

**BY ORDER OF THE COMMANDER
ALTUS AIR FORCE BASE**

**ALTUS AIR FORCE BASE
INSTRUCTION 24-302**



21 DECEMBER 2021

LOGISTICS READINESS SQUADRON

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 97 LRS/LGRV

Certified by: 97 LRS/CC
(Major Travis W. Rush)

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, and outlines the definitions, responsibilities and procedures for managing the vehicle accident and abuse program, addressing the following definitions: authority, dispositions, and reporting procedures for military vehicle accidents and incidents of abuse. IAW AFI 24-302, *Vehicle Management*, visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of the Altus AFB vehicle fleet. This instruction includes guidance in relation to vehicle idling, and Other Government Motor Vehicle Conveyances (OGMVCs). This instruction applies to all squadron commanders, Vehicle Control Officers (VCO), and vehicle operators assigned, attached or TDY to Altus AFB, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C §8013, Secretary of the Air Force and E.O. 9397 (SSN), as amended. The applicable Privacy Act SORNs F031 AF SF L, Traffic Accident and Violation Reports, is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. Ensure that all records created as a result 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). 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 Form 847 from the field through the appropriate functional chain of command. **Attachment 1** is a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include new references to AFI 24-302, *Vehicle Management*, 21 February 2020. Also, AFI 24-301, *Ground Transportation*, dated, 22 October 2019. Additionally, there are changes affecting the Vehicle Accident/Abuse Program, and also policy guidance was added regarding the vehicle idling policy, and OGMVC policy.

Chapter 1

ACCIDENT/ABUSE PROGRAM

1.1. Terms Explained.

1.1.1. Motor Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a Government Owned Vehicle (GOV) which causes damage to either the GOV or the object, whether immediately noticeable or not. All accident determinations are made by the Vehicle Management Superintendent/Vehicle Fleet Manager (VMS/VFM).

1.1.2. Vehicle Abuse: An act or omission that has caused or may cause damage that cannot be attributed to fair wear and tear under normal use. Normal fair wear and tear is any malfunctions cause by everyday use of vehicles such as: worn tires and windshield wipers, steering and suspension parts, broken engine belts, broken headlight bulbs, and worn-out brake pads and seatbelts. This determination is made by Customer Service Center NCOIC, Foreman, or Section Chief. All abuse determinations are made by VMS/VFM. Vehicle abuse may result in safety hazards, early failure of components, or immediately detectable damage. For example, vehicle abuse may occur when an individual operator or organization:

1.1.2.1. Fails to accomplish operator maintenance IAW AFI 24-302, paragraph 2.30.

1.1.2.2. Does not report malfunctions, defects or safety discrepancies affecting vehicle condition to Vehicle Maintenance. Safety items must be reported immediately; non-safety items will be reported by the next duty day.

1.1.2.3. Overloads the vehicle or fails to tie down or otherwise secure cargo.

1.1.2.4. Tampers with governors, speedometers, tachometers or pollution control devices.

1.1.2.5. "Riding" or "slipping" the clutch, except when necessary to control while maneuvering a vehicle.

1.1.2.6. 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.

1.1.2.7. Excessive use of the engine while braking.

1.1.2.8. Operates a vehicle with improperly inflated tires or tire tread below/at safety wear bar.

1.1.2.9. Fails to protect the painted surface from extreme oxidation and corrosion by infrequently washing, waxing, and polishing when wash rack is operational.

1.1.2.10. Fails to bring a vehicle or piece of equipment in for scheduled maintenance. Fails to monitor and adjust fluid levels or services with incorrect fluids (e.g., diesel instead of mogas, 30W oil instead of hydraulic fluid).

1.1.2.11. Incurs wind damage by not parking vehicles into the wind "when safely possible," *restraining doors* when opening, or leaving doors open while the vehicle is unattended.

