COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This publication implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*. It establishes Air Force Vehicle Management procedures and directs the use of the DoD-directed Fleet Management Information System and supporting data systems. The Defense Property Accountability System is the DoD-directed Fleet Management Information System for Maintenance, Utilization and Warehouse functions and the Accountable Property System of Record for Air Force accountable vehicle assets. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR), and Air National Guard (ANG); however, it does not apply to the Civil Air Patrol or non-appropriated fund activities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the 441st Vehicle Support Chain Operations Squadron (441 VSCOS). The 441 VSCOS reviews and will forward AF Form 847 to Air Force/Logistics Readiness Division (AF/A4LR) for consideration. Supplements to this publication are not authorized. The authorities to waive

wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. In regards to this AFI specifically, the Tier waiver authority for "T-1" is the 441 VSCOS with concurrence from AF/A4LR; respectively, the Tier waiver authority for "T-2" is the 441 VSCOS. See AFI 33-360, *Publications and Forms Management,* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items in accordance with Figure 1.13. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or trademark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

(EGLINAFB) This instruction implements the requirements of Air Force Instruction (AFI) 24-302, *Vehicle Management.* This instruction is not to be used as a stand-alone document. It reinforces Headquarters United States Air Force Vehicle Management procedures and establishes local policy and instructional guidance for all organizations and personnel that operate and control Government Motor Vehicles (GMV), including General Services Administration (GSA) leased vehicles, managed and provided by the 96th Logistics Readiness Squadron (LRS) at Eglin Air Force Base (AFB). It specifically addresses guidance and procedures regarding the vehicle and vehicular equipment accident and abuse program and vehicle idling policy. It outlines responsibilities and procedures for processing vehicle accidents and suspected vehicle abuse cases. It further details organizational financial responsibilities for accident and abuse repairs. It applies to all Eglin AFB organizations, tenant organizations and mission partners that possess a Support Agreement with the 96th Test Wing. This publication does not apply to non-appropriated fund activities or Air National Guard. This publication is not subject to the Privacy Act of 1974 and does not contain copyrighted information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (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. The authority to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: removing references to "Online Vehicle Interactive Management System" and inserting Fleet Management Information System (FMIS), Accountable Property System of Record

(APSR) and Defense Property Accountability System (DPAS) references as needed; removing "watercraft" management type language; updating Materiel Control with FMIS Warehouse Module instructions; instituting Vehicle Management Operating Procedures versus Operation Instruction. Also, this publication directs the implementation of the Joint Light Tactical Vehicle (JLTV) Requirements Integration Office within the 441 VSCOS. This publication revision also relocates Vehicle Management processes found in the previous version to the Vehicle Management   Guidebook **https://cs2.eis.af.mil/sites/12690/VMA/guidebook/VM%20Guidebook.pdf**

(VM Guidebook) located on the Vehicle Management Neighborhood SharePoint®® site, **https://cs2.eis.af.mil/sites/12690/default.aspx** (VM SharePoint®). Use the following link to request changes to the VM Guidebook & TRT Guidebook **https://cs2.eis.af.mil/sites/12690/VMA/Lists/guidebook%20change%20request/AllItems.aspx**

Finally, this publication also revises AF Form 4354, *Vehicle Preventative Maintenance Inspection*, and AF Form 4355, *Vehicle Incoming Inspection*, and prescribes AF Form 1832, *Record of Cannibalization (Vehicle Maintenance)*, and new AF Form 172, *Appointment of Vehicle Control Officials*, and rescinds AF Form 1807, *Operator's Inspection Guide and Trouble Report* (Fuel Servicing Vehicles), AF Form 1823, *Vehicle and Equipment Work Order*, AF Form 1824, *Motor Vehicle Work Order Status*, AF Form 1827, *Minor Maintenance Work Order,* and AF Form 4431, *Vehicle Assessment Inspection*. **Note:** A Common Access (identification) Card and membership to the VM SharePoint® site is required for access to the VM Guidebook and other guidebook links referenced in this AFI. If access to the VM SharePoint® is needed please email the 441 VSCOS at **441VSCOS.AF.VehMgt@us.af.mil**. Typical approval time is one duty day upon receipt and confirmation of Air Force vehicle management affiliation.

(EGLINAFB) This document has been substantially revised and needs to be completely reviewed. Major changes include revising current local vehicle accident and abuse policy by updating directives, explaining investigation process and defining using organization obligations. It incorporates installation vehicle idling procedures and identifies vehicles exempt from the idling requirement previously explained in wing policy letter. It changes the publication from an instruction to a supplement and the name of instruction from EGLINAFBI 24-301 to AFI 24-302 EGLINAFB SUP to realign instruction with the AFI directing requirement, AFI 24-302.

Chapter 1

PRINCIPLES, VEHICLES & MAINTENANCE TYPES, AND SPECIAL INTEREST ITEMS

Section 1A—Principles, Vehicle Categories, Standards and Types of Maintenance

1.1. Overview. This publication provides guidance to manage Air Force fleet vehicles in peacetime and expeditionary environments. It outlines vehicle management roles and responsibilities at all Air Force levels and provides program oversight on the various support programs. All vehicle management activities must use this instruction to manage and maintain Air Force fleet vehicles. **(T-2).**

1.1.1. Principles of Vehicle Management.   Use economical, reliable and up-to-date procedures to authorize, acquire, account for and maintain vehicles in a safe and serviceable condition throughout their lifecycle.

1.2. Motor Vehicle Definitions/Categories.

1.2.1. Motor Vehicle. Any self-propelled, drawn by mechanical power or electrically energized vehicle that is designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle.

1.2.1.1. Military Design Motor Vehicle. A motor vehicle (excluding commercial design motor vehicles) designed according to military specifications directly supporting combat or tactical operations or training for such operations.

1.2.1.2. Accountable Property System of Record Vehicle. These vehicles must use the DoD directed Fleet Management Information System as the Accountable Property System of Record and maintenance tracking system in accordance with DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*. **(T-0).** They include passenger carrying, cargo and utility, special purpose, low speed vehicle, firefighting, aircraft refueling, material handling and base maintenance vehicles of commercial or military design, including all approved government provided equipment vehicles. Include the following vehicular type descriptions in this definition:

1.2.1.2.1. Designed or used for military field training, combat or tactical purposes.

1.2.1.2.2. Used principally within the confines of an established Air Force installation, target range or depot.

1.2.1.2.3. Used by an agency in the performance of investigative, law enforcement or intelligence duties if the head of such agency determines that exclusive control of such vehicle is essential to the effective performance of such duties. **Note:** Not all items within these definitions will be determined as an accountable vehicle. Additionally, the Title 49 Code of Federal Regulation (CFR) Part 571, *Federal Motor Vehicle Safety Standards,* is a point of reference to assist with determination.

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 (refer to **paragraph 3.10**)**.**

1.2.2. Congressional and Executive Order vehicle reportable categories and definitions for energy reporting.

1.2.2.1. The General Services Administration (GSA), the Department of Energy (DOE) and the Office of Management and Budget (OMB) have the right to change vehicle type reporting each year based on Congressional and Executive branch requirements.

1.2.2.2. Vehicle categories required for Congressional and Executive Order reporting purposes (i.e., Annual Federal Automotive Statistical Tool (FAST), Office of Management and Budget Circular No. A-11, *Preparation, Submission, and, Execution of the Budget,* etc.), to include all rental/lease and agency owned are as followed:

1.2.2.2.1. Light Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating of 8,500 pounds or less.

1.2.2.2.2. Medium Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating between 8,501 pounds and 16,000 pounds.

1.2.2.2.3. Heavy Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating over 16,000 pounds. Example, truck tractors, over the road dump trucks, structural fire trucks commercially designed for road travel would be reportable; however airport crash recovering firefighting vehicles would not.

1.2.2.2.4. Low speed electric vehicles. Commercially designed low speed vehicles that are powered solely by a battery system and rechargeable on a daily basis.

1.2.3. Vehicles reported in FAST, but exempt from Congressional and Executive Order energy mandates. The Office of Management and Budget Circular A-11 Section 33, Presidential Budget 41 and other Office of Management and Budget and Congressional data calls use this data.

1.2.3.1. Law enforcement vehicles. Law enforcement vehicles are those that have been equipped or retrofitted with emergency lights/siren along with other modifications such as heavy-duty or high performance suspensions and drive trains. Vehicles used for the purpose of surveillance or undercover operations (i.e., Air Force Office of Special Investigations vehicles or that will be transferred into law enforcement service in the future) are exempt from the Energy Policy Act and applicable Executive Orders.

1.2.3.2. Emergency vehicles such as ambulances and structural fire trucks.

1.2.3.3. Non-Tactical Armored Vehicles. Each agency must report their commercially designed armored vehicles and the armored classification to the Office of Management and Budget. **(T-0).** Armor levels classifications are as defined in National Institute of Justice Standard 0108.01, *Ballistic Resistant Protective Materials.*

1.2.4. Vehicles not reported in FAST. Vehicles that do not fall under the data requirements of Public Law 102-486, *Energy Policy Act of 1992*, Public Law 109-58, *Energy Policy Act of 2005*, and current applicable Executive Orders include the following:

1.2.4.1. Military tactical vehicles. The Secretary of Defense has certified these vehicles types as exempt for national security reasons.

1.2.4.2. Any off road vehicle (e.g., construction/engineering vehicles, tractors, mowers, Materiel Handling Equipment, forklifts, aircraft servicing/refueling, snow removal vehicles (plows), non-low speed electric vehicles, etc.).

1.2.4.3. Non-low speed electric vehicles are vehicles that meet Federal Motor Vehicle Safety Standards for low speed vehicles, but are not solely powered by electrical, nor licensable for use on federal highways.

1.2.4.4. Any other class or type of vehicles the Office of Management and Budget determines to be exempt from reporting requirements.

1.2.5. Trailers. Trailers centrally procured by Robins AFB Support Equipment and Vehicles Division (to include military design (tactical) trailers) are classified and managed as an Accountable Property System of Record accountable vehicles in accordance with this AFI. Robins AFB Support Equipment and Vehicles Division is the only authorized purchasing agent for Air Force Accountable Property System of Record accountable vehicles. Vehicle Management is only responsible for the management and maintenance of the trailer itself. The owning/using organization maintains all equipment on the trailer that has a specific organizational use. Classify and manage any trailers meeting all elements of the following criterion as an Accountable Property System of Record accountable trailer in accordance with Robins AFB Support Equipment and Vehicles Division:

1.2.5.1. Measuring 6'x12' (width x length) or larger.

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

1.2.5.3. Has at least two axles.

1.2.5.4. Has towing vehicle braking system or surge brakes.

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

1.2.5.6. Construction, Mining, Excavating and Highway Maintenance Equipment in Federal Stock Class Group 3800 (Examples e.g. concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers).

1.2.6. 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 classification is an equipment item and is not a "vehicle" by Air Force definition. Items which are not removed to configure trailer for transportation of other items are 'permanently attached." 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 VSOCS 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. (refer to paragraph 3.10.8**.**).

1.2.6.1. The following are always non-Accountable Property System of Record Reportable trailers regardless of vehicle classification: Horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stage trailers.

1.2.6.2. A recreational trailer is designed primarily to transport cargo or be drawn by a motorized vehicle by means of a bumper, frame, fifth wheel hitch and designed to provide temporary residential accommodations.

1.2.6.3. If the trailer has three or more of the facilities listed below, the asset is classified a recreation vehicle: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a potable water supply system (including a faucet or sink), and a separate 110-125 volt electrical power supply and/or propane.

1.2.7. Forklifts. Do not classify forklifts as vehicles if the assets include any one of the following:

1.2.7.1. Class I - IV Forklifts: as classified by Occupational Safety and Health Administration.

1.2.7.1.1. Class I: Electric Motor Rider Trucks; or

1.2.7.1.2. Class II: Electric Motor Narrow Aisle Trucks; or

1.2.7.1.3. Class III: Electric Motor Hand Trucks or Hand/Rider Trucks; or

1.2.7.1.4. Class IV: Internal Combustion Engine Trucks (Solid/Cushion Tires).

1.2.7.2. Forklifts with one (1) rear wheel.

1.2.7.3. "Walk-Behind" forklifts.

1.2.7.4. Forklifts assembled in the warehouse due to size.

1.2.7.5. Forklifts assembled on tracks.

1.2.8. Motorcycles. Vehicle Management does not manage or maintain motorcycles.

1.3. Specialized Missile Support. Some wings require unique maintenance arrangements for specialized missile support vehicles.

1.3.1. Payload transport tractors and transporter erector tractors. Vehicle Management will maintain the cab, chassis and drive train components, including power take off units attached to the transmissions. **(T-3).** The owning/using organization will maintain the auxiliary power unit, all hydraulic system components, including the hydraulic pump (i.e., pneudraulics, and mechanic shops). **(T-3).** All payload transport tractors are registered United States Air Force (USAF) vehicles and maintained by Vehicle Management in accordance with applicable manufacturer instructions, specifications and preventive

maintenance inspection schedules/intervals in accordance with TO 36-1-191 *Technical and Managerial Reference for Motor Vehicle Maintenance*, **https://cs2.eis.af.mil/sites/12690/Lists/AFIs%20and%20Publications/Public.aspx** (Technical Order (TO) 36-1-191-WA-1), or applicable manufacturer requirements.

1.3.2. Payload transport trailers and transporter erector trailers. Vehicle Management will maintain the running gear, brakes, air system, tires and lights in accordance with applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals. **(T-3).** The owning/using organization will maintain the environmental control unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin, goose neck, frame structures, hydraulic actuators and environmental flaps attached to the outside of these trailer. **(T-3).**

1.3.3. Preventative maintenance trailers. Vehicle Management will maintain the running gear, air system, brakes, tires and lights in accordance with applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals. **(T-3).** The owning/using organization will maintain the auxiliary power unit, environmental unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin, goose neck, frame structures and items attached to the outside of the trailer. **(T-3).**

1.3.4. Maintenance Van (M-Van). Vehicle Management will maintain the cab, chassis and drive train components, including lift gates attached to the truck frame. **(T-3).** The owning/using organization will maintain the pneumatic, electrical and winch systems components inside the truck box as well as the box outer skin and items attached to the outside of the trailer. **(T-3).**

1.3.5. For payload transport trailers, transporter erector tractors/trailers and preventative maintenance trailers, a memorandum of agreement between the owning/using organization and servicing Vehicle Management will be established if the owning/using organization is operationally assigned to a different major command (MAJCOM) and/or wing than the servicing Vehicle Management. **(T-2).** Agreement should include procedure for reimbursable aspects of maintenance support (e.g., parts and local contracted support/repairs).

1.3.6. Secure transportable maintenance system. Vehicle Management will maintain the trailer systems (e.g., running gear, brakes, air brake system, tires and vehicle lights) in accordance with TO 36-1-191-WA-1, applicable manufacturer instructions, specifications and preventative maintenance inspection schedules/intervals. **(T-3).** Maintenance or munitions squadrons will provide organizational level maintenance, while vehicle management activities maintain intermediate level maintenance on the environmental control unit, electrical and winch systems components inside the trailers as well as the trailer lightning protection system. **(T-3).**

1.4. Minimum Configuration Standards Instructions for Base Maintenance, Airfield Damage Repair, RED HORSE and Gunnery Range Vehicles. The Air Force Civil Engineer Center is the subject matter expert for base maintenance, construction and fire protection vehicle use; the establishment of, or changes to, the minimum configuration standards of those vehicle types require Air Force Civil Engineer Center notification and approval.

1.4.1. Minimum configuration standard descriptions should be generic for competitive offers. They are not to include manufacturer's name or vehicle model.

1.4.2. Descriptions cite applicable vehicle management code and at least one of the following vehicle categories, as defined by the Air Force Civil Engineer Center:

1.4.2.1. Base Maintenance; or

1.4.2.2. Airfield Damage Repair; or

1.4.2.3. RED HORSE; or

1.4.2.4. Gunnery Range.

1.4.3. The Air Force Civil Engineer Center develops Minimum Configuration Standard descriptions as outlined above and coordinates with the 441 VSCOS.

1.4.4. The 441 VSCOS coordinates corrections or changes to Minimum Configuration Standard descriptions with The Air Force Civil Engineer Center.

1.4.5. Agreed upon descriptions are forwarded to Robins AFB Support Equipment and Vehicles Division.

1.5. Serviceability Standards. The Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) determines the minimum serviceability standards for day-to-day operations based on experience, manufacturers' specifications and applicable technical reference.

1.5.1. Judge serviceability using minimum standards in TO 36-1-191-WA-1, taking into account the following factors:

1.5.1.1. Age and mileage of the vehicle.

1.5.1.2. Requirement for the type of vehicle and job it is designed to do.

1.5.1.3. Remaining service life.

1.5.1.4. Compare value of returned use with the cost of needed repairs.

1.5.2. Vehicles experience wear and tear with use and age. Maintaining Air Force vehicles in a like-new condition is not practical.

1.5.3. Maintain Accountable Property System of Record vehicles and vehicular equipment items identified on the USAF Master Nuclear Certification List in accordance with manufacture standards, TO 36-1-191-WA-1 and other relevant vehicle maintenance technical orders and manuals. Refer to AFI 63-125, *Nuclear Certification Program*, for information concerning Nuclear Support Equipment certification and Master Nuclear Certification List use, and AFI 91-103, *Air Force Nuclear Safety Design Certification Program*, for non-specialized support equipment (vehicle) modification/add-on policy.

1.6. Organizational Maintenance. Unit-level vehicle operators in the various squadrons and activities accomplish organizational maintenance across an installation. Operators use the vehicle's applicable *Operator's Inspection Guide and Trouble Report* (see **paragraph 7.8**), applicable TOs or owner's manual when accomplishing organizational maintenance. **Chapter 9** outlines specific organizational responsibilities.

1.7. Intermediate Maintenance. The base Vehicle Management accomplishes intermediate maintenance, including minor and major repairs. The VFM/VMS determines shop capabilities and decides which source of repair to use. Manpower, total cost, mission requirements, non-mission capable time, shop tools, equipment and technical capability influence the decision-making process. Intermediate maintenance is normally done in permanently established facilities and includes all or some of the following:

1.7.1. Preventive maintenance and inspections/special inspections.

1.7.1.1. Repairing, fabricating or replacing unserviceable components.

1.7.1.2. Refinishing, modifying (as directed by TO), repairing accessories and auxiliary equipment and doing structural repair.

1.7.1.3. Furnishing technical assistance to owning/using organizations.

1.7.2. If repair exceeds the base capability managers may perform maintenance through the following:

1.7.2.1. Contract.

1.7.2.2. Another Air Force base. If personnel requirements need adjustments, follow the guidance within AFI 25-201, *Intra-Service, Intra-Agency, And Inter-Agency Support Agreements Procedures.*

1.8. Vehicle Condition Inspections. Technicians must use AF Form 4355 to verify a vehicle's condition when initiating a work order and accepting a vehicle for maintenance. **(T-2).**

1.9. Depot-Level Maintenance. This level of maintenance provides technical aid and overhaul of specific vehicles (reference TO 00-25-4-WA-1, *Depot Maintenance of Aerospace Vehicles and Training Equipment* and TO 36-1-191-WA-1). Robins AFB Support Equipment and Vehicles Division manages depot-level maintenance for Air Force needs.

1.10. Transient Vehicle and Equipment Maintenance. Provide maintenance priority to transient vehicles according to their mission or circumstance.

1.11. Vehicle Abuse, Accidents and Incident Maintenance. Vehicle and vehicular equipment abuse damage is a willful or negligent act of improper operation or care. Willful references acts which are intentional, conscious and directed toward achieving a purpose. Negligence is failure to use reasonable care, resulting in damage or injury to another. Wind damage to vehicle doors is considered vehicle abuse. 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.

1.11.1. The VFM/VMS is the fleet management functional expert with the authority to determine what is/is not vehicle abuse, accident or an incident.

1.11.1.1. Vehicle Management will document storm-related vehicle damage in accordance with DoD Fleet Management instructions. **(T-0).** Document damage on the Vehicle Storm Damage link located on the VM SharePoint®.

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. Includes repair costs for all government vehicles when involving multiple government vehicles.

1.11.3. Owning/using organizations fund vehicle rental and lease vehicle abuse and accident damage. Owning/using organizations will be responsible for reimbursement when responsibility cannot be determined. **(T-2).**

>   1.11.3.1. GSA lease vehicles that fall under "Billing Office of Account Code 5738SY," owning/using organizations will be responsible for adding their line of accounting and funding document information into the accident billings portion of the General Services Administration's SpeedPay system at the beginning of each fiscal year. **(T-2)**

1.11.4. The operator or owning/using organization must report all accidents involving GSA vehicles, regardless of damage to the GSA Accident Management Center in accordance with GSA contract provisions. **(T-0).**

1.11.5. Must report all vehicle accident and abuse information to the Logistics Readiness Squadron (LRS) Commander or equivalent in accordance with local procedure. **(T-3).**

>   1.11.5.1. **(Added-EGLINAFB)** Local Vehicle Accident and Abuse Procedures are as follows:

>   1.11.5.2. **(Added-EGLINAFB)** Repair of vehicles damaged by a preventable accident or a confirmed abuse diverts limited resources from direct mission support and wastes government funds. The goal of the accident and abuse program is to reduce mishaps and avert personal injury or death to Department of Defense (DoD) personnel and reduce the wing costs for vehicle accident and abuse repairs.

>   1.11.5.3. **(Added-EGLINAFB)** The 96th Logistics Readiness Squadron (96 LRS) Commander will administer this supplement with assistance from other 96th Test Wing (96 TW) agencies, including 96th Security Forces Squadron (96 SFS), Staff Judge Advocate (96 TW/JA), Safety (96 TW/SE), Contracting (AFLCMC/PK), Comptroller (96 CPTS) and organizational financial management personnel.

>   1.11.5.4. **(Added-EGLINAFB)** Operators of reportable vehicles are responsible for identifying and reporting all undocumented damages to Vehicle Management Customer Service Section immediately or within one duty day of occurrence or when damages are first noticed. Failure to report may result in the case being reported as an abuse.

>   1.11.5.5. **(Added-EGLINAFB)** When a vehicle is involved in an accident resulting in personal injury or disabled vehicle(s), summon law enforcement to the scene of the accident. The operator and law enforcement personnel will complete the appropriate portions of the Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*. In events involving a privately owned vehicle (POV), the government motor vehicle (GMV) operator must also fill out a DD Form 518, *Accident Identification Card*, and provide the form to the POV operator. Accidents involving a POV require additional information on the POV and the operator of the POV to be documented on the SF 91.

When a vehicle is involved in an accident where there is no personal injury or no disabled vehicle(s), the vehicle operator and/or personnel involved will go to the law enforcement desk to report the accident/damages and complete SF 91. For abuses and incidents, operators will provide a written statement as to circumstances surrounding the damages. Examples of abuses are detailed in **Attachment 5**. The operator or a member of the using organization will bring any vehicle/equipment involved in an accident/incident and required forms and documents to Vehicle Management Customer Service Section to determine safe and serviceable status and extent of damages. The minimum required documentation for an accident is a paper or electronic copy of the SF 91.

1.11.5.6. **(Added-EGLINAFB)** 96 LRS/LGRV will send Accident/Abuse Notification Memorandum (**Attachment 6**), photos and repair estimates electronically to the using organization's Vehicle Control Officer (VCO) and/or Vehicle Control Noncommissioned Officer (VCNCO) with a courtesy copy to the unit commander and an information copy to 96 TW/SE. A copy will also be provided to 96 TW/JA when POV(s) are involved or as required. The owning/using organization should conduct a preliminary investigation to determine whether the accident or abuse is a result of gross negligence. If the owning/using organization commander determines there was gross negligence, they may initiate a Report of Survey (ROS) to determine liability. A ROS shall be accomplished when the accident involves a POV or when a claim against the government is possible. Owning/using organization commander will have three (3) working days from receipt of notification to return the memorandum to 96 LRS/LGRV indicating acceptance of financial liability and release of vehicle for repairs. Additional time may be requested when required to conduct proper investigation. Owning/using commanders may address concerns of the accident or abuse notification to the 96 LRS/CC, who has final decision authority over vehicle accidents and abuses.

1.11.5.7. **(Added-EGLINAFB)** Vehicle Management will commence accident and abuse damage repairs once owning/using organization arranges payment for all parts and/or repairs associated with their case. Organizations may make payments for parts or contract repairs using Government Purchase Card (GPC). When repairs exceed GPC purchase limits, the using organization will initiate an AF Form 9, *Request for Purchase*, through their respective budget office to cover the cost of the repairs. Repairs to General Services Administration (GSA) vehicles will be accomplished by the vendor chosen by the GSA Accident Control Center. Costs associated with GSA accident repairs will be automatically billed to the Billed Office Address Code (BOAC) for that GSA vehicle. **NOTE:** End of fiscal year issues may be handled differently based on local requirements.

1.11.5.8. **(Added-EGLINAFB)** Vehicles awaiting accident or abuse repairs will not be counted towards the unit's mission essential level (MEL). Units will not normally be provided a temporary replacement vehicle or a maintenance priority when they drop below MEL due to an accident or abuse. **Exceptions** to this policy based on mission requirements may be considered by Vehicle Management Flight leadership upon request.

1.11.6. Vehicle Management will commence repairs within a locally established timeframe unless notified by the owning/using organization or Report of Survey investigating official. **(T-3).**

1.11.7. If a government vehicle causes a fatality or an accident involves private property, the base legal office must release the vehicle before repairs commence. **(T-3).**

1.12. Railway Equipment. Only purchase railroad equipment when it is not practicable or cost effective to rent or lease commercial equipment.

1.12.1. AF/A4LR has designated Robins AFB Support Equipment and Vehicles Division as the USAF Component Program Manager for locomotive management.

1.12.2. The USAF Railway Program Manager and Item Manager are designated by Robins AFB Support Equipment and Vehicles Division. The Program Manager evaluates programs, reviews operation and maintenance and provides a representative to serve as a member of the Inter-service Locomotive Management Committee.

Section 1B—Special Interest Items

1.13. Tier Waivers.

1.13.1. Tier 1. Route completed (Sections I and II) AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval,* to AF/A4LR. AF/A4LR approving official's concurrence on the AF Form 679 will be forwarded to the 441 VSCOS for record. The 441 VSCOS processes request and returns AF Form 679 to requestor.

1.13.2. Tier 2. Staff completed (Sections I and II) AF Form 679 to the 441 VSCOS workflow (mailto:**441VSCOS.AF.VehMgt@us.af.mil**). The 441 VSCOS processes request and returns completed AF Form 679 to requestor.

1.13.3. Tier 3 waivers identified in this AFI may only be approved by the appropriate wing commander or equivalent (delegable no lower than LRS Commander or equivalent) in accordance with AFI 33-360. The submitter processes completed AF Form 679 in accordance with AFI 33-360.

1.13.4. Tier 2 and 3 waivers in this AFI related to 441 VSCOS directive actions are approved by 441 VSCOS Commander.

1.13.5. Unless explicitly restricted in the publication, commanders may waive non-tiered requirements, but copies of the approved waivers are sent to AF/A4LR within 30 days of approval. Sending an email to AF/A4LR, that includes a completed AF Form 679, or equivalent, is sufficient.

1.14. Commercial Cellular/Global Positioning System Telematics on Air Force Controlled Vehicles. Commercial cellular telematics devices/systems will not be installed on Air Force vehicles without 441 VSCOS and Mobile Enterprise Solutions Panel (AF/A4P) coordination and approval. **(T-1).**

1.15. Joint Light Tactical Vehicles. 441 VSCOS is responsible for the overall management of the Joint Light Tactical Vehicle (JLTV) and established the Requirements Integration Office (RIO) to manage the JLTV and associated Mission Support Equipment (MSE). The RIO focuses on the following tasks:

1.15.1. Collects, consolidates and validates all Air Force vehicle requirements and associated Mission Support Equipment (MSE) requirements.

1.15.2. Coordinates JLTV and MSE requirements with the functional communities using the JLTV.

1.15.3. Ensures accountability of the JLTV Platform in the APSR and coordinates the integration of MSE into the JLTV and maintains accountability of authorized MSE in APSR.

1.15.4. Manages TCTO, Service bulletin and product recalls on the JLTV and MSE.

1.15.5. Plans, programs, budgets and executes (PPBE) support for the JLTV and MSE. Formulates annual program objective memorandum (POM) projections for JLTV procurement funding requirements across the fiscal year defense program (FYDP) for enterprise vehicle programming requirements.

1.15.6. Advocates for the JLTV and MSE and respond to issues addressing its status and use; to include designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

1.15.7. Executes life cycle management and sustainment responsibilities in accordance with applicable DoD Directives/Instructions and Air Force policy guidance.

1.15.8. Serves as the designated Air Force Centralized Asset Management Executive Agent, maintains system engineering integrity to include planning to establish and maintain configuration control and interoperability, and approve any implementation of permanent modifications.

1.15.9. Ensures the installation vehicle management activities manage the JLTV and authorized MSE in accordance with this AFI..

Chapter 2

THE OBJECTIVES, RESPONSIBILITIES, ORGANIZATION AND PRINCIPLES OF MANAGING THE AIR FORCE VEHICLE FLEET

Section 2A—Objectives

2.1. Vehicle Management. Effective Vehicle Management uses current and economic procedures for life cycle management of the Air Force Vehicle Fleet.

2.2. Professional Development. Key to Air Force VFMs' success is professional development through continuing education in areas such as asset management, financial management, fleet information management and business management.

2.3. Vehicle Transformation Acquisition Council. Key council members: the Vehicle Management (2T3) Air Force Career Field Manager and the 441 VSCOS Technical Director are council co-Chairs. Air Force Life Cycle Management Center Support Equipment and Vehicles Division Deputy and the AFIMSC Logistics Division Deputy are key contributors.

   2.3.1. The mission of the Vehicle Transformation Acquisition Council is to leverage collaborative partnerships in an effort to evolve Vehicle Management capabilities to be better postured for current and future needs.

   2.3.2. The Vehicle Transformation Acquisition Council assesses and advocates business rule changes to organizational, functional and personnel policy as it affects the Air Force Vehicle Management Enterprise. The vision is to exploit technology and the best business practices to provide effective, energy efficient vehicle services and assets necessary to operate our bases and support Combatant Commander requirements.

   2.3.3. Additionally, the Vehicle Transformation Acquisition Council advocates, develops, and recommends functional policy to develop and enhance operational and leadership skills of Vehicle Management personnel in the following areas: Policy, Budget, Asset Management, Maintenance and Repair, Energy and Requirements.

2.4. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet). FedFleet is a unique GSA annual conference that incorporates a comprehensive collection of government fleet managers, automotive vendors, and automotive educational sessions into a single venue. The focus is on attaining the asset management goals of becoming more accountable, effective, energy efficient and financially responsible for government vehicle fleets. Additionally, the collaborative partnerships help the 2T3 career field drive policy measures that share resources delivering cost effective readiness in an ever-changing environment.

2.5. Specialty Equipment Market Association and Automotive Aftermarket Products EXPO. Specialty Equipment Market Association shows consist of a diverse group of manufacturers, distributors, retailers, automotive training and publishing companies that use this annual venue to show and demonstrate new automotive technologies. The accompanying Automotive Aftermarket Products EXPO represents and displays new technologies, tools and equipment products from the global motor vehicle aftermarket.

2.6. Government Fleet Expo & Conference. This conference is designed for fleet managers, procurement specialists, analysts, maintenance supervisors, and others who work with government fleets. Attendees receive fleet-specific training geared toward their specific needs, connect with peers in the fleet community and discuss daily challenges and solutions and get hands-on with the latest vehicles and technologies for the industry. This conference is held annually at various locations.

Section 2B—Responsibilities

2.7. AF/A4L Responsibilities.

2.7.1. Set policy for life cycle management of Air Force vehicles and vehicular equipment.

2.7.2. Manage personnel, training and manpower matters for the career fields.

2.7.3. Analyze, improve and implement vehicle automated management systems.

2.7.4. Appoint the career field manager, in writing, as the Air Force Fleet Manager in accordance with DoDM 4500.36.

2.8. MAJCOM/National Guard Bureau/Air Force Reserve Command Responsibilities.

2.8.1. Major Command Deputy Commanders (MAJCOM/CDs) adjudicates requests from subordinate Installation commanders for authority to install "white tops" on the vehicles of the installation commander with overall responsibility for operations and/or installation security.

2.8.2. Air Force Reserve Command (AFRC), Directorate of Logistics Engineering and Force Protection, Logistics Readiness Division, Logistics Policy and Plans Branch (AFRC/A4RR) and National Guard Bureau/Vehicle Management Section (NGB/A4RDV) assume responsibilities (as designated by the Air Force Component Program Manager) as the Activity Program Coordinator for the DoD Fleet Card Program for base-level organizational accounts within their MAJCOM.

2.8.3. NGB/A4RDV. Assists Air National Guard installations and activities under their jurisdiction in achieving operational standardized efficiency.

2.8.3.1. Organize, train and equip subordinate Vehicle Management activities to fulfill their wartime vehicle and mission requirements.

2.8.3.2. Develop supplemental guidance and plans for Vehicle Management to support contingency operations (e.g., Homeland Defense/Civil Support).

2.8.3.3. Plan to allocate resources for vehicles, manpower, facilities, shop equipment, technical manuals and tools to support organizational and intermediate maintenance concepts for all vehicles committed to wartime missions.

2.8.3.4. Manage WRM vehicle assets according to AFI 25-101, as supplemented.

2.8.3.5. Request vehicle repair assistance, as necessary from 441 VSCOS or Warner Robins-Air Logistics Complex (WR-ALC) in accordance with TO 00-25-107- WA-1, *Maintenance Assistance*.

2.8.3.6. Establish minimum reporting requirements to identify on-hand vehicle assets and to identify shortages.

2.8.3.7. Provide vehicle support for tenant forces identified in OPLANs where MAJCOMs have host base responsibilities and ensure host base vehicle management activities update supported units in APSR annually with reimbursement distribution code of 3 or 4.

2.8.3.8. Identify force structure requirements in support of contingencies.

2.8.3.9. Coordinate classified unit's limited vehicle data requirements with 441 VSCOS as permitted by program security managers.

2.8.3.10. Provide data as directed by 441 VSCOS or AF/A4LR.

2.8.3.11. Assume responsibilities, as designated by the Air Force Component Program Manager (AFCPM), as the Activity Program Coordinator (APC), for the DOD Fleet Fuel Card Program for base-level organizational accounts within their MAJCOM.

2.8.3.12. Process limited technical inspections within 10 days.

2.8.3.13. Comply with Vehicle Buy Program (Logistics Installation and Mission Support Enterprise View (LIMS-EV) Vehicle View Prioritization Model) requirements. Refer to paragraph 8.2.5 for specific details concerning program requirements.

