

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS MONTHAN AIR FORCE BASE  
INSTRUCTION 24-302**



**24 MARCH 2021**

***Transportation***

**VEHICLE MANAGEMENT**

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation, and Use of Transportation Vehicles*, and Air Force Instruction 24-302, *Vehicle Management*. It provides guidance and procedures on identifying, reporting, and assessing liability for potential vehicle accidents and abuse conditions, the purchasing of Other Government Motor Vehicle Conveyance (OGMVC) and Trailers not classified as vehicles, the vehicle washing and waxing standards, and the vehicle idling criteria for Davis-Monthan Air Force Base. This publication applies to all civilians and uniformed members of the Regular Air Force and Air Force Reserve, except where noted otherwise. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, Records Management an Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. 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.

**1. Vehicle Abuse, Accident and Incident Policy.** Vehicle and vehicular equipment abuse 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. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object. Damage caused by acts of nature, natural disasters or mechanical failures are vehicle incidents.

1.1. The following are examples of abuse (not all inclusive):

1.1.1. Failure to accomplish organizational/operator maintenance in accordance with the vehicle manufacturer's commercial publication or Air Force manuals/technical orders.

1.1.2. Knowingly operating a vehicle with a malfunction that may cause further damage.

1.1.3. Overloading a vehicle or failing to tie down/secure cargo.

1.1.4. Operating a vehicle with under inflated or over inflated tires.

1.1.5. Failure to protect the vehicle exterior painted surfaces from oxidation.

1.1.6. Overdue scheduled or annual maintenance.

1.1.7. Modifying a vehicle or adding equipment without written approval from the Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS).

1.1.8. Failure to bring a vehicle to vehicle management within 24 hours, or the next duty day, when it has a known safety discrepancy.

1.1.9. Operating a vehicle with known safety discrepancies such as: inoperative lights, inoperative horn, wind damage, low engine/hydraulic/coolant/brake fluids, excessively worn tires, etc.

1.1.10. Adding the improper type of fuel to a vehicle's fuel tank.

1.2. VFM/VMS will determine if repairs will be accomplished by vehicle management or a local vendor. Fleet Management and Analysis (FM&A) will initiate an estimate work order to determine the cost of repairs and/or obtain estimates on vehicles being repaired by local vendors. FM&A will route the work order and vendor estimate, if applicable, along with a signed letter from the Vehicle Management Flight Chief identifying the accident/abuse damage, to the unit Vehicle Control Official (VCO).

1.2.1. The responsible organization's commander is responsible for determining whether an investigation of the alleged vehicle accident or abuse is conducted. Responsible organizations will fund all replacement parts, regardless of pecuniary liability or reimbursement made by the individual to the government, through the transfer of unit Operation & Maintenance (O&M) funds or payment with the preferred method, Government Purchase Card (GPC).

1.2.2. The responsible organization's VCO will provide vehicle management with a release letter and funding arrangements prior to any repairs being accomplished. The release letter, signed by the responsible organization's commander, notifies vehicle management that a report of survey (ROS) is complete or an ROS will not be initiated and

vehicle management is free to begin repairs. FM&A will not initiate work until funding arrangements have been made by the responsible organization.

1.2.3. FM&A is responsible for notifying the local vendor completing contract repairs when they are authorized to begin. The responsible organization will initiate a funds transfer or prepare an AF Form 9, *Request for Purchase*, when repairs exceed the single purchase limit for GPC, regardless of pecuniary liability or reimbursement made by the individual to the government.

## **2. Purchase of Other Government Motor Vehicle Conveyance (OGMVC) and Trailers Not Classified as Vehicles.**

2.1. No organization will purchase any vehicle without prior coordination with Vehicle Management. O&M funds are only authorized for the purchase of OGMVCs, (i.e., ATVs, quad-runners, snowmobiles, electric standup, etc.).

2.2. No organization will purchase a trailer without prior coordination with Vehicle Management. O&M funds are only authorized for the purchase trailers that do not meet all of the Accountable Property System of Record criterion below.

2.2.1. Measuring 6'x 12' (width x length) or larger.

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

2.2.3. Has at least two axles.

2.2.4. Has towing vehicle braking system or surge brakes.

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

2.2.6. Construction, Mining, Excavating and 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).

2.3. Vehicle Management is only responsible for the management and maintenance of the registered trailer itself. The using organization will maintain all equipment on the trailer with a specific organizational use.

2.3.1. Non-Accountable Property System of Record Reportable Trailers. A trailer manufactured around a specific item "permanently attached" as an integral piece of a trailer and the sole purpose of the trailer is for transporting the item. The trailer will be classified as an equipment item and is not a "vehicle" by Air Force definition. Items are considered "permanently attached" if they are not removed to configure the trailer for transportation of other items. FM&A will inform using activities of all trailers not meeting all "Accountable Property System of Record accountable vehicle" criterion per 441 VSCOS instructions. **Note:** Not all items within these definitions will be determined as an accountable vehicle. Additionally, the 49 CFR is a point of reference to assist with determinations. However, the 441 VSCOS makes final determinations and on a case-by-case basis seeks advisement from the appropriate Integrated Product Team Program Manager at Robins AFB Support Equipment and Vehicles Division to assist with determinations.

### 3. Vehicle Washing and Waxing .

3.1. Arid conditions and constant exposure to intense sunlight in Arizona may cause vehicle finishes to oxidize quickly, resulting in discoloration and reduction of gloss. Davis-Monthan AFB is a moderate/mild corrosion severity zone as defined by T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, which requires vehicles to be waxed every 180 days.

### 4. Vehicle Idling

4.1. All 355 WG and participating tenant units will limit vehicle idle durations to specific limits. These measures help to reduce fossil fuel consumption and reduce wear on the vehicle fleet. Any federal or municipal regulations issuing a more restrictive idling parameter will take precedence over the idle durations stated in this instruction.

4.1.1. Class I, II, and III Light-Duty vehicles with a 14,000 lb. Gross Vehicle Weight (GVW) or below will be limited to a 3 minute idling duration unless otherwise specified by vehicle manufacturer's warranty. Class IV 14,001 lbs GVW and above vehicles will be limited to a 5 minute idling duration. In the event of a federal or municipal disparity, those respective laws and policies will take precedence. Any 355 WG activities requiring an extended idling waiver due to specific operational or mission needs must submit requests to 355 LRS/LGRV.

4.1.2. The vehicle idling portion of this instruction will not be in effect during extreme temperatures with Heat Category Colors "red" or "black" and Cold Category Colors "green", "yellow" or "red", when temperatures are 35 degrees Fahrenheit or below, IAW AFI 48-151, *Thermal Injury Prevention Program*. Vehicles will be allowed to remain idling (while being monitored) during hot or cold weather for air conditioner or heater use as applicable. EXEMPTIONS: All M-Series, emergency response and law enforcement vehicles will be exempt from the Vehicle Idling Policy prescribed in this instruction.

JOSEPH C. TURNHAM, Col, USAF  
355th Wing Commander

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

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 07 February 2019

Air Force Policy Directive (AFPD) 24-3, *Management, Operation, and Use of Transportation Vehicles*, 14 December 2017

Air Force Instruction 24-302, *Vehicle Management*, 20 February 2020

Air Force Instruction 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 48-151, *Thermal Injury Prevention Program*, 21 April 2020

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 9, *Request for Purchase*

***Abbreviations and Acronyms***

**OPR**—Office of Primary Responsibility

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

**FM&A**—Fleet Management and Analysis

**M**—Series—Military Series

**VSCOS**—Vehicle Support Chain Operations Squadron