1.1.2.12. Operates a vehicle in violation of the operator's manual or accepted driving practices.

1.1.2.13. Modifying a vehicle without proper authority.

1.1.3. Vehicle Incident: When damage to a vehicle cannot be classified as an accident or abuse, and is beyond the control of the using organization, it will be categorized as a “vehicle incident”. Funds will not require transfer or payment for damage resulting from an incident. Some examples of vehicle incidents are:

1.1.3.1. Damage by vandals.

1.1.3.2. Damage by windblown flying objects such as sand, rocks, tree limbs, and other materials.

1.1.3.3. Damage due to extreme acts of nature such as hurricanes, tornadoes, lightning, and hail.

Chapter 2

GENERAL POLICIES

2.1 The goal of this program is to eliminate or reduce the number of vehicle accidents and abuses, in order to protect Air Force personnel from injury and/or death and reduce or eliminate unnecessary expenditure of limited resources at Altus Air Force Base. IAW AFI 24-302 paragraph 1.11.2: All Vehicle Management Operation & Maintenance (O&M) expenditures for vehicle accident and abuse repairs, including contract cost, are reimbursable to Vehicle Management by the owning/using organization or the organization responsible for the damage if not the owner.

2.2. Repair of vehicles damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and wastes government funds. Commanders at every level must take appropriate actions to minimize accident occurrences and avoid all vehicle abuse. In abuse cases attributed to organizational or personal negligence, the using organization will be held financially liable for the cost to repair damaged vehicles. Responsible individuals could be held financially liable if negligence or abuse was involved according to DoD 7000.14-R, *Department of Defense Financial Management Regulation, Volume 12, Chapter 7*.

2.3. The 97th Mission Support Group Commander (97 MSG/CC) will administer this instruction with assistance from other base agencies, including Security Forces, Staff Judge Advocate, Safety, Wing Inspector General, Civilian Personnel, Contracting, Comptroller, and organizational financial management personnel. **2.4** Non-AETC units located on Altus AFB or TDY units visiting and in need of vehicle management support from 97th Logistics Readiness Squadron (97 LRS) shall comply with this instruction as an understood condition of receipt of vehicle support.

Chapter 3

RESPONSIBILITIES

3.1. The vehicle operator will:

3.1.1. The vehicle operator has the primary responsibility to prevent vehicle accidents/abuses. Operators should report all damage immediately to the unit's Vehicle Control Office (VCO). The secondary responsibility rests with the unit VCO, who should inspect unit vehicles periodically for unreported damage and inspect each vehicle being turned in for damage repairs. Report all vehicle damage to 97th Logistic Readiness Squadron/Vehicle Management Flight (97 LRS/LGRV) as soon as possible, but no later than the next duty day. If during a weekend or holiday, notify the next available duty day.

3.1.2. All traffic accidents are required to be reported to Security Forces. Anyone involved in an on-base vehicle accident, major or minor, must immediately report the accident to Security Forces Base Defense Operations Center (BDOC). For all GOV accidents, a SF 91, *Motor Vehicle Accident Report* and a DD Form 518, *Accident Identification Card*, (if damage was caused to private property) must be completed and turned in to Vehicle Management no later than the next duty day. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted.

3.1.3. If a Privately Owned Vehicle (POV) is involved in an accident with a GOV, SF 91, pictures, and police report will be turned in to Vehicle Management. The civilian will direct their portion of the claim to the base legal office. Fleet Management & Analysis will draft the case for the GOV and will route the case to legal. If an accident involves POVs, the operator must contact their insurance company as soon as possible. Accidents involving a GOV may result in a claim against the United States Government. Those found at-fault for an accident may be liable for damages.

3.1.4. In the event of an accident, vehicles should not be moved unless police officials give approval, or if in a minor accident, all parties agree to clear the scene.

3.2. Unit commanders located within Altus AFB supported with GOVs will:

3.2.1. Personally review all vehicle accident and suspected abuse cases involving their vehicles.

3.2.2. Ensure proper guidelines for investigating and processing vehicle accident and suspected abuse cases are followed and that timely and comprehensive investigations are conducted (See AFI 24-302, and Department of Defense 7000.14-R, Volume 12, [Chapter 7](#)).

3.2.3. Within three duty days, send a vehicle release letter (see [Attachment 3](#)) authorizing payment of damages and the release of damaged vehicles to be repaired to the 97 LRS/LGRV upon completion of the unit's investigation. Repairs may begin after three duty days from the date the unit commander was notified of the Vehicle Abuse/Accident case.