2.8.3.14. Review lubrication, engine oil and filter change (Preventive Maintenance & Inspections) interval change/waiver requests submitted by subordinate vehicle management activities. Changes to established intervals are supported by written justification and approved by the National Guard Bureau Vehicle Management Staff in accordance with TO 36-1-191-WA-1.

2.8.3.15. Determine, submit and distribute Air Education and Training Command (AETC) mission readiness training and mobile training team requirements and allocations.

2.8.3.16. Coordinate with base-level units and submit mobile training team host locations to AETC.

2.8.3.17. Validate and distribute manpower allocations identified by Air Force Personnel Center (AFPC).

2.8.3.18. Support, review and validate manpower studies and authorization/organizational change requests (ACR/OCR).

2.8.3.19. Assist 2T3 Career Field Manager with Career Field Education and Training Plan (CFETP) updates and publication.

2.8.3.20. Functional advisor or liaison to all levels, i.e., installations and supported MAJCOM Staffs, on issues pertaining to career field manning, training and force development.

2.8.3.21. Provide data as directed by AF/A4LR or 441 VSCOS.

2.9. The 441 VSCOS Responsibilities. The 441 VSCOS provides and directs centralized enterprise vehicle fleet management processes to facilitate logistics readiness operations. Additionally, the 441 VSCOS enhances the management and situational awareness concerning the Air Force's entire vehicle fleet. Specific information regarding the 441 VSCOS can be found in **Chapter 8** of this instruction. The 441 VSCOS responsibilities include:

2.9.1. Responds to MAJCOM-level and component inquiries concerning enterprise Vehicle Management issues towards meeting individual MAJCOM mission operational requirements.

2.9.2. Provides data and analysis to AFRC/A5/A8 and Air Force Reserves, Plans, Programs, and Requirements Division (AF/REX) performed by AFR in support of AFR responsibilities.

2.9.3. Communicates with AF/A4LR and 2T3 Career Field Manager concerning significant events that effect the Vehicle Management enterprise.

2.9.4. Centralizes and validates the formulation of the annual Program Objective Memorandum forecast for vehicle procurement funding requirements across the Future Year Defense Program for enterprise vehicle fleet management. Display Program Objective Memorandum forecast and verification for vehicle funding requirements by component.

2.9.5. Centralizes and formulates the Air Force's vehicle buy program requirements determination utilizing the Vehicle Prioritization Model results through direct coordination between unit level organizations and provide requirements to Robins AFB Support Equipment and Vehicles Division. (Refer to VM Guidebook) Advises and assists AF/A4PY during Planning, Programming, Budgeting and Execution process to help identify all O&M Vehicle Management requirements to meet mission needs.

2.9.6. Manages the Vehicle Management Centralized Sustainment Funding Program. Establishes select Active Duty Vehicle Management sustainment funding forecast using Vehicle Equivalence modeling, and authorizes distribution in accordance with 635 SCOW/FM guidance (**https://cs2.eis.af.mil/sites/12690/FundsManagement/Guidance/Forms/AllItems.aspx**).

2.9.7. Executes active component vehicle depot program via direct coordination between base level units and Robins AFB Support Equipment and Vehicles Division to include Program Objective Memorandum for Depot Purchased Equipment Maintenance and Contract Logistic Support funding.

2.9.8. Ensures vehicle lifecycle costing program documentation is adequate to meet DoD requirements for man-hour accounting, fuel consumption, and costs attributed to sustaining vehicles, parts procurement and technical data. Centralizes and manages all lifecycle sustainment processes for assigned registered assets.

2.9.9. Centrally collects and coordinates waiver requests pertaining to technical requirements and vehicle configuration changes with direct interaction to appropriate Robins AFB Support Equipment and Vehicles Division Integrated Product Team. Requests vehicle engineering, repair, and part sourcing assistance as necessary from Robins AFB Support Equipment and Vehicles Division.

2.9.10. Provides Air Force Vehicle Management representation for joint-service initiatives, DoD, federal agencies, and commercial industry to eliminate duplication of effort in the evaluation of advanced power, alternative fuel, and combat support system technologies for vehicles.

2.9.11. Reviews and coordinates on unit level Designed Operational Capability statements.

2.9.12. Conducts and supports site surveys, Project Task Force/Site Activation Task Force visits for mission bed-downs. Coordinates any actions affecting AFR units with AFRC/A4RR and AFRC Programs Division for Future Year Defense Program programming.

2.9.13. Manages War Reserve Materiel vehicle assets according to AFI 25-101 as supplemented.

2.9.13.1. Establishes Accountable Property System of Record accountable vehicle War Reserve Materiel Requirements.

2.9.13.2. CWRMOs/NCOs, in collaboration with individual MAJCOM Logistics Readiness Divisions, provide vehicle authorization requirements once a year to 441 VSCOS per War Reserve Materiel Vehicle Validation Template. (Refer to VM Guidebook)

2.9.13.3. The 441 VSCOS may utilize Fleet Management Decision Support System (FMDSS) to reconcile authorizations.

2.9.13.4. Provides vetted requirements to CWRMOs/NCOs and vehicle management field units within 30 days; each unit has 30 days to redress issues.

2.9.13.5. Updates the War Reserve Materiel authorization requirements in the Accountable Property System of Record within 90 days from the date the War Reserve Materiel validation was complete. All adjustments reflect in LIMS-EV, Vehicle View by July 1st each year.

2.9.13.6. Requests for a new authorization, or to request updates to an existing authorization, units submit an AF Form 601 request to the 441 VSCOS via LIMS-EV, Vehicle View, Vehicle Authorization Validation Manager.

2.9.14. Coordinates classified unit's limited vehicle data requirements as permitted by program security managers.

2.9.15. Coordinates with USAFE-AFAFRICA/A4/CDGP regarding specifications of vehicles identified and configured to carry fuel, ammunition and explosives in the EUCOM AOR. Refer to USAFEI 23-104.

2.9.15.1. Posts pertinent information and guidance, to include the USAFE-AFAFRICA/A4/CDGP ADR listing of certified vehicles, on the VM Neighborhood, when provided by the USAFE-AFAFRICA/A4/CDGP office.

2.9.16. Maintains DPAS Annual Inventory Reports for Vehicle Accounts on the VM SharePoint®.

2.9.17. Provides Government Furnished Equipment–Vehicle asset management oversight and approval authority.

2.9.18. Provides review and coordination on Performance Work Statements for contract Vehicle Management and/or Government Furnished Equipment–Vehicles if contract includes vehicles.

2.9.19. Provides support to MAJCOMs and below for Air Force Inspection System and Management Internal Control Toolset (MICT) programs.

2.9.20. Provides support for unit level tool and shop equipment programs as requested.

2.9.21. Oversees Air Force vehicle telematics program as necessary (refer to **paragraph 1.14** and **Chapter 12**).

2.9.22. Approves "vehicle use" for assets Awaiting Disposition. 441 VSCOS must approve vehicle requests: to drive, use for deployments or special projects while vehicle(s) await disposition. **(T-2).** When possible, VM retains physical possession of these vehicles.

2.9.23. Scrutinizes any request increasing the vehicle fleet size.

2.9.24. Performs vehicle validations on Air Force vehicle fleets (see **paragraph 8.13**). Completes review of each installation's vehicle authorizations every three to five years depending on trigger points.

2.9.24.1. The 441 VSCOS will accept vehicle justification packages no earlier than 90 days and no later than 60 days prior to the start of the vehicle validation. **(T-2).** Once validations are complete, a one-year freeze on new vehicle justification packages will be in place. **(T-2).**

2.9.24.2. The 441 VSCOS will staff all challenges to Vehicle Validation results to AF/A4LR within 60 days upon conclusion of the Vehicle Validation. **(T-1).**

2.9.25. Reviews vehicle local purchases (see **paragraph 8.22**). Works with the appropriate Robins AFB Support Equipment and Vehicles Division Item Manager on local purchase requests. The Robins AFB Support Equipment and Vehicles Division approves procurement of vehicles that comply with applicable Federal, DoD and Executive Order directives in reference to Alternative Fuel Vehicle procurement. 3080, 3-year Non-expiring funding is the only funding authorized for procurement, and must be secured by the requesting activity. **(T-1).**

2.9.26. Reviews foreign vehicle procurement requests (see **paragraph 8.27**). The 441 VSCOS must approve all foreign procurements. **(T-2).**

2.9.27. Oversees vehicle energy requirements applicable to Vehicle Management (see **Chapter 10** and **paragraph 10.8**).

2.9.27.1. Must collect, generate and facilitate all statutory energy reporting requirements applicable to the Vehicle Management community. **(T-3).**

2.9.27.2. Must gather and submit Energy Policy Act 2005, Section 701, alternative fuel use waiver requests. **(T-0).**

2.9.27.3. Post vehicle energy related information on VM SharePoint®, as deemed pertinent by 441 VSCOS.

2.9.28. Oversees the Commercial Internet Service Provider Program (see **Chapter 12**).

2.9.28.1. Manage commercial internet service provider access through responsible designated VFM/VMS or designated installation POC.

2.9.28.2. Establish and maintain "Commercial Internet Service Provider Program" electronic file location containing the following:

2.9.28.2.1. List of responsible VFM/VMS or installation POC controlling the Commercial Internet Service Provider connection at each location under subordinate control.

2.9.28.2.2. Commercial Internet Service Provider Rules of Behavior template.

2.9.28.2.3. Signed Rules of Behavior for locally responsible VFM/VMS.

2.9.28.3. Monitor subordinate Vehicle Management commercial internet service provider utilization.

2.9.28.4. Provide Commercial Internet Service Provider Program reports as requested.

2.9.29. Acts as the Air Force Component Program Manager for the DoD Fleet Card Program (see **paragraph 13.3.1**).

2.10. Robins AFB Support Equipment and Vehicles Division Responsibilities. Robins AFB Support Equipment and Vehicles Division provides vehicle sustainment support and management aid in wartime for Air Force forces worldwide when needs are beyond the Component Numbered Air Force (C-NAF)/Component Major Command (C-MAJCOM) capability. They implement procedures to meet engineering and repair direction. To support surge and sustainment phases of contingency operations, Enhanced Technical Information Management System supports TO shortfalls. Responsibilities include:

2.10.1. Provide central logistics support of Accountable Property System of Record vehicle and vehicular equipment items.

2.10.2. Implement warranty policy and managing its result.

2.10.3. Implement manufacturer defect notification and measuring its impact.

2.10.4. Manage depot-level maintenance for Air Force vehicle needs.

2.10.5. Act as the central procurement agency for all Air Force vehicle purchases.

2.10.5.1. The procurement activity must first consider low greenhouse gas-emitting light-duty or medium-duty passenger carrying vehicles in accordance with *The Energy Independence Security Act of 2007*, Section 141, unless no model is available that meets functional needs. **(T-0).**

2.10.6. The procurement activity request an emissions exemption during the procurement process if one of the following situations occur:

2.10.6.1. Vehicle has substantial possibility to forward deploy to a location without the appropriate fuel (e.g., Ultra-Low sulfur Diesel). **(T-2).**

2.10.6.2. Vehicle assigned to a location that does not have the appropriate fuel. **(T-2).**

2.10.6.3. At the request of 441 VSCOS. **(T-2).**

2.10.6.4. Maintains acquisition documents and retains/disposes data in accordance with Air Force-Records Disposition Schedule in Air Force Records Information Management System.

2.10.7. USAF Component Program Manager for locomotive management.

2.10.8. Provide operational, safe, suitable and effective engineering decisions for new vehicle configurations prior to purchase, lease or testing.

2.10.9. Provide Integrated Product Team support to the 441 VSCOS when requested.

2.11. AFIMSC, Other Agencies/Commands and National Guard Bureau Responsibilities.

2.11.1. Determine, submit and distribute Air Education and Training Command (AETC) mission readiness training and mobile training team requirements and allocations.

2.11.2. Coordinate with base-level units and submit mobile training team host locations to AETC.

2.11.3. Validate and distribute manpower allocations identified by Air Force Personnel Center (AFPC).

2.11.4. Support, review and validate manpower studies and authorization/organizational change requests (ACR(s)/OCR(s)).

2.11.5. Assist 2T3 Career Field Manager with CFETP updates and publication.

2.11.6. Functional advisor or liaison to all levels, i.e., installations and supported MAJCOM Staffs, on issues pertaining to career field manning, training and force development.

2.11.7. Provide data as directed by AF/A4LR or 441 VSCOS.

2.11.8. Requesting activities, MAJCOMs, AFIMSC, Program Management Offices and contracting agencies must obtain 441 VSCOS approval prior to including any government-owned vehicles as Government Furnished Property in a Performance Work Statement (PWS) or contract, etc. **(T-2).**

2.12. Wing and Center Commanders or Equivalents Responsibilities.

2.12.1. Must institute installation vehicle abuse and accident prevention policy or program. **(T-1).**

2.12.2. Institute installation vehicle idling policy. Refer to **paragraph 10.12**

2.12.2.1. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling. **(T-0).**

2.12.2.2. In areas without such regulations, a "5 minute" idling policy will be in effect per AF/A4 guidance. **(T-1).**

2.12.2.3. Both cold and hot weather idling policy procedures will be coordinated and approved by the installation environmental, safety and legal officials. **(T-3).**

2.13. Mission Support Group Commander (MSG/CC) or Equivalents Responsibilities.

2.13.1. Shall annually approve the installation Vehicle Priority Recall Listing and the vehicle Minimum Essential Level. **(T-3).**

2.13.2. Must review vehicle distribution and sourcing plan to support the Emergency War Order and/or other contingency tasking during the Emergency and Special Program/ Base Support Plan process. **(T-3).**

2.14. LRS Commanders or Equivalents Responsibilities. At the installation or activity level, ensures vehicles and vehicular equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material. Additionally, LRS Commanders or equivalents are responsible for:

2.14.1. Vehicle Management facilities are adequately funded to eliminate deficiencies. Maintain appropriate status for vehicle repair projects in the military construction program. **(T-3).**

2.14.2. Accurate Vehicle Management budget programs and submit requirements on-time. **(T-3).**

2.14.3. Execute funds allocated by the 441 VSCOS in compliance with Financial Improvement Audit Remediation (FIAR) requirements and 635 Supply Chain Operations Wing/Financial Management (SCOW/FM) instructions. **Note:** ANG Vehicle Management activities are funded by National Guard Bureau.

2.14.4. Availability of personnel to meet mission requirements, and to prevent disruptions in the shop workflow. **(T-3).**

2.14.5. Properly train personnel to progress in the 2T3XX Air Force Specialty in accordance with AFI 36-2651, *Air Force Training Program.*

2.14.6. Limiting the rotation of 2T3XX personnel outside Vehicle Management to a period no longer than 12 months within a 3-year period, or 24 months when assigned to a Logistics QA position per AFI 20-112, *Logistics Readiness Quality Assurance Program.*

2.14.7. Will administer the installation's vehicle abuse and accident prevention program. **(T-3).**

2.14.8. Will coordinate on all rental/lease requests prior to submission to contracting with the exception of Air Force Office of Special Investigations. **(T-3).**

    2.14.8.1. Approval of short-term vehicle leasing shall be no longer than 120 days in accordance with DoDM 4500.36. **(T-0).** The LRS Commanders or equivalents may authorize short-term lease/rentals to satisfy temporary peaks in workload and unusual or emergency requirements.

2.14.9. Responsible for all Accountable Property System of Record (APSR) vehicles. Must ensure inventory of vehicles are in system of record and must ensure the appointed vehicle custodian signs the Vehicle Asset Inventory annually. **(T-2).**

    2.14.9.1. Must appoint primary and alternate custodians in writing for all vehicle accounts in their organization. **(T-3).** Custodians should be individuals in appropriate position or office; VFM/VMS, or Fleet Management and Analysis (FM&A). Contractors can be custodians, if specified in contract. Local wage rate employees (foreign employees in host countries) may also be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable. Must provide appointment letter to the 441 VSCOS. **(T-2).**

    2.14.9.2. LRS Commanders or equivalents will review and endorse the APSR Annual Inventory after the Vehicle Custodian has accomplished the inventory. **(T-2).**

2.14.10. Approving exceptions to opening a Report of Survey. An exception is usually based on unique conditions surrounding the loss, and/or voluntary monetary reimbursement or replacement in kind is offered and accepted. **(T-3).**

2.15. VFM/VMS Responsibilities. The VFM/VMS are responsible for overall vehicle fleet management.

2.15.1. Ensure maintenance facilities and programs for deficiency elimination are adequate and establish a layout for work centers. Consider such factors as workflow, equipment, tools and supplies.

2.15.2. Coordinate on all correspondence above unit-level dealing with Vehicle Management issues.

2.15.2.1. Classified locations will coordinate limited vehicle data requirements through the 441 VSCOS. **(T-2).**

2.15.2.2. Resolve technical problems or ask for technical aid to solve problems that involve maintenance beyond local capabilities.

2.15.3. Ensure personnel are available to meet workload demands and maintain productivity of assigned personnel.

2.15.4. Authorize the use of the Government Purchase Card and ensure users conforms to prescribed directives.

2.15.5. Approve non-mission capable-supply requests. Responsibility may be designated in writing to lower level.

2.15.6. Approve or disapprove all cannibalization requests. Responsibility may be designated in writing to lower level.

2.15.7. Perform organizational quality control for AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, for 36 Series and other vehicle related TOs.

2.15.8. Review and respond to the 441 VSCOS correspondence concerning annual Vehicle Management budget. Control expenditures during the budget year and act as Cost Center Manager per 635 SCOW/FM instructions.

2.15.9. Ensure On-the-Job Training (OJT) follows guidance. Evaluate training requirements and request formal training in accordance with AFI 36-2651 and AFIMSC directions.

2.15.10. Assist idea submissions as local Vehicle Management Continuous Process Improvement expert in accordance with AFI 38-402, *Airmen Powered by Innovation and Suggestion Program*, as requested.

2.15.11. Establish a Vehicle Control Program and provide Vehicle Control Official orientation in accordance with this AFI.

2.15.12. Understand, use and ensure vehicle management activity utilization of FMIS, APSR, VM SharePoint®, LIMS-EV Vehicle View and VM Guidebook for vehicle fleet management in accordance with this AFI.

2.15.12.1. VFM/VMS or equivalent must provide signed Annual Inventory. **(T-0).**

2.15.12.2. No later than 28 February each year the VFM/VMS or equivalent must upload signed vehicle account custodian and commander Annual Inventory Report from APSR to the VM SharePoint®. **(T-2).**

2.15.13. Will coordinate on purchase requests for Other Government Motor Vehicle Conveyances, non-Accountable Property System of Record reportable trailers and other non-vehicular equipment items. **(T-2).**

2.15.14. Ensure utilization of warranties available for vehicles and parts.

2.15.15. Control the contract maintenance program in accordance with Performance-Based Work Statement. This is not applicable to Air National Guard Vehicle Management.

2.15.16. Ensure vehicle deficiency reports are in accordance with TO 36-1-191-WA-1, and other shipping instructions provided by the 441 VSCOS or Robins AFB Support Equipment and Vehicles Division.

2.15.17. Ensure FM&A maintains applicable vehicle data and retains/disposes data in accordance with Air Force-Records Disposition Schedule Table 24 – 03 in Air Force Records Information Management System.

2.15.18. Will analyze data requested from FM&A (e.g., manpower, mission capable rates, cost, etc.) to find weak or deficient areas and develop/implement corrective policies and procedures. **(T-3).**

2.15.19. Review sustainment cost and deferred workload data in LIMS-EV, Vehicle View quarterly.

2.15.20. Will review workloads, schedule work assignments, leave schedules, standby rosters and recall rosters. **(T-3).**

2.15.21. Will assess outgoing vehicle inspections and quality control findings with supervisors and take corrective action when needed. **(T-3).** Will identify specific vehicles, vehicle types or users that require an excessive amount of maintenance effort and initiate corrective actions, as needed. **(T-3).**

2.15.22. Must comply with all local, state or host nation air quality/emissions regulations. **(T-0).**

2.15.23. Promote, follow and ensure all applicable safety and occupational health and fire prevention guidance.

   2.15.23.1. Coordinate shop noise level, lighting, fume, exhaust, paint booth and welding extraction systems surveys with Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) to ensure compliance in accordance with AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards* and AFMAN 48-146, *Occupational & Environmental Health Program Management*.

   2.15.23.2. Ensure at least two people are in the work center when repairing vehicles. After duty hours and/or mobile maintenance repairs , may have a qualified operator for the vehicle type being repaired satisfy the two-person requirement when the mechanic is a five skill-level or higher.

   2.15.23.3. Ensure satisfactory completion of safety spot inspections in accordance with AFI 91-202, *The US Air Force Mishap Prevention Program*, and AFMAN 91-203.

2.15.24. Will ensure FM&A annually updates non-active duty Air Force and other non-Air Force tenant unit vehicles when providing maintenance/service in FMIS with reimbursement distribution code (R/D) 3 or 4 (if applicable). (Refer to (M&U Guidebook) **(T-2).**

2.15.25. Review repair requests and determine if the asset is economical to repair in relation to installation mission requirements. Vehicles retained as economical will have minimum essential repairs only. **(T-3).**

2.15.26. Will review and provide recommendations for all vehicle authorization requests prior to submitting to the 441 VSCOS. **(T-2).** The VFM is the vehicle authorization review authority for the installation and will recommend increases or decreases in vehicle authorizations. **(T-2).**

2.15.27. Coordinates and approves temporary substitute smaller or larger class vehicles if leasing agency (e.g., GSA or commercial) does not have the appropriate size/class vehicle available. The substitute vehicle is at no additional cost to the government, and not to exceed 120 days lease/rental. Host VFM/VMS will obtain non-availability statement from leasing agency and retains until the lease terms are over and the vehicle returned. **(T-2).**

2.15.28. Host/servicing VFM coordinates with contracting to ensure vehicles are not rented/leased without prior validation, regardless of funding source.

2.15.29. Host/Servicing VFM will maintain a log of all rentals/ leases. **(T-2).** The log lists each purchase request in numerical sequence and the reason for its initiation. At a minimum, the list includes the using activity, the lease start/end times, total lease duration, and cost.

2.15.30. Will review annual Vehicle Prioritization Model output. **(T-2).**

2.15.31. Must retain telematics components from vehicles prior to being sold, redistributed, deployed or being sent to Defense Logistics Agency -Disposition Services. **(T-2).**

2.15.32. Will establish and monitor "VFM/VMS," "All Personnel" and "FM&A" email distribution lists. **(T-2).** Use the distribution list to disseminate Vehicle Management correspondence and data calls from C-NAF, AFIMSC, 441 VSCOS and Air Staff, for example **1lrs.vfm.vms@us.af.mil**. Immediately advise the 441 VSCOS when establishing or changing Distribution Lists.

2.15.33. Will include the Vehicle Management COR and Accountable Officer (AO), where applicable, in each distribution list outlined above for contract locations. **(T-2).**

2.15.34. Must ship vehicles in the condition directed by 441 VSCOS. **(T-2).**

2.15.34.1. Personally inspect all vehicles prior to shipment. The VFM/VMS may delegate responsibility in writing to qualified 7-level vehicle maintenance technician or shop supervisor. **(T-3).** Contract vehicle maintenance units must inspect and document vehicles complete in accordance with the Performance-Based Work Statement. **(T-2).**

2.15.34.2. The VFM/VMS, or designated representative, will inspect and approve each vehicle and documentation package prior to shipment to ensure suitability and compliance with TO 36-1-191-WA-1. **(T-2).**

2.15.35. Will identify specific location(s) of parked vehicles under a centralized or decentralized plan. **(T-3).**

2.15.36. Must accomplish serviceability inspections on parked serviceable vehicles before returning to service. **(T-3).**

2.15.37. Will validate all buy requirements (authorization and quantity) with the 441 VSCOS prior to engaging with local contracting. **(T-2).**

2.15.38. As applicable, offer training opportunities to tenant organizations having 2T3 personnel assigned and Vehicle Management training resources are not available within the tenant organization. **(T-3).**

2.15.39. Must approve additions to High Cost Bench Stock listing. **(T-3).**

2.15.40. Will develop a Vehicle Management Operating Procedures to specify tool accountability for the local mission and physical shop layout. **(T-3).** See **paragraph 5.25** for specific procedures.

2.15.41. Must ensure all organizations submit organizational add-on equipment authorization requests in writing to Vehicle Management. **(T-3).** Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation, or per VFM/VMS direction. **(T-3).** The owning/using organization will fund the cost of returning the vehicle into original configuration for vehicle rotations or shipments. **(T-3).** The VFM/VMS, or designated technician, will review all requests for final approval. **(T-3).**

2.15.42. Oversee the local Vehicle Management Commercial Internet Service Provider Program (see **Chapter 12**). Each VFM/VMS and all vehicle diagnostic equipment users must sign a Commercial Internet Service Provider Rules of Behavior acknowledgement prior to establishing a commercial internet access point or connecting diagnostic equipment to the commercial internet. **(T-2).** Additionally, the VFM/VMS must coordinate request with local communication's squadron for access point installation. **(T-2).** If installation issues are not resolved locally, coordinate with the 441 VSCOS for help with commercial internet service provider connections. Joint Base locations special staffing actions may be necessary when the Air Force does not maintain host base network. The VFM /VMS will administer the program using the following guidance:

2.15.42.1. Will document management processes and procedures for oversight of the commercial internet service provider. **(T-2).**

2.15.42.2. Shall physically secure the commercial internet service provider connection to prevent unauthorized access and use. **(T-2).**

2.15.42.2.1. Will control access and use of the commercial internet service provider connection to prevent unauthorized connections to the Internet. **(T-2).**

2.15.42.2.2. Must maintain signed User Rules of Behavior acknowledgement. **(T-2).** Retain signed copies locally (electronically or hard copy) until user is no longer assigned, employed or requires access in accordance with Table and Rule T 33-07 R 07.00 in the AF RDS within AFRIMS. Do not permit use of commercial internet service provider connection until user acknowledges responsibilities under the Rules of Behavior. Hold individual users accountable for user Rules of Behavior. Pursue necessary disciplinary action, involving the chain of command if users violate the Rules of Behavior.

2.15.42.3. The VFM/VMS ensures access is only to vehicle manufactures and diagnostic equipment websites for the sole purpose of vehicle maintenance. **(T-2).**

2.15.42.4. Will monitor use of the commercial internet service provider connection. **(T-2).** Must maintain an on-site usage log containing user information corresponding to time of use. **(T-2).** Shall retain on-site usage logs for six-months. **(T-2).** The VFM/VMS will conduct a semi-annual review of the Vehicle Management commercial internet service provider connection logs for violations. **(T-2).** Provide reports as requested.

2.15.43. Coordinate VCO requests on functional and locality specific vehicle lesson plan supplements in accordance with AFMAN 24-306, *Operations of Air Force Government Motor Vehicles*.

2.16. Vehicle Management COR Duties.

2.16.1. Provides support to senior leadership as required. Uses their technical expertise to assist the LRS Commander, or equivalent, to arrive at informed decisions when coordinating with higher headquarters, 441 VSCOS, Air Force contracting agencies, Defense Contract Management Agency and/or Defense Logistics Agency.

2.16.2. Evaluates unit maintenance and fleet management procedures in accordance with the Performance Work Statement, including use of approved Fleet Management Information System only, LIMS-EV, Vehicle View, FMIS: Maintenance & Utilization (M&U) and Warehouse Modules, locally developed forms, publications, operating procedures, etc., for accuracy, intent and necessity.

2.16.3. Acts as focal point on deficiencies in Air Force or AFIMSC guidance and takes appropriate action to notify the 441 VSCOS.

2.16.4. Assists FM&A with reports and studies as needed.

2.16.5. Initiates actions when additional attention is required to resolve adverse maintenance trends or training problems. Actions include preparing cross-tell information bulletins and messages for the 441 VSCOS release to other similarly equipped units, when necessary.

2.16.6. Performs review of Deficiency Reports, Time Compliance Technical Orders, Service Bulletins, One-Time Inspections and Manufacturer Recalls. Validates the contractor is properly managing Deficiency Reporting, TO Distribution, Time Compliance Technical Orders, Service Bulletins, One-Time Inspections and Manufacturer Recalls.

2.16.7. Reviews reports to include timely and accurate submission, suspense control, and procedures for review prior to submission and coordination with other affected agencies.

2.16.8. Reviews management and scheduling of items requiring calibration or weight testing to include currency of calibration/weight test due dates, adherence to Test, Measurement and Diagnostic Equipment calibration schedule and control of items.

2.16.9. Reviews documents maintained by work center contractor for support equipment to include maintenance and inspection.

2.16.10. Reviews contractor-initiated waiver requests for approval/coordination through the 441 VSCOS. Submit AFR contract Vehicle Management waiver request to AFRC/A4RR for review prior to 441 VSCOS submission. AFRC/A4RR reviews all waiver requests prior to submission.

2.16.11. Reviews government furnished property/vehicle inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property/vehicles. The 441 VSCOS is the only approving authority for government furnished vehicles.

2.16.12. Maintains technical competency in their assigned performance assessment areas. They should stay abreast of all industry trends, safety requirements, and environmental and hazardous material laws.

2.16.13. Performs periodic assessment on contractor maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise and contingency operations.

2.16.14. Surveys and assesses contractor compliance with federal, state, local or host nation environmental laws and AFIs; to include Green Procurement Program requirements.

2.16.15. During contract renewals and modifications; ensures Vehicle Management verbiage portion of the Performance-Based Work Statement is coordinated through the 441 VSCOS. AFR contracted bases coordinate through AFRC/A4RR.

2.16.16. Provides assistance with DoD Fleet Card Program account administration as required. Contractor personnel cannot perform Accountable Official or Certifying Official duties.

2.16.17. Assumes fleet manager responsibilities if not defined by Performance-Based Work Statement or support agreement with host DoD installation.

2.16.18. The installation Contracting Officer, COR or designee, will coordinate with the servicing Vehicle Management concerning disposal of Government Furnished Equipment-Vehicle assets. **(T-2).**

2.16.19. Contract Vehicle Management operations will use the FMIS Warehouse module to capture government furnished support equipment accountability and vehicle parts ordered through the USAF Supply system. **(T-2).**

2.17. Primary Responsibilities of Vehicle Management. Vehicle Management is the direct liaison authority with the 441 VSCOS to assist in day-to-day management and execution of Vehicle Management responsibilities. As such, Vehicle Management is the communication liaison between their customers and the 441 VSCOS. Make every effort to solve any issues at the lowest level. Direct liaison authority for ANG Vehicle Management actions, activities and requests remains at the NGB-level, but otherwise follows standard Air Force processes. If at any time a unit does not agree with a decision rendered regarding their vehicles they can contact the host Vehicle Management to request a readdress of the decision. If further discussions fail to reach a satisfactory agreement, we encourage base units in coordination with their Vehicle Management to use the communication chain presented in **Figure 2.1**

Figure 2.1. Critical Communication Map.
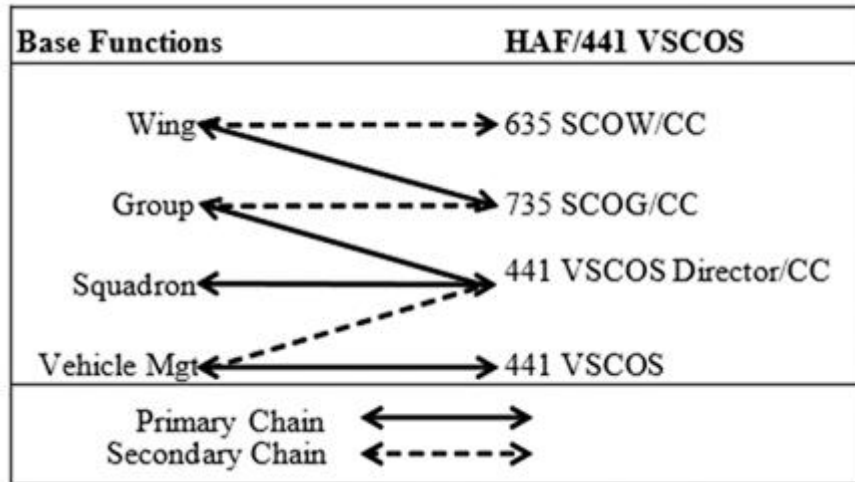
2.17.1. Provide safe and serviceable motor vehicles and vehicular equipment to meet the war fighter's requirements.

2.17.2. Provide service, inspection and repair of the Air Force vehicle fleet.

2.17.3. Paint and mark vehicles following guidance in TO 36-1-191-WA-1. All markings must comply with TO 36-1-191-WA-1. **(T-2).** Vehicle Management will maintain "White Top" approval letters the MAJCOM/CD authorize for their Wing Commanders. **(T-3).** Receive approval from GSA or the commercial leasing agent prior to altering vehicle(s).

2.17.4. Use TO 36-1-191-WA-1 to determine the logistics supportability of obsolete vehicles. Perform a Limited Technical Inspection and make a repair decision when logistics supportability is in question.

2.17.5. Responsible for the management and accountability of the Air Force vehicle fleet. Use the Office of the Secretary of Defense directed property accountability and maintenance tracking system to account and document maintenance actions on Air Force vehicles. Utilize LIMS-EV Vehicle View Transaction Request Tool, and FMIS to manage and account for the Air Force vehicle fleet. Refer to **Chapter 4**.

   2.17.5.1. Vehicle Management must update the date of last inventory within the previous calendar year (1 Jan – 31 Dec) by documenting the action on a vehicle repair work order. **(T-2).**

   2.17.5.2. Vehicle Management must conduct a Positive Inventory Control (PIC) action on vehicles not physically serviced within the last year (i.e., AS051). **(T-2).** The VFM completes a PIC no later than 31 December. Document the PIC by sending a picture of the asset to 441 VSCOS. The 441 VSCOS updates the date of last inventory based on the submission date of the picture.

2.17.6. Maintain or replace vehicle and vehicular equipment attachments originally procured with asset and Vehicle Management has prime responsibility.

2.17.7. Provide support to the USAFE-AFAFRICA Command Dangerous Goods Program, USAFEI 23-104, *USAFE Command Dangerous Goods Program.* Additional program management publications and current list of *Áccord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route (International Carriage of Dangerous Goods by Road)* (ADR) certified vehicles are on the VM SharePoint® site.

2.17.7.1. Air Force vehicles requiring ADR support will have the following annual/triennial/sexennial special inspections loaded into FMIS: **(T-2).**

2.17.7.1.1. Annual renewal of ADR Road Vehicle Approval Certificate and Brake test.

2.17.7.1.2. First "hydro-test" is due 6 years after the tank's date of construction/manufacture and every 3 years thereafter.

2.17.7.1.3. Accomplish first "internal tank inspection" with the first "hydro-test." Internal tank inspections are every 6 years on refuelers, accomplish this inspection concurrently with every other "hydro-test".

