—Missile Wing

MWI—Missile Wing Instruction

OGMVC—Other Government Motor Vehicle of Conveyance
OG – Operations Group
POD—Permissible Operating Distance
POV—Privately-Owned Vehicle
ROS—Report of Survey
SAV—Staff Assistance Visit
SF—Standard Form
SFG – Security Forces Group
VCO—Vehicle Control Official
VCP—Vehicle Control Program
VSCOS—441st Vehicle Supply Chain Operations Squadron
VIL—Vehicle Identification Link
VFM—Vehicle Fleet Manager
VMS—Vehicle Management Superintendent

Terms

Blue Fleet-Government Owned and Maintained Vehicle
E-470--Colorado Toll Road

Prescribed and Adopted Forms

Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms:

90 LRS Form 4431, *Vehicle Assessment Inspection*
AF Form 172, *Appointment of Vehicle Control Officials*
DAF 847, *Recommendation for Change of Publication*
AF Form 1800, *Operator's Inspection Guide and Trouble Report*
AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*
AF Form 4355, *Vehicle Incoming Inspection*
DD Form 518, *Accident Identification Card*
Standard Form 91, *Motor Vehicle Accident Report*