3.2.4. Any vehicle damage not attributed to fair wear and tear will be funded by the using organization. Any deviation from this policy must be approved by the 97 MSG/CC. Any unit that is unable to fund the repairs should submit a request for an exception to policy through their group commander to the 97 MSG/CC for adjudication.

3.2.5. When documentation clearly indicates that negligence or abuse was involved, or if a claim against the government is possible, ensure appropriate steps are taken to recover USAF costs (see DoD 7000.14-R, Volume 12, Chapter 7).

3.3. The 97 MSG/CC will:

3.3.1. Resolve issues regarding organizations not providing direct payment or reimbursement of suspected accident or abuse cases that cannot be resolved by the 97th Logistic Readiness Squadron Commander (97 LRS/CC).

3.3.2. Request that the unit commander of the responsible organization allocate appropriate funds to 97 LRS/LGRV or the local repair shop in an amount equal to the cost of the repairs to the damaged vehicle.

3.4. Vehicle Management will:

3.4.1. Determine if a suspected accident or abuse exists and request a unit investigation as appropriate. Determine if repairs can be waived (small dents, scratches, etc.). Obtain a copy of the commercial repair invoice, which reflects the actual cost of vehicle repairs, for the unit commander of the responsible organization and in all cases being processed for monetary payment or reimbursement. VMS/VFM (typically SNCOs) IAW AFI 24-302 makes all accident and abuse determinations.

3.4.2. Ensure documentary photographs are taken of all accidents and suspected abuses.

3.4.3. Prepare correspondence to using organizations' commanders advising them of the suspected accident/abuse cases and request an investigation (see [attachment 2](#)).

3.4.4. Review all accident/abuse cases for adequacy of investigation and action taken and return inadequate case files to the investigating organizations with appropriate comments concerning the case.

3.4.5. Ensure repair work does not begin until a release letter for the damaged vehicle is received from the unit commander of the using organization acknowledging the vehicle is no longer needed for investigative purposes and indicating payment method (see [attachment 3](#)).

3.4.6. Refer cases to 97 LRS/CC if differences cannot be resolved. Reference [paragraph 4.8](#) for MSG/CC final appeal authority.

3.4.7. Close cases when all actions have been completed and maintain a historical record of all abuse/accident case. Ensure a copy of the pertinent work orders are maintained in the vehicle's record jacket and destroyed when one (1) year old.

3.5. The 97th Security Forces Squadron (97 SFS) will:

3.5.1. Investigate vehicle accidents occurring on-base and forward reports to the responsible unit VCO and 97 LRS/LGRV.

3.5.2. All other accident reports provided by outside agencies will be collected by the responsible VCO utilizing assistance from 97 SFS.

Chapter 4

PROCESSING PROCEDURES

4.1 When an accident or suspected abuse occurs and the vehicle is operable, the user will bring the vehicle to 97 LRS/LGRV. If the vehicle is not operable, the unit VCO will contact Ground Transportation (97 LRS/LGRDDO) and request wrecker service.

4.2. The 97 LRS/LGRV Customer Service Center personnel will inspect damage and process a vehicle work order requesting initial repair cost estimate. **4.3** The 97 LRS/LGRV Fleet Management & Analysis will send an accident or abuse notification letter (see **attachment 2**) to include digital photos, to the squadron commander, VCO of the assigned organization, Wing Ground Safety Office, and 97th Logistics Readiness Squadron/Director of Operations with a local contractor repair estimate, requesting the damage be investigated IAW DoD 7000.14-R, Volume 12, Chapter 7.

4.3.1. The using organization has 3 duty days from notification to either provide a release notification response via email, file an appeal to 97 LRS (see **paragraph 4.7**), conduct an investigation, or direct an Report of Survey (ROS) including a DD Form 200, *Financial Liability Investigation of Loss*.

4.3.2. Prior to repairs, the unit commander of the damaged vehicle will be required to release the vehicle for repairs. This must be accomplished by submitting a vehicle release letter (see **attachment 3**) to the 97 LRS/LGRV which indicates payment method of the vehicle damage, using organization Resource Advisor confirmation of funds availability, and that the vehicle is no longer needed for investigation of the accident or abuse. Commanders shall initiate an accident investigation report into the circumstances involving an accident or suspected abuse case. When documentation clearly indicates that negligence or abuse was involved, or if a claim against the government is possible, a DD Form 200 shall be prepared IAW DoD 7000.14-R, Volume 12, Chapter 7.