2.17.7.2. Vehicle Management will provide an electronic notification to owning/using organizations and Installation Dangerous Goods Advisor informing them of upcoming ADR inspection requirements, and when the asset becomes non-compliant. **(T-2).**

2.17.7.3. Owning/using organizations retain responsibility for funding initial and reoccurring certifications transport to and from the inspection activity and for all documentation associated with certification. The owning/using organization must schedule recertification with the Installation Command Dangerous Goods Advisor in accordance with USAFEI 23-104. **(T-2).** The unit will forward the original tank record, certificate of approval for vehicles carrying certain dangerous goods and copies of certifications to FM&A for placement into permanent portion of the vehicle's record jacket or electronic file within five working days of inspection completion. **(T-2).**

2.17.7.4. Vehicle Management updates all inspection dates in FMIS. Format original tank record or equivalent in accordance with USAFEI 23-104. The inspection due date for reoccurring inspection is one month prior to the expiration date and no later than one month after the expiration date listed on the ADR Certificate of approval for Vehicles Carrying Certain Dangerous Goods.

2.17.8. Host/Servicing Vehicle Management will review, validate and process all lease and rental requests for all installation activities. **(T-2).** Units with new lease or rental requests will coordinate and process their requirements through the host/servicing vehicle fleet management activity. **(T-2).**

2.17.9. Vehicle Management will maintain the prime pieces of Fuel Support Equipment identified below. **(T-3).** Vehicle Management Centralized Sustainment Funding will not support Fuel Support Equipment. **(T-2).**

2.17.9.1. R-18 Pumping Unit

2.17.9.2. R-19 Filter Separator

2.17.9.3. R-20 Servicing Platform

2.17.9.4. R-21 Tri-con (see **paragraph 4.12.2**)

2.17.9.5. PMU-27 Trailer mounted Pump Module

2.17.9.6. R-14 Air Transportable Hydrant Refueling System

2.17.9.7. R-22 Fuels Transfer Pump

2.17.9.8. Aerial Bulk Fuel Delivery System

2.17.9.9. Forward Area Manifold Cart

2.17.9.10. Tactical Automated Service Station

2.17.9.11. FFU-15 Filter Separator

2.17.9.12. Hydrant Defuel Cart

2.17.9.13. MH-2 Hosecart

2.17.10. Vehicle Management will ensure APSR vehicles display Asset IDs using appropriate Air Force approved UNICOR "white" plate(s) in accordance with TO 36-1-191-WA-1. **(T-0).** If use of plates is impractical, the installation VFM may authorize the use of die-cut letters/numbers or by stenciling vehicles in accordance with TO 36-1-191-WA-1. Vehicle Management will maintain "White Top" approval letters the MAJCOM/CD authorize for their Wing Commanders.

2.17.11. Vehicle Management will control parked vehicles and assume responsibility for all parked assets. **(T-3).**

2.17.12. Vehicle Management properly routes purchase/procurement requests for Other Government Motor Vehicle Conveyances and trailers not classified as a vehicle.

2.17.12.1. Reviews purchase/procurement requests to ensure the desired asset is an Other Government Motor Vehicle Conveyances or equipment item and not a centrally managed, Accountable Property System of Record vehicle.

2.17.12.2. If local determination cannot be made, follow instructions located on the VM SharePoint®.

2.17.13. Vehicle Management will load all commercial fuel purchases into the Fleet Management Information System as an off-base fuel transaction. **(T-2).**

2.17.14. Vehicle Management ensures only certified technicians, and equipment services or maintains motor vehicle air conditioning systems. Obtain technician certification through one of several Environmental Protection Agency approved mechanics-testing and/or certifying programs. Proof of certification must be available on site at all times. **(T-0).**

2.17.15. All applicable Vehicle Management will utilize the Green Procurement Program regardless of location or procurement source. **(T-2).** Vehicle Managements will use Green Procurement Program Log to document data concerning the use/procurement of all items identified in the designated categories below to include new/virgin/exempt items/products. **(T-2).**

2.17.15.1. Retread/recapped tires. Vehicle Management will purchase retread/recapped tires to the maximum extent practical before purchasing new tires from any source in accordance with the Resource Conservation and Recovery Act. **(T-0).**

2.17.15.2. Recycled/reclaimed antifreeze coolants. Vehicle Management will use/procure recycled/reclaimed antifreeze coolants to the maximum extent possible in accordance with Resource Conservation and Recovery Act. Manufacturer specifications must specifically state recycled/reclaimed antifreeze use within the vehicle. **(T-0).**

2.17.15.3. Vehicle Management activities outside Continental United States (OCONUS) (except Alaska, Hawaii and U.S. territories) are highly encouraged, but not required, to buy recycled-content products locally whenever these products meet technical needs, are readily available and are cost effective. Purchase must comply with Environmental Protection Agency Comprehensive Procurement Guideline requirements, unless an exception exists. **(T-0).** This is a key requirement for OCONUS activities requesting purchases made within the U.S. for shipment to an overseas installations.

2.17.16. Vehicle management identifies fuel type requirement to Fuels Management as needed.

2.17.16.1. Section 701 Energy Policy Act 2005 states if alternative fuel is available for an Air Force owned, rental or lease vehicle from a commercial vendor fuel station or another agency, then alternative fuel will be used 100 percent of the time. **(T-0).** Vehicle Management submits Section 701 waivers if fuel station is more than 15-minutes' drive or over five miles one-way.

2.17.16.2. Alternative fuel vehicles without waivers will include a map indicating location of available fueling infrastructures within their normal operating location (e.g., five miles or 15 minutes). **(T-0).**

2.17.17. Vehicle Management must coordinate any vehicle deployment/sourcing requirements to their established Operation Center (i.e., Emergency Operations Center, etc.) for routing with respective MAJCOM Crisis Action Team for validation. **(T-2).** Must courtesy copy the 441 VSCOS on all vehicle "deployment/sourcing requirements" correspondence. **(T-2).**

2.17.17.1. Vehicle Management contacts the 441 VSCOS to validate the unit identified or non UFXXX-series vehicle shipments.

2.17.17.2. Vehicle Management funds all costs to place vehicles into safe and serviceable condition (refer to TO 36-1-191-WA-1, Chapter 1 and/or manufacturer specifications) and build Temporary Mission Support Kits from their sustainment budgets, unless otherwise provided in the shipping instructions.

2.17.17.3. Vehicle Management ships their best (newest/most serviceable and maintainable) vehicles to meet Operation Plans, AEF or range of military operations shipment tasking(s).

2.17.17.4. Vehicle Management will install appropriate filters prior to aircraft refueling vehicle's shipment. **(T-2).**

2.18. Primary Responsibilities of FM&A. The element is responsible for fleet accountability, management and maintenance analysis, preventative maintenance, special inspections, scheduling, and the vehicle control program. Responsibilities also include, but are not limited to, the following areas and programs.

2.18.1. Coordinates or maintains the lease/rental tracking system. Refer to paragraph 4.3.8.

2.18.1.1. FM&A will report all commercial lease data quarterly per 441 VSCOS instructions. **(T-2).**

2.18.1.2. Activities will use GSA short-term rental program when economically advantageous to the Air Force or will keep non-availability certification documents for the duration of the lease period when not using GSA. **(T-2).**

2.18.1.3. Short term leases/rentals for Non-Tactical Vehicles will not exceed 120 days in accordance with DoDM 4500.36. **(T-0).**

2.18.1.4. Lease vehicles can fill vacant government owned authorizations. Government (Blue Fleet) vehicles are not used to fill open leased vehicle "AS 012" authorizations.

2.18.2. Maintains vehicle accountability, disposition and deployment processing.

2.18.2.1. FM&A will maintain accountability of all vehicles redeploying from closing locations. **(T-2).**

2.18.2.2. FM&A will submit request and receive disposition instructions through the Transaction Request Tool. **(T-2).** Ensure the accountable record reflects the proper vehicle status code of vehicle's current place in the disposition process. (Refer to VM Guidebook). The 441 VSCOS is the decision authority for all non-tactical vehicles requiring disposition.

2.18.2.2.1. Must initiate vehicle disposition packages through all base-level OPRs within 10 working days of notification from 441 VSCOS. **(T-2).**

2.18.2.2.2. FM&A will forward disposition requests Limited Technical Inspections to the 441 VSCOS within 30 calendar days from the date the vehicle became surplus. **(T-2).** Follow-up with the 441 VSCOS 30 calendar days after sending the Limited Technical Inspection. VM maintains custody of these vehicles.

2.18.2.2.3. Must submit condition Limited Technical Inspection to 441 VSCOS for review on uneconomical to repair assets. **(T-2).**

2.18.2.2.4. For vehicles that are uneconomically repairable and disposal instructions have been issued by the 441 VSCOS, the VFM/VMS can request to retain the vehicle, due to mission support. If approved by the 441 VSCOS, the vehicle is repaired to safe and serviceable condition and returned to service. The vehicle's life expectancy is then increased by three years in the Accountable Property System of Record.

2.18.2.2.5. Parts are not to be removed from surplus vehicle awaiting an Redistribution Order (RDO) decision. Coordinate with 441 VSCOS for cannibalization and limited technical inspection updates to meet local mission requirements.

2.18.2.2.6. Manage vehicles disposed of though the Air Force Surplus Vehicle Sales Program in accordance with **Attachment 3**.

2.18.2.3. Refer to VM Guidebook for vehicle-processing requirements and documents for deployments. Must process vehicles permanently shipped via the Transaction Request Tool. **(T-2).**

2.18.2.3.1. Prepares deployment package containing: appropriate AF Form 1800, *Operator's Inspection Guide and Trouble Report*, Waiver Card, DD Form 518, *Accident Identification Card*, AF Form 1297, *Temporary Issue Receipt*, Standard Form 91, *Motor Vehicle Accident Report*, copies of the Limited Technical Inspection, and Vehicle Historical Record. Secure data package and spare keys in cab or operator's compartment for shipment.

2.18.2.3.2. Vehicles deployed more than 180 days, coordinate transfer of accountability with the 441 VSCOS and gaining unit. Transfers from AFR and ANG must comply with DoDI 1225.06, *Equipping the Reserve Forces.* **(T-0).**

2.18.2.3.3. Must notify the Fuels Service Center if assigned vehicle has a Vehicle Identification Link Key or other electronic point-of-sale device. **(T-2)**. The Fuels Service Center adds the vehicle onto the Automated Fuel Service Station lockout listing.

2.18.2.3.4. Vehicles or vehicular equipment will not be deployed/shipped from an installation without a transportation control number or unit line number and coordination through the servicing Vehicle Management and Installation Deployment Officer or Installation Deployment Readiness Center, as appropriate unless otherwise directed by 441 VSCOS. **(T-2).**

2.18.2.3.5. A copy of the asset record will be sent with each vehicle operating TDY for 30 days or longer. **(T-2).**

2.18.3. Monitor and manage repetitive maintenance, warranty, contract, and authorized repairs. (Refer to VM Guidebook) Will input/track all warranty provisions in FMIS regardless of cost. **(T-2).** See current M&U Guidebook for instructions.

2.18.4. Develop Minimum Essential Level formulas for peacetime authorizations only. Must not include "Use Code D" pure WRM (integrated or stored) assets in Minimum Essential Level formulas. **(T-2).**

2.18.5. Develop and maintain a continuous scheduled maintenance plan as directed by the VFM or VMS for vehicles and vehicular equipment requiring Preventive Maintenance and Inspections (PMI) by "date due" intervals in accordance with manufacturer maintenance requirements (i.e., warranty vehicles) and TO 36-1-191-WA-1, Table 3-1 and Table 3-2 (e.g., aircraft cargo loaders and trailers). Document scheduled maintenance on AF Form 4354, also includes PMI, Vehicle Condition Inspections and Special Inspections to maintain a safe and serviceable vehicle fleet. **(T-2).**

2.18.5.1. Ensures owning/using organizations make vehicles available for PMI and Special Inspections or make other arrangements with servicing Vehicle Management prior to due date/time. **(T-3).**

2.18.5.2. Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of vehicles or vehicular equipment with PMI requirements when developing a scheduled maintenance plan. Scheduled maintenance has priority and is not delayed. When necessary, resort to a two-shift operation, overtime or contract to fulfill this need.

2.18.5.3. Vehicles used as static training aids are exempt from scheduled maintenance and should not be on the Accountable Property System of Record. Vehicles used as training aids are accountable on equipment account list. In addition, vehicles such as mobile communication vans positioned in a semi-permanent or permanent site are exempt. Perform scheduled maintenance before operating these vehicles over public roads.

2.18.5.4. Develop, as necessary, work cards and checklists for certain vehicle types or special inspection and servicing requirements. Bilingual work cards and checklists may be mandatory when local national employees are not required to read and speak English.

2.18.6. Manages authorization change requests. Review, validate base user requirements and submit authorization change requests to the 441 VSCOS via the LIMS-EV, Vehicle View Authorization Validation tab for final approval. (Refer to VM Guidebook Upload all documentation into LIMS-EV for authorization validation along with the other AF Form 601 supporting documents. **(T-2).**

2.18.6.1. Requests to increase vehicle fleet size must support a verifiable mission change with Air Force directives (e.g., Operational Plans, Provisional Plan, Executive Order, Fragmentary Order, base layout, operation moved to a different location on base, added a ramp, etc.). **(T-2).**

2.18.6.2. Functional communities must fund the initial procurement of newly approved vehicle requirements and advocate additional funding in the out-years of the Program Objective Memorandum for increases in vehicle buy replacement dollars. **(T-2).**

2.18.6.3. Offset authorization(s) must be equal to or greater than the purchase price of the authorization(s) request. **(T-2).**

2.18.6.4. Do not resubmit disapproved 441 VSCOS authorization requests for one year, unless requester submitted an appeal. Appeal must provide new/additional justification not previously considered (e.g., U-Drive It requests, commercial rentals, mission changes). **(T-2).**

2.18.7. FM&A administers the DoD Fleet Card Program in accordance with **Chapter 13**. Must process Fleet Card vehicle ground fuel procurement transactions into FMIS at least weekly. (Refer to M&U Guidebook) **(T-2).**

2.18.8. Will capture/input FMIS data from outlying work centers and Geographically Separated Units assigned to the same host wing/installation that do not have indigenous FM&A personnel or support. **(T-2).**

2.18.9. Must use FMIS to review vehicle utilization and update FMIS with AF owned, GSA and commercial lease asset Miles/Hours/Units/Kilometers (M/H/U/K) utilization at least monthly. (Refer to M&U Guidebook) **(T-2)**.

2.18.10. FM&A will provide Vehicle Determination assessments in accordance with this AFI, VM Guidebook and as prescribed in AFI 64-117, *Government Purchase Card Program*, Chapter 7. **(T-2).** If a determination cannot be made locally, submit Vehicle Determination request to 441 VSCOS via the VM SharePoint®.

2.18.11. Will Establish, Execute, Initiate and Conduct All Vehicle Recalls. **(T-2).** (Refer to VM Guidebook) Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

2.18.12. Manage the installation Vehicle Control Program.

2.18.12.1. Provide vehicle status to the owning/using organization's Vehicle Control Official.

2.18.12.2. FM&A maintains a complete and current list of Vehicle Control Officials to include: name, grade, organization, telephone number and email address.

2.18.12.3. FM&A personnel will develop a training plan for Vehicle Control Officials (VCO) and thoroughly train newly appointed VCO on their duties. **(T-2).** See **Chapter 9** for training requirements. FM&A will conduct VCO meetings at least once a year. **(T-3).**

2.18.12.4. FM&A in conjunction with VCO, must verify and list all vehicles designated for travel off the installation during the upcoming quarter. **(T-3).**

2.18.13. FM&A is responsible for vehicle shipments and receipts.

2.18.13.1. When shipping vehicles, it is the losing FM&A's responsibility to provide shipment and tracking information to 441 VSCOS. The gaining FM&A must initiate a Vehicle Load Request in the Transaction Request Tool within three working days upon receipt of the vehicle by vehicle management. **(T-2).** The losing base must retain a copy of the shipment records for any vehicle(s) shipped from their base. **(T-2).**

2.18.13.2. When receiving assets, FM&A initiates a Vehicle Load Request in the Transaction Request Tool within three working days. FM&A will upload asset's receipt key supporting documents into the Transaction Request Tool (refer to **paragraph 4.31.1.1**). **(T-2).**

2.18.13.3. Process and upload Key Supporting Documents during the receipt of a new vehicle for FIAR compliance (refer to **paragraph 4.31.1.1**). FM&A will provide optimal pictures of the asset and the data plate(s). **(T-2**). Certain Transaction Request Tool transactions require specific documentation, therefore, refer to the VM Guidebook for guidance. Must upload photos with the load request in the Transaction Request Tool. **(T-2).**

2.18.13.4. Must update vehicle static data records via Transaction Request Tool for newly received vehicles. **(T-2).**

2.18.13.5. Missing documents may cause request rejects for "Base User Action Required" in Transaction Request Tool. FM&A must comply/resolve Transaction Request Tool rejects within three working days. **(T-2).**

2.18.13.6. Vehicles received prior to 2 May 2016, FM&A must retain a copy of a DD Form 250, *Material Inspection and Receiving Report,* Certificate of origin, Shipping document, or DD Form 1348-1A locally in the permanent vehicle record jacket (paper or electronically scanned). **(T-2).**

2.18.13.7. FM&A will annotate "N" on the Nuclear Certified drop down when submitting a nuclear certified vehicle "New Load Request" via Transaction Request Tool. **(T-2).**

2.18.14. Quarterly (or as required), FM&A will provide Fuels Management Flight a listing of all assigned vehicles and organization codes to include a breakout of all vehicles changed since the previous list. **(T-3).**

2.18.15. Must obtain vehicle fuel procurement data from the Enterprise External Business Portal (EEBP) and input into FMIS at least weekly. (Refer to M&U Guidebook) **(T-1).**

2.18.16. FM&A will thoroughly screen for complete delayed parts each time a new work order is open. **(T-3).**

2.18.17. FM&A will charge low-cost bench stock items in accordance with M&U Guidebook instructions. **(T-2).**

2.18.18. FM&A will charge high-cost items to specific vehicle work orders. **(T-2).**

2.18.19. Manage reimbursable maintenance program. Ensure reimbursable units have their Owning Cost Center Code identified correctly in FMIS and perform follow up actions for financial recoupment. (Refer to VM Guidebook and M&U Guidebook)

2.18.19.1. Normally, Vehicle Management/maintenance support is reimbursable from non-Air Force units.

2.18.19.2. Validate responsibility Center/Cost Center (RC/CC) codes at least annually. **(T-2).** Provide updates to 441 VSCOS annually for required updates in FMIS.

2.18.19.3. Must reconcile all reimbursable and refundable cost data monthly with Accounting and Finance. **(T-2).**

2.18.19.4. FM&A will retain vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units in FMIS if needed for reference, inquiries or audits. **(T-2).**

2.18.20. FM&A will staff all challenges to Vehicle Validation results to AF/A4LR within 60 days upon conclusion of the Vehicle Validation. **(T-1).**

2.18.21. FM&A must provide 441 VSCOS with updated shipping address annually to coincide with annual base buy review list. **(T-2).**

2.18.22. Ensure economical repair of all vehicles. (Refer to VM Guidebook)

2.18.23. Before starting work, notify the VFM/VMS of any estimated repair costs that exceed the one-time repair limit for the vehicle.

2.18.24. Update FMIS with vehicle and personnel status as required by the VFM/VMS. See current M&U Guidebook for instructions.

2.18.25. Oversee Accident and Abuse Program. Actual repairs start when the organization of responsibility "releases" the vehicle for repairs. Only document accident or abuse related repairs on the "actual" work order. Complete any other unscheduled repairs or scheduled services on an unscheduled or scheduled maintenance work order to follow. See current M&U Guidebook for use of accident/abuse work order reason codes. Refer to VM Guidebook.

2.18.26. Support and monitor Depot Maintenance program in coordination with 441 VSCOS. Notify 441 VSCOS of any issues or conditions that would deem the vehicle ineligible for rebuild as soon as possible. (Refer to VM Guidebook)

2.18.26.1. Capture depot rebuild cost in FMIS in the "Sub Work Order Parts" tab and establish contract warranty information. The cost includes transportation and actual depot repair costs. Robins AFB Special Equipment & Vehicles provides Depot cost to 441st VSCOS, which subsequently forwards the cost data to the base. Contact servicing Deployment and Distribution Flight for the shipping cost to depot. Use this same shipping cost for the return cost from depot. See current M&U Guidebook for work order processing.

2.18.26.2. Prior to departure for depot, remove AF license plates from vehicles. License plate(s) are stored in the vehicle's records jacket (or in FM&A if vehicle records are stored electronically). Ship plates via registered mail to new location if transferred after depot completion. Refer to TO 36-1-191-WA-1.

2.18.26.3. AFR and ANG Vehicle Management activities coordinate concerns through AFRC/A4RR or NGB/A4RDV (respectively) who notifies 441 VSCOS of any issues or conditions that would deem the vehicle ineligible for rebuild as soon as possible.

2.18.27. Prepare and submit deficiency, warranty and unsatisfactory reports. Submit and prepare reports using the Joint Deficiency Reporting System in accordance with TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. Forward copy of Joint Deficiency Reporting System documents to the 441 VSCOS for situational awareness.

2.18.28. Develop and manage the Minimum Essential List and the Vehicle Priority Recall Listing. (Refer to VM Guidebook)

2.18.29. Review all new and assigned vehicle data plate information at least annually to determine nuclear certification status. (Refer to VM Guidebook)

2.18.30. FM&A notifies the 441 VSCOS of vehicles requiring MNCL removal actions. Send unclassified e-mail with asset ID and pictures, as needed, along with short narrative justification describing desired actions and rationale for removal to 441 VSCOS.

2.18.31. Ensure Estimated Time in Commission are accurate. (Refer to M&U Guidebook)

2.18.32. Conduct weekly yard checks in accordance with local Vehicle Management Operating Procedures.

2.18.33. Verify parts charges in FMIS daily. (Refer to M&U Guidebook)

2.18.34. Manage Time Compliance Technical Order Service Bulletin, Manufacture Recalls, Safety of Use Message, and One-Time Inspections and ensure timely, on-time, completion per instructions. (Refer to VM Guidebook and M&U Guidebook)

2.18.34.1. Units ensure they are on TO distribution listing for each Time Compliance Technical Order (TCTO) series in accordance with TO 00-5-1-WA-1.

2.18.34.2. Complete TCTOs, Service Bulletins (SB) and One Time Inspections (OTI) actions as soon as possible, before the required completion (suspense) date. TCTO, SB or OTI not completed by the "completion date" are considered "outstanding" and places the vehicle's serviceability in jeopardy.

2.18.34.3. Remove vehicles with "outstanding" actions from service until the subject TCTO, SB or OTI is accomplished when directed by the Robins AFB Special Equipment & Vehicles.

2.18.34.4. Verify TCTO status via LIMS-EV Vehicle View monthly.

2.18.35. FM&A fills vehicle authorizations with assets matching the prime authorized vehicle type if available in the fleet (B204 authorization filled with B204 asset). If a prime vehicle is not available, fill the authorization with the most suitable asset in the inventory. (Refer to VM Guidebook)

2.18.36. Manage vehicle add-on and modification requests.

2.18.37. Use the Transaction Request Tool to request APSR updates. (Refer to **https://cs2.eis.af.mil/sites/12690/VMA/guidebook/TRT%20Guidebook.pdf** (TRT Guidebook) The Transaction Request Tool is the transaction-requesting interface between FM&A and 441 VSCOS. Access the Transaction Request Tool via LIMS-EV, Vehicle View or save link for accessing directly. To avert processing delays, populate Transaction Request Tool with correct data.

2.18.38. Perform needed Vehicle Management and maintenance analysis as required by the VFM/VMS. Refer to **paragraph 4.4**

2.18.39. Review base support and Operational Plan with Installation Deployment Readiness Center. Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

2.19. Primary Responsibilities of Materiel Control.

2.19.1. Personnel will utilize the FMIS Warehouse Module to track parts purchases, manage bench/working stock, work order residue as well as tool and equipment programs. **(T-2).**

2.19.1.1. Will properly charge all materiel costs in FMIS. **(T-2).**

2.19.1.2. All parts must be loaded in the APSR Warehouse Module, and secured any time the shop is unoccupied. **(T-2).**

2.19.1.3. Materiel Control will establish and maintain custodial listings for all ITKs, CTKs and tool cribs assigned to Vehicle Management including outlying work centers in FMIS warehouse module. **(T-2).**

2.19.1.4. Local procedures will be developed between Materiel Control and the battery shop to ensure batteries are installed and charged properly in FMIS. **(T-3).**

2.19.1.5. Non-supply system procured, recapped, or retreaded tires must be input in FMIS. **(T-2).**

2.19.1.6. FMIS Warehouse will be updated when a part is removed from residue and placed on a vehicle. **(T-2).**

2.19.2. Will coordinate with the Civil Engineering Environmental Section and HAZMART Pharmacy for the purchase of hazardous material and waste storage containers if the deployed site is to remain open more than 30 days. **(T-3).**

2.19.2.1. Units stationed or deployed in the European Command (EUCOM) AOR must comply with hazardous material and hazardous waste programs established under DoD 4715.05G, DoD *Overseas Environmental Baseline Guidance Document*, and the final governing standards for specific countries in the EUCOM AOR. **(T-0).**

2.19.2.2. Additionally, units preparing or moving hazardous material or hazardous waste on or crossing public roads must follow USAFEI 23-104. **(T-2).**

2.19.3. Personnel must understand and manage all transactions as well as ensure requirements and procedures are followed for all contract service providers and decentralized parts procurement methods. **(T-3).**

2.19.4. Process inquiries for all National Stock Number listed items. If no issue document is processed, will determine best means to procure required items. **(T-3).**

2.19.5. Must contact the vendor/procurement source for non-mission capable-supply requirements through Decentralized Parts Support Program each duty day for status. **(T-3).**

2.19.6. Ensure all parts have been backordered with positive status or are on-hand. Update inventory as parts are received and track all due-ins. Inventory records will be in complete agreement. **(T-3).**

2.19.7. Materiel Control will cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue area upon notification of a vehicle transfer. **(T-3).**

2.19.8. Copy of the Bench Stock Listing (S04) will be readily available and used on established bench stocks. **(T-3).**

2.19.9. The outgoing and incoming responsible individuals with Materiel Control conduct an accountability change physical inventory. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kit/crib. **(T-3).**

2.19.10. Inventory records will include the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column. **(T-3).**

2.19.11. Materiel Control and the technician will accomplish annual joint written inventories. **(T-3).**

2.19.12. Materiel Control will visually inventory tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent foreign object damage. **(T-3).**

2.19.13. Written inventories will be accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center). **(T-3).**

2.19.14. Tool crib inspections must be accomplished due to multiple authorities issuing tools independently from each other. **(T-3).**

2.19.15. The individual and Materiel Control must record any changes in ink and initial in ink next to the change. **(T-3).**

2.19.16. New tools will be properly marked with unit or shop designator and ITK or CTK number before placed in ITK or CTK. **(T-3).**

2.19.17. The inventories will be stored with each tool kit folder. **(T-3).**

2.19.18. All tools in ITKs, CTKs and tool cribs will have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout or silhouette when stored in drawers, shelves and/or walls and engraved with a locally assigned kit control number designated by Materiel Control. **(T-2).**

2.19.19. The responsible technician and Materiel Control personnel should conduct a joint inventory any time members are transferred or ITKs are no longer needed. Joint inventories will be accomplished for all ITKs annually. **(T-3).**

2.19.20. New tires and batteries will be directly charged via the work order. **(T-2).**

2.19.21. All purchased tires must be individually recorded on the activity's Green Procurement Program Log in accordance with **Chapter 10**, regardless of tire type (retread or new) and procurement source. **(T-0).**

2.19.22. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. **(T-2).**

2.20. Primary Responsibilities of Deployed Locations.

2.20.1. Personnel are prohibited from smoking, producing spark or flame within 50 feet of vehicle or shop area. **(T-0).**

2.20.2. At enduring locations, vehicle management personnel must establish continuity books, folders, files, etc. as appropriate for the location. **(T-3).**

2.20.3. Perform a Limited Technical Inspection and service all fluid systems. Vehicle must be safe and serviceable and be able to perform assigned mission with no or very minimal support. **(T-2).** Ship vehicle with an assembled spare wheel/tire and all applicable TOs if available. Commercially designed light and medium duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handle. **(T-3).**

2.21. Responsibilities of Shop Supervisors.

2.21.1. Supervisors will spot check ITKs/ CTKs monthly. **(T-3).**

2.21.2. The supervisor shall initiate an informal inquiry or investigation upon discovery of loss, damage, destruction, or theft of government-owned property (real or personal) of any value in accordance with DoD 7000.14-R, Volume 12, Chapter 7, *Financial Management Regulation*. **(T-0).**

2.21.3. The supervisor will consult with the servicing legal office to determine whether inquiry or investigation is appropriate. **(T-3).**

2.21.4. A Report of Survey shall be conducted when appropriate. **(T-3).**

2.22. Responsibilities of Maintenance Team Leads.

2.22.1. Maintenance team leads (or their designees) will perform and document accountability procedures for CTKs or tool cribs in accordance with local Vehicle Management Operating Procedures, or on a daily basis, to ensure accountability of assigned tools and to prevent Foreign Object Damage. **(T-3).**

2.22.2. Maintenance team leads will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries. **(T-3).**

2.23. Responsibilities of Technician.

2.23.1. Materiel Control and the technician will accomplish annual joint written inventories. **(T-3).**

2.23.2. The individual will complete the certification in ink on each page of the tool list to acknowledge receipt of the tools. **(T-3).**

2.23.3. The individual and Materiel Control must record any changes in ink and initial in ink next to the change. **(T-3).**

2.23.4. The responsible technician and Materiel Control personnel should conduct a joint inventory any time members are transferred or ITKs are no longer needed. Joint inventories will be accomplished for all ITKs annually. **(T-3).**

2.23.5. Personnel with AFSCs 2T371 and 2T390 will be prepared to deploy with minimum publications and forms (most current) listed on VM SharePoint® if directed to do so. **(T-3).**

2.23.6. Personnel with AFSC 2T3X7 will be prepared to deploy with an individual tool kit (ITK) consisting of laptop, all-in-one printer/scanner/fax, 30 days of administrative office supplies and current versions of electronic publications and forms listed on VM SharePoint® if specifically directed by line-remarks. **(T-2).**

2.24. Responsibilities of Vehicle Custodians.

2.24.1. Vehicle Custodians will comply with all processes outlined in the Vehicle Management Guidebook. (Refer to VM Guidebook) **(T-2).**

2.24.1.1. Must verify data on the APSR Asset Inventory accurately represents vehicle information and quantities. **(T-2).**

2.24.1.2. Will ensure all vehicle accounts are inventoried and signed annually. **(T-2).** Use "floor to book" and "book to floor" process to accomplish the inventory.

2.24.1.3. Maintain a custodian folder for each account under their responsibility with contents described below: **(T-2).**

2.24.1.3.1. Tab A – Custodial Delegation, such as the appointment letter.

2.24.1.3.2. Tab B – APSR Annual Inventory.

2.24.1.3.2.1. Current signed accountable document with original or CAC signatures from either the Primary or Alternate custodian and the organization commander.

2.24.1.3.2.2. Memorandums from LRS/Organizational Commanders to the 441 VSCOS requesting for extension to current annual accountable document inventory requirements, if applicable.

2.24.1.3.3. Tab C – Provide Master Vehicle Reports

2.24.1.3.3.1. Current signed copy of Master Vehicle Report from each Vehicle Control Official.

2.24.1.3.3.2. Designed Operational Capability statement (Unclassified) from each organization having vehicle mobility requirement(s). Statements reflect vehicle Unit Type Code and quantity supported.

2.24.1.3.4. Tab D – Information File.

2.24.1.3.4.1. Any host wing Memoranda of Agreement or Memoranda of Understanding pertaining to Vehicle account, if applicable.

2.24.1.3.4.2. Copy of Report of Survey document. Maintain until asset is removed and new APSR Annual Inventory reflecting quantity change is in file.

2.24.1.3.4.3. Copy of current and previous Fleet Management Decision Support System questionnaire.

2.25. Responsibilities of Vehicle Management Training Leaders.

2.25.1. The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training. The Vehicle Management Training Leader shall not reside outside of the physical Vehicle Management shop due to the need to specifically focus on Vehicle Management training. **(T-3).** The Vehicle Management Training Leader is also responsible for the following:

2.25.2. Complying with AFI 36-2651 and any MAJCOM/squadron supplements.

2.25.3. Assisting the VFM/VMS in selection of qualified OJT trainers.

2.25.4. Preparing an annual budget to support training requirements (e.g., training mock-ups, commercial and unit funded classes and information technology items).

2.25.5. Providing supervisors with assistance in obtaining literature and directives pertinent to the OJT program.

2.25.6. Preparing and submitting AETC in-resident training requests.

2.25.7. Assisting supervisors in the development of training requirements and use of training techniques.

2.25.8. Coordinating with the Unit Training Manager in obtaining any needed training from AETC and commercial training sources as outlined in AFI 36-2651 and AETC Education and Training Course Announcements.

2.25.9. Conducting quarterly reviews of Individual Training Plans within TBA for personnel in skill-level upgrade training assigned to Vehicle Management.

2.25.10. Conducting quarterly reviews on the training program using the Vehicle Management Training Checklist in the VM SharePoint®. Briefing VFM/VMS on status of all personnel in upgrade training on a regular basis.

2.25.11. With the Unit Training Manager, assist Work Center Supervisors, Trainers and Trainees with TBA user training and problem solving.

2.25.12. Finally, a training program will also include specific training on unique hazards of specific vehicle types and incorporate the use of Risk Management (RM) instructions. **(T-3).** Safety is paramount to day-to-day operations. It is critical trainers identify these hazards prior to the start of any task training.

2.25.13. The Vehicle Management Training Leader must use a local tracking system to ensure volumes are completed within 30 days of issue. **(T-3).** Members of ANG, AFR personnel and Individual Mobilization Augmentees have 60 days to complete each CDC Volume.

2.25.14. In accordance with Occupational Safety and Health Administration 29 CFR 1910.146, *Permit-required Confined Spaces*, a confined space has limited or restricted means for entry or exit and is not designed for continuous employee entry. Workers must consider that all confined spaces may contain unfavorable and unsafe conditions and shall not enter or work in these spaces until tests, evaluation, and prescribed requirements of this standard and any locally-developed procedures are performed to ensure safe conditions exist prior to entry and are maintained during the entire work period. **(T-0).** Confined Space Familiarization is a mandatory training requirement and will be discussed in detail by the immediate supervisor with all employees upon initial assignment prior to starting work or when work conditions or tasks change and reviewed annually thereafter. **(T-1).** The Job Safety Training Outline is used to develop written job safety training information and is documented utilizing the AF Form 55 or other methods of approved documentation in accordance with AFI 91-202.

