

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE (AFSOC)**

**AIR FORCE INSTRUCTION 24-302,  
CANNON AIR FORCE BASE**



**Supplement**

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**Transportation**

**VEHICLE MANAGEMENT**

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**AFI 24-302, *Vehicle Management* is supplemented as follows.** This supplement establishes policies and procedures for implementing and managing the installation's vehicle abuse and accident program. It applies to all squadron commanders, vehicle control officers (VCOs), vehicle control noncommissioned officers (VCNCOs), and vehicle operators assigned to host and mission partners on Cannon Air Force Base (CAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847s from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This supplement has been revised and must be completely reviewed. It updates local policy and procedures concerning vehicle abuse and accidents.

1.13.1.1. **(Added)** To establish an effective accident and abuse program, the following additional guidance applies to the Cannon AFB vehicle fleet. The Vehicle Management flight is not funded for accident and abuse repairs. This additional guidance outlines responsibilities, reporting procedures and financial liability for repairs. Visibility and emphasis is placed at the

unit level and under the direct control of the unit commander to foster better operator care and to improve the overall condition of the Cannon AFB vehicle fleet. Temporary vehicle replacements will be considered on a case-by-case basis based on mission requirements. Vehicle Management leadership will consider maintenance priority and temporary replacement vehicle issue if available.

1.13.1.2. **(Added)** The Government Owned Vehicle/Equipment (GOV/E) using organization will pay for material costs and civilian labor to repair accident and abuse related damages. In the event repairs are accomplished by local area vendors, the entire cost of repairs will be paid directly to the vendor. The assigned organization will be charged for the repair costs, and will be responsible for payment disbursement, up to and including processing of an Air Force Form 9, *Request for Purchase*, if required to facilitate payment to the repair facility. In the case of U-Drive-It (UDI) vehicles assigned to 27 SOLRS, the organization of the individual signing out the UDI will be charged for repairs. Personnel TDY from other bases who use GOV/Es assigned to Cannon Air Force Base will be responsible for vehicle damage caused by accident and/or abuse. The TDY member's home unit will be charged for any such damages. Payment will be made regardless of determination of individual pecuniary liability.

1.13.1.3. **(Added)** The commander of the assigned or using organization will, upon receipt of accident or abuse notification from 27 SOLRS/LGRV, or when provided other information concerning a lost, damaged or destroyed GOV/E, have the option to appoint an investigating officer to conduct a preliminary investigation IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, paragraph 18.4.2. Should the GOV/E be required for additional investigative purposes or the determination is made that a Report of Survey (ROS) will be initiated, the unit commander, VCO or investigating officer will contact 27 SOLRS/LGRV within five duty days of notification to hold the GOV/E for exhibit. If 27 SOLRS/LGRV is not notified of the request of an ROS within this timeframe, repairs will commence to avoid further mission impact. If the organization's commander feels the GOV/E accident/abuse case is not justified, a written response must be forwarded to 27 SOLRS/CC and a courtesy copy sent to 27 SOLRS/LGRV. If 27 SOLRS/CC agrees, the case will be dropped. If 27 SOLRS/CC does not agree, the case will be forwarded to 27 SOMSG/CC for the final decision.

1.13.4.1. **(Added)** Determinations concerning the classification of vehicle damage will be handled at the lowest possible level, with the 27th Special Operations Mission Support Group Commander (27 SOMSG/CC) having final authority.

1.13.6. **(Added)** Roles and Responsibilities:

1.13.6.1. **(Added)** 27 SOLRS/LGRV will:

1.13.6.2. **(Added)** Electronically send accident or abuse notification memorandum, a copy of the estimate work order and photos of vehicle damages to the using organization's squadron commander, Vehicle Control Officer (VCO), 27 SOLRS/CC, 27 SOW/SEG and 27 SOW/JA. Labor charges will be included in the estimate for in-house repairs of vehicles/equipment. **NOTE:** Accident and abuse repairs will commence as early as 5 duty days after notification to allow the unit time to conduct a preliminary investigation. If it is determined the vehicle is not needed for this investigation, the ROS Officer, unit's commander or unit's VCO should notify 27 SOLRS/LGRV as soon as possible, so work can commence. If the vehicle is needed for additional investigation, the ROS Officer, unit's commander or unit's VCO/VCNCO shall notify 27 SOLRS/LGRV within this 5 day window.

1.13.6.3. **(Added)** All costs for vehicle accident and abuse repairs, including labor and/or contract cost, will be paid by the using organization, or the organization responsible for the damage, if not the owner. An AF Form 20, *Repair Cost Reparable Value Statement*, will be provided upon request when the using organization has determined pecuniary liability is to be assessed or voluntary payment is to be made.

1.13.6.4. **(Added)** In the case of accident or abuse involving the UDI fleet, obtain a copy of the Transportation Request Form for the member who signed out the vehicle from the Vehicle Operations Element (27 SOLRS/LGRDDO). Information from the Transportation Request Form will be used to notify the requesting member's unit of reimbursement action.

1.13.6.5. **(Added)** Use contract/Government Purchase Card (GPC) with local area vendors when feasible for accident and abuse repairs, as determined by the Vehicle Fleet Manager or Vehicle Management Superintendent (VFM/VMS). Vehicle Management will conduct quality control inspections of all contractor repaired vehicles and equipment prior to returning to the using organization.

1.13.6.6. **(Added)** In cases involving accidents, the operator will:

1.13.6.7. **(Added)** Stop immediately.

1.13.6.8. **(Added)** Render first aid to injured person(s) if needed.

1.13.6.9. **(Added)** Notify 27 SOSFS or local law enforcement personnel immediately, prior to moving the vehicle.

1.13.6.10. **(Added)** Notify the operator's supervisor and unit VCO/VCNCO.

1.13.6.11. **(Added)** Complete an SF 91, *Operator's Report of Motor Vehicle Accident*.

1.13.6.12. **(Added)** Complete a DD Form 518, *Accident Identification Card*, if a privately owned vehicle (POV) or private property is involved.

1.13.6.13. **(Added)** Turn vehicle and a copy of the completed SF 91 into Vehicle Management within 24 hours of release from the accident scene, if the vehicle can be driven safely. Contact 27 SOLRS/LGRDDO at (575) 784-2833 if wrecker service is required.

1.13.6.14. **(Added)** If the accident involves a Privately Owned Vehicle (POV) or private property, the assigned or using organization will provide the Judge Advocate Office (27 SOW/JA) with a copy of the Accident Investigation Report or sufficient information about the accident to determine if collection from the POV or property owner's insurance company is warranted. Should a claim be required, 27 SOW/JA will pursue repairs through the private insurance company.

1.13.6.15. **(Added)** In the case of accidents involving multiple units, each unit will pay for the cost of repairs on their respective assigned vehicle. Commanders of the involved units will arrange for payment of funds between the units based upon liability determinations as set forth in the ROS findings, if an ROS was processed.

1.13.6.16. **(Added)** Unit VCO/VCNCO will: Maintain an accident/abuse case file containing, at a minimum, copies of Accident/Abuse Notification and SF 91 (only in the case of accidents). These files will be retained for a minimum of three years and are subject to inspection as part of the VCO Staff Assistance Visit.

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Commander