4.4. If the estimate for repair cost exceeds the vehicle's "one-time repair limit", the vehicle is considered uneconomically repairable and should not be repaired. Exceptions may be made to meet mission needs, with HQ AETC/AFRC/AFSPC approval.

4.5. Vehicle accident and abuse repair costs (material and/or contract costs) will be borne by the unit responsible for the damage. Unit responsible may be different than the unit assigned (i.e., U-Drive-It fleet is assigned to 97 LRS/LGRDDO but used on daily basis by all organizations).

4.5.1. All accident and abuse repairs will be accomplished by contract maintenance whenever possible unless the vehicle is considered special purpose and parts are not available to local contractors.

4.5.2. When repairs are performed by contract services, the responsible organization may make direct payment to the local repair shop prior to the vehicle being repaired and returned back to the user.

4.5.3. If payment by funds transfer for reimbursement is utilized (accident and abuse damage on GOV, rental, and General Services Administration vehicle), unit financial managers will provide funding document to the 97th Logistics Readiness Squadron Resource Advisor (97 LRS/RA) and 97 LRS/LGRV.

4.6. Due to extended downtime for vehicles undergoing extensive repairs due to accidents, abuse, or incidents, 97 LRS/LGRDDO will only be able to provide a U-Drive-It loaner vehicle under specific cases, such as falling below Mission Essential Levels. 4.7 Commanders disagreeing with the findings of liability may appeal to the 97 LRS/CC. Resolution of disagreements concerning implementation of these policies will follow the normal chain of command; squadron commander to squadron commander, then group commander to group commander. The 97 MSG/CC is the final decision authority to resolve all conflicts concerning the vehicle accident, abuse, and incident program.

4.8. If the appeal is approved, no transfer of funds will occur. If the appeal is unsuccessful, 97 LRS/LGRV and 97 LRS/RA will contact the responsible unit to ensure the required reimbursement is made.

Chapter 5

VEHICLE IDLING GUIDANCE

5.1 IAW AFI 24-302, *Vehicle Management*, paragraph. 10.12, Vehicle Idling Policy, the purpose of this policy is to reduce fuel consumption and engine wear of Altus AFB assigned vehicles while simultaneously promoting environmental protection. This policy requires operators of government owned, rented or leased vehicles to adhere to engine idle restrictions while operating vehicles within or outside the confines of Altus AFB, Oklahoma.

5.2. Unnecessary engine idling is the single greatest contributing factor to fuel waste by vehicle fleets and is the primary cause of premature engine wear/failure. Furthermore, vehicle exhaust gasses from idling vehicles contribute greatly to air pollution.

5.3. When not in traffic, operators of fleet vehicles assigned to Altus AFB will turn off vehicle engines if vehicles are stationary for more than five (5) minutes unless a running engine is essential for the duty being performed. This applies to all areas of the installation, to include the flight line.

5.4. This policy does not apply when:

5.4.1. Idling to verify that the vehicle is in safe operating condition (operator inspection) and/or to bring vehicle to operating temperature or build air pressure for air operated vehicle systems.

5.4.2. Idling hard-to-start vehicles while undergoing maintenance or vehicles that require cool down procedures prior to shutting-off.

5.4.3. Ambient temperatures are below 40 degrees or above 90 degrees Fahrenheit and when operators are in the vehicle and not reasonably able to wait in a climate-controlled facility (e.g. Flight line personnel awaiting their next call to service an inbound aircraft).

5.4.4. Idling is allowed during cold weather to aid in the initial clearing of ice and/or snow from the vehicle.

5.4.5. Idling is necessary for operation of emergency vehicles and equipment engaged in operational activities, responding to emergency situations, and/or performing any activity directly related to a public safety.

5.4.6. Vehicles that are required to idle in order to operate auxiliary equipment or are equipped with temperature sensitive equipment that must be kept at an appropriate temperature (e.g. 97 SFS K-9 vehicle), vehicles undergoing maintenance, vehicles difficult to restart, or vehicles requiring cool-down procedures prior to shut-off are also exempt from this policy.