2.26. Responsibilities of DoD Fleet Card Program.

2.26.1. Assets meeting an premium fuel use exception listed on **paragraph 13.2.2.1** will have individual fuel card created for use by approved assets only. **(T-2).** Those fuel card will be created to include the appropriate optional embossing, e.g., "[registration/tag number/unit] Premium Fuel" or "Watercraft Premium Fuel," whichever is applicable; variations authorized. **(T-2).**

2.26.2. All fuel cards will reflect account name, i.e., 96th Vehicle Management, per DLA-Energy policy. **(T-0).**

2.26.3. If cards are required to support commercially available alternative fuel, these cards will be restricted to "FUEL ONLY" purchases. **(T-2).**

2.26.4. If individual cards are obtained to support specific vehicle(s), these cards will have the vehicle Asset ID and alternative fuel optionally embossed on the card (e.g., 11B12345 E-85). **(T-0).** Additionally, these cards will be programmed with the fuel funding line-of-accounting (LOA) belonging to the vehicle's assigned organization. **(T-0).**

2.26.5. When fuel cards are assigned/hand-receipted to support non-U-Drive It or account assigned vehicles, the Accountable Official ensures that funds for fuel purchases are reimbursed to the fuel card account's fuel funding LOA. Additionally will restrict purchases to "FUEL ONLY." **(T-2).**

2.26.6. When not in use, cards will be stored in a suitable locked container. **(T-0).**

2.26.7. Use of "Prepay" will not be authorized. **(T-0).**

2.26.8. Location of card Personal Identification Number(s) (PIN), or Driver's ID number(s) Listing. PIN listing must be secured at all times. **(T-0).**

2.26.9. All cards "permanently assigned" to units (i.e. cards assigned/hand-receipted to First Responders or cards used to purchase alternative fuel for individual vehicles assigned to different organizations) must be reissued on a new register by 31 October each FY. **(T-0).**

2.26.10. Lost or stolen account numbers and cards must be reported immediately to the Fleet credit card vendor. **(T-0).**

2.26.11. Fuel card accounts that are no longer required will be "closed" and all cards destroyed. **(T-0).**

2.26.12. New Air Force Component Program Manager Agency Program Coordinator, Accountable Official, CO and alternates must complete required training within 30 days of appointment and at least every three years thereafter. **(T-0).**

2.26.13. Locally developed training for cardholders must provide general information on how to use a fleet card, proper use, Government policy and local procedures related to "who to contact" in the event of problems with cards, purchase related information requirements and card/receipt turn-in. **(T-0).**

2.27. Responsibilities of Fleet Fuel Card Accountable Official.

2.27.1. Accountable Officials will establish policy and procedure for card users to follow for obtaining approval from the account Accountable Official or Certifying Official (CO) before using a card to obtain commercial maintenance or towing services. **(T-2).**

2.27.2. Activity Program Coordinator, Accountable Official, CO and alternates establishes and maintains on-line account management access with the credit card vendor.

2.27.3. Accountable Officials and COs must complete DLA Energy Accountable Official Training (refer to paragraph A6.11.). **(T-0).**

2.27.4. Various documentation is maintained for account management, program management and for continuity purposes. This information can be maintained electronically and/or via hard copy file(s) or in a continuity book(s)/binder(s). The information is divided into two parts: 1) Funding and Transactions 2) Card Administration and Management Control. **(T-2).**

2.27.5. All billing cycle transactions documents (vendor invoices, transaction reports and transaction receipts, etc.) must be maintained for six years, regardless of account status. **(T-0).**

2.28. Responsibilities of Fleet Fuel Card Users.

2.28.1. Card users will be briefed to make every effort to purchase fuel from pumps with card reader "swiping" capability. **(T-0).**

2.28.2. Card users will not purchase premium fuels (e.g., premium or super unleaded). **(T-0).**

2.28.3. Fuel cards will not to be used in place of an organization's GPC program, the use of an AF Form 9, *Request for Purchase* or other purchasing instrument when purchasing items or services required in support of field operations or fleet maintenance. **(T-0).**

2.28.4. Fuel cards will not be used to support "wet" leased vehicles at any time. **(T-0).**

2.29. Responsibilities of Vehicle Control Officials.

2.29.1. Unit commanders with assigned Accountable Property System of Record registered and/or leased vehicles will appoint a primary and alternate Vehicle Control Official; appointees are designated in writing utilizing AF Form 172 and forwarded to the servicing Vehicle Management activity. **(T-3).**

2.29.2. New Vehicle Control Officials must receive training, knowledge test and requires a 70 percent test score or higher to pass. **(T-3).**

2.29.3. Monthly Odometer/Hour meter Updates. Vehicle Control Officials will provide vehicle odometer/hour meter readings updates at least monthly (refer to **paragraph 9.13.4**) in accordance with local procedures; FM&A uses information provided to update FMIS records accordingly. **(T-2).** (Refer to M&U Guidebook)

2.29.4. Vehicle Control Officials will provide odometer/hour meter reading updates for assigned vehicles (leased and Air Force owned) to FM&A on a monthly basis per local instruction. **(T-2).**

2.29.5. New vehicle authorization requests and requirements must comply with the Air Force Vehicle Fleet Growth Policy, in accordance with **Chapter 4**. **(T-2).**

2.29.6. Properly routing purchase/procurement requests for Other Government Motor Vehicle Conveyances and trailers not classified as a vehicle. Vehicle Management reviews purchase/procurement requests to ensure the desired asset is an Other Government Motor Vehicle Conveyances or equipment item and not a centrally managed, Accountable Property System of Record vehicle.   Vehicle Control Officials must coordinate purchase/procurement requests for other non-registered off-road equipment (i.e., All-Terrain Vehicles, etc.) with Vehicle Management. **(T-2).**

2.29.7. Conducting and documenting inspections to ensure assigned vehicles are serviceable and clean. Vehicle Control Officials may use the appropriate "*Operator's Inspection Guide and Trouble Report*" as a guide when performing these inspections. Vehicle Control Officials will establish a semiannual inspection schedule. **(T-3).**

2.29.8. Provide vehicle operators with instructions to follow when accidents occur, including agencies to phone. Whenever in operation, every vehicle will have a Standard Form 91 and DD Form 518 in accordance with DoDM 4500.36. **(T-0).**

2.29.9. Must ensure Vehicle Management approves all unit vehicle-rental/leasing actions prior to renting/leasing. **(T-2).**

2.29.10. Must retain the following program continuity items (electronically or hard copy):

2.29.10.1. Copy of Commander approved AF Form 172. **(T-2).**

2.29.10.2. Copy of Vehicle Control Official training and test document(s). **(T-2).**

2.29.10.3. Copy of most recently signed vehicle master listing/hand receipt. **(T-2).**

2.29.10.4. Suspense documentation concerning new vehicle requirements, authorization change requests, buy submissions and lease vehicle request. **(T-2).**

2.29.10.5. Documentation in regards to purchase request routing for Other Government Motor Vehicle Conveyance, trailers not classified as vehicles and other non-registered vehicular-type equipment items (i.e., all-terrain vehicles, mowers, etc.). **(T-2).**

2.29.10.6. Documentation concerning add-on equipment and modification authorization requests. **(T-2).**

2.29.10.7. Current list of unit vehicle trainers using the AF Form 170, *Appointment of Vehicle Trainer(s).* **(T-2).**

2.29.10.8. Copies or reference to approved vehicle lesson plans. **(T-2).** Refer to AFMAN 24-306.

2.29.10.9. Suspense documentation concerning vehicle accidents or abuse. **(T-2).**

2.29.10.10. Installation vehicle official use policy. **(T-2).**

2.29.10.11. Installation vehicle idling policy. **(T-2).**

2.29.11. Will brief all vehicle operators on the installation vehicle idling policy. **(T-2).**

2.29.12. Unit Vehicle Control Officials will ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. **(T-3).** Spare tire and wheel assemblies received with new vehicles may be given to the owning/using organization. If no spare is included with a vehicle as original equipment and a unit requires a spare, or if a unit requires more spares, then the unit will purchase the initial requirement. **(T-3).**

2.29.13. Will annotate and submit end of month kilometers/miles/hours on all assigned vehicles to FM&A monthly. **(T-2).**

2.29.14. The unit Vehicle Control Official along with Vehicle Management or applicable VM/mission support equipment Field Service Representatives must ensure completion and correct documentation in Integrated Maintenance Data System. **(T-2).**

2.29.15. Provide vehicle operators with instructions to follow when accidents occur, including agencies to phone. Whenever in operation, every vehicle will have a Standard Form 91 and DD Form 518 in accordance with DoDM 4500.36. **(T-0).**

2.30. Responsibilities of Operators.

2.30.1. The operator will return the previous month's form to the owning/using organization's Vehicle Control Official. **(T-3).**

2.30.2. The new form must stay with the vehicle while in use. **(T-3).**

2.30.3. Vehicle operators will perform monthly tire pressure check (to include spare tire) at the interval listed in TO 36-1-191-WA-1, Table 3-1, and document completion on the appropriate form. **(T-2).**

2.30.4. Monthly tire pressure checks must be completed and documented regardless if the organization utilizes the vehicle. **(T-2).**

2.30.5. The vehicle user is responsible for operation, conservation and condition of vehicles used. Supervisors, commanders, and commander appointed Vehicle Control Officials will be responsible for enforcing these conditions. **(T-0).** AFI 24-301 contains specific policy guidance on official use of government vehicles.

2.30.6. Operators are responsible for replacing defective wire-ropes/cables. Operators will notify and provide recertification paperwork to Vehicle Management as soon as possible after making the replacement. **(T-3).** Operators are also responsible for making adjustments to mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc.). Additionally, operators will inspect and grease vehicles as required by the TO or manual, and report any problems to Vehicle Management. **(T-3).**

2.30.7. To prevent vehicle damage, operators will not steam clean or high-pressure wash engines or engine compartments. **(T-3).**

2.30.8. Operators/organizations will procure Environmental Protection Agency Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantageous in accordance with applicable Federal Acquisition Regulations. **(T-0).**

2.30.9. Keep vehicles clean at all times to include the interior. Dirty vehicles may not be accepted by Vehicle Management. If excessively dirty vehicles are towed in, the using organization must clean the vehicle prior to being accepted in the Customer Service Center. **(T-3).**

2.30.10. Vehicle operators record all discrepancies as they perform inspections, or when discovered in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report. All non-safety related discrepancies/items will be reported to Vehicle Management within one normal duty day. **(T-3).**

2.31. Responsibilities of Using Organizations.

2.31.1. Owning/using organizations will be responsible for the service and hydrostatic testing of compressed gas cylinders (nitrogen, oxygen, etc.,) used to support vehicle auxiliary and support systems (e.g., fire trucks, ambulances, specialized systems, etc.). **(T-3).**

2.31.2. Base communications or contract maintenance repairs two-way mission radio and intercom systems, even if these are shipped as part of the vehicle purchase. The owning/using organization must arrange repairs/services. **(T-3).**

2.31.3. Organizations must coordinate with the VFM/VMS before acquiring vehicle-mounted equipment and attachments. **(T-2).**

2.31.4. Owning/using organizations requesting support by Vehicle Management for locally purchase equipment must include maintenance and parts publications in the request. **(T-3).**

2.31.5. The Fuels Manager/Superintendent will sign and date the appropriate block on all AF Forms 4427 monthly. **(T-3).**

2.31.6. When deploying aircraft refueling vehicles, the losing organization will contact the gaining organization for specific fuel type, filters and/or additives used at the deployed location. **(T-2).**

2.31.7. Medical units are responsible for maintaining and replacing the following non-vehicular medical equipment: Life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment. The unit shall be responsible if the equipment was or was not part of the original vehicle purchase. **(T-2).**

2.31.8. Fire Emergency Service activities are responsible for maintaining and replacing the following accessory firefighting equipment: Power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment and portable lights or lighting systems. The unit shall be responsible if the equipment was or was not part of the original vehicle purchase. **(T-2).**

2.31.9. Unit level Security Forces activities will fund for various vehicle add-on equipment needed for operational security needs. **(T-2).** This includes vehicle decals and funding speedometer calibration cost w/ local vendors on organizational vehicles. Security Forces will coordinate with servicing Vehicle Management before performing any service on vehicles. **(T-2).**

2.31.10. Organizations will not purchase low speed vehicles. **(T-2).**

2.31.11. All organizational add-on equipment authorization requests must be submitted in writing to Vehicle Management. **(T-3).** Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation, or per VFM/VMS direction. **(T-3).** The owning/using organization will be responsible to fund the cost of returning the vehicle into original configuration for vehicle rotations or shipments. **(T-3).** The VFM/VMS, or designated technician, will review all requests for final approval. **(T-3).**

2.31.12. Vehicle operators/organizations operating "vehicle wash rack" or automated car-wash facility should review manufacture or industry standard requirements when acquiring and using commercial-off-the-shelve vehicle-cleaning products for use on modern paint finishes, e.g., "base-coat, clear-coat" in accordance with TO 36-1-191-WA-1. Additionally, operators/organizations will procure Environmental Protection Agency Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantageous in accordance with applicable Federal Acquisition Regulations. **(T-0).**

2.31.13. Accident reporting for commercial rental/lease and GSA leased vehicles are in accordance with leasing/rental agency instructions or GSA policy. The owning/using activity will be responsible for all accident/abuse cost associated with non-Air Force Billing Office Accounting Code funded GSA leased vehicles or locally funded rentals when competent/legal authority deems Air Force at fault. **(T-2).**

2.31.14. If vehicle is disabled and towed to Vehicle Management during other than normal duty hours, the owning/using organization must formally turn-in the vehicle to Vehicle Management the next normal duty day. **(T-3).**

2.31.15. The tasked unit clears its equipment account and will seek funding reimbursement through their Resource Advisor to re-constitute shop stock when transferring kits to the deployed location's equipment account. **(T-2).**

2.31.16. The owning/using organization or Vehicle Management (if user is not available) provides spare wheel/tires. In addition, each commercially designed light and medium duty vehicle and military designed prime mover must have lug wrench(es), jack and jack handle. **(T-2).**

2.31.17. Tasked unit(s) with only one vehicle TO will ship it or a photocopy if electronic copy is not attainable per the 441 VSCOS's instructions. **(T-2).**

2.31.18. For In-Transit Visibility, units will be required to provide the 441 VSCOS with the following information concerning vehicle equipment: Deployment transportation control number (F- Prefixed), Unit Line Number, Unit Type Code, vehicle Asset Identification (ID) and departure and delivery dates within the allotted transit times. **(T-2).**

2.32. Responsibilities of Commercial Internet Service Provider Users.

2.32.1. Vehicle Diagnostic Equipment User Responsibilities. Users will:

2.32.1.1. Use the Commercial Internet Service Provider connection for vehicle maintenance purposes only. **(T-2).**

2.32.1.2. Connect only authorized vehicle diagnostic equipment to the connection. **(T-2).**

2.32.1.3. Report unauthorized use of this connection. **(T-2).**

2.32.1.4. Safeguard the connection from improper use while in your control. **(T-2).**

2.33. Responsibilities of MRAP System Sustainment Manager.

2.33.1. MRAP training plans, programs and policies must include:

2.33.1.1. Guidance and procedures for maintenance, safety training and coordinating repairs for the MRAP platform. **(T-2).**

2.33.1.2. Guidance and procedures for maintenance and coordinating repairs for assigned mission support equipment. **(T-2).**

2.33.1.3. Guidance and procedures for training in data collection using the Integrated Maintenance Data System. **(T-2).**

2.34. Responsibilities of Unit Deployment Manager/Installation Deployment Officer.

2.34.1. The Installation Deployment Plan will provide additional guidance on air and surface shipment standards and deploying Unit Deployment Manager responsibilities. **(T-3).**

2.34.2. If the UFMXK support kit exceeds 45 days deployed, the tasked Unit Deployment Manager or Installation Deployment Officer will inquire as to the status of the kit and determine if permanently transferring kit to the deployed locations equipment account is advisable. **(T-3).**

2.35. Maintenance Assistance.

2.35.1. The VFM/VMS approves/disapproves requests to assist organizations owning non-Accountable Property System of Record accountable vehicles (e.g., Other Government Motor Vehicle Conveyances, all-terrain vehicles or non-Accountable Property System of Record reportable trailers). Maintenance/parts support is on a reimbursable basis only, or the owning unit may provide parts or lubricants. Services are provided to these assets on a "manpower/mission permitting" basis.

2.35.1.1. If the VFM/VMS agrees to provide support, Vehicle Management will obtain "X"-asset ID numbers via the VM Neighborhood vemso.hq.af.mil/RegistrationRequest/newregrequest.html "X/Z Registration Request Tool" and loads information into FMIS M&U ONLY. **(T-2).**

2.35.1.2. FM&A may also requests "Z"- asset ID numbers, via the VM Neighborhood "X/Z" Registration Request Tool" when Other Government Motor Vehicle Conveyances, utility trailers and other non-vehicular equipment are not maintained by Vehicle Management, but require Federal Prison Industries (UNICOR) "white" plate(s) for public road (off the installation) travel/operation (refer to **paragraph 4.13**). The owning/using unit funds UNICOR "white" plate procurement/replacement.

2.36. Prohibited Vehicle Management Actions.

2.36.1. The following vehicles shall not be serviced, repaired, garaged or stored in any Vehicle Management facility/shop or in any building where Government property is stored:

2.36.1.1. Privately Owned Vehicles. **(T-2).**

2.36.1.2. Non-appropriated fund motor vehicles. **(T-2).**

2.36.1.3. Vehicles disposed to Defense Logistics Agency -Disposition Services. **(T-2).**

2.36.1.4. Vehicles appropriated and/or owned by state or local government agencies. **(T-2).**

2.36.1.5. The above restriction to Privately Owned Vehicle and non-appropriated fund vehicles does not apply to authorized auto hobby shops. **Exceptions: (T-2).**

2.36.1.5.1. National Forest Service vehicles.

2.36.1.5.2. Civil Air Patrol vehicles as outlined in AFPD 10-27, *Civil Air Patrol*.

2.36.1.5.3. Privately owned vehicles and non-appropriated fund vehicles may be garaged temporarily just prior to, during and just after severe weather if approved by the installation MSG/CC or equivalent.

2.36.1.5.4. Privately owned vehicles may park in the Vehicle Management compound only with written approval of the LRS Commander or equivalent.

2.36.2. Do not use government owned tools, equipment or supplies purchased from appropriated funds to service or repair leased (GSA or commercial), rental, non-appropriated fund or privately owned vehicles without AF/A4LR prior approval.

Section 2C—Organization

2.37. Organization of Vehicle Management. Organize Vehicle Management in accordance with AFI 38-101, *Manpower and Organization*. Follow the guidance in AFI 38-101 if directed to contract Vehicle Management. Consolidate all Vehicle Management under the VFM/VMS. AF/A4LR is the approval authority for requests to deviate from consolidation. Mobile units with organic maintenance capability, having separate Vehicle Management facilities, sufficient

manpower and an organizational structure, usually including FM&A and Materiel Control, maintain their own equipment when in garrison. These units may be consolidated under the installation VFM/VMS; however, they do not require AF/A4LR approval to operate independently.

2.38. Maintenance Work Centers. Establish work centers as focal points for the labor, parts and tools needed to do the job. Determine the number of work centers by the type and quantity of vehicles serviced and the location of shop buildings. The maintenance team lead is responsible for all work done in the work center.

2.39. Administration Section. If applicable, the administration section performs administrative functions as directed by the VFM/VMS.

2.40. Customer Service Center. Customer Service Center is the point of contact (POC) between the vehicle user and Vehicle Management. Customer Service Center technicians perform incoming inspections on vehicles for determining maintenance requirements. The VFM/VMS determines the extent of completed work to be inspected, what types of repairs and services are inspected, and by whom. VFM/VMS ensures this section provides timely service. Specific responsibilities of the Customer Service Center include the following:

2.40.1. Provide fast and dependable service to the user. Consider the needs of the owning/using organization to avoid unnecessary vehicle downtime and maintain the Minimum Essential Level by providing service within the shortest turn-around time practical.

2.40.2. Debrief vehicle operators.

2.40.3. Verify malfunctions and perform a complete inspection using diagnostic test equipment when required. Use AF Form 4355 to document vehicle's condition. Determine if the malfunction is a result of suspected accident or abuse, and if so, take proper action; "Waiver" only non-essential work in accordance with operating procedures. Delay work when necessary, but only when safety defects are not involved and when deficiencies do not cause further damage to or problems with the vehicle. Complete delayed/deferred work as soon as it is practical, i.e., parts are on hand and vehicle is in the shop.

2.40.4. Perform maintenance as required.

2.40.5. Work order processing. When the vehicle operator reports to the Customer Service Center/shop with the vehicle inspection guide, the operator stays with the vehicle until the inspection and debriefing are complete. Operators must perform required operator care, to include interior and exterior cleanliness, before turning the vehicle over to the Customer Service Center. **(T-3).** Processing steps essentially follow the pattern below. The VFM/VMS may adjust procedures for vehicle in-processing as necessary to meet local conditions and mission:

2.40.5.1. Using the *Operator's Inspection Guide and Trouble Report* form along with the AF Form 4355, the inspector makes a complete inspection to verify the vehicle's malfunctions, validate waived items and address repairs affecting safe vehicle operation. Customer Service Center personnel use the proper diagnostic and test equipment to identify and isolate the malfunctions when required.

2.40.5.2. Determine if there are any delayed/deferred or scheduled inspections due, such as install delayed parts received, workload permitting.

2.40.5.3. Initiate a work order if the vehicle requires any one of the following:

2.40.5.3.1. Preventive Maintenance and Inspections, Special Inspections, Time Compliance Technical Orders, Service Bulletins or one-time inspections are required/due.

2.40.5.3.2. Anytime manpower or parts are used/expended on a vehicle.

2.40.5.4. Enter the actual/suspected malfunctions on the AF Form 4355, to include all tests that have been performed and the direct labor-hours spent to perform the inspections and tests.

2.40.5.5. Preventive Maintenance and Inspections, lubrications and oil filter changes may best be performed by the Customer Service Center section. Enter labor-hours for this work on the work order.

2.40.6. Perform outgoing quality inspections in accordance with operating procedures.

2.40.7. Perform road tests as needed

2.40.8. Tire Repair Section:

2.40.8.1. Repair all vehicle tires.

2.40.8.2. Maintain all assigned tire repair and servicing equipment in a safe operating condition.

2.40.8.3. Ensure strict compliance with safety standards.

2.40.8.4. Personnel assigned to the Tire Shop must be thoroughly trained in all aspects of tire inspection and repair procedures. **(T-3).** Training certification must be documented on AF Form 55, *Employee Safety and Health Record*, for civilian employees and training records for military personnel. **(T-3).** TO 36-1-191-WA-1 will be readily available, electronically or hard-copy, within the vehicle maintenance/service facility. **(T-3).** Personnel must be familiar with the instructions outlined in these publications. **(T-3).** Refer to AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, for additional guidance.

2.40.8.5. The vehicle operator has primary responsibility for removing and installing mounted tires; however, Vehicle Management personnel remove and install mounted tires once the vehicle has been accepted into the shop, unless it has been previously agreed upon that the operators provide assistance.

2.41. Battery Shop (if applicable).

2.41.1. Maintain an adequate stock of batteries for quick service.

2.41.2. Test, fill and charge batteries.

2.41.3. Keep batteries under lock and key to prevent theft.

2.41.4. Keep assigned equipment, such as battery chargers, tools and safety equipment in good operating condition. Comply with all applicable safety standards.

2.41.5. Refer to AFMAN 91-203 for additional guidance.

2.42. Shop Facilities:

2.42.1. The Air Force has a large investment in Vehicle Management shops because the majority of intermediate maintenance is done in these fixed facilities. Use the most up-to-date methods and procedures to get the most out of personnel, tools and space while increasing productivity. Ideally, related work centers are located close together.

2.42.2. Use AFI 32-1024, *Standard Facility Requirements*, as a guide to compute total space needs to provide adequate facilities, to identify deficiencies in the shop, and as the basis to initiate corrective action. Send requests for real property maintenance/repair, construction, modification or changes to the Civil Engineering activity.

2.42.3. Activities that do not have standard Air Force shops develop a plan to use the shop areas to gain the most efficiency and productivity. Considered the following in VFM/VMS plans:

2.42.3.1. Type, size and number of vehicles serviced.

2.42.3.2. Type of work and service done.

2.42.3.3. Time needed to do a job.

2.42.3.4. Space required for each type of repair.

2.42.3.5. Locations of water, air, electrical outlets and exhaust fume ventilators.

2.42.3.6. Location of shop tools, such as hydraulic floor jacks, transmission jacks, portable lubrication equipment, etc.

2.42.3.7. Locations of FM&A, Customer Service Center and Materiel Control are as close to each other as possible.

2.42.3.8. Be sure the Customer Service Center section is easy for vehicle users to find.

2.42.3.9. Size of the shop parking area.

2.42.3.10. Location of vehicle publications.

2.42.3.11. Secure locations for vehicles under Vehicle Management control.

2.43. VM Training Leader. The Vehicle Management Training Leader develops and administers a training program as outlined in **Chapter 6** and AFI 36-2651.

2.44. FM&A. FM&A is the focal point for determining repairs and authorizing the expenditure of manpower and material through the work centers. It is also the focal point for the movement of vehicles and equipment to and from the work centers and for commercial contract repair activities. FM&A should be accessible and recognizable to its customers.

2.45. Maintenance Team Leads. Maintenance team leads responsibilities:

2.45.1. Coordinate with FM&A to ensure priorities are met and maintenance tasks are completed on time.

2.45.2. Assign work to personnel commensurate with their skills.

2.45.3. Ensure proper tools and equipment are readily available and serviceable, and subordinate personnel are properly trained in their use. Reports shortages and deficient equipment to the VFM/VMS.

2.45.4. Ensure technicians comply with safety procedures and technical data.

2.45.4.1. Comply with technical data does not mean an open book reference for each repair task. It does require the technician to be familiar with the procedures for each job. Complex repair tasks, performance specifications, torque ratings, special tolerance adjustments and so forth, do require reference to technical data and, in some cases, repeated reference at the job location.

2.45.4.2. Ensure technical data for vehicles or vehicular equipment serviced is current. Any of the following data sources, in printed or digital form, are acceptable: TOs, commercial manuals, printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1® or its equivalent.

2.45.5. Inspect incoming vehicles and equipment not processed through the Customer Service Center. Ensures additional repairs not listed on the work order are added and revises the Estimated Time In-Commission as needed.

2.45.6. Inspect repaired vehicles and equipment to ensure all vehicles are in a safe serviceable condition.

2.45.7. Brief newly assigned personnel.

2.45.8. Assign personnel to duty positions to ensure optimal efficiency and career progression opportunities.

2.45.9. Determine the most efficient and economical means of returning vehicles to service. Carefully consider the repair or replacement of individual assemblies or subassemblies and components to make effective use of resources. In addition, adhere to any safety and serviceability standards and avoid "over-maintaining" vehicles.

2.45.10. Inform FM&A of the requirement for more work, so maximum productivity is obtained from assigned personnel.

2.45.11. Verify with Materiel Control on parts requirements and availability. Ensure technicians properly fill out parts request paperwork prior to submission to Materiel Control.

2.45.12. Account for labor hours for work center.

2.45.13. Determine training needs, sending training requirements to the VFM/VMS and assisting in on the job training.

2.45.14. Ensure parts received for vehicles during the work phase are properly protected and not improperly stored on the vehicle's seat or other soft trim.

2.45.15. Ensure vehicles in non-mission capable supply status are preserved at storage level "C" as prescribed in TO 36-1-191-WA-1, Chapter 8, *Storage and Shipment*, unless stored inside, or if the vehicle is expected to be in non-mission capable-Supply status for less the 30 days.

2.45.16. Assist FM&A by providing accurate data/information in order to properly complete and transmit deficiency reports.

Section 2D—Principles

2.46. Cannibalization Rules. The VFM/VMS use cannibalization primarily to meet mission goals. Cannibalization action is documented according to **Section 7G** and proper cost accounting is accomplished. The 441 VSCOS or Robins AFB Support Equipment and Vehicles Division may direct the repair of critical vehicles pending disposition. The 441 VSCOS approves cannibalization of the major components or assemblies of critical vehicles pending disposition instructions.

2.47. Contract Operated Vehicle Management. Contracting offices and VFMs at all levels use this AFI (citing specific chapters and/or paragraphs) as the basis for developing a Performance-Based Work Statement per Contracting Officer direction. All contractor operated Vehicle Management Performance Work Statements must be coordinated with the 441 VSCOS prior to advertising for award. **(T-2).**

2.48. Maintenance Priorities. Each Vehicle Management applies priorities to support the mission and customer needs as follows:

2.48.1. Routine Priority: Vehicle Management normally assigns "Routine" priority to all vehicles, regardless of type or use. However, vehicles requiring scheduled maintenance actions (e.g., Preventative Maintenance Inspections, Time Compliance Technical Orders, Special Inspections or One-Time Inspections) receive preferential action over routine non-scheduled maintenance actions.

2.48.2. Emergency Priority: Vehicle Management assigns "Emergency" priority when one or more of the following conditions apply:

2.48.2.1. A unit is below the established Minimum Essential Level for a particular vehicle/equipment type; further loss of vehicles or equipment degrades mission support and other base assets cannot fulfill the need of a particular vehicle.

2.48.2.2. A special project requires a certain type of vehicle in service.

2.48.2.3. Severe weather or other natural occurrences create a need for certain types of vehicles. Installed emergency warning lights, military radios or other such accessories do not automatically cause a vehicle to be a higher priority. Equivalent and possibly dissimilar vehicles without such accessories are generally sufficient to perform the mission until the equipped vehicle is returned to service.

2.48.3. When a replacement vehicle is temporarily given to a user, the prime vehicle receives a routine maintenance priority.

2.48.4. The VFM/VMS review the vehicle Minimum Essential Levels for maintenance priorities and for backfilling primary vehicles when vehicles are in Vehicle Management. This list serves as the vehicle maintenance priority repair list, which the VFM/VMS can use as a guide for day to day fleet management. Vehicle Management ensures minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their Minimum Essential List or with lower priorities. Vehicle Management may need to consolidate the work force, work overtime, cannibalize parts, delay work or make temporary repairs to return priority vehicles to service.

2.49. Vehicle Modifications. Vehicle modifications are any changes to a vehicle that alter the original configuration or affecting the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, lifting, power train or restraint systems of a vehicle.

2.49.1. Modification request are forwarded when the customer needs cannot otherwise be met, either through vehicle rotation or leasing.

2.49.2. Secondary restraint systems (airbags) will not be disabled unless approved by the National Highway Transportation Safety Administration. **(T-0).** Vehicle Management, Wing and MAJCOM Safety validates requests for such action prior to submission to the National Highway Transportation Safety Administration.

2.49.3. All requests for modifications will be submitted to FM&A and routed through the 441 VSCOS for appropriate Integrated Product Team. **(T-2).** The Integrated Product Team ensures the configuration changes to special mounted equipment are documented in appropriate technical data and that necessary adjustments are made to logistics support plans.

2.49.3.1. Permanent local modifications to special mounted equipment are normally not approved unless required to correct isolated problems.

2.49.3.2. All modification correspondence/approvals are maintained in the permanent portion of the vehicle historical record.

2.49.3.3. Route modification requests for the 60K (Tunner) and 25K (Halvorsen) Aircraft Cargo Loaders through 441 VSCOS to AMC/A4R for coordination/approval with the Tunner/Halvorsen System Program Office

2.50. Nuclear Certified Vehicle Modifications and Add-Ons. For nuclear certified vehicle "modification" and "Add-On" guidance refer to AFI 91-103. Unapproved modifications to nuclear vehicles can result in the vehicle classification changing to restricted use. Modifications and add-on equipment actions will not be completed without prior VFM/VMS approval. **(T-2).**

2.51. Non-Nuclear Certified Vehicle "Add-On" Equipment Policy. Adding manufactures' optional equipment or after-market optional part/accessory to meet certain operational needs is not considered a modification if the vehicle is still used for its original purpose and can be returned to original condition within a reasonable amount of time (i.e., 24 hours) with little or no expense.

2.51.1. Add-ons do not change the original configuration, or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, steering, lifting, power train or load carrying/restraint systems of a vehicle. Examples of vehicle add-on equipment include, but is not limited to: light bar/emergency lights, siren, two-way radio, pintle hook and trailer-hitch assemblies.

2.51.2. Requesting organizations submit written add-on equipment justification to Vehicle Management. Requests should address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation. Add-on equipment will not be installed prior to VFM/VMS approval. **(T-3).**

2.51.3. Organizational justification request for add-on equipment to government controlled rented or leased assets are sent to Vehicle Management. If approved, FM&A submits approval for installation of add-on equipment request to leasing agency (i.e., GSA). Maintain leasing agency's concurrence or non-concurrence in the requesting organization's vehicle control records in FM&A. Secure 441 VSCOS' Fleet Support Flight determination regarding hardcopy file maintenance or upload in FMIS.

2.51.4. If approved, when workload and resources permit, Vehicle Management may elect to install these items.

2.51.5. Vehicles will be reverted back into original configuration if vehicle is rotated/shipped, and at using unit's cost. **(T-2).**

2.51.6. Telematics system components are considered add-on equipment. Identify telematics capable vehicles in FMIS. **Note:** Refer to **paragraph 1.14** for telematics use approval authority.

2.51.7. The Tunner/Halvorsen Weapon System Manager (AMC/A4R) and the Tunner/Halvorsen System Program Office approval is required for add-on equipment to the (Tunner) and 25K (Halvorsen) Aircraft Cargo Loaders prior to installation.

2.51.8. File approved authorization to install add-on equipment in the permanent portion of the vehicle record jacket or scanned copy in equivalent electronic file.

2.52. Non-mission capable Hours. Non-mission capable hours start on the date and time entered on the AF Form 1800 (the date/time that the discrepancy is reported to Vehicle Management) or when a request for mobile maintenance (roadside) support is received.

2.52.1. When initiating a work order, the Customer Service Center adjusts the Non-mission capable start time to account for actual downtime which began with any mobile maintenance or wrecker support request. Adjustments are coordinated with FM&A and/or Ground Transportation Dispatch to confirm the operator's original request for repair/wrecker assistance as needed.

2.52.2. Vehicles awaiting accident, abuse and repair decisions/repairs draw downtime.

2.52.3. Non-mission capable time ends after completion and verification of all maintenance actions.

2.52.4. Non-mission capable-supply vehicles are not normally repaired until all the parts have been received, unless approved by the VFM/VMS. For example, an engine received for a crash fire fighting vehicle may be installed even though a required converter has not been delivered. After the engine is installed, the status of the vehicle reverts to non-mission capable supply. The supply priority for the converter is not downgraded.

2.52.5. Vehicles on non-mission capable-supply status are prime candidates for corrosion control repairs. Remove the vehicle from non-mission capable supply status in FMIS only until the corrosion repairs are completed. Return the vehicle to non-mission capable supply status until the parts are received.

2.52.6. Mission capable data can be used to support manning, shop equipment, vehicle replacement criteria, new vehicle buy budgets and reliability and deployment programs.

2.53. Vehicle Part/Component Reclamation. Authority is granted to Vehicle Management to retain vehicles for part/component reclamation or training purposes after disposition instructions have been received to transfer an asset to Defense Logistics Agency -Disposition Services for disposal within the following guidelines:

2.53.1. No more than two like vehicles (same management code, make, model, and year) are retained for retention at the same time.

2.53.2. Vehicles will not be retained longer than 90 days after receipt of disposal instructions. **(T-2).** If special conditions exist which warrant longer retention, request a waiver of the 90-day retention limit from the 441 VSCOS. If Defense Logistics Agency - Disposition Services elects "on-site" disposal action, the 90-day retention limit is waived. However, in this circumstance part/component reclamation is restricted.

2.53.3. Vehicles retained for part/component reclamation are prominently identified as such from other vehicles in the Vehicle Management compound. Use the Transaction Request Tool to notify the 441 VSCOS to place vehicles retained for reclamation in status code "H." The asset is detailed in the appropriate "Special Retention" authorization standard in accordance with **Table 4.1**

2.53.4. Recover and recycle refrigerant from air conditioning systems classified as ozone depleting substance; verify refrigerant has been evacuated and document in accordance with Defense Logistics Agency -Disposition Services procedures.

2.53.5. Remove any compressed gas cylinders/bottles, e.g., portable fire extinguishers or fire suppression system agent tanks in accordance with Defense Logistics Agency -Disposition Services procedures. Return portable fire extinguishers to the using unit if an "add-on." Contact local Fire Emergency Services activity for proper disposal procedures for others.

2.53.6. Cancel bench stock/special levels and remove technical manuals from file when there is no other like vehicles assigned.

2.53.7. Vehicles withdrawn from Defense Logistics Agency-Disposition Services for parts reclamation or special projects purposes requires the 441 VSCOS approval prior to action. VFM/VMS monitor the repair and turn-in of vehicle parts to ensure serviceable parts with a foreseeable need are not turned in for disposal. Inventory and store serviceable, non-credit turn-in parts for which there is a projected need as work order residue to reduce the potential for fraud, waste and abuse.

2.54. Technical Information. Necessary technical literature, including TOs and service manuals should be available at all times. Technical data for vehicles or vehicular equipment should be current. Any of the following data sources, in printed or digital form, are acceptable: Current TO or commercial manual; printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1®. When conflict occurs between technical data sources, or questions arise about the accuracy of any technical data, repair procedures or replacement parts, other than Air Force-directed inspection criteria, the final decision authority lies with the representative or dealer for the manufacturer of the vehicle or vehicular equipment item in question. Rationale being the manufacturer or their representative should have the latest procedures and parts information available.

2.54.1. Establish and maintain a Technical Order publication file, commonly referred to as a TO Library, accessible to all work centers. The TO Library is managed and inspected in accordance with TO 00-5-1-WA-1, *Air Force Technical Order System*.

2.54.2. Geographically separated work centers should be equipped to access current publications such as AFIs, TO 36-1-191-WA-1, etc., available in printed or digital form to prevent wasted travel time to the central library. The maintenance team lead determines which publications are needed in their work center.

2.54.3. Activities order commercial technical data or TOs when vehicles are received without publications.

2.54.4. Report deficiencies of Air Force technical publications to the 441 VSCOS using AFTO Form 22 in accordance with TO 00-5-1-WA-1.

2.55. Vehicle Management Operating Procedures. Unit level Vehicle Management develop and implement local guidance in the form of Vehicle Management Operating Procedures. Typical Vehicle Management Operating Procedures address: hours of operation, housekeeping, safety, security, fire prevention, minimum essential repairs, quality control procedures, hazardous and solid waste management, pollution prevention procedures and cover location or unit-unique operations. Maintain a master file of the Vehicle Management Operating Procedures in a central location, share drive, etc., readily available to all personnel.

2.55.1. In activities where foreign nationals are employed, bilingual (English and host country language) Vehicle Management Operating Procedures will be established unless the ability to read and comprehend English is a condition of employment for all Vehicle Management employees. **(T-3).** Vehicle Management Operating Procedures may exclude foreign national employee language if the information is not applicable. Verbally brief foreign national employees on Vehicle Management Operating Procedures changes/updates and document briefings until written bilingual versions are available.

2.55.2. Assigned personnel will acknowledge they understand the Vehicle Management Operating Procedures in writing (i.e., electronically, initials or signature, and date). **(T-3).** The acknowledgement should take place within 30 days of arrival and annually thereafter. Additionally, use signature acknowledgement for instruction changes

2.55.3. At a minimum, the Vehicle Fleet Manager or Vehicle Management Superintendent (VFM/VMS) will establish Vehicle Management Operating Procedures for the following: (unless specifically identified).

2.55.3.1. Minimum essential repairs, to include but not limited to prescribing essential repairs to accomplish without written approval. **(T-3).** The VFM/VMS defines/grants the repair authority by vehicle component or dollar value.

2.55.3.2. Quality assurance procedures. **(T-2).**

2.55.3.3. Tool control and accountability procedures. **(T-2).** Refer to **Chapter 5**.

2.55.3.4. Processes for ordering and the control/disposition of Air Force vehicle license plates in accordance with TO 36-1-191-WA-1. **(T-2).**

2.55.3.5. Local commercial internet service provider policy and procedures (if applicable). **(T-2).** Refer to **Chapter 12.**

2.55.3.6. Local Mine-Resistant Ambush Protected (MRAP) vehicle support policy and procedures to include Integrated Maintenance Data Systems use and local support (if applicable). Refer to **Chapter 11**. **(T-2).**

2.55.3.7. Develop policy and procedures for managing and tracking vehicle condition "Waivers." **(T-2).**

2.55.3.8. Establish rules and procedures for the operation of Refueling Maintenance (RFM) shops to include, but not limited to, confined space entry, purging of tanks, grounding of vehicles, when fuel tanks must be drained before working on pumping systems and general safety and spill response requirements. **(T-2)**. Refer to AFMAN 91-203 *Air Force Occupational Safety, Fire, and Health Standards,* for safety related information.

Chapter 3

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

Section 3A—General Information

3.1. Introduction. This chapter establishes instructions for Vehicle Management tasked with a deployment mission, Air and Space Expeditionary Force (AEF) responsibility, War Reserve Materiel management, vehicle deployment tasking and/or supporting range of military operations. Provisions of this chapter apply to direct and indirect mission support to include steady-state, transition to surge, Major Theater War, sustainment and employment and reconstitution operations.

Section 3B—Support Responsibilities

3.2. Air Force Personnel Center (AFPC)/DPW. Sources personnel after receiving operational plan or AEF tasking request from force provider. Adjusts or forwards personnel tasking shortfalls as appropriate.

3.3. Robins AFB Support Equipment and Vehicles Division. Implements procedures to meet obsolete part requirements through reverse engineering when economically feasible. Meet TO shortages for using activities through the use of Enhanced Technical Information Management System.

3.4. The 441 VSCOS. Provides support where possible to expeditionary Vehicle Management.

3.4.1. Assists Component Numbered Air Force (C-NAF)/Component MAJCOM (C-MAJCOM) or deployed Vehicle Management with emergency "reach-back" vehicle tech data support for deployed vehicle maintainers.

3.4.2. Coordinates with bases to source mission capable vehicles after receiving validated tasking requests, (e.g., Assigned and Unassigned Forces, Executive Travel request). Since the 441 VSCOS is not a force provider, Air Combat Command (ACC), as the air component to Joint Staff (JS35), manages the scheduling and tasking of forces (including vehicles) to meet the Combatant Commander's requirements. MAJCOMs who have air component/force provider responsibilities in their respective AOR work directly with the 441 VSCOS to source required vehicle assets.

3.4.3. Manages War Reserve Materiel vehicle assets in accordance with AFI 25-101, *War Reserve Materiel (WRM)*, and this publication. Additionally, 441 VSCOS is a principal member of the War Reserve Materiel Working Group.

3.5. Air Force Installation and Mission Support Center (AFIMSC).

3.5.1. Supports Vehicle Management by providing analysis for and monitoring readiness reporting, force posturing, exploration and execution activities.

3.5.2. Verifies deployment taskings for Secretary of the Air Force (SECAF) retained forces and works with units and MAJCOM/A3s to ensure these forces (personnel and equipment) are postured correctly.

3.6. MAJCOMs.

3.6.1. Program for and source personnel and equipment for intra-command (assigned Combatant Command) missions.

3.6.2. Support MAJCOM Crisis or Contingency Action Teams or equivalent for intra-command missions. Identify, validate and track deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility to MAJCOM leadership as required. Ensure MAJCOM Contingency Action Teams contact the 441 VSCOS for all vehicle sourcing needs.

3.6.3. When instructed, contact the 441 VSCOS for additional vehicle requirements to support operation plans, AEF or Deliberate/Crisis Action taskings.

3.6.4. ACC is the lead command for Air Force Combat Air Forces and manages the scheduling and sourcing of conventional forces for combatant commander's contingency and exercise operations in accordance with AFI 10-401, *Air Force Operations Planning and Execution*.

Section 3C—Vehicle Posturing and War Reserve Materiel

3.7. Vehicle Posturing. Most individual vehicle types are identified with a UF-Series Unit Type Code. Air Force planners require visibility of Mobility/War Reserve Materiel vehicle Unit Type Codes to effectively support Combatant Command requirements. In the interest of providing visibility of Air Force vehicle capabilities, MAJCOMS posture vehicles in accordance with the following guidance:

3.7.1. Prepositioned War Reserve Materiel Vehicles. Validated War Reserve Materiel vehicles on the APSR Asset Inventory Report identified with Use Code "D" are postured with the appropriate "UFW" vehicle Unit Type Code within the Unit Type Code Availability Listing. Centralized vehicle sustainment funding may not be used to support vehicles with Use Code "D" without 441 VSCOS pre-approval.

3.7.2. Mobility Vehicles. Vehicles identified with a use code "A" are postured with the appropriate "UFM" vehicle Unit Type Code within the Unit Type Code availability. All use code "A" and "D" vehicles are postured in Unit Type Code "BLKYR" with a "DW" posturing code.

3.8. Home Station Base-Level and War Reserve Materiel Deploying Activities.

3.8.1. Maintain War Reserve Materiel vehicles according to guidelines established in this chapter, related Air Force TOs, Vehicle Management publications and AFI 25-101.

3.8.2. Comply with the provisions of TO 36-1-191-WA-1, and other shipping instructions as provided by the 441 VSCOS or Robins AFB Support Equipment and Vehicles Division.

3.8.3. Select best, newest and most serviceable and maintainable vehicle(s) for deployment. Ensure each deployment-tasked vehicle has a set of spare key(s) and an assembled spare wheel/tire. Gaining Vehicle Management may waive spare tire requirement. The owning/using organization or Vehicle Management (if user is not available) provides spare wheel/tires. In addition, each commercially designed light and medium duty vehicle and military designed prime mover must have lug wrench(es), jack and jack handle. **(T-2).**

3.8.4. Home station base level Fleet Management and Analysis (FM&A) will maintain accountability of deployed assets and update asset status code. **(T-2).** To maintain accountability, ensure proper documentation and point of contacts are received from the gaining deployed unit. If vehicle is deployed more than 180 days, coordinate transfer of accountability with the 441 VSCOS and gaining unit. Transfers from AFR and ANG must comply with DoDI 1225.06, *Equipping the Reserve Forces.* **(T-0).**

3.8.5. Ship current printed or electronic copy of TO and any other necessary technical data for maintenance with each vehicle, unless directed otherwise by the Combatant Command or the 441 VSCOS. When several vehicles of the same make/model/type deploy as a package, each vehicle should have a complete TO set. This ensures technical data availability if vehicle redistributes, diverts or forward deploys. Tasked unit(s) with only one vehicle TO will ship it or a photocopy if electronic copy is not attainable per the 441 VSCOS's instructions. **(T-2).**

3.8.6. Assemble temporary mission support kits as directed. Affix temporary mission support kits to the vehicle or shipped against the appropriate vehicle's contingency transportation control number.

3.8.7. Take into consideration fuel availability at deployed locations (i.e., Ultra-Low Sulfur Diesel) when determining which vehicle(s) to deploy.

3.8.8. Maintain knowledge of current Designed Operational Capability statement, Operational Plans, Base Support Plan, Base Support and Expeditionary Site planning tool and Unit Type Code Mission Capability statements.

3.8.9. Deploy sufficient skilled personnel and equipment resources to satisfy all contingency wartime and AEF requirements.

3.8.10. Document costs to prepare vehicles, spare parts and tech data for shipment. Units retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

3.8.11. Monitor the Time Phased Force Deployment Data to ensure tasked vehicles are shipped to the correct location on time. For In-Transit Visibility, units will be required to provide the 441 VSCOS with the following information concerning vehicle equipment: Deployment transportation control number (F- Prefixed), Unit Line Number, Unit Type Code, vehicle Asset Identification (ID) and departure and delivery dates within the allotted transit times. **(T-2).** See AFI 24-602V2, *Cargo Movement*, for allotted transit times.

3.8.12. Ensure individual members are trained as required and equipped for contingency operations.

3.8.13. Fill or shortfall personnel operational plans or AEF tasking as appropriate.

3.8.14. Refer to "VFM Pre-Contingency Checklist" for assistance on pre-deployment planning, located on the **VM SharePoint®**.

3.8.15. Home station base-level Vehicle Management must coordinate any vehicle deployment/sourcing requirements to their established Operation Center (i.e., Emergency Operations Center, etc.) routing requirement to their respective MAJCOM Crisis Action Team for validation. **(T-2).** Must courtesy copy the 441 VSCOS on all vehicle "deployment/sourcing requirements" correspondence. **(T-2).**

3.9. War Reserve Materiel Vehicle Storage. War Reserve Materiel vehicles are authorized and maintained separately from the active peacetime vehicle fleet and are normally preserved in storage. In accordance with AFI 25-101, the War Reserve Materiel Working Group evaluates storage and maintenance concepts, while the War Reserve Materiel Manager is responsible for overseeing storage requirements for War Reserve Materiel vehicles assigned to the organization.

3.9.1. Specific storage concepts for Fuels Support Equipment are at the direction of the Global War Reserve Materiel Management office.

3.9.2. Vehicles are stored in active (ready to roll) or inactive (deep stored) categories. For basic planning, the following guidance applies:

3.9.2.1. Active stored vehicles: Vehicles stored outdoors, under partial cover or vehicles required to support initial incoming forces are preserved to Level C as described in TO 36-1-191-WA-1.

3.9.2.2. Inactive stored vehicles: Vehicles are stored in an enclosed building and preserved to Level A storage as described in TO 36-1-191-WA-1.

3.9.3. Vehicles are controlled according to AFI 25-101 as supplemented by owning MAJCOM/NAF.

3.9.4. War Reserve Materiel vehicles are rotated into the active peacetime fleet (where like-vehicle peacetime authorizations exist) to ensure equipment dependability/life cycle management and to equalize utilization.

3.9.5. Develop parking plan for each storage location.

3.9.6. Outside storage areas that are well lit, have adequate drainage and are secured by a chain link or equivalent fence may be used when inside storage cannot be provided.

3.9.7. Exceptions to Storage Policies. Fuel servicing, firefighting, aircraft cargo loaders and certain other vehicles are equipped with systems that should be exercised more frequently. Fully exercise operational systems on these vehicles every 30 days to the maximum extent practicable.

3.10. Contractor Operated Storage. Contractor operated storage is the Air Force standard. Explore the use of military personnel only if local environment and political conditions prevent contract establishment. Vehicle Management and Manpower Office also consider manpower ceilings, contractor availability, cost, location, and duration of storage as governing factors. Assign technically competent (7-level personnel in Air Force Specialty Code (AFSC) 2T3) Air Force vehicle repair technicians as Contracting Officer Representative (COR) and ensure COR-specific training is provided. A technically competent AFSC 2T3(5/7)7 Fleet Management technician should also be assigned as FM&A Subject Matter Expert.

3.11. War Reserve Materiel Manpower Determination. AFIMSC determines War Reserve Materiel manpower requirements.

Section 3D—Transition to Surge/Deployment Preparation

3.12. Home Station Survival. (Refer to VM Guidebook) Deployment and AEF tasking(s) can impact home station operations beyond sustainability.

3.13. Personnel.

3.13.1. Closely review all deployment tasking Mission Capabilities and line-remarks. Obtain current Mission Capability statement information from the Unit Deployment Manager. Contact the Installation Deployment Officer for assistance if Unit Deployment Manager is unavailable.

3.13.2. The Mission Capability statement describes the performance level required by the tasked Unit Type Code. The tasked unit is responsible for ensuring deploying personnel can meet all Mission Capability requirements.

3.13.3. If the unit cannot support the tasking, forward a shortfall request through appropriate channels immediately.

3.13.4. Personnel with AFSCs 2T371 and 2T390 will be prepared to deploy with minimum publications and forms (most current) listed on VM SharePoint® if directed to do so. **(T-3).** Electronic copies (CD, external hard-drives, etc.) are preferable if computer support capable of reading media is available. Refer to Air Force Manual (AFMAN) 17-1301, *Computer Security (COMPUSEC)*, for the use of removable media.

3.13.5. Personnel with AFSC 2T3X7 will be prepared to deploy with an individual tool kit (ITK) consisting of laptop, all-in-one printer/scanner/fax, 30 days of administrative office supplies and current versions of electronic publications and forms listed on VM SharePoint® if specifically directed by line-remarks. **(T-2).**

3.13.6. Mobility processing functions are responsible for ensuring each deploying member has all required individual equipment. Refer to list on VM SharePoint® for suggested individual deployment items member(s) should consider taking.

3.14. Vehicle Sourcing Processes.

3.14.1. Vehicle Process Flow. Go to the VM SharePoint® to view current process flow charts for: "Assigned Forces Vehicle Sourcing," "Unassigned Forces Vehicle Sourcing" and "Executive Travel Vehicle Sourcing." Further guidance is in AFI 10-401.

3.14.2. For all "unassigned forces vehicle sourcing" in response to Request for Forces, C-MAJCOM/AFIMSC sends requests to Force Provider, who forwards request to the 441 VSCOS for sourcing solutions. The Logistics Operations and Civil Engineering Division (AMC/A4O) is the lead for Non-Airborne aircraft loader weapons systems. The 441 VSCOS coordinates with AMC/A4O to provide sourcing solutions for those type assets upon receipt of Request for Forces. For taskings with a required delivery date within 72 hours of notification, the tasked C- NAF/C-MAJCOM develops the sourcing solution if the 441 VSCOS cannot be contacted within one-hour of notification. The tasked C-NAF/C-MAJCOM then notifies the users of sourced vehicles and 441 VSCOS as soon as possible.

3.14.3. In all vehicle sourcing efforts, the 441 VSCOS will coordinate with appropriate MAJCOM(s) to ensure there are no operational impacts as a result of vehicle tasking.

3.14.4. The 441 VSCOS provides tasking and shipping information to VFM/VMS and advises VFM/VMS to contact Unit Deployment Officer or Installation Deployment Officer for specific tasking details/timelines that are not generally passed via non-secure networks.

3.14.4.1. Repair or replace unsuitable vehicles. Notify 441 VSCOS of vehicles that are tasked to deploy and owned under other Unit Type Codes (i.e., Contingency Response Groups, Air Support Operations Groups and other like entities).

3.14.4.2. If not previously notified by the 441 VSCOS of impending taskings, the servicing Vehicle Management contacts the 441 VSCOS to validate the unit identified or non UFXXX-series vehicle shipments.

3.14.5. Funding. For Tasked units, Vehicle Management funds all costs to place vehicles into safe and serviceable condition (refer to TO 36-1-191-WA-1, Chapter 1 and/or manufacturer specifications) and build Temporary Mission Support Kits from their sustainment budgets, unless otherwise provided in the shipping instructions. Units document and retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

3.14.6. Preparation for Shipment: Units ensure their best (newest/most serviceable and maintainable) vehicles are shipped to meet Operation Plans, AEF or range of military operations shipment tasking(s). Rotate vehicles as necessary within the wing to satisfy home station priority needs. Leasing may be required. Accomplish the following steps prior to vehicle shipment:

3.14.6.1. Perform a Limited Technical Inspection using an AFTO Form 91, *Limited Technical Inspection – Motor Vehicle*.

3.14.6.2. Place vehicle in safe and serviceable condition per TO 36-1-191-WA-1, Chapter 1 and/or manufacturer specifications, or per 441 VSCOS instructions.

3.14.6.3. Service vehicle fluid systems or perform scheduled Preventive Maintenance and Inspections and/or Special Inspections if due within 90 days or 10 percent of projected interval standards listed in TO 36-1-191-WA-1 (Tables 3-1 and 3-2) of the required shipment date. Additionally, complete all Time Compliance Technical Orders, Service Bulletins, One-Time Inspections, Manufacturer Recalls and delayed maintenance prior to shipment. Contact the 441 VSCOS and Unit Deployment Manager, Installation Deployment Officer or Installation Deployment Readiness Center for guidance if unable to comply before the shipment date.

3.14.6.4. Must notify the Fuels Service Center to add the vehicle being shipped to the Automated Fuel Service Station lockout listing if vehicle is assigned Vehicle Identification Link Key or other electronic point-of-sale device. **(T-2).**

3.14.6.5. When deploying aircraft refueling vehicles, the losing organization will contact the gaining organization for specific fuel type, filters and/or additives used at the deployed location. **(T-2).** Vehicle Management will install appropriate filters prior to aircraft refueling vehicle's shipment. **(T-2).**

3.14.6.6. Upon satisfactory completion of the Limited Technical Inspection, FM&A prepares a deployment package consisting of: appropriate AF Form 1800, *Operator's Inspection Guide and Trouble Report*, Waiver Card, DD Form 518, *Accident Identification Card*, AF Form 1297, *Temporary Issue Receipt*, Standard Form 91, *Motor Vehicle Accident Report*, copy of the Limited Technical Inspection, and copy of Vehicle Historical Record. FM&A will secure data package and spare keys in cab or operator's compartment for shipment. **(T-3).** If shipped data and/or keys are not readily visible, identify location with a prominently placed label.

3.14.6.7. FM&A personnel will ensure the agency directing the vehicle shipment provides the Emergency and Special Program code, or written approval from the appropriate Transportation Account Code Manager, to charge shipping costs and that this documentation accompanies the vehicle shipping package when the asset is delivered to the Deployment and Distribution Flight. **(T-2).**

3.14.6.8. The VFM/VMS or designated representative performs a final "hands-on" inspection and signs the Limited Technical Inspection prior to release for shipment.

3.14.6.9. Prepped vehicles are delivered to the Cargo Deployment Function, or similar activity, as directed by local policy. Vehicle Management may be responsible for transporting Temporary Mission Support Kits if not affixed to the vehicle. The Installation Deployment Plan will provide additional guidance on air and surface shipment standards and deploying Unit Deployment Manager responsibilities. **(T-3).**

3.14.6.10. Vehicle or vehicular equipment being shipped against time-phased force and deployment data tasking has a contingency transportation control number automatically generated from the Logistics Module in accordance with AFI 10-403, *Deployment Planning and Execution*. The Unit Deployment Manager or Installation Deployment Officer can determine if vehicle tasking is against the time-phased force and deployment data. The transportation control number for a time-phased force and deployment data shipment begins with "FF" when generated correctly.

3.14.6.11. Use the following guidance to ensure correct transportation control numbers have been manually generated if the Logistics Module is unavailable: The transportation control number for each vehicle is built using the Unit Line Number from the time-phased force and deployment data. Contingency Transportation Control Numbers are identified by "$" symbols in the 7th and 8th position of the 17-character data element. Refer to Defense Transportation Regulation 4500.9-R, Part II, *Cargo Movement*, and Part III, *Mobility*, for additional guidance.

3.14.6.12. A Standard transportation control number is created for any vehicle or vehicular equipment not shipped against a time-phased force and deployment data tasking.

3.14.7. Vehicle Management coordinates with the deploying Unit Deployment Manager when a temporary mission support kit is not affixed to the vehicle. Temporary Mission Support Kits shipped with, but not attached to, vehicles move as multi-piece shipments. Ensure pieces are correctly marked (i.e., item 2 of 2) against shipment's contingency transportation control number. Assign the proper priority and Required Delivery Date to all Temporary Mission Support Kits that ship separately. This ensures the kit arrives in time to support the vehicle if needed.

3.14.8. This data is entered into the Cargo Movement Operations System or Global Air Transportation Execution System and initiates In-Transit Visibility through the Global Transportation Network.

3.14.9. Document and retain all transportation control numbers for deploying vehicles and related cargo; monitor all shipments and provide all data to the 441 VSCOS and the gaining unit.

3.14.10. Surface Movement: Do not move vehicles to seaport until contacted by Surface Deployment and Distribution Command with a call forward date.

3.15. Temporary Mission Support Kit. (Refer to VM Guidebook)

3.15.1. Deploying vehicles are shipped with a temporary mission support kit only if approved by higher headquarters or stated as a line-remark on Vehicle Redistribution Order.

3.15.2. Vehicles or vehicular equipment will not be deployed/shipped from an installation without a transportation control number or unit line number and coordination through the servicing Vehicle Management and Installation Deployment Officer or Installation Deployment Readiness Center, as appropriate unless otherwise directed by 441 VSCOS. **(T-2).** MAJCOMs do not have the authority to direct vehicle movements unless coordinated through the 441 VSCOS. Units deliver vehicles to Vehicle Management for a Limited Technical Inspection to ensure suitability for deployment. The VFM/VMS, or designated representative, will inspect and approve each vehicle and documentation package prior to shipment to ensure suitability and compliance with TO 36-1-191-WA-1. **(T-2).** Repair or replace unsuitable vehicles. The 441 VSCOS is notified when vehicles that are tasked to deploy and owned under other Unit Type Codes (i.e., Contingency Response Groups, Air Support Operations Groups and other like entities).

3.16. Tools and Equipment Deployment.

3.16.1. Vehicle Management leadership at all levels should be aware of 2T3XX Unit Type Code tasking(s). This information is available from the Unit Deployment Manager, base-level Readiness Flight or the MAJCOM Logistics Plans and Readiness function.

3.16.2. Tasked units build and deploy tool and equipment kits from host Vehicle Management shop stock as necessary to meet wartime tasking(s) when directed by line-remarks or spelled out in the tasking order. Unit Type Code "UFMXK," Transportation Vehicle Management Support Kit, supports Vehicle Management operations for 30 days. If the UFMXK support kit exceeds 45 days deployed, the tasked Unit Deployment Manager or

Installation Deployment Officer will inquire as to the status of the kit and determine if permanently transferring kit to the deployed locations equipment account is advisable. **(T-3).** The tasked unit clears its equipment account and will seek funding reimbursement through their Resource Advisor to re-constitute shop stock when transferring kits to the deployed location's equipment account. **(T-2).**

3.16.3. Verify required contents with Unit Deployment Manager or Installation Deployment Officer. Access the most current inventory list in the Logistics Module. The Major Command Air Force Forces (MAJCOM AFFOR) staff may add additional items for unique situations. Deliver kits in air transportable tool storage cabinets to facilitate shipping and secured storage at pre-positioned and contingency locations.

3.17. Training. Training may consist of simulated ops and austere hostile environments. Refer to VM Guidebook.

Section 3E—Deployed Location Operations

3.18. Safety. Vehicle Management operations should observe and follow all applicable safety policies and AFMAN 91-203.

3.19. Qualification Training. Initiate immediately if needed. The senior deployed 2T3XX ensures personnel are qualified on available shop equipment, local safety procedures, emergency response actions and assigned vehicle fleet.

3.20. Mission Critical Vehicle List. Each deployed Vehicle Management operation employs a maintenance priority system, which considers current battle conditions and requirements. The deployed VFM/VMS assigns priorities as necessary.

3.21. Materiel Control. See **Chapter 5** for specific Materiel Control functions. Materiel Control personnel can also coordinate with the servicing Contracting Office to establish vehicle parts procurement via local purchase. The C-NAF/C-MAJCOM specifies how to accomplish follow-on spare parts support to the theater of operations. Aggressively follow up with local Expeditionary Logistics Readiness Squadron's Materiel Management function or C-NAF/C-MAJCOM to establish contact with the appropriate Supply Chain Operations Group.

3.22. Fleet Management and Analysis (FM&A).

3.22.1. A 2T3X7, or qualified vehicle maintenance technician, is responsible for work order preparation and ensuring vehicle repairs are accomplished consistent with priorities established by the VFM/VMS.

3.22.2. All maintenance performed on vehicles requires documentation and reporting in accordance with established current policies and procedures.

3.22.3. Establish a vehicle control point upon arrival at a forward operating location. The vehicle control point's primary function is to establish and maintain accountability for the base vehicle fleet as soon as possible. Vehicle fleet size is controlled by Authorization Standard 034 and/or vehicle sets identified in the "Force Module Construct."

3.22.4. Establish a Vehicle Control Official program at enduring locations in accordance with this AFI.

3.22.5. Manage fleet in accordance with this AFI and higher headquarters direction.

3.22.6. Create and maintain a tracking system for all commercial rented/leased vehicles. At a minimum, the system contains: license/tag number, rental/lease date, rental/lease length, owning/using organization, monthly rental/lease cost, monthly miles traveled, fuel consumption by fuel type, Preventive Maintenance and Inspections and Special Inspection intervals. All commercial lease data will be reported to 441 VSCOS quarterly per 441 VSCOS instructions. **(T-2).**

3.22.7. Create a contingency vehicle Minimum Essential Level and Vehicle Priority Recall Listing if not already established. If both listings are already in place, review for accuracy and update if required. Route vehicle Minimum Essential Level and Vehicle Priority Recall Listing to Expeditionary Mission Support Group Commander for final approval. Brief vehicle Minimum Essential Level and Vehicle Priority Recall Listings purpose and procedures to Vehicle Control Officials and to unit commanders as needed.

3.23. Reporting Requirements. Host C-NAF/C-MAJCOM, the 441 VSCOS or other Air Force agencies may require information for decisions necessary to support a deployed unit.

3.24. Facilities.

3.24.1. Facilities at forward operating locations may consist of host nation buildings, expandable structures, tents, or other appropriate mobile units. Vehicle Management facilities support Preventive Maintenance and Inspections, Special Inspections, unscheduled and intermediate levels of maintenance. Care needs to be taken in planning to include utilities (electric and water), wash facilities, exhaust ventilation and a compressed air source. Refer to VM Guidebook and AFMAN 32-1084, *Facility Requirements*, for space authorization.

3.24.2. A separate facility for refueling vehicles is highly desired. Some contingency locations may not have the capability to establish a separate Refueling Maintenance facility. Those operating locations may combine maintenance operations. Conduct combined maintenance operations under strict adherence to the following guidelines:

3.24.2.1. Applies only to vehicles transporting diesel or aviation fuel.

3.24.2.2. Properly train all assigned personnel in fuels management safety procedures.

3.24.2.3. Maximum of one fuel truck inside shop at any time. Repairs and service are limited to the actual prime mover only (chassis, exterior, drive train, etc.).

3.24.2.4. Properly ground vehicle using the vehicle's static discharge grounding reel.

3.24.2.5. Personnel are prohibited from smoking, producing spark or flame within 50 feet of vehicle or shop area. **(T-0).** Do not open a truck or trailer mounted refueling system inside the main shop. Accomplish refueling system repairs in designated area/shop.

3.24.2.6. Drain refueling system's fuel storage tank as much as possible prior to entering shop to reduce mass spill potential. If draining the storage tank/system is not possible, and before entering the shop, ensure fuel system is completely closed and there are no leaks. Comply with all installation spill containment procedures.

3.25. Tools and Equipment. Deployed vehicle maintenance facilities are stocked with tools and equipment from the Unit Type Code UFMXK, Vehicle Management Support Kit. The design of this Unit type Code is to provide non-consumables support for maintenance operations at a bare base location up to 30 days. If the Unit Type Code is not present at the deployed vehicle maintenance facilities, the VFM/VMS should contact local Deployment and Distribution Flight, Air Terminal Operations Center, Reception Control Center, C-NAF/C-MAJCOM to determine the Unit Type Codes actual location. If known, the transportation control number expedites tracking efforts.

3.26. Parts Organization. Assorted vehicle parts may be on hand from vehicle Temporary Mission Support Kits and/or Unit Type Code UFMXK packages. It is imperative to inventory and organize all parts as soon as possible. All parts must be loaded in the FMIS Warehouse Module, and secured any time the shop is unoccupied. **(T-2).**

3.27. Organizational Maintenance. Increased level of operator maintenance is essential during wartime. Although viewed as an expanded role of operation in a battlefield reality, the vehicle mechanic continues to perform the bulk of the intermediate maintenance workload. The owning/using organization's Vehicle Control Official and the local VFM/VMS determine the scope of increased operator maintenance and level of maintenance support (e.g., parts, tools, etc.).

3.28. Mobile Maintenance. (Refer to VM Guidebook) The number of Mobile Maintenance vehicles needed depends on size and scope of operation, mission, location and threat.

3.28.1. On-scene support is the goal of this concept. When implemented, posture Mobile Maintenance Vehicle Management personnel in key areas throughout the base to provide quicker response to major users as well as dispersed Vehicle Management assets. An example may be positioning a Mobile Maintenance vehicle at or near an aircraft ramp area in support of airfreight or aircraft maintenance vehicles if a permanent outlying shop cannot be established and/or fully manned.

3.28.2. Ensure Mobile Maintenance vehicle fuel tank level is always maintained above ½ tank. Fuel shortages, enemy action or increased Force Protection Condition may interfere with resupply actions.

3.29. Vehicle Recovery. Ground Transportation normally provides this service, though local determination may direct Vehicle Management to accomplish this task. Ensure only qualified personnel operate wreckers if local guidance requires Vehicle Management to perform this function.

3.30. Minor/Intermediate Maintenance. If a maintenance capability does not exist at deployed locations, establish minimum essential maintenance capability using the following guidelines:

3.30.1. Perform Preventive Maintenance and Inspections as required. Special inspections are performed only when capability exists and operational mission tempo allows.

3.30.2. Unscheduled maintenance is accomplished at dispersed locations prior to the onset of hostilities, to the maximum extent.

3.30.3. Extensive use of cannibalization may be required to compensate for parts shortages and the uncertainty of resupply.

3.31. Repairs Which Exceed Local Capability. Contact C-NAF/C-MAJCOM for assistance when repairs exceed local capability (including other military and contract sources) for possible assistance within the same Area of Responsibility (AOR). When vehicle redistribution may be required to satisfy mission need, C-NAF/C-MAJCOM may contact 441 VSCOS for assistance.