5.4.7. Idling while waiting in line or queuing (e.g. Dump trucks waiting to receive loads from another vehicle). However, vehicles queuing should not idle while waiting for the transferring vehicle to retrieve the load.

5.5. Using organizations with unique vehicle operating requirement must submit, in writing, a list of vehicle(s) requiring exemption from this idling policy, along with a full justification. All requests for exemption shall be routed through Vehicle Management for determination.

Chapter 6

OTHER GOVERNMENT MOTOR VEHICLE CONVEYANCE (OGMVC)/ALL-TERRAIN VEHICLES (ATV)/TRAILERS NOT CLASSIFIED AS A VEHICLE

6.1. This section concerns local policies and procedures relating to procurement coordination and maintenance related to OGMVCs, ATVs, and trailers not classified as a vehicle. 6.2 OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i. e., golf carts, electric motor conveyance, etc.) that DO NOT meet specifications of 49 code of federal regulations, **Part 571**, Federal Motor Vehicle Safety Standards, or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at Robins AFB Support Equipment and Vehicles (SE&V) Division, to be an OGMVC by Air Force definition.

6.2.1. Vehicle/Equipment Determination will be conducted by Vehicle Management, in coordination with the proper agencies. Vehicle Management will review all purchase requests for nonregistered vehicles to ensure the asset is not a registered vehicle. Vehicle Management will provide owning organizations with an equipment approval letter.

6.2.2. When needed, Vehicle Management will forward trailer specifications, pictures and/or appropriate information to the appropriate Robins AFB SE&V IPT Program Manager, through 441 Vehicle Support Operation Chain Squadron, for determination to ensure the desired asset is not a centrally procured registered vehicle or trailer. The IPT Program Manager makes the final vehicle/equipment determination.

6.3. Trailers centrally procured by Robins AFB SE&V (to include military design (tactical trailers) are classified and managed as a registered vehicle IAW AFI 24-302. Robins AFB SE&V is the only authorized purchasing agent for Air Force registered vehicles.

Any trailers meeting all elements of following criterion will also be classified and managed as a registered vehicles IAW Air Force standards;

6.3.1. Measuring 6'x12' (width/length) or larger.

6.3.2. Has Department of Transportation (DOT) approved lighting.

6.3.3. Has at least two axles.

6.3.4. Has towing vehicle braking system or surge brakes.

6.3.5. Has a Gross Vehicle Weight Rating of over 6,999 lbs.

6.4. Trailers not meeting all “registered vehicle” criteria established in AFI 24-302, paragraph 1. 2.5. will be identified as an equipment item.

6.4.1. Note: With regards to registered trailers, Vehicle Management is only responsible for the management and maintenance of the vehicle portion. All equipment on the trailer that has a specific organizational use is maintained by the using organization.

6.4.2. Exception: Trailers classified as Construction, Mining, Excavating and/or Highway Maintenance Equipment in Federal Stock Class Group 3800 (e.g., concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers) will be classified as a vehicle.

6.5. The following trailers will not be classified as vehicles regardless of the criteria established in AFI 24-302, paragraph 1.

2.6.1. ; horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stages.

6.6. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFPD 64-1, *The Contracting System*, and they will manage them IAW DAFI 23-101, *Material Management*, and AFI 91-207, *The Air Force Traffic Safety Program*. Purchase requests for OGMVCs will be processed through the Wing/Base Occupational Safety Office (coordination), Contracting (coordination), Vehicle Management (coordination) and 97 LRS Equipment Accountability Office (approval) prior to purchase.

6.7. Maintenance and Organizational Responsibility.

6.7.1. Upon written request, and with the approval of the VFM/VMS, Vehicle Management may provide maintenance support to organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle.

6.7.2. All maintenance/parts support for these assets will be on a reimbursable basis only.

6.7.3. Any service provided to these assets will be on a “manpower/mission permitting” basis.

6.7.4. If the VFM/VMS does not approve maintenance support, organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle will:

6.7.4.1. Manage their asset as an equipment item.

6.7.4.2. Fund and manage all aspects of initial procurement, maintenance, and replacement.

6.7.4.3. Work to secure and fund a local maintenance agreement for asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete safety and serviceability inspection conducted at least annually.