3.32. Battle Damage Assessment. Report all battle damage assessments through the appropriate channels and relay to the installation leadership. Fast and accurate damage assessment is the key to critical decision making. Refer to TO 36-1-181, *Recovery and Battle Damage Assessment and Repair*, for additional reference information.

3.33. Vehicle Triage. Vehicle triage is the process of establishing maintenance priority based on damage assessment when more than one vehicle is disabled and conducted on vehicle types with an established Minimum Essential Level. (Refer to VM Guidebook)

3.34. Destroyed Vehicle Replacement. Conventional, chemical, biological, radiological or nuclear weapons may destroy or render vehicles unusable during combat. Must rotate vehicles from lower to higher priority authorizations to maintain base operations. **(T-3).** Leasing may be required to fill shortages. Contact the 441 VSCOS to obtain replacement vehicles if necessary.

3.35. Maintaining Other Government Motor Vehicle Conveyances in Contingency Environments. Owning/using organizations should maintain Other Government Motor Vehicle Conveyances and non-Accountable Property System of Record reportable low-speed vehicles by qualified local repair facility or business. Vehicle Management may provide service and maintenance actions to these assets if qualified local repair facility or business is unavailable or there are security concerns.

3.36. Continuity. At enduring locations, vehicle management personnel must establish continuity books, folders, files, etc. as appropriate for the location. **(T-3).** Continuity is the key to a seamless transition for rotating personnel. Confusion over local/unique Vehicle Management procedures can create delays in personnel departure, cause inefficient repair operations and hamper mission accomplishment. Sample information is on the <u>VM SharePoint®</u>, Air Combat Command/ United States Air Forces Central Command (ACC/USAFCENT) Contingency Units folder.

3.37. Contaminated Environment Operations. Detailed guidance for Vehicle Management operations in a chemical, biological, radiological, nuclear, and high-yield explosive environment are contained in AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, and Nuclear, (CBRN) Environment.*

3.38. Contamination Control Team. Unit team activation is not normally required for wartime immediate and operational levels of decontamination. Additional guidance is contained in AFMAN 10-2503.

3.39. Hazardous Material. Will coordinate with the Civil Engineering Environmental Section and HAZMART Pharmacy for the purchase of hazardous material and waste storage containers if the site is to remain open more than 30 days. **(T-3).** Units stationed or deployed in the European Command (EUCOM) AOR must comply with hazardous material and hazardous waste programs established under DoD 4715.05G, DoD *Overseas Environmental Baseline Guidance Document*, and the final governing standards for specific countries in the EUCOM AOR. **(T-0).**

Additionally, units preparing or moving hazardous material or hazardous waste on or crossing public roads must follow USAFEI 23-104, *USAFE Command Dangerous Goods Program*. **(T-2).** Units should contact the U.S. Air Forces in Europe & Air Forces Africa, Command Dangerous Goods Program (USAFE-AFAFRICA/A4/CDGP) office manager for country specific guidance on moving hazardous material over roads in the EUCOM AOR.

3.40. Forward Vehicle Deployment. Forward vehicle deployment refers to moving vehicles from one operating location to new or captured bases. The unit may have minimal response time to meet forward deployment tasking(s). New or captured bases operate with minimal support functions. It is imperative that the best vehicles and equipment forward deployed. To ensure full mission capability; the following vehicle shipment standards apply:

3.40.1. Perform a Limited Technical Inspection and service all fluid systems. Vehicle must be safe and serviceable and be able to perform assigned mission with no or very minimal support. **(T-2).** Ship vehicle with an assembled spare wheel/tire and all applicable TOs if available. Commercially designed light and medium duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handle. **(T-3).**

3.40.2. Assemble temporary mission support kit as directed.

3.40.3. Secure TOs (electronic TOs) and spare key(s) in cab or operator's compartment. If keys are not readily visible, identify location with a prominently placed label.

Section 3F—Reconstitution

3.41. Personnel (Home Station).

3.41.1. Training. Evaluate training status after personnel have returned to home station. Initiate training for any appropriate areas. Ensure all personnel supporting operation plans and AEF tasking(s) can fulfill Mission Capability statement requirements.

3.41.2. Reporting. Accurately report status of all personnel Unit Type Codes in the Air and Space Expeditionary Force Reporting Tool in accordance with AFI 10-201, *Force Readiness Reporting*. Reflect training status and skill level concerns in the comments section. Reporting in Defense Readiness Reporting System does not fulfill Air and Space Expeditionary Force Reporting Tool reporting responsibilities.

3.42. Vehicles (Deployed Location).

3.42.1. VFM/VMS. After the initial phase of all contingencies, the deployed VFM/VMS implements responsibilities outlined in **Chapter 2** and **Chapter 3** of this instruction at the deployed location. When the deployed LRS does not have a VFM/VMS assigned, the senior ranking military member with AFSC 2T3XX assumes those duties.

3.42.2. Accountability. FM&A will maintain accountability of all vehicles redeploying from closing locations. **(T-2).**

3.42.3. Disposition Authority. The 441 VSCOS is the decision authority for all non-tactical vehicles that require disposition. Units will submit request and receive disposition instructions through the Transaction Request Tool. **(T-2).** For the Air Forces Central Command (AFCENT) AOR, forward disposition requests to the USAFCENT/A4R: **AFCENTA4RVShawDistro@afcent.af.mil** for forwarding to the 441 VSCOS.

3.42.4. Defense Logistics Agency-Disposition Services Procedures. Contact Regional or Zone DLA-Disposition Services Manager for processing guidance after approving vehicle(s) for DLA-Disposition Services. Contact the 441 VSCOS for assistance with locating Regional or Zone DLA-Disposition Services Manager for the current theater of operations. If Defense Logistics Agency-Disposition Services representation is not able to assist with disposal, the 441 VSCOS directs disposal in accordance with DoD 4160.21-M, *Defense Materiel Disposition Manual, Defense Logistics Agency-Disposition Services*, Chapter 8, Abandonment or Destruction.

3.42.4.1. FM&A forwards a copy of Defense Logistics Agency-Director of Staff issued DD Form 1348-1A, *Issue Release/Receipt Document,* for each approved asset to the 441 VSCOS.

3.42.4.2. Refer to DoD 4160.21-M and **http://www.dla.mil/DispositionServices.aspx** for more guidance.

3.43. Vehicle Deployment Processing. Refer to VM Guidebook for vehicle-processing requirements and documents for deployments. Must process vehicles permanently shipped via the Transaction Request Tool. **(T-2).**

Chapter 4

FLEET MANAGEMENT & ANALYSIS

Section 4A—General Responsibilities.

4.1. FM&A is responsible for the efficient and economical operation and maintenance of fleet vehicles. The element is also responsible for fleet accountability, management and maintenance analysis, preventative maintenance, special inspections, scheduling, and the vehicle control program. Reference **paragraph 2.18** for specific responsibilities.

4.1.1. Capture, process and use FMIS data as prescribed in the M&U Guidebook. (Refer to M&U Guidebook)

4.1.2. Manage Vehicle Status codes as defined in **Table 4.1, Authorized Vehicle Authorization Standard Codes,** and request status code updates as required through the Transaction Request Tool.

4.1.3. A quick reference listing of reoccurring FM&A actions, requirements and reports is available in the VM Guidebook.

Table 4.1. Authorized Vehicle Authorization Standard Codes.

Authorization Standard Code	NOMENCLATURE	DESCRIPTION
010	Vehicle Fleet (Registered)	Used to identify authorizations for Air Force owned vehicles.
011	Local Purchase	Used to identify requirements locally procured and overseas for indigenous operations.
012	Vehicle Fleet (Leased)	Used to identify authorizations for Air Force leased vehicles.
013	Vehicle Fleet (Registered) Approved Requirements "Pending Funds."	Used to identify approved requirements "Pending Funds." Fleet Management & Analysis does not rotate vehicles to/from AS 013. Assets may be assigned, at the discretion of 441 VSCOS. When funds are secured, the authorization is converted to the appropriate AS. These authorizations are reviewed after two years and subject to deletion if not funded.
014	Vehicle Fleet (Registered) Project Task Force / Site Activation Task Force Approved Requirements "Pending Funds"	Used to identify approved Project Task Force / Site Activation Task Force requirements "Pending Funds." Fleet Management & Analysis does not rotate vehicles to/from AS 014. Assets may

		be assigned, at the discretion of 441 VSCOS. When funds are secured, the authorization is converted to the appropriate AS. These authorizations are reviewed after two years and subject to deletion if not funded.
025	Incidental Property in Place of Performance	Government furnished property provided to a contractor that is joint use between the government and the contractor to operate.
034	Vehicle Fleet (Contingency)	Used to identify authorizations for contingency support.
035	Integrated War Reserve Materiel	Used to identify Air Force Owned War Reserve Material requirements integrated with the peacetime fleet. War Reserve Material funds sustain assets assigned to this AS.
037	Vehicle Fleet (Air Force provided and replaced contractor Support)	Used when Air Force vehicles are Government Furnished Property to a contractor and are replaced by the Air Force.
041	Vehicle Fleet (Homeland Defense-Civil Support)	Used to identify authorizations supporting Homeland Defense-Civil Support. These vehicles may be government owned or leased. Reviewed annually.
045	Special Retention Authority (End of Life)	Used for surplus asset(s) to retain until its end of life. These assets are not programmed for replacement and are subject for redistribution.
048	Special Retention Authority (Surplus)	Used for surplus assets not needed due to decreased requirements (Vehicle Validation, BRAC, etc.) or replacement vehicle received. These assets are not programmed for replacement and are candidates for redistribution/ disposal/resale.
049	Research Development Test and Evaluation Support Vehicles	Used to identify authorized Air Force owned registered vehicles or leased requirements specifically to support Research, Development, Test and Evaluation projects unique to a test effort. Use Research, Development, Test and Evaluation funds (3600, etc.) to replace these assets.

051	Air Force Vehicles for Non-Air Force Activity (Air Force provided but not Air Force replaced contractor support)	Used when Air Force vehicles are Government Furnished Property to a contractor and are replaced by the contractor.
052	Vehicle Fleet (Non-AFVM Procured/Replaced)	Used to identify authorized Air Force owned vehicles that are procured and programmed to be replaced by an entity other than the 441 VSCOS.
054	Special Project Vehicles	Used to identify authorizations supporting an approved special project or program, including contingency support, crisis action/Humanitarian Aid Disaster Relief response, etc. These authorizations are reviewed after one year. Approval beyond the termination date requires justification or the authorization is subject for deletion.
055	DEPOT Support Vehicles	Used to identify authorized Air Force owned or leases vehicles requirements to support DEPOT operations. Procure and replace assets with DEPOT funds (DMAG/4930, etc.)

Section 4B—-Additional FM&A Guidance and Program Management Responsibilities.

4.2. Vehicle Authorization Change Request.

4.2.1. Reviews, validates base user requirement and submits authorization change request to the 441 VSCOS via the LIMS-EV, Vehicle View Authorization Validation tab for final approval. (Refer to VM Guidebook) Answer authorization questions (AF Form 601, *Equipment Action Request*), and apply business rules. If there is not a clear owned or lease authorization determination, the requesting unit works with their local Vehicle Management to accomplish a Cost Benefit Analysis (CBA) to help make the final determination. FM&A must upload all documentation into LIMS-EV for authorization validation along with the other 601 supporting documents. **(T-2).**

4.2.1.1. The VFM is the vehicle authorization review authority for the installation and will recommend increases or decreases in vehicle authorizations. **(T-2).** Only the minimum number of vehicles necessary to support the mission may be authorized.

4.2.1.2. Vehicle Management personnel assigned the LIMS-EV Vehicle View base user role, act as the VFM delegate for any authorization change request submissions. The 441 VSCOS uses the submitter's digital signature/portal ID as the approval source document within LIMS-EV, Vehicle View to make changes and updates to the Accountable Property System of Record.

4.2.2. Vehicle authorizations are not authorized in regards to pay-grade, prestige, personal convenience or to individuals.

4.2.3. Process authorization requests applicable to USCENTCOM AOR through USAFCENT/A4RV, in accordance with USAFCENT VM Pamphlet 24-302.

4.2.4. Requests to increase vehicle fleet size must support a verifiable mission change with Air Force directives (e.g., Operational Plans, Provisional Plan, Executive Order, Fragmentary Order, base layout, operation moved to a different location on base, added a ramp, etc.). **(T-2).**

4.2.5. Functional communities must fund the initial procurement of newly approved vehicle requirements and advocate additional funding in the out-years of the Program Objective Memorandum for increases in vehicle buy replacement dollars. **(T-2).** 441 VSCOS approves a 013/014 authorization for traceability on substantiated requirements and when funding is not initially secured. Refer to **Table 4.1** for additional guidance.

4.2.5.1. Vehicle Management obtains sample military interdepartmental purchase requests (MIPR) from 441 VSCOS and provides MIPR and instructions to requesting unit RA/FM for completion. Complete one MIPR per National Stock Number request.

4.2.5.2. Vehicle Management forwards completed MIPR to 441 VSCOS for processing after validation of authorization and asset is procurable.

4.2.5.3. The 441 VSCOS works with Robins AFB Support Equipment and Vehicles Division to complete order.

4.2.6. The 441 VSCOS coordinates with Robins AFB Support Equipment and Vehicles Division, the base fleet manager and the functional user to validate current inventory does not meet customer needs. If there are no assets within the inventory to meet customer needs, the 441 VSCOS submits a cataloging request to Robins AFB Support Equipment and Vehicles Division.

4.2.6.1. Offset authorization(s) must be equal to or greater than the purchase price of the request's authorization(s). **(T-2).** Use LIMS-EV Vehicle View authorization/program price list for comparison regardless of whether the authorization is for a government owned or lease vehicle.

4.2.6.2. Offset authorization purchase price for a more fuel efficient or similar/smaller size/type authorization is not a consideration in offsetting the current authorization.

4.2.7. Do not resubmit disapproved 441 VSCOS authorization requests for one year, unless requester submitted an appeal. Appeal must provide new/additional justification not previously considered (e.g., U-Drive It requests, commercial rentals, mission changes). **(T-2).**

4.2.7.1. AF/A4L is the appeal authority for all disapproved requests. The host unit staffs appeal of the disapproved vehicle authorization request to the AF/A4LR within 60 days of the 441 VSCOS decision. AF/A4LR consults directly with 441 VSCOS for challenge resolution. As the final decision authority, the AF/A4LR notifies the submitting unit of the appeal disposition.

4.2.7.2. The 441 VSCOS retains copies of all justifications for vehicle authorizations. LIMS-EV Vehicle View is the primary repository for all authorization request.

4.3. Vehicle Lease and Rental.

4.3.1. Short-Term Leases/Rentals. Short term leases/rentals for Non-Tactical Vehicles do not exceed 120 days in accordance with DoDM 4500.36.

4.3.1.1. Air Force activities may short-term lease/rent vehicles to satisfy temporary peak loads, unusual requirements, or emergencies. The LRS Commanders or equivalents may authorize these types of actions to meet peak workloads and unusual or emergency requirements. Host/local VFM specifies the vehicle type, quantity and anticipated duration of the rental/lease. Do not use this authority to provide transportation for normal or routine purposes when other fleet vehicles are available.

4.3.1.2. Activities will use GSA short-term rental program when economically advantageous to the Air Force or will keep non-availability certification documents for the duration of the lease period. **(T-2).**

4.3.1.3. Consecutive short-term rentals/leases are not authorized (monitored by host FM&A).

4.3.2. Long-Term Leases. In accordance with DoDM 4500.36, long-term leased are those leased more than 120 consecutive days and are used to fill approved Accountable Property System of Record vehicle authorizations. Use GSA fleet leasing when required size/class vehicles are available. Commercial leased vehicles are not obtained from the GSA fleet.

4.3.2.1. Vehicles must be the same type and class as the assigned authorization and be the minimum body size and have the maximum fuel efficiency (highest miles per gallon rating) that meet mission needs in accordance with DoDM 4500.36. **(T-0).**

4.3.2.2. GSA leased vehicles are normally "wet" leased, meaning fuel and maintenance are provided per terms of lease. GSA approved local vendors perform all maintenance on GSA vehicles. If GSA approved vendor is not available within local area, Vehicle Management may submit a request to perform maintenance on GSA leased vehicles. Requests are submitted to the 441 VSCOS and approved by AF/A4LR prior to any maintenance actions being taken.

4.3.2.3. If a GSA fleet vehicle is not available, units may lease motor vehicles from a commercial vendor when any one or more of these conditions exist (approved by host VFM).

4.3.2.3.1. An Economic Analysis (EA) verifies a cost benefit to the government. Reference AFI 65-501 and DoDM 4500.36, Appendix 2, for EA requirements and procedures.

4.3.2.3.2. Vehicle support is required due to unforeseen or unscheduled events which are unsupportable with existing vehicles on-hand and cannot wait for acquisition through normal procurement.

4.3.2.3.3. Local laws or Status of Forces Agreements prevent using government vehicles.

4.3.2.4. If leasing agency (GSA or commercial) does not have the appropriate size/class vehicle available, a smaller or larger class vehicle may temporarily substitute if there is no additional cost to the government, and not to exceed 120 days without local /host VFM coordination and approval. Host VFM will obtain non-availability statement from leasing agency and retains until the lease terms are over and the vehicle has been returned. **(T-2).**

4.3.3. Rental/Lease Funding.

4.3.3.1. Short-term lease and rental funding is a responsibility of the requesting/using unit.

4.3.3.2. Use AF Form 9, *Request for Purchase*, or Government Purchase Card (GPC). where guidance allows, to execute. FM&A retains copy of validated AF Form 9 or related GPC documents.

4.3.3.3. Long-term leases are funded by the Headquarters Air Force LOG/LRS Panel using centralized lease funding administered by the 441 VSCOS or by the requesting/using unit. The servicing Vehicle Management determines funding origination with 441 VSCOS assistance as requested.

4.3.3.4. If using LOG Panel/LRS source funding, the requesting/using unit works with their functional community Program Element Manager, who works with the LOG Panel Program Element Monitor to transfer funding across the Future Year Defense Program to the centralized funding line of accounting. Must accomplish this entire process prior to leasing vehicles or moving GSA vehicles to "Billing Office of Account Code 5738SY." **(T-2).**

4.3.3.5. All leasing of passenger carrying vehicles occurs through the LRS and is approved by local/host VFM.

4.3.3.6. Must charge vehicle leases/rentals to the O&M funds of the installation the Medical Treatment Facility supports, or as directed by AF/A4LR. **(T-1).** Medical Treatment Facilities are not authorized to establish vehicle lease/rental outside of those established by the installation. All vehicle requirements, whether lease/rental or purchased, are the responsibility of AF/A4LR.

4.4. Additional Guidance.

4.4.1. All lease or rental vehicles and vehicular equipment operate under the same manner prescribed for Air Force-owned vehicles unless otherwise specified in the contract.

4.4.2. Acquiring, renting or leasing foreign made buses. The Federal, *"Buy American Act of 1933,"* requires that armed forces must procure U.S. manufactured buses. **(T-0).** The following exceptions exist:

4.4.2.1. U.S. manufactured bus use is not economical or in the best interest of the U.S. Government. Submit waiver request to the 441 VSCOS for permission to rent or lease foreign manufactured bus.

4.4.2.2. U.S. manufactured bus is not available to meet requirement timeline. Submit waiver request to the 441 VSCOS for permission to temporarily use foreign manufactured buses. The length of the rental or lease contract agreement must not exceed anticipated delivery date of U.S. manufactured buses. **(T-2).**

4.4.2.3. Foreign manufactured buses are available at no direct or indirect acquisition cost to the U.S. Government.

4.4.2.4. Lease or procurement of indigenous foreign buses are necessary to comply with Force Protection/Anti-Terrorism mission/personnel transportation security requirements in vulnerable operating regions/locations. In these cases, process a waiver to Defense Federal Acquisition Regulation Subpart 225.7004 through the Air Force Installation Contracting Agency for approval.

4.4.3. GSA lease vehicles will not have modifications, add-on equipment or additional markings without prior approval from GSA Field Service Representative and the 441 VSCOS in accordance with GSA policy. **(T-0).** Seek approval from the leasing agency for commercial leases. All markings will be in accordance with TO 36-1-191-WA-1. **(T-2).**

4.4.4. The class/size of passenger vehicles, short term leased/rented to support the visit of an Air Force or DoD official, can be the same as that normally authorized to that official. The class of passenger vehicles leased in support of non-DoD officials, including those from foreign countries, are the same as that normally authorized to a DoD official of comparable rank in accordance with DoDM 4500.36.

4.4.5. Install radio or telecommunication equipment as specified in the vendor's contract or agreement.

4.4.6. Air Force Office of Special Investigations leased vehicle log is maintained by the Air Force Office of Special Investigations fleet manager.

4.4.7. Insurance Coverage and Maintenance for Rented/Leased Vehicles.

4.4.7.1. For hire solicitations and resulting contracts, provide insurance coverage as prescribed by applicable portions of the Federal Acquisition Regulations (Refer to **https://www.acquisition.gov/**). Unless the rental/lease company requires purchasing insurance, rented/leased vehicles are obtained with the Air Force providing self-insurance.

4.4.7.2. The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties. The Federal Tort Claims Act covers third party claims arising from federal employee negligence in the operation of government-furnished vehicles.

4.4.8. Host/Servicing Vehicle Management reviews, validates and processes all lease and rental requests for all installation activities. Units with new lease or rental request will coordinate and process their requirements through the host/servicing vehicle fleet management activity. **(T-2).** FM&A coordinates or maintains the following lease/rental tasks:

4.4.8.1. Coordinates with contracting to ensure vehicles are not rented/leased without prior validation, regardless of funding source. The LRS Commander or equivalent coordinates on all rental/lease requests prior to submission to contracting with the exception of Air Force Office of Special Investigations.

4.4.8.2. Maintains a log of all rentals/ leases. The log lists each purchase request in numerical sequence and the reason for its initiation. At a minimum, the list includes the using activity, the lease start/end times, total lease duration, and cost.

4.4.8.3. Will report all commercial lease data quarterly per 441 VSCOS instructions. **(T-2).**

4.4.8.4. Verifies vehicle rental/lease charges at termination.

4.5. Performing Analysis. (Refer to VM Guidebook) FM&A is the focal point for collecting, storing, analyzing and correcting vehicle data used for analysis.

4.6. Interservice Vehicle Support. DoD components use Interservice support when economically feasible, without impairing mission effectiveness. DoDI 4000.19, *Support Agreements*, implements policy concerning interservice support. Interservice support arrangements protect DoD components from assuming any liability for personal injury or property damage caused by any vehicle while it is in the custody of the current user.

4.7. Managing Vehicle Control Program.

4.7.1. FM&A personnel will develop a training plan and thoroughly train newly appointed Vehicle Control Officials on their duties. **(T-2).** At a minimum, the training includes:

4.7.1.1. Introduction to duties. See **Chapter 9.**

4.7.1.2. Use and disposition of Operator's Inspection forms and Waiver Card.

4.7.1.3. Vehicle turn-in and pick-up procedures.

4.7.1.4. Vehicle "add-on" and "modification" policies.

4.7.1.5. Vehicle accident/abuse program.

4.7.1.6. Vehicle marking and license plate program.

4.7.1.7. LIMS-EV, Vehicle View familiarization.

4.7.1.8. Installation idling policy.

4.7.1.9. Short term leasing.

4.7.1.10. New authorization request requirements.

4.7.1.11. The Minimum Essential Level/Vehicle Priority Recall Listing.

4.7.1.12. Monthly M/H/U/K submissions to FM&A.

4.7.2. New Vehicle Control Officials must receive training, knowledge test and requires a 70 percent test score or higher to pass. **(T-3).** Download sample test from the VM SharePoint®. FM&A personnel may modify test to meet local requirements.

4.7.3. Associate units will participate in the Vehicle Control Program. **(T-3).**

4.7.4. FM&A will conduct Vehicle Control Official meetings at least once a year. **(T-3).** Topics may include: preventative maintenance, official use guidance, safety, operator care and any other information deemed necessary by Vehicle Management.

4.8. DoD Fleet Card Program and Account Management. Refer to **Chapter 13.**

4.9. Processing Commercial Sales Slips. (Refer to VM Guidebook) Vehicle Management establishes filing and retention procedures for commercial sales slips as it pertains to the tracking of expenditures, warranties and vehicle historical repair documentation.

4.10. Vehicle Custodian Responsibilities.

4.10.1. Vehicle custodians have an inherent responsibility for the management of assigned property. Air Force vehicles are accounted for using the APSR Asset Inventory Report.

4.10.2. The LRS Commander or equivalent appoints in writing the VFM/VMS, or representatives from FM&A, as primary and alternate vehicle custodians for their vehicle accounts. Forward appointment letter to the 441 VSCOS.

4.10.3. Vehicle Custodians will comply with all processes outlined in the Vehicle Management Guidebook. (Refer to VM Guidebook) **(T-2).**

4.10.3.1. Must verify data on the APSR Asset Inventory accurately represents vehicle information and quantities. **(T-2).**

4.10.3.2. Ensure all vehicle accounts are inventoried and signed annually. Use "floor to book" and "book to floor" process to accomplish the inventory. The LRS Commander or equivalent reviews and signs APSR Annual Inventory after it is signed by the custodian. Forward signed inventory to the 441 VSCOS.

4.10.3.3. Maintain a custodian folder for each account under their responsibility with contents described below: **(T-2).**

4.10.3.3.1. Tab A – Custodial Delegation, such as the appointment letter.

4.10.3.3.2. Tab B – APSR Annual Inventory.

4.10.3.3.2.1. Current signed accountable document with original or CAC signatures from either the Primary or Alternate custodian and the organization commander.

4.10.3.3.2.2. Memorandums from LRS/Organizational Commanders to the 441 VSCOS requesting for extension to current annual accountable document inventory requirements, if applicable.

4.10.3.3.3. Tab C – Provide Master Vehicle Reports

4.10.3.3.3.1. Current signed copy of Master Vehicle Report from each Vehicle Control Official.

4.10.3.3.3.2. Designed Operational Capability statement (Unclassified) from each organization having vehicle mobility requirement(s). Statements reflect vehicle Unit Type Code and quantity supported.

4.10.3.3.4. Tab D – Information File.

4.10.3.3.4.1. Any host wing Memoranda of Agreement or Memoranda of Understanding pertaining to Vehicle account, if applicable.

4.10.3.3.4.2. Copy of Report of Survey document. Maintain until asset is removed and new APSR Annual Inventory reflecting quantity change is in file.

4.10.3.3.4.3. Copy of current and previous Fleet Management Decision Support System questionnaire.

4.11. Vehicle End-Of-Life Determination. (Refer to VM Guidebook) Vehicle end-of-life is a vehicle's replacement eligibility based on the calendar year value (e.g., 2012, 2013, etc). Vehicle end-of-life values are available in LIMS- EV Vehicle View. Click "Status" and select "Requirements." View by searching on Asset ID or any other asset attributes. The LIMS-EV, Vehicle View, End-of-Life model was designed using similar civilian industry methodology. The End-of-Life model provides "flat line depreciation" and "sustainment costs" dynamic modeling for individual assets.

4.12. Maintenance Actions on Fuel Support Equipment. The prime pieces of Fuel Support Equipment identified below are identified for "maintenance tracking purposes only" in APSR. All maintenance actions to include labor, parts, accident and contract maintenance costs are entered.

4.12.1. The sustainment of hoses/kits and assorted support equipment "kits" are the responsibility of the Fuels Management, unless waived by AF/A4LE - Fuels Management. Fuel Support Equipment will not be supported by Vehicle Management Centralized Sustainment Funding. **(T-2).** The Refueling Maintenance section will maintain the prime pieces of Fuel Support Equipment identified below: **(T-3).**

4.12.1.1. R-18 Pumping Unit

4.12.1.2. R-19 Filter Separator

4.12.1.3. R-20 Servicing Platform

4.12.1.4. R-21 Tri-con (see **paragraph 4.12.2**)

4.12.1.5. PMU-27 Trailer mounted Pump Module

4.12.1.6. R-14 Air Transportable Hydrant Refueling System

4.12.1.7. R-22 Fuels Transfer Pump

4.12.1.8. Aerial Bulk Fuel Delivery System

4.12.1.9. Forward Area Manifold Cart

4.12.1.10. Tactical Automated Service Station

4.12.1.11. FFU-15 Filter Separator

4.12.1.12. Hydrant Defuel Cart

4.12.1.13. MH-2 Hosecart

4.12.2. Items contained in the R-21 Tri-Con listed below are consider to be part of the prime when in operation, and Refueling Maintenance provides maintenance as such. However, the Fuels Management activity maintains all other items contained in the R-21 Tri-Con, such as hoses/kits and assorted support equipment "kits."

4.12.2.1. Pressure Relief Valve

4.12.2.2. Fill Stand Skid

4.12.2.3. Additive Injector

4.12.2.4. Turbine Meter

4.12.2.5. Basket Strainer

Section 4C—Vehicle asset IDs, Item Unique Identifier Requirements, License Plates, Federal Motor Vehicle Registration System Requirements, Special Identification and Marking

4.13. Vehicle Asset IDs. Vehicle asset IDs are assigned to motor vehicles and designated non-motorized vehicular equipment that are accounted for in Accountable Property System of Record. Contact the 441 VSCOS when Air Force owned vehicles arrive without Asset IDs. AFR and ANG Vehicle Management activities coordinate concerns through AFRC/A4RR or NGB/A4RDV (respectively), who in turn notifies the 441 VSCOS. **(**Refer to LIMS-EV Vehicle View for due-in asset ID.**)**

4.13.1. Vehicle Management will ensure APSR vehicles display Asset IDs using appropriate Air Force approved UNICOR "white" plate(s) in accordance with TO 36-1-191-WA-1. **(T-0).** If use of plates is impractical, the installation VFM may authorize the use of die-cut letters/numbers or by stenciling on vehicles in accordance with TO 36-1-191-WA-1.

4.13.2. If needed, "X" or "Z"-asset IDs may be obtained via the VM Neighborhood "X/Z" Registration Request tool. Refer to **paragraph 3.18**

4.14. Item Unique Identifier. DPAS creates a Unique Item Identifier for all Air Force owned motor vehicles and designated non-motorized vehicular equipment. DPAS communicates the Unique Item Identifier to the federal Item Unique Identifier registry for accountability purposes.

4.14.1. The DPAS assigned Unique Item Identifier process meets the Item Unique Identifier requirements set forth in DODI 8320.04, *Item Unique Identification Standards for Tangible Personal Property.*

4.14.2. The vehicle asset ID is programmatically identified with the Unique Item Identifier and fulfills Item Unique Identifier marking requirements outlined in MIL-STD-130N, *Department of Defense Standard Practice Identification Marking of U.S. Military Property*, and TO 36-1-191-WA-1. Please refer to **https://assist.dla.mil/online/start/**.

4.14.3. The displayed Asset ID on an Air Force owned motor vehicle or designated non-motorized vehicular equipment fills the requirement for a 2D matrix sticker to be affixed on an asset.

4.15. Vehicle License Plate Program. (Refer to VM Guidebook)

4.15.1. UNICOR is the only source for Air Force approved license plates for Air Force Accountable Property System of Record accountable vehicles or for Other Government Motor Vehicle Conveyances and trailers not classified as a vehicle that operate on public roads if plates are required per state or local guidance. (website **https://www.unicor.gov/Account/Login.aspx**)

4.15.2. Vehicle Management personnel request authorization to purchase Air Force approved license plates from the 441 VSCOS. Complete the UNICOR new purchaser request (found on the VM SharePoint®) and email to **441VSCOS.AF.VehMgt@us.af.mil**. Users receive email notice from UNICOR with detailed instructions on how to set-up account. UNICOR limits authorized purchasers to two per unit.

4.15.3. FM&A maintains a license plate program management file (electronic or paper copy) for the storage of all UNICOR correspondence.

4.15.4. Plate removal and disposition is required when assets are:

4.15.4.1. Transferred to Defense Logistics Agency -Disposition Services.

4.15.4.2. Transferred to another agency or component for other than repair and return, i.e.,

4.15.4.3. GSA, Excess approved transfers.

4.15.4.4. Transferred to Military Assistance Program.

4.15.4.5. Converted to a training aid.

4.15.5. Remove "white" license plate(s) (e.g., AF05(R), & AF13), obliterate Asset ID stencil and return to UNICOR in accordance with TO 36-1-191-WA-1. Local destruction for all other UNICOR plates is authorized.

4.15.6. If Air Force license plates are lost, stolen or damaged, UNICOR cannot remake or reissue duplicate pre-stamped plates until such time the original plates are returned to UNICOR in accordance with GSA directives, under the authority of the Department of Home Land Security.

4.16. Federal Motor Vehicle Registration System. (Refer to VM Guidebook) FM&A personnel utilize Federal Motor Vehicle Registration System (website **https://fmvrs.fas.gsa.gov/**) to manage and update vehicle and Air Force license plate status in accordance with GSA directives, under the authority of the Department of Home Land Security. Additional information concerning Federal Motor Vehicle Registration System requirements and UNICOR plate ordering registration can be found on the VM SharePoint®.

4.16.1. Federal Motor Vehicle Registration System accounts are established for individuals only. To register for a Federal Motor Vehicle Registration System account (or have an account unlocked) contact the 441 VSCOS at **441VSCOS.AF.VehMgt@us.af.mil**.

4.16.2. AFCENT locations are exempt from Federal Motor Vehicle Registration System.

4.17. Special Identification.

4.17.1. General and Flag Officer Identification. Affix these plates to the front of the vehicle. In addition, Air Force Commanders or equivalents at the installation group level or above, and other persons as designated by MAJCOM/CD may display distinguishing metal plates on their motor vehicles.

4.17.2. "White Top" Vehicles. MAJCOM/CD have the option to allow "White Tops" for vehicles authorized for use by Wing Commanders with overall responsibility for operations and/or installation security. Vehicle Management will maintain "White Top" approval letters the MAJCOM/CD authorize for their Wing Commanders.. **(T-3).** Receive approval from GSA or the commercial leasing agent prior to altering vehicle(s).

4.17.3. The owning/using organization is responsible for all cost incurred during installation and removal, including vehicle damage or paint mismatch caused by approved "White Top" application for GSA-leased vehicles.

4.18. Markings.

4.18.1. All markings must comply with TO 36-1-191-WA-1. **(T-2).**

4.18.2. Remove all vehicle markings when the vehicle is permanently disposed.

4.18.3. Exemptions from Identification Markings. Vehicles exempt from DoD identification markings shall be registered and inspected in accordance with the laws of the State, Commonwealth, territory or possession in which they are primarily used. **(T-0).**

4.18.4. Motor vehicles exempt from identification and marking provisions include:

4.18.4.1. Air Force Office of Special Investigations.

4.18.4.2. Required under a Status of Forces Agreement.

4.18.4.3. Approved indigenous plating due to an increased criminal or terrorist threat.

4.19. International Agreements. When required by the North Atlantic Treaty Organization (NATO) or other international agreements, Air Force vehicles must contain the markings prescribed in standards established by the US commands having jurisdiction over the military activities in these countries. **(T-0).** Refer to Standardization Agreement (STANAG) 2454, and Allied Movement Publication 1 (current version) for country specific information published by NATO countries.

Section 4D—Vehicle Buy

4.20. Overview. Federal law controls the purchase of vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing of certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and do not include additional assets for in-maintenance replacements, pipeline or vehicles in depot maintenance, refer to **paragraph 8.25**

4.21. Vehicle Fleet Growth Policy. The vehicle fleet represents a tremendous investment for the corporate Air Force. The vehicle buy program provides funding for programmatic replacement of existing assets. The 441 VSCOS closely scrutinizes any request increasing the vehicle fleet size. Requests to increase vehicle fleet size support a verifiable mission change, (e.g., Operational Plans, Provisional Plan, Executive Order, Fragmentary Order, base layout, operation moved to a different location on base, added a ramp, etc.).

4.21.1. New Vehicle Requirements (Start-ups). The functional community requesting additional vehicle authorizations funds the initial vehicle purchase and advocate additional funding in the Program Objective Memorandum for increases in vehicle replacement dollars, or provides funding annually for leases.

4.21.2. Non-mission change increases are offset by adjustments in vehicle authorizations to preclude an overall increase in authorizations. Authorization decreases resulting from Vehicle Validations or previous mission changes (unit deactivation) are not used as offsets. The 441 VSCOS, or other AF/A4LR designated enterprise management authority, is the approval authority for all authorization quantity adjustments.

4.21.2.1. AFR and ANG requests go through AFRC/A4RM or NGB/A4RDV Fleet Managers (respectively), who in-turn notifies the 441 VSCOS via Transaction Request Tool.

4.21.2.2. All new approved or increased authorizations including those resulting from a Project Task Force / Site Activation Task Force are added to the Accountable Property System of Record for traceability under AS013/014. Once the owning/using organization/functional community secures and transfers procurement funds to the central procurement agency for the initial vehicle requirements, the authorizations are converted to AS 010 or their appropriate AS.

4.21.3. Non-cataloged vehicle request. (Refer to VM Guidebook) Prior to requesting cataloging action, the 441 VSCOS considers offsets, current authorizations and right-sizing of the vehicle requirement.

4.22. Major Program Codes, Major Mission Types and Definitions. The Air Force owned vehicle fleet consists of a multitude of makes, models, manufacturers and types used to support various mission activities. **Table 4.2, Air Force Vehicle Fleet Major Program Codes,** defines the different major program codes and major vehicle types to general Air Force missions:

Table 4.2. Air Force Vehicle Fleet Major Program Codes.

Major Program Code	Major Mission Type	Definition
NUC000	Nuclear	Vehicles assigned to and directly support a specific Nuclear Mission.
ACP000	Aircraft Platforms	Vehicles directly supporting a specific Aircraft Platform Mission. These include everything from aircraft servicing vehicles to maintenance support vehicles.
FRP000	First Responders	Vehicles directly supporting a first responder mission role to any type of emergency response (including natural disasters).
CEM000	Civil Engineer	All vehicles performing installation maintenance on infrastructure, roadways, water and sewer systems, etc.
TAC000	Tactical	All conventional tactical vehicles.
FCS000	Force Support	Vehicles not directly supporting a specific mission but support a variety of functions at an installation.

4.23. Major Program Code Sub Category Codes and Specific Missions. In addition to major program codes, sub category codes aid in substantiating requirements for the major program codes. FCS003 is only to be used by Air Force supporting component Joint Base Support Vehicle & Equipment activities to identify all vehicles used in support of Joint Base activities/functions in accordance with the *Department of Defense Initial Guidance for Defense Base Closure and Realignment 2005 Joint Basing Implementation and Joint Base specific Memorandum of Agreement.* See **Table 4.3 Air Force Vehicle Fleet Sub Category Codes.**

Table 4.3. Air Force Vehicle Fleet Sub Category Codes.

Major Program Code	Sub Category Codes	Specific Mission
NUC000	NUC001	ICBMs
	NUC002	Non-ICBMs, Specific Bomber missions
ACP000	ACP001	Fighters
	ACP002	Bombers
	ACP003	Refueling
	ACP004	Airlift
	ACP005	Training
	ACP006	Recon/Special Ops
	ACP007	Helicopters
	ACP008	Non-Nuclear Missions/Conventional
FRP000	FRP001	Fire Fighting
	FRP002	Medical Transport
	FRP003	Security Forces
	FRP004	Electrical Infrastructure Repair Vehicles
	FRP005	Explosive Ordnance Disposal Vehicles
CEM000	CEM001	Base Maintenance
	CEM002	RED HORSE Missions
TAC000	TAC001	Tactical Armored Vehicles, HMMWV
	TAC002	Tactical Non-Armored
	TAC003	MRAP
FCS000	FCS001	Installation Support
	FCS002	Training - Non Aircraft Missions
	FCS003	Joint Base Support
	FCS004	Non-Installation Activities

4.24. Class I, II, III, IV, and V Non-Tactical Vehicle Authorizations. Passenger Non-Tactical Vehicles are defined according to GSA classes and Title 41 *CFR Parts 102-34.35 and 102-34.45*. See **Table 4.4**. for GSA Non-Tactical Vehicles Classifications.

4.24.1. Class I, II and III authorizations are limited to Non-Tactical Vehicles (passenger sedans, station wagons, mini-vans and sport utility vehicles) for purchase, lease, or other means.

4.24.1.1. Non-Tactical Vehicles are limited to "the minimum body size" and "maximum fuel efficiency" needed to meet the mission per DoDM 4500.36. Non-Tactical Vehicle acquisitions are conducted in a manner consistent with applicable laws and Executive orders unless specifically exempt.

4.24.1.2. Law enforcement sedans. The class/size of Non-Tactical Vehicles authorized for law enforcement use will be the minimum size available needed to support equipment storage and add-ons necessary to meet mission requirements per DoDM 4500.36. **(T-0).**

4.24.2. Class III Midsize Sedans. The use of Class III sedans are only authorized for the following Air Force and DoD officials:

4.24.2.1. Under Secretaries of Defense.

4.24.2.2. Vice Chairman of the Joint Chief of Staff.

4.24.2.3. Vice Chief of Staff of the Air Force.

4.24.2.4. Four star officers.

4.24.2.5. Directors of Defense Agencies.

4.24.3. Class IV. Restrict the use of Class IV sedans and sport utility vehicles to these DoD officials and visiting foreign officials of comparable rank, based on security and highly essential needs per Title 41, CFR, current edition.

4.24.3.1. The Secretary of Defense.

4.24.3.2. The Deputy Secretary of Defense.

4.24.3.3. The Chairman, JCS.

4.24.3.4. Secretary of the Air Force.

4.24.3.5. Chief of Staff of the Air Force.

4.24.3.6. Vice Chief of Staff of the National Guard Bureau.

4.25. MWR and Services. Services staff engaged in direct administrative support may use general-purpose vehicles acquired with appropriated funds. Do not acquire vehicles with appropriated funds justified either partially or wholly for transportation support of Morale, Welfare and Recreation (MWR) activities. See AFI 65-106, *Appropriated Fund Support of Morale, Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS),* for additional guidance.

4.26. Armored Vehicle Requirements.

4.26.1. New Armored Vehicle Procurement. AF/A4PR ensures the recommendation is consistent with public law, Executive Order(s) and DoD Directives and approves the recommendation. Procurement, both quantity and unit cost, must be authorized by Congress. **(T-0).** If approved, the 441 VSCOS allocates necessary 3080, BP8200 funds in applicable Budget Program Activity Codes (BPAC) funding line.

4.26.2. Light Armored Vehicles. The 441 VSCOS, Field Operating Agencies or Direct Reporting Units may request Air Force Inspector General/Special Investigations Directorate (SAF/IGX) approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

4.26.2.1. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

4.26.2.2. Agreements provide separate funding for vehicles and armor.

4.26.2.3. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

4.27. Vehicle Redistribution. (Refer to VM Guidebook) Vehicles and vehicular equipment are normally "redistributed" to fill an open/valid authorization at a different location. The 441 VSCOS provides vehicle redistribution instructions. The shipping instructions contain the asset shipping condition and funding source. The 441 VSCOS coordinates redistribution actions with AFRC/A4RR or NGB/A4RDV Fleet Managers respectively for AFR and ANG vehicles.

4.27.1. The VFM/VMS ships vehicles in the condition directed by 441 VSCOS. Ship vehicles in a "ready to use" condition in support of a contingency environment. Ship RDO vehicles in "as is" or "transport ready" condition. Shipping conditions are outlined in TO 36-1-191-WA-1. Do not remove parts from surplus vehicle awaiting an RDO decision. Coordinate with 441 VSCOS for cannibalization and Limited Technical Inspection updates to meet local mission requirements.

Table 4.4. GSA Non-Tactical Vehicles Classifications.

Classification - Vehicle Types

Class I – subcompact sedan, station wagon and sport utility vehicles

Class II – compact sedan, station wagon, sport utility vehicles and seven-eight passenger mini-van

Class III – intermediate/midsize sedan, station wagon and sport utility vehicles

Class IV – large sedan, station wagon, sport utility vehicles and 15 passenger mini-van

Class V – limousine sedan

4.27.2. The VFM/VMS shall personally inspect all vehicles prior to shipment. **(T-3).** In the absence of the VFM/VMS, the task can be delegated to qualified 7-level vehicle maintenance technician or shop supervisor. For contracted vehicle maintenance units, vehicles must be inspected and documentation completed in accordance with the Performance-Based Work Statement. **(T-2).**

4.27.3. If validated by 441 VSCOS, the losing unit, including contract vehicle maintenance units reimburse the gaining unit for unserviceable conditions not reflected on the Limited Technical Inspection form the 441 VSCOS determined RDO shipment instructions. Exempt shipment damage from reimbursements.

4.27.4. The losing FM&A is responsible to provide shipment and tracking information to 441 VSCOS. The gaining FM&A must initiate a Vehicle Load Request in the Transaction Request Tool within three working days upon receipt of the vehicle by vehicle management. **(T-2).**

4.28. Government Furnished Equipment–Vehicles. Contractors are ordinarily required to furnish all property necessary to perform Government contracts.

4.28.1. Requesting activities, MAJCOMs, AFIMSC, Program Management Offices and contracting agencies must obtain 441 VSCOS approval prior to including any government-owned vehicles as Government Furnished Property in a Performance Work Statement (PWS) or contract, etc. **(T-2).** The 441 VSCOS is a reviewer in the government-furnished property module for all vehicular requests. Identify and document approved assets in the Performance Work Statement. To initiate review, send requests to the 441 VSCOS contract management org box (**441VSCOS.Vehicle.Contracts@us.af.mil**).

4.28.2. Approved Government Furnished Equipment-Vehicles are loaded in the Accountable Property System of Record under one of the following Government Furnished Equipment-Vehicles Authorized Standard (AS) Codes.

4.28.2.1. AS025: Incidental Property in Place of Performance. Vehicles provided to service contracts where the vehicles do not leave the installation, are used within the installation and remain accountable to the government. These vehicles are provided to contractors to use on a non-interference basis. The 441 VSCOS establishes the baseline requirements using current business rules. Additionally these vehicles are accounted for, managed and maintained in accordance with DoDM 4500.36, TO 36-1-191-WA-1, this AFI and other applicable TOs or directives.

4.28.2.2. AS037: Vehicle Fleet (Air Force provided and replaced contractor support). These vehicles are provided as "Agency-Peculiar" Government Furnished Equipment-Vehicles and the Air Force is responsible for providing replacements. Agency-Peculiar Government Furnished Equipment-Vehicles are vehicles not available on the open-market and specifically required to support or complete a contract task; e.g., 60/25K Aircraft Cargo Loaders, R-11 Aircraft Refuelers, Flight-Line Tow Tractors (when Air Force Technical Orders call for specific tow vehicle) and M-series. AS037 Government Furnished Equipment-Vehicles are accounted for, managed and maintained in accordance with DoDM 4500.36, TO 36-1-191-WA-1, this AFI and other applicable TOs or directives.

4.28.2.3. AS051: Air Force Vehicles for Non-Air Force Activity (Air Force provided but not Air Force replaced contractor support). These vehicles would be all other vehicles types available on the open-market, e.g., light, medium and heavy duty general purpose cargo and passenger vehicles, trailers, construction or base maintenance equipment, low speed vehicles, etc. Refer to **Table 4.1** for AS Code descriptions.

4.28.2.3.1. AS051 Government Furnished Equipment-Vehicles are not to be rotated with government owned vehicles without 441 VSCOS approval.

4.28.2.3.2. In accordance with DoDM 4500.36, contractors assume sole responsibility for all associated utilization costs of the Government Furnished Equipment-Vehicles, including: operations, maintenance, repair, and licensing/registration requirements and replacement of AS051 Government Furnished Equipment-Vehicles.

4.28.2.3.3. The contractor determines if AS051 government-furnished property has reach end-of-life and no longer cost effective to maintain based on industry standards and/or best-business practices. However, the contractor is not bound to purchase a replacement vehicle if the contractor deems it unnecessary. Contractors have the option to lease or rent vehicles/equipment at their own expense. The contractor is responsible for disposition and providing government with applicable disposition documentation.

4.28.3. Approved Government Furnished Equipment-Vehicles, but assets are not available. The functional activity requesting Government Furnished Equipment-Vehicles submits new authorization request(s) through servicing Vehicle Management to the 441 VSCOS. Request must include procurement funding (fund code 573080), sourced by the requesting activity. **(T-2).** The 441 VSCOS coordinates procurement with Robins AFB Support Equipment and Vehicles Division once authorization is established and funding provided.

4.28.4. Government Furnished Equipment-Vehicles with residual value may be offered/transferred as government-furnished property vehicles on subsequent contracts at the same location. Current Government Furnished Equipment-Vehicles available for transfer to the contractor should be included in the performance work statement. At a minimum, the list includes: National Stock Number, quantity, vehicle make/model, management code, acquisition cost, and Air Force Asset identification. A memorandum stating the government-furnished property will be available prior to or on the contract start date is to accompany the performance work statement. **(T-2).**

4.28.5. Vehicles will not be procured with Air Force O&M funds (573400). **(T-0).** Activities procuring accountable vehicles without prior authorization from the 441 VSCOS and/or without fund code 573080 monies are subject to possible Anti-Deficiency Act investigation. This applies to all Air Force activities, not only contractor activities.

4.28.5.1. Contractor-Acquired Property vehicles are provided by contractors if specified as a "deliverable" in the Performance Work Statement or contract and the Government may secure title at the end of the contract.

4.28.5.2. The 441 VSCOS is the approval authority for Contractor-acquired property vehicles. Requests are processed prior to contract start. The Air Force will not accept vesting of title, provide accountability and/or accept responsibility to support, sustain or dispose of the asset(s) if the vehicle authorizations are not approved.

4.28.5.3. Authorization requests are submitted to the 441 VSCOS when contractor-acquired property vehicles are approved.

4.28.5.4. If the contractor procures (buys, leases or rents) vehicles or vehicular equipment assets not previously approved or appropriately listed as Government Furnished Equipment-Vehicles on the contract documentation, reimbursement actions on the part of the contracting activity does not imply government ownership of the assets, and therefore are not considered Government Furnished Equipment-Vehicles.

4.28.6. With contracting officer concurrence, 441 VSCOS may authorize cost-reimbursement contractors to obtain GSA Fleet leased vehicles and related services. Approval must be in accordance with DoDM 4500.36. **(T-0).**

4.28.6.1. Air Force provided/funded GSA leased vehicles are not authorized to fill Government Furnished Equipment-Vehicles authorization.

4.28.6.2. The contracting office responsible for the contract may be held financially responsible for any early termination fees and/or bill-back cost GSA may impose for contracts discontinued before the lease terms have been fulfilled.

4.28.6.3. Contracting activities:

4.28.6.3.1. Arrange for periodic checks to ensure that authorized contractors are using Government Furnished Equipment-Vehicles and related services exclusively under cost-reimbursement contracts.

4.28.6.3.2. Received a written statement that the contractor assumes, without the right of reimbursement from DoD, the cost or expense of any use of GSA fleet leased vehicles and services not related to the performance of the contract. Ensure that contractors establish and enforce suitable penalties for their employees for unofficial use of U.S. Government vehicles.

4.28.6.3.3. Receive written evidence that contractor has obtained motor vehicle liability insurance covering bodily injury and property damage.

4.28.6.3.4. Require operators to comply with licensing requirements of country, state and all local motor vehicle laws.

4.28.6.3.5. The Government procurement process is not used by contractors to purchase contractor owned replacement vehicles.

4.28.6.4. In accordance with 41 CFR, Part 101-38, Government Furnished Equipment-Vehicles will be for official use only. **(T-0).** Government Furnished Equipment-Vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by the 441 VSCOS. **(T-2).**

4.28.7. The installation Contracting Officer, COR or designee, will coordinate with the servicing Vehicle Management concerning disposal of Government Furnished Equipment-Vehicle assets. **(T-2).** The servicing Vehicle Management requests disposition instruction from the 441 VSCOS using standard procedures.

4.28.8. Vehicles owned or provided by the contractor (not including approved contractor-acquired property vehicles) are not subject to the management policies contained in this instruction. In very rare instances, Vehicle Management may provide maintenance support on a reimbursable basis only, if approved by the 441 VSCOS.

4.28.9. Most Efficient Organization. If the Most Efficient Organization is the successful bidder, assets revert to the original authorizations under the respective Air Force AS. However, there is potential for the 441 VSCOS to direct reductions based on Most Efficient Organization bid proposals.

4.29. Vehicle Fleet Parking Plan. Use Parking Plans to "park" serviceable and/or unserviceable vehicles in order to mitigate sustainment funding issues affecting mission capabilities.

4.29.1. The Wing Commander or equivalent will be notified by the LRS Commander or equivalent when sustainment funding shortages may lead to implementation of a vehicle parking plan or when a vehicle parking plan is implemented. **(T-3).**

4.29.2. FM&A coordinates parking plan issues or request guidance from the 441 VSCOS to ensure thorough management and accountability of parked vehicles, as needed.

4.29.3. When determining the number and types of vehicles to be parked, FM&A uses the Minimum Essential Level and Vehicle Priority Recall Listing.

4.29.4. Vehicle Management will control parked vehicles and assume responsibility for all parked assets. **(T-3).**

4.29.5. VFM/VMS will identify specific location(s) of parked vehicles under a centralized or decentralized plan. **(T-3).**

4.29.6. Parked serviceable vehicles have an open work order and accumulate non-mission capable-maintenance time.

4.29.7. Open work order with reason code - Preservation storage maintenance coming due while parked will be accomplished on a follow-on work order when sustainment funding is available. **(T-2).** Before returning the vehicle to service, FM&A ensures scheduled maintenance is completed.

4.29.8. VFM/VMS must ensure serviceability inspection is accomplished on parked serviceable vehicles before returning them to service. **(T-3).**

4.29.9. Parked unserviceable vehicles accumulate non-mission capable-maintenance time when awaiting sustainment funding. Vehicles are non-mission capable-maintenance until sustainment funding is available and parts are placed on order.

4.30. US Forces Korea Logistics Cost Sharing Program.

4.30.1. Authorization to locally purchase vehicles using United States Forces, Korea Logistics Cost Sharing Program funding is granted with the following conditions:

4.30.1.1. Only purchase of general purpose (over the road) vehicles is authorized.

4.30.1.2. No material handling equipment, towing vehicles, trailers, refueling vehicles, fire trucks, crash recovery vehicles, medium tactical vehicles or any other special purpose vehicles (deicers, stair case trucks, or lavatory service trucks) may be purchased under this authorization.

4.30.2. Purchase and contracting is accomplished in country. Robins AFB Support Equipment and Vehicles Division is not involved in the management of funds or execution of contracts. Sustainment, Operational Safety, Suitability, and Effectiveness engineering, or technical support for vehicles purchased is not provided by Robins AFB Support Equipment and Vehicles Division.

4.30.3. Acquisition process:

4.30.3.1. Valid authorization is required for the vehicle being purchased. The vehicle must be replacement eligible or filling a vacant authorization. **(T-2)**

4.30.3.2. VFM/VMS will validate all buy requirements (authorization and quantity) with the 441 VSCOS prior to engaging with local contracting. **(T-2).**

4.30.3.3. The 441 VSCOS validates requirement and loads requirement into Consolidated Analysis and Reporting System 2.0 granting approval to local fleet manager to process procurement with local contracting. Only procure vehicles that match the authorization.

4.30.3.4. Local fleet managers provide status updates to the 441 VSCOS. The 441 VSCOS sends notification to Robins AFB Support Vehicles and Equipment Division to update Consolidated Analysis and Reporting System 2.0 after assets are received.

4.30.3.5. The 441 VSCOS updates Consolidated Analysis and Reporting System 2.0 with asset National Stock Number and registration for each vehicle.

4.31. Financial Improvement Audit Remediation (FIAR).

4.31.1. Required Financial Improvement Audit Remediation (FIAR) Documents:

4.31.1.1. Key Supporting Documents (KSD): Acquisition Contract, Vehicle Receipt Documents and Asset Photos. **(T-2).** Specific requirements for loading assets are within the VM Guidebook.

4.31.1.2. Vehicle repair work order for date of last inventory updates.

4.31.1.3. Annual Inventory report from the Accountable Property System of Record.

4.31.1.4. The 441 VSCOS may load the complete acquisition contract or the portion of the acquisition contract specific to the vehicle into the APSR (e.g., 10 of 10 pages or page 2 and 3 of 10 pages). The acquisition agency maintains acquisition documents and retains/disposes data in accordance with Air Force-Records Disposition Schedule within the Air Force Records Information Management System.

4.31.2. Acquisition cost.

4.31.2.1. The 404 Supply Chain Management Squadron/GUMAA and Air Force Life Cycle Management Center/WNZD are responsible for providing original acquisition cost and the contract procurement document for each asset. The appropriate Inventory Management Specialist loads the acquisition price and key supporting documents in the Consolidated Analysis and Reporting System 2.0 no later than the date the vehicle arrives at its shipping destination.

4.31.2.2. Use the Deemed Cost Methodology to generate the acquisition cost and key supporting documents for fully depreciated Chief Financial Officer and non-Chief Financial Officer reported assets purchased prior to 2 May 2016.

4.31.2.3. The 441 VSCOS loads the following documents into APSR during asset initial load: Acquisition price and a copy of key supporting documents reflected from the Consolidated Analysis and Reporting System 2.0 or the Deemed Cost Methodology generated documents. The acquisition price and key supporting documents price must match. **(T-2).** The acquisition and local receipt date and key supporting documents dates must match. **(T-2).** The key supporting documents remain with the asset detail during its life cycle.

4.31.3. Date of last inventory procedures and timetable.

4.31.3.1. The 441 VSCOS monitors each asset's date of last inventory in FMIS annually between 1 Jan – 31 Dec. (Refer to VM Guidebook)

4.31.3.2. Vehicle Management must update the date of last inventory within the previous calendar year (1 Jan – 31 Dec) by documenting the action on a vehicle repair work order. **(T-2).**

4.31.3.3. Vehicle Management must conduct a Positive Inventory Control (PIC) action on vehicles not physically serviced within the last year (i.e., AS051).   **(T-2).** The VFM completes a PIC no later than 31 December. Document the PIC by sending a picture of the asset to 441 VSCOS. The 441 VSCOS updates the date of last inventory based on the submission date of the picture.

4.31.4. Annual Inventory. VFM/VMS or equivalent must provide signed Annual Inventory. **(T-0).** No later than 28 February each year the VFM/VMS or equivalent must upload signed vehicle account custodian and commander Annual Inventory Report from APSR to the VM SharePoint®. **(T-2).** Complete an interim inventory report if a unit has major changes during the course of the year (e.g., new custodian, new unit commander, etc.). Sign an updated Vehicle Custodian letter and sent to 441 VSCOS, however this does not eliminate the requirement to provide the reoccurring Annual Inventory report in February. (Refer to VM Guidebook)

4.31.5. Vehicle Acceptance.

4.31.5.1. When Vehicle Management receives the asset, FM&A initiates a Vehicle Load Request in the Transaction Request Tool within three working days. FM&A will be responsible for uploading required asset receipt key supporting documents into the Transaction Request Tool (refer to **paragraph 4.31**). **(T-2).** Certain Transaction Request Tool transactions require specific documentation, therefore, refer to the VM Guidebook for guidance. Furthermore, the losing base must retain a copy of the shipment records for any vehicle(s) shipped from their base. **(T-2).** Missing documents may cause rejected requests for "Base User Action Required" in Transaction Request Tool.

4.31.5.2. The 441 VSCOS verifies the vehicle load request data matches the receipt document information and is responsible for loading the receipt document in APSR during the initial asset load process. 441 VSCOS has three working days to load the asset in the Accountable Property System of Record upon receipt of required key supporting documents. If Vehicle Management is unable to provide receipt documentation for an asset, a missing receipt Memorandum For Record (MFR) located in the VM Guidebook may be utilized. No other variances or deviations from the current approved MFR are acceptable. The MFR will be signed by the LRS Commander or equivalent. **(T-2).**

4.31.5.3. Vehicles received prior to 2 May 2016, FM&A must retain a copy of a DD Form 250, *Material Inspection and Receiving Report,* Certificate of origin, Shipping document, or DD Form 1348-1A locally in the permanent vehicle record jacket (paper or electronically scanned). **(T-2).**

4.32. Fuel Accounting System Validation. Quarterly (or as required), FM&A will provide Fuels Management Flight a listing of all assigned vehicles and organization codes to include a breakout of all vehicles changed since the previous list. **(T-3).**

4.32.1. The list includes the vehicle Asset ID, unit assigned, all grades of product used (e.g., fuel codes: MUR, MRR, DL1, DL2, compressed natural gas, liquid nitrogen gas, etc.) and if it is alternative fuel capable.

4.32.2. FM&A works with Fuels Management to develop procedures to ensure notification of data field changes or vehicle nontaxable status.

4.33. Recording Taxable Fuel Consumption. FM&A in conjunction with Vehicle Control Officials, must verify and list all vehicles designated for travel off the installation during the upcoming quarter. **(T-3).** Once finalized, FM&A then forwards the list of vehicles expected to travel off the installation to Fuels Management. **Note:** Recording of taxable fuel consumption and coding Vehicle Identification Link keys accordingly is not a requirement for Air National Guard units.

4.34. Utilize Defense Logistics Agency Energy, Fuel Accountability Program. Must obtain vehicle fuel procurement data from the Enterprise External Business Portal (EEBP) and input into FMIS at least weekly. (Refer to M&U Guidebook) **(T-1).**

4.35. Monthly Odometer/Hour meter Updates. Vehicle Control Officials will provide vehicle odometer/hour meter readings updates at least monthly (refer to **paragraph 9.13.4**) in accordance with local procedures; FM&A uses information provided to update FMIS records accordingly. **(T-2).** (Refer to M&U Guidebook) If monthly updates are not received, initiate follow-up actions with Vehicle Control Officials. Elevate through chain-of-command if non-compliance continues.

4.36. Reimbursable and Distribution (R&D) Codes. Reimbursable and Distribution codes denote the organization for which charges are refundable or reimbursable. FM&A furnishes a list of tenant organizations supported to Accounting and Finance (through the Budget Office) for certification at the beginning of each FY, and when a change is required. Accounting and Finance identifies which organizations are reimbursable (Code 3) or refundable (Code 4) (refer to AFI 65-601V1, *Budget Guidance and Procedures*, and AFI 65-601V2, *Budget Management for Operations*. Accounting and Finance returns this certified list to FM&A to be used to enter the correct codes into FMIS.

4.36.1. All reimbursable and refundable cost data must be reconciled monthly with Accounting and Finance. **(T-2).** At that time, data is verified for accuracy, to include validating that all reimbursable and refundable units are loaded properly in FMIS. (Refer to WH Guidebook) Vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units will be retained in FMIS if needed for reference, inquiries or audits. **(T-2).**

4.36.2. Responsibility Center/Cost Center (RC/CC) codes will be validated at least annually. **(T-2).**

Chapter 5

MATERIEL CONTROL

Section 5A—General Information

5.1. Description of Materiel Control. Materiel Control provides support to Vehicle Management using decentralized purchasing methods or a contract service provider (i.e., Contractor-Operated Parts Store). Materiel Control personnel must understand and manage all transactions as well as ensure requirements and procedures are followed for all contract service providers and decentralized parts procurement methods. **(T-3).** LRS Customer Support Liaison Element provides customer training in accordance with AFI 23-101, *Air Force Materiel Management,* to fulfill part of Integrated Logistics System- Supply transaction knowledge requirements. Manpower for Materiel Control is limited; therefore, Materiel Control is not a unit supply function. The VFM/VMS ensures unrelated Vehicle Management supply functions are not given to Materiel Control.

5.1.1. Process inquiries for all National Stock Number listed items. If no issue document is processed, Materiel Control will determine best means to procure required items. **(T-3).**

5.1.2. Materiel Control personnel will utilize the FMIS Warehouse Module to track parts purchases, manage bench/working stock, work order residue as well as tool and equipment programs. **(T-2).**

5.1.3. Contracted Vehicle Management operations will use the FMIS Warehouse module to capture government furnished support equipment accountability and vehicle parts ordered through the USAF Supply system. **(T-2**). **Exception:** Fixed-cost contracts, where the contractors directly purchase parts and supplies from contract funds, are not required to use the FMIS Warehouse module. Vehicle work order parts and supplies are charged in the FMIS Maintenance and Utilization module, contributing to vehicle life cycle analysis.

5.1.4. GPC is a credit card used for purchasing parts and services within the guidelines of the program and is an authorized decentralized purchasing method. Base Contracting approves its use, trains the cardholder, approving official and manages the program.

5.1.5. The scope of Materiel Control operations require additional training emphasis on FMIS Warehouse Module, Fleet Management Information System, Green Procurement Program, decentralized parts procurement procedures and all management products.

5.1.6. Overseas commands are authorized to establish requirements in contracts for procurement of parts and supplies to support foreign vehicles. Overseas units develop procedures for the effective security, control, documentation and issue of parts purchased through Blanket Purchase Agreements. Authority to bypass the stock fund is provided in AFI 23-101.

5.1.7. Materiel Control Data Input. (Refer to VM Guidebook) Materiel Control will properly charge all materiel costs in FMIS. **(T-2).** Materiel Control should purchase parts against asset ID and individual work orders. **Note:** Avoid purchasing parts for multiple assets and/or work orders on a single purchase request.

Section 5B—Specific Guidance

5.2. Materiel Control Responsibilities.

5.2.1. Manage and operate the tool program, as designated by the VFM/VMS.

5.2.2. Maintain applicable supply-related records, reports, publications and management listings.

5.2.3. Check daily and verify the need and status of parts for all non-mission capable-supply vehicles.

5.2.4. Check, verify and revalidate all parts requirements on delayed work orders.

5.2.5. Obtain, temporarily store and issue all parts and supplies needed for work orders. Advise maintenance team lead of parts availability.

5.2.6. Coordinate the establishment of bench stock and working stock items with the maintenance team lead and VFM/VMS.

5.2.7. Manage centralized bench/working stocks. Review bench/working stocks with the maintenance team lead and VFM/VMS.

5.2.8. Coordinate procedures with outlying work centers to ensure bench stock and working stock items are charged to the proper work order.

5.2.9. Assist maintenance team leads when requesting adjusted levels (AF Form 1996, *Adjusted Stock Level*) to support new and mission essential vehicles. Act as the focal point for the adjusted stock level review and ensure changes reflect current mission and vehicle requirements.

5.2.10. When requested by 441 VSCOS, coordinate with the LRS Customer Support Section and maintenance team leads in updating Initial Spares Support and Follow-on Spares Support Lists for new equipment. Establish Minimum Reserve Authorization as needed.

5.2.11. Coordinate all repair cycle asset matters with the LRS Flight Service Center. This includes set up, inventory, reconciliation and management of supply points; turn in of serviceable and unserviceable assets, management of "Due In From Maintenance" assets, Awaiting Parts and listings. Materiel Control coordinates with LRS Customer Service on appropriate Due In From Maintenance status and process, and return Due In From Maintenance assets as soon as practical.

5.2.12. Inventory, store and list work order residue. When the VFM/VMS determines residue is no longer required, process turn-ins to the LRS Customer Support Liaison Element or the Defense Logistics Agency-Disposition Services in accordance with appropriate procedures.

5.2.13. Assist with and perform parts research.

5.2.14. Advise the COR of any contract support problems. Keep a daily record of funds on funds ledger and tell the COR when the cost of the delivery order is 85 percent obligated. A computerized spreadsheet may be used as the funds ledger.

5.2.15. Ensure the most economical parts are purchased. Order the least expensive part (including rebuilt items) when shop records do not show poor performance, less service life or reliability problems with rebuilt items.

5.2.16. Query parts dealers to ensure new, rebuilt or after-market parts for all vehicles and equipment meet or exceed original equipment manufacturer specifications before ordering parts.

5.2.17. Individual parts are not specifically nuclear certified by any manufacturer; however, any part is acceptable for use on certified vehicles and equipment if the part meets or exceeds the original equipment manufacturer specifications.

5.2.18. Verify daily parts and materiel are validated and properly charged in FMIS.

5.2.19. Perform monthly or quarterly (as directed by VFM/VMS) work order reconciliation.

5.2.20. Utilize the Hazardous Material Pharmacy (HAZMART) to the fullest extent, following HAZMART procedures.

5.2.21. Dispose of waste in accordance with appropriate directives and laws, AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*.

5.2.22. Review purchase request to ensure compliance with Green Procurement Program policy. Maintain Green Procurement Program log.

5.2.23. Procure tools and shop equipment from most cost effective source. Refer to the *Air Force Guide for GSA's Federal Strategic Sourcing Initiate (FSSI) Maintenance, Repair, and Operations (MRO)* guidebook for further information. Contact the 441 VSCOS for sourcing guidance as needed.

5.3. Common Publications, Reports and Listings. (Refer to VM Guidebook) Publications, reports and listings are an important part of Materiel Control functionality and are used during daily operations. Access to these may be in hardcopy or electronic means.

5.4. Use of Reports and Listings. (Refer to VM Guidebook) Various reports and listings are available from the Air Logistics Center supply systems for managing supply support for the shop. Some of these reports are sent automatically; others are sent based on local needs. All reports are listed in AFMAN 23-122, *Material Management Procedures*, for all bases including any Air Logistics Center partners. Neatly bind all reports in order for ease of use. AFMAN 23-122 describe the basic uses of the most significant reports and listings.