6.7.4.4. Coordinate purchase of license plate(s) with 97 LRS/LGRV/Fleet Management & Analysis.

BLAINE L. BAKER, Colonel, USAF
Commander, 97th Air Mobility Wing

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

DAFI 23-101, *Materiel Management*, 8 July 2021

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

AFI 24-302, *Vehicle Management*, 21 February 2020

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

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

AFPD 64-1, *The Contracting System*, 6 November 2018

DoD 7000.14-R, *Department of Defense Financial Management Regulation, Volume 12, Chapter 7*, January 2021

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident Identification Card*

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

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ATV—All-Terrain Vehicles

BDOC—Base Defense Operations Center

DOD—Department of Defense

DOT—Department of Transportation

GOV—Government Owned Vehicles

GOV/E—Government Owned Vehicles/Equipment

IAW—In Accordance With

IPT—Integrated Product Team

LRS—Logistics Readiness Squadron

MSG—Mission Support Group

POV—Private Owned Vehicle

OGMVC—Other Governmental Motor Vehicle Conveyances

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

RDS—Air Force Records Disposition Schedule

ROS—Report of Survey

SE&V—Support Equipment and Vehicles Division

SFS—Security Forces Squadron

SJA—Staff Judge Advocate

T.O.—Technical Order

VCO—Vehicle Control Officer

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

VSCOS—Vehicle Support Chain Operation Squadron

Attachment 2

SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER



DEPARTMENT OF THE AIR FORCE
97TH AIR MOBILITY WING (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

[Redacted box]

MEMORANDUM FOR 97 LRS/CC

FROM: 97 LRS/LGRV

SUBJECT: Vehicle Accident Case Number: [Redacted box]

1. Our records indicate the vehicle listed below is assigned to your organization and is managed by a designated VCO/VCNCO who incorporates a motor vehicle accident and abuse prevention program. While assigned to your organization, this particular vehicle was identified as being involved in an act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident, or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage.

Registration Number: [Redacted]
Vehicle Type: [Redacted]
Date Reported to Vehicle Maintenance: [Redacted]
Estimated Repair Cost: [Redacted]
Receipt of SF-91: [Redacted]
Damage: [Redacted]

2. Repairs to the vehicle may begin three (3) duty days from the date of this email unless the unit's Commander has decided to determine financial liability.

3. AFI 24-302, Vehicle Management, paragraph 1.11.2, stipulates the using organization must pay for all accident repairs. DoD 7000.14-R, Ch. 7, 070404, Financial Liability Officer Responsibilities and Duties states, "DD Form 200" is to determine responsibility for lost, damage, destroyed, or stolen property. To determine such responsibility, the facts contributing to the loss, damage destruction, or theft must be developed by investigation. "However, the gross negligence standard does not preclude a commander from taking other administrative or disciplinary actions against individuals who damage government vehicles."

4. If the Unit Commander decides to investigate an Accident/Abuse to determine financial liability (ROS), they will follow procedures IAW DoD 7000.14-R. Financial Management Regulation as outlined and accomplish a DD Form 200.

5. Please contact me with any questions/concerns at 481-5978, or our Vehicle Fleet Manager or Vehicle Maintenance Superintendent at 481-7464.

[Redacted signature box]
[Redacted name box]
Vehicle Fleet Manager

Attachment 3

SAMPLE ACCIDENT OR ABUSE RELEASE LETTER



DEPARTMENT OF THE AIR FORCE
97TH AIR MOBILITY WING (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

May 13, 2021

MEMORANDUM FOR 97 LRS/LGRV

FROM: UNIT/CC

SUBJECT: Vehicle Release Letter/Case Number: 03-05-05-2021

1. Request release of vehicle registration number: 09C00402

2. A Report of Survey/DD Form 200 (Please Check one) will /will not be initiated to determine liability.

The Report of Survey Inquiry/Investigation Number is

3. We accept pecuniary responsibility for all damages. We will provide funds on GPC/JV.

RELEASING OFFICIAL VCO/VCNCO:

Rank/Name: Duty Phone:

UNIT RESOURCE ADVISOR:

Funds are / are not available for repairs. If funds are not available, FM&A will inquire periodically regarding availability.

Rank/Name: Duty Phone:

[Redacted Signature Area]

Commander