5.5. Supply Discipline. (Refer to VM Guidebook) Supply discipline is essential to good materiel management and applies to all personnel. Responsibilities identified in AFI 23-101.

5.6. Priority System. (Refer to VM Guidebook) Along with supply discipline, the Priority placed on vehicle repair part requests should not be abused/misused.

5.7. Adjusted Stock Levels. (Refer to VM Guidebook) Adjusted levels provide a means to change base stock levels and are used when usage experience is not the best predictor of future needs. When wisely used, adjusted levels are a valuable tool in supporting the mission. Because Air Force resources are limited, the approval of an adjusted level frequently means that fewer dollars are available to buy items with established consumption rates. Requests for adjusted levels should be carefully considered. Procedures are in AFMAN 23-122. Send adjusted levels requests to the LRS Materiel Management Customer Support Section on an AF Form 1996. This form requests a change to stocked levels, not to bench stock minimum reserve levels.

5.8. Issue Procedure General Information. This section discusses procedures used in obtaining off-the-shelf parts from LRS. In order to be effective, Materiel Control personnel should know the procedures of the supply system they work (decentralized parts support or contracted parts support). These procedures supplement supply procedures, and generally apply to requesting parts for non-mission capable-supply and delayed work orders. The LRS Customer Service Section gives supply system training when requested. AFMAN 23-122 outlines detailed procedures for issue requests. Identifying the requirement is one of the most critical aspects of materiel support for the shop. (Refer to VM Guidebook) Attention to detail in this process goes a long way in ensuring that the right part is ordered the first time.

5.9. Vehicle Non-Mission Capable-Supply Process General Information. This section describes the procedures Materiel Control uses in handling non-mission capable-supply conditions. The vehicle is designated as non-mission capable-supply when required parts are unavailable. A non-mission capable-supply condition starts with a supply action by Materiel Control.   Track non-mission capable-supply-Accountable Property System of Record Accountable Vehicles by the Mission Impaired Capability Awaiting Parts reporting system (if applicable) and the depot Item Manager until the need has been met.

   5.9.1. Non-mission capable-supply vehicles identified with an AF Urgency Justification Code are authorized rushed transportation. Use a "777" required delivery date identifying the part for faster transportation. Materiel Control personnel ensures the judicious use of this code and the VFM/VMS ensures appropriate emphasis on parts procurement priorities by periodically verifying compliance to meet mission requirements.

   5.9.2. Non- Mission Impaired Capability Awaiting Parts requests coded with a non-mission capable-supply and AF Urgency Justification Code are authorized to include a "777" Required Delivery Date. The "777" identifies the item for fast transportation.

5.10. Non-Mission Capable-Supply Verification Procedures. Prompt and responsive verification is the key to preventing unwarranted non-mission capable-supply conditions, cannibalizations, priority system abuses and unnecessary funds abuse. (Refer to VM Guidebook)

5.11. Mission Impaired Capability Awaiting Parts and Non-Mission Capable-Supply (Air Force Requisitions). (Refer to VM Guidebook)

   5.11.1. Back ordered items for a Mission Impaired Capability Awaiting Parts or non-mission capable-supply condition (Urgency Justification Code 1F/AF) are shown on the D18. Review the report to ensure the supply system is acting on the request. Materiel Control verifies National Stock Number, quantity and vehicle asset ID.

5.11.2. Standard Reporting Designators. AFMAN 23-122 provides justification and guidance for the use of Standard Reporting Designators. Standard Reporting Designators that apply to vehicles are in the Integrated Maintenance Data System and Supply Systems for query. An extract of commonly used vehicle and equipment Mission Impaired Capability Awaiting Parts Reportable Standard Reporting Designators is on the <u>VM SharePoint®</u>.

5.12. Supply Assistance and Difficulty. Materiel Control submits follow-up, supply assistance or supply difficulty action on parts with bad status from the depot with LRS Materiel Management, Customer Support Section. AFI 23-101 outlines the procedures for follow-up on established due-outs and sending supply difficulty reports.

5.13. Non-Mission Capable-Supply Requirements Through Decentralized Parts Support Program.

5.13.1. View items in this category similarly to those requested through Integrated Logistics System- Supply. Materiel Control must contact the vendor/procurement source each duty day for status. **(T-3).**

5.13.2. Annotate Mission Impaired Capability Awaiting Parts and non-mission capable-supply items with the correct data on the non-mission capable-supply status board or automated equivalent.

5.14. Receipt of Non-Mission Capable-Supply Parts.

5.14.1. Materiel Control informs FM&A when a non-mission capable-supply part is received to allow work scheduling. Bin parts and mark the work order or parts ordering form accordingly. Update the AF Form 2005, *Issue/Turn-In Request*, or the supply control log as parts are received.

5.14.2. All parts received are binned and processed in the FMIS Warehouse in order to account for partial and completed orders. Review sales receipt or invoice for accuracy and input into FMIS. Contracted Vehicle Management have the option of using DPAS for parts accountability of partial and completed orders.

Section 5C—Managing Work Order Delayed for Parts

5.15. Importance of Delayed Work Order. Lack of parts does not automatically cause a non-mission capable-supply condition. Delayed-for-parts work order initiates part(s) tracking for a vehicle returned to the user. Delayed part management is the key effective supply support in the preventive maintenance program. The importance of this function grows as vehicles age. Although delayed parts have a lower priority than non-mission capable-supply parts, they need special attention to ensure each request receives positive action.

5.15.1. Materiel Control personnel performs the following:

5.15.1.1. Manage delayed work order folders. (Refer to VM Guidebook)

5.15.1.2. Monitor delayed work orders. (Refer to VM Guidebook)

5.15.1.3. Ensure received parts are cataloged. (Refer to VM Guidebook)

5.15.1.4. Validate work orders and backorders. (Refer to VM Guidebook)

5.15.2. Parts requisition is the basis to validate delayed work order requests. Provide validation of urgency of need designator "A" and "B" monthly and "C" quarterly to LRS/Materiel Management Customer Support in accordance with AFI 23-101.

5.15.3. Reconcile all work orders monthly in conjunction with the monthly urgency of need designator "A," "B," and "C" validation as outlined in AFI 23-101.

5.15.4. Ensure all parts have been backordered with positive status or are on-hand. Update inventory as parts are received and track all due-ins. Inventory records will be in complete agreement. **(T-3).**

5.16. Manage Partial or Completed Vehicle and Equipment Work Orders. FM&A will thoroughly screen for complete delayed parts each time a new work order is opened. **(T-3).**

Section 5D—Bench Stocks, Working Stocks and Work Order Residue.

5.17. Shop and Collocated Bench Stocks, Working Stocks and Work Order Residues.

5.17.1. The VFM/VMS approves the bench stock and Materiel Control sends the request to the LRS Bench Stock Support according to AFI 23-101. Copy of the Bench Stock Listing (S04) will be readily available and used on established bench stocks. **(T-3).**

5.17.2. The mandatory system of record to manage bench stocks, working stocks, and residue listings is DPAS. **(T-1).** Contractor operated Vehicle Management are exempt from using the DPAS to manage bench stocks, working stocks or work order residue.

5.17.3. Assemble, separate and bin bench stocks, working stocks and work order residue separately. Shop bench stocks, working stocks and work order residues may be setup within each Vehicle Management shop or equivalent. A single bench stock, working stock and work order residue for their combined use is set up where two or more shops are adjoined. **Note:** Under certain situations, it may be more advantageous (because of location, total number of line items, cost or pilferage) to secure the bench stock, working stock and work order residue, and operate it under a staffed environment. The VFM/VMS should consider combining these bench stocks, working stocks and work order residue with a tool room area.

5.18. Low-Cost Bench Stocks.

5.18.1. Items with a unit cost of less than $60 are defined as "low cost." For example, if a box of 12 fittings costs $67.50 and they are issued one at a time, the fittings would be shown as low cost.

5.18.2. Low-cost bench stock items will be charged in accordance with M&U Guidebook instructions. **(T-2).**

5.18.3. Replenish bench stock items is in accordance with AFI 23-101.

5.18.4. Low-cost parts that are not identified as "supply" bench stock items can be purchased through Contractor-Operated Parts Store, Blanket Purchase Agreement, or GPC using the work order number or the vehicle Asset ID when a work order is used for repairs.

5.18.5. Bases are authorized to maintain shop stock. Shop stocks include parts kits consisting of universal-type hardware for brake systems, hydraulic systems, electrical systems, etc., which are not normally economically handled as bench/working stocks. VFM/VMS establish procedures for effective control and management of shop stock in accordance with AFI 23-101.

5.18.6. Utilize procedures in the Warehouse (WH) Guidebook (WH Guidebook) instructions to add, edit, and/or delete low-cost bench stock as needed.

5.19. High-Cost Bench Stocks.

5.19.1. Items with a unit cost of $60 or more are defined as "high cost." Replenish high-cost bench stock in accordance with AFI 23-101. High-cost items will be charged to specific vehicle work orders. **(T-2).**

5.19.2. VFM/VMS must approve additions to High Cost Bench Stock listing. **(T-3).**

5.19.3. Materiel Control maintains a current list of all High-Cost Bench Stock. High-Cost Bench Stock prices are adjusted at least quarterly based on the latest M14.

5.19.4. Utilize procedures in the WH Guidebook instructions to add, edit, and/or delete low-cost bench stock as needed.

5.20. Bench Stock Review. The standard method of reviewing, adding, changing or deleting bench stock items is in AFI 23-101.

5.21. Working Stock. (Refer to VM Guidebook) Working stock is essential to ensure certain fast-moving items are available at the Vehicle Management worksite to reduce vehicle repair time. VFM/VMS cautiously weigh the costs against the benefits when approving stock levels. The VFM/VMS may approve establishment of a separate working stock account for each outlying work center.

5.22. Work Order Residue. Items left over from maintenance are placed in "work order residue" bins, preferably consolidated but not mixed with bench stock. Identify work order residue by National Stock Number or part number and date established as residue. If there is no foreseeable need, Materiel Control notifies all shop supervisors and the item(s) are processed for disposal. FMIS Warehouse will be used as the inventory management system to provide quick reference for all work order residue items. **(T-2).**

5.23. Shelf-Life Items. Shelf-life item management is the responsibility of the Shop Bench/Working Stock Monitor once items are placed in their bench/working stocks. Shelf-life items are identified in TOs, by markings on the package and on the bench/working stock labels. The base HAZMART controls shelf-life items containing hazardous material. Refer to AFI 23-101 for proper shelf life management.

Section 5E—Other Procedures for Materiel Control

5.24. Time Compliance Technical Orders. The Air Force rules on Time Compliance Technical Order kit distribution is located in TO 00-5-15, *Air Force Time Compliance Technical Order Process,* and AFI 23-101. The vehicle Integrated Product Team at Robins AFB Support Equipment and Vehicles Division makes TO modifications, including assembly, storage and distribution of related Time Compliance Technical Order kits. Required parts and materials are controlled and sent according to the applicable Time Compliance Technical Order. (Refer to VM Guidebook)

5.25. Tool Accountability and Issue Procedures. DPAS is the only authorized system for managing tool accountability. Contracted Vehicle Management have the option of using DPAS to track contractor provided tools or equipment, however foreign object destruction prevention measure are still taken.

5.25.1. The VFM/VMS will develop a Vehicle Management Operating Procedures to specify tool accountability procedures for the local mission and physical shop layout. **(T-3).** At a minimum, the Vehicle Management Operating Procedures includes accountability and inventory procedures. This will include spot checks, a method of assigning tool locations identified by either inlay cuts in the shape of the item, shadowed layout or silhouette, security requirements, and reporting and reimbursement procedures for lost and/or missing tools. **(T-3).** Tool crib utilization is also detailed in this Vehicle Management Operating Procedures.

5.25.2. All ITKs, Composite Toolkits (CTK) and tool cribs are periodically inventoried and/or spot-checked. The outgoing and incoming responsible individuals with Materiel Control conduct an accountability change physical inventory. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kit/crib. **(T-3).** Inventory records will include the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column. **(T-3).**

5.25.3. Materiel Control and the technician will accomplish annual joint written inventories. **(T-3).** Supervisors will spot check ITKs/ CTKs monthly. **(T-3).**

5.25.4. Maintenance team leads (or their designees) will perform and document accountability procedures for CTKs or tool cribs in accordance with local Vehicle Management Operating Procedures, or on a daily basis, to ensure accountability of assigned tools and to prevent Foreign Object Damage. **(T-3).**

5.25.5. Materiel Control will visually inventory tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent foreign object damage. **(T-3).** When tool cribs are managed by outlying sections, section supervisors perform this duty. Written inventories will be accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center). **(T-3).** Tool cribs are defined as multiple CTKs collected within a centralized work center with keys under control of two or more individuals. Tool crib inspections must be accomplished due to multiple authorities issuing tools independently from each other. **(T-3).**

5.25.6. During inventory, the individual turns in any deleted tools and receipts for the remaining tools in his or her possession. Code shortages Not Issued as "NI" and annotate listing with due-in information for backordered tools. The individual will complete the certification in ink on each page of the tool list to acknowledge receipt of the tools. **(T-3).** The individual and Materiel Control must record any changes in ink and initial in ink next to the change. **(T-3).**

5.25.7. Materiel Control advises the maintenance team lead when backordered tools are received. The responsible individual then goes to Materiel Control to pick up the tool and shows receipt by lining through the "NI" and dating and initialing the entry in ink. New tools will be properly marked with unit or shop designator and ITK or CTK number before placed in ITK or CTK. **(T-3).**

5.25.8. The VFM/VMS approves initial issue (basic) ITK, CTK and tool crib requirements for each functional AFSC, work centers and/or ITK by signing the inventory listing prior to issue. Inventory listings include tool National Stock Number and/or part number, nomenclature, and quantity authorized.

5.25.9. VFM/VMS approves initial issue inventories when tool kits are purchased in quantity as completed preassembled sets or boxes. The VFM/VMS signs the approval document and attaches copies to original manufactures' inventory. The inventories will be stored with each tool kit folder. **(T-3).**

5.25.10. Materiel Control enters the technician's name, grade and tool box number at the bottom of the inventory list for issued ITKs, leaving room for signature.

5.25.11. Materiel Control enters the responsible shop supervisor's (or designee's) name, grade and kit number at the bottom of the inventory list For CTKs and tool crib, leaving room for signature.

5.25.12. Warranty hand tools are the standard for vehicle maintenance operations due to their high quality and free replacement policy. Replace damaged and unserviceable tools on a one-for-one exchange basis through Materiel Control or the vendor.

5.25.13. Use a separate Defense Logistics Agency Disposition Services holding area for condemned hand tools not exchanged with the vendor. Transfer condemned expendable hand tools (by weight) to Defense Logistics Agency -Disposition Services as scrap in accordance with AFI 23-101.

5.25.14. Powered hand tools may be issued to CTKs, tool cribs or ITKs. Ensure they are accurately accounted for due to their high replacement cost.

5.25.15. All tools in ITKs, CTKs and tool cribs will have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout or silhouette when stored in drawers, shelves and/or walls and engraved with a locally assigned kit control number designated by Materiel Control. **(T-2).** CTKs and tool crib control numbers include the shop initials. **Note:** Engrave/mark tools procured after the date of this AFI with the World Wide Identifier and locally assigned kit control number designated by Materiel Control. Refer to AFI 21-101, *Aircraft and Equipment Maintenance Management.*

5.25.16. Materiel Control will establish and maintain custodial listings for all ITKs, CTKs and tool cribs assigned to Vehicle Management including outlying work centers in FMIS warehouse module. **(T-2).** Maintain listings electronically or in folders, file in control (kit or box) number sequence, and include the responsible individual's name, AFSC, work center and kit control number.

5.25.17. Strict tool and equipment accountability is required due to the high expense required for operation of a Vehicle Management shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause foreign object damage. The supervisor shall initiate an informal inquiry or investigation upon discovery of loss, damage, destruction, or theft of government-owned property (real or personal) of any value in accordance with DoD 7000.14-R, Volume 12, Chapter 7, *Financial Management Regulation*. **(T-0).** The supervisor will consult with the servicing legal office to determine whether inquiry or investigation is appropriate. **(T-3).** A Report of Survey shall be conducted when appropriate. **(T-3).** The LRS/CC approves exception to opening a Report of Survey and is usually based on unique conditions surrounding the loss, and/or voluntary monetary reimbursement or replacement in kind is offered and accepted. **(T-3).**

5.25.18. Follow TO 32B14-3-1-101, *Operation and Service Instructions for Torque Indicating Devices*, when using of any torque device.

5.26. Tool Crib Operations. (Refer to VM Guidebook) Utilize FMIS Warehouse module to manage tools. **(T-2).**

5.27. ITK Procedures. (Refer to VM Guidebook) The tool custodian establishes initial accountability by obtaining the current ITK custody receipt listings and folders for all personnel assigned to the unit and issued tool kits. Materiel Control sub-receipts ITKs to the technicians using itemized inventory listings. The responsible technician and Materiel Control personnel should conduct a joint inventory any time members are transferred or ITKs are no longer needed. Joint inventories will be accomplished for all ITKs annually. **(T-3).** The VFM/VMS can determine whether to keep the kit in storage unless another technician is assigned. ITKs in storage are maintained by Materiel Control. The ITK is tagged with the kit number and the date turned in.

5.28. CTK Procedures. (Refer to VM Guidebook)

5.29. Tire and Battery Procurement/Management.

5.29.1. New tires and batteries will be directly charged via the work order. **(T-2).**

5.29.2. Utilize over-the-counter procurement of batteries on an exchange basis to minimize hazardous waste disposal and take advantage of standard warranties offered by commercial sources.

5.29.3. Batteries are accounted for on an as-received and issued basis for auditing purposes.

5.29.4. Local procedures will be developed between Materiel Control and the battery shop to ensure batteries are installed and charged properly in FMIS. **(T-3).**

5.29.5. Non-supply system procured, recapped, or retreaded tires must be input in FMIS. **(T-2).**

5.29.6. Make a line item entry or attach preprinted label to the vehicle work order for each tire issued.

5.29.7. When possible, tires are procured/consumed in the following order:

5.29.7.1. Retread Tires. This program takes precedence over the acquisitions of new tires from any source. Procured from the most economical source, provided the tires meet or exceed manufactures' requirements and are available. Refer to **paragraph 10.17.1** for additional retread procurement instructions.

5.29.7.2. New Tires. When retread tires cannot be used or uneconomical to obtain, new tires are procured from the most economical source, provided the tires meet or exceed manufacturer's specifications.

5.29.8. Determining the most economical source. Vehicle Management considers the "total cost" associated with each tire procurement.

5.29.9. All purchased tires must be individually recorded on the activity's Green Procurement Program Log in accordance with **paragraph 10.18**, regardless of tire type (retread or new) and procurement source. **(T-0).**

5.29.10. Contract Vehicle Maintenance operations are not exempt from the tire procurement order listed above, or from the Green Procurement Program Log requirement. Contracted Vehicle Management may purchase new tires directly from Defense Logistics Agency through FedMall at **https://www.fedmall.mil/index.html**.

5.29.11. The Defense Logistics Agency and Supplier Operations Tire and Accessories eCatalog provides the capability to search, view, print, and export details for Tires Successor Initiative tires, tire accessories, and wheel assemblies. Go to: **https://www.dla.mil/LandandMaritime/Business/Selling/DLA-Land-and-Maritime-Procurement-Initiatives/Global-Tire-Program/**, or **http://tsi.purchaseplace.com**.

5.30. Repair Cycle Asset Management General Information. Repair cycle assets are those items with Expendability, Recoverability, Reparability Code (ERRC) "XD" and "XF." Examples are tires, some engines, etc. These items are a large cost investment for the Air Force and are strictly controlled and cycled back into the system.

5.30.1. Materiel Control reviews these items to ensure they are processed according to AFI 23-101. Materiel Control manages and controls all items subject to repair cycle control according to the Due-In-For Maintenance concept.

5.30.2. Use the daily Awaiting Part Validation Listing (D19) to perform identification and control checks, and prescribed monitoring procedures and files. Close coordination with the LRS Flight Service Center or base Repair Cycle Activity to ensure strict control of Due In From Maintenance assets.

5.30.3. Due In From Maintenance items (whether in repair or in stock) are deemed assets available to satisfy a requirement and may be the only source of supply.

5.31. Due In From Maintenance Issues. A request for repair cycle assets automatically places the transaction under Due In From Maintenance control. Usually, Due In From Maintenance issues are for a quantity of one each. A multiple Due In From Maintenance issue can be made for items that require multiple quantities (such as tires, matched sets, etc.). When a multiple Due In From Maintenance issue occurs, the quantity on the subsequent turn-in transaction cannot be split; therefore, if separate actions are expected on the return (e.g., condemned and recapped tires), restrict the quantity on Due In From Maintenance issue requests to one each. Since the Due In From Maintenance issue document number is the control element on all Due In From Maintenance transactions, the duplication of turn-in document numbers could result in difficulty in tracing the transaction audit trail.

5.32. Due In From Maintenance Status. The D23 is a daily listing. The list provides Materiel Control with status on each item Due In From Maintenance. Materiel Control updates the Due In From Maintenance detail record each time an item location or status changes. Materiel Control finds the cause and eliminates the delinquency when standard Due In From Maintenance delinquency criteria is exceeded. Immediately reconcile any variances noted on the D23 with the LRS Flight Service Center or base Repair Cycle Activity. Daily changes to the D23 report are shown on the next Due In From Maintenance listing.

5.33. Due In From Maintenance and Supply Point Reconciliation. Reconcile supply points each quarter or at an increased frequency due to high volume of changes.

5.34. Supply Points. The VFM/VMS establish supply points for tires and other parts at their discretion. Operate supply points in accordance with AFI 23-101 and TO 36-1-191-WA-1. Forward supply points are coordinated with the Material Management Flight and limited to levels not to exceed a 90-day requirement based on historical usage. Assess forward supply points annually. VFM/VMS, and LRS Stock Control Managers establish manning requirements.

5.35. Vehicle Redistribution and Disposition Parts. FM&A advises Materiel Control and applicable maintenance team leads when vehicles are redistributed or disposed. Materiel Control will cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue area upon notification of a vehicle transfer. **(T-3).** Maintenance team leads will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries. **(T-3).** FMIS Warehouse will be updated when a part is removed from residue and placed on a vehicle. **(T-2).**

5.36. Antifreeze Procurement. Vehicle Management are required to recycle their antifreeze or only use reclaimed engine coolant. Refer to **Chapter 10** for specific procurement guidance and exceptions.

5.37. Lead-Free Wheel Weight Procurement. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. **(T-2).**

Chapter 6

TRAINING

Section 6A—General Information

6.1. General Information. Successful operation of Air Force Vehicle Management depends on the knowledge of assigned personnel and how well they accomplish the mission. The Vehicle Management CFETP is a comprehensive training plan outlining specific training objectives vehicle management personnel should obtain to progress in the career field. Career Field Functional Managers at all levels participate in developing the CFETP and use it to tune their training programs toward achieving the plan's overall goals.

6.1.1. The VFM/VMS or senior base level Vehicle Manager is the Functional Manager for the Vehicle Management specialty at their respective location.

6.1.2. As applicable, the VFM/VMS will offer training opportunities to tenant organizations that have 2T3 personnel assigned when Vehicle Management training resources are not available in the tenant organization. **(T-3).**

6.1.3. The 2T3 Air Force Career Field Manager is the single POC responsible for overall management of 2T3XX occupations, including policy development, training, skills management and career development.

6.1.4. Training Business Area (TBA). Vehicle Management uses TBA to document 2T3XX training in accordance with AFI 36-2651. Ancillary training is not a part of Training Business Area. Units should document ancillary training in accordance with AFI 36-2651.

6.2. AFIMSC Responsibilities.

6.2.1. Select qualified personnel to perform a detailed functional review of AETC course training standards.

6.2.2. Communicate with applicable AETC Training Course Manager or the appropriate school regarding training needs.

6.2.3. Validate training problems identified by base level personnel and aid base level personnel in resolving them.

6.2.4. Coordinate mobile training team requirements with the technical training centers.

6.3. Vehicle Management Training Leader. The VFM/VMS shares overall responsibility for the Vehicle Management training program with the Unit Training Manager. The VFM/VMS assigns a qualified 2T3 as the Vehicle Management Training Leader. When possible, the appointee should be a civilian for continuity purposes in all shops with over 40 personnel.

6.3.1. The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training. The Vehicle Management Training Leader shall not reside outside of the physical Vehicle Management shop due to the need to specifically focus on Vehicle Management training. **(T-3).** The Vehicle Management Training Leader is also responsible for the following:

6.3.2. Complying with AFI 36-2651 and any MAJCOM/squadron supplements.

6.3.3. Assisting the VFM/VMS in selection of qualified OJT trainers.

6.3.4. Preparing an annual budget to support training requirements (e.g., training mock- ups, commercial and unit funded classes and information technology items).

6.3.5. Providing supervisors with assistance in obtaining literature and directives pertinent to the OJT program.

6.3.6. Preparing and submitting AETC in-resident training requests.

6.3.7. Assisting supervisors in the development of training requirements and use of training techniques.

6.3.8. Coordinating with the Unit Training Manager in obtaining any needed training from AETC and commercial training sources as outlined in AFI 36-2651 and AETC Education and Training Course Announcements.

6.3.9. Conducting quarterly reviews of Individual Training Plans within TBA for personnel in skill-level upgrade training assigned to Vehicle Management.

6.3.10. Conducting quarterly reviews on the training program using the Vehicle Management Training Checklist in the VM SharePoint®. Briefing VFM/VMS on the status of all personnel in upgrade training on a regular basis.

6.3.11. With the Unit Training Manager, assist Work Center Supervisors, Trainers and Trainees with TBA user training and problem solving.

Section 6B—Types of Training

6.4. Establishing and Managing Vehicle Management Training Program. Vehicle Management training is more than progressing through the Career Development Courses (CDC) and completing core tasks. Various and complex vehicle systems combined with frequent personnel changes demand a comprehensive, active training program that includes training beyond the initial skill-level upgrade process. The program includes training mechanics on new or improved troubleshooting techniques, specialized test equipment and advanced vehicle systems.   FM&A personnel receive advanced training on analysis techniques and fleet management processes. An all-inclusive training program includes the key areas listed below.

6.4.1. First is the actual skill-level awarding requirements achieved through the CDCs and core task completion.

6.4.2. Second is in-house training to keep mechanics proficient on new technologies and expand on the basic instructions learned during the initial upgrade training. The in-house training also assists in duty qualifying mechanics.

6.4.3. Third, and one of the most important areas, is qualification training. As personnel rotate from overseas to Continental United States (CONUS) bases or into new duty positions, they often need task training to be duty position qualified. If not properly task trained, possible injury or death could be the result.

6.4.4. Finally, a training program will also include specific training on unique hazards of specific vehicle types and incorporate the use of Risk Management (RM) instructions. **(T-3).** Safety is paramount to day-to-day operations. It is critical trainers identify these hazards prior to the start of any task training.

6.5. On-The-Job Training. OJT consists of two parts. The first is career knowledge and is achieved by the use of CDCs or other applicable technical references listed in the CFETP, and the second is task performance and is provided during the actual hands-on training and qualification of core tasks identified in the CFETP. Refer to AFI 36-2651 for further guidance for setting up an OJT program.

6.6. Career Development Course Administration. CDCs contain information on basic instructions, techniques and procedures common to Vehicle Management. Upgrade trainees are enrolled in electronic-CDC(s) (e-CDC) in accordance with AFI 36-2651 and trainees have 30 days to complete each volume of their CDCs from the date the volume is issued to them.

6.6.1. Supervisors (with assistance from the Vehicle Management Training Leader) determine volume sequence of study and set the overall course completion schedule.

6.6.2. The Vehicle Management Training Leader must use a local tracking system to ensure volumes are completed within 30 days of issue. **(T-3).** Members of ANG, AFR personnel and Individual Mobilization Augmentees have 60 days to complete each CDC Volume.

6.6.3. Supervisors determine the reason for slow progress, counsel the trainee, document the counseling as a Journal Entry within the trainee's TBA Individual Training Plan and place the trainee in supervised study.

6.6.4. Pre-testing. Pre-testing is a very effective tool in determining the current knowledge level of the trainee and can minimize Course Exam failures. Use the following as a guide to help determine if trainee is prepared to take Course Exam:

6.6.4.1. Establish a date, time and location to administer the pre-test, after each volume or after each set.

6.6.4.2. Establish minimum passing score for each pre-test administered.

6.6.4.3. Establish minimum number of passing pre-tests needed prior to the End of Course Exam.

6.6.4.4. Outline remedial actions for trainees that fail to achieve the established passing score on the pre-test.

6.7. Core Task Completion/Qualification. Vehicle Management Training Leaders, with assistance from the work center supervisors, develop projected milestones for core task completion that can correspond with CDC completion. A proactive approach to core task completion/qualification ensures the trainee is upgraded in a timely manner. The training visibility ledger within TBA is reviewed monthly for personnel not progressing on tasks for more than thirty days. Trainers document all reasons, such as deployment or Temporary Duty (TDY) within the Journal Entry section of TBA. The following are additional points to aid in development of CDC milestones and trainee upgrade:

6.7.1. Review scheduled maintenance requirements when developing timelines. Since every vehicle is inspected annually, this provides a good starting point to help determine vehicle availability for each month.

6.7.2. Review the number of tasks a trainee should complete per month and meet with the trainer and trainee to discuss the upcoming month's core task completion goals.

6.7.3. Trainers use lesson plans to ensure all trainees are trained at the same level, no matter who is doing the training. Trainers may use or benchmark the Standardized Lesson Plans and Core Task Performance Standards.

6.7.4. Safety briefings identify hazards that are specific to the current vehicle or system being trained.

6.8. Master Training Plan. Ensure development and maintenance of Master Training Plan are in accordance with AFI 36-2651.

6.9. In-House Training. The ever-increasing cost and complexity of maintaining vehicles demands trained mechanics pass on what they have learned to other mechanics. The rapidly changing technology used on vehicles requires the Air Force mechanic to stay proficient on theory of operations, diagnostic procedures and test equipment. The in-house program includes various levels of training identified in the CFETP and operational awareness of Fleet Management Information Systems.

6.9.1. Environmental Protection Agency Certification Training. Technicians whose duties include Motor Vehicle Air Conditioners maintenance require training and certification. Refer to **Chapter 10**.

6.9.2. Training Aids and Materials. Several media types are available to assist in the classroom instructions. **Figure 6.1, Vehicle Management Training Aids.**

6.9.3. Commercial Trade Publications. Information technology has overcome the need to subscribe to trade publications in many instances. Information relating to management and upkeep of vehicles is readily available on the Internet.

6.9.4. Web-based Course Material. On-line training courses are available from many commercial companies.

6.9.5. Training Aids (Vehicle Components). Vehicle system mock-ups reinforce the theory of operation and diagnostics by providing hands-on demonstration.

6.9.6. Instructional Videos. Instructional videos are the most common training aid used in the classroom and are great for supplementing classroom lectures.

6.9.7. Selecting In-House Training Instructors. Key to a successful in-house training program is supervisory involvement. Supervisors are the most experienced and possess an understanding for what it takes to complete the day-to-day tasks. Training leaders are encouraged to recruit the supervisors to fill the role as classroom instructors because of their experience. Additionally, development of an internal program to enhance the classroom instructional skills of the instructors not only build the confidence of the instructor, but also improves the quality of the delivery of the information. Classroom instructors can improve personal teaching techniques by completing the Air Force Training Course (Mandatory for all personnel identified as trainers and task certifiers).

Figure 6.1. Vehicle Management Training Aids.

6.10. Advanced Training. Commercial and Other Governmental Training. Commercial and other governmental sources provide many excellent training courses, as do manufacturers of equipment and vehicles at factory and regional locations. Some mobile training courses can be scheduled on base. The Vehicle Management Training Leader and VFM/VMS may seek local sources for commercial or other governmental training. Air Force Installation and Mission Support Center MAJCOM Functional Managers may aid in finding commercial sources. Review AFI 36-2651 for advanced training procedures once a training source is located.

6.11. Inter-Service Training. AETC arranges special training by other DoD or Federal agencies. Review AFI 36-2230_IP, *Inter-Service Training*, for details.

6.12. Air Force Specialty Training. Specialty training and advanced courses available for Vehicle Management personnel can be found in the 2T3XX CFETP and are listed at AETC Education and Training Course Announcements. This includes basic and advanced courses. Submit requests for this type of training through AFIMSC. These courses are available for all Vehicle Management skills.

6.13. Advanced AETC and Component MAJCOM (C-MAJCOM) Courses. Advanced and special courses are conducted at AETC Technical Training Centers, the AFFOR Transportation Training Center-Europe; or via AETC, USAFE and Pacific Air Force mobile training team courses at the host base facilities. Personnel selected for this type of training are normally at the 5-skill level or higher. Request this training through the Air Force Installation and Mission Support Center or C-MAJCOM Functional Manager for AFFOR Transportation Training Center-Europe.

6.14. National Institute for Automotive Service Excellence. Automotive Services Excellence is the automotive industry standard of competency. Automotive Services Excellence certification serves as an impartial, third-party endorsement of an individual's knowledge and experience on a national, even international, basis. Automotive Services Excellence certification is a voluntary professional commitment to recognize qualified and competent individuals. It is an indicator of an individual's initiative to enhance personal technical skills.

6.15. "Maintenance Purposes Only" Vehicle Operator Certification. The VFM/VMS appoints "Maintenance Purposes Only" vehicle trainers who ensure that Vehicle Management personnel receive vehicle safety and equipment familiarization training before authorizing operation of a government vehicle for maintenance purposes. Follow procedures in accordance with AFI 24-301, *Ground Transportation.*

6.15.1. When transferring to another unit, the member retains the most current and signed AF Form(s) 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*.

6.15.2. "Maintenance Purposes Only" vehicle operator certification does not satisfy local law enforcement licensing requirements if vehicle operators are not properly licensed for off base/site use. Check with local law enforcement authorities to ensure compliance with local laws if vehicles are tested off base/site. A valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*, is required to operate certain vehicles in accordance with AFI 24-301. Contractor employees refer to AFI 24-301.

6.16. Confined Space Familiarization. In accordance with Occupational Safety and Health Administration 29 CFR 1910.146, *Permit-required Confined Spaces*, a confined space has limited or restricted means for entry or exit and is not designed for continuous employee entry. Workers must consider that all confined spaces may contain unfavorable and unsafe conditions and shall not enter or work in these spaces until tests, evaluation, and prescribed requirements of this standard and any locally-developed procedures are performed to ensure safe conditions exist prior to entry and are maintained during the entire work period. **(T-0).** Confined Space Familiarization is a mandatory training requirement and will be discussed in detail by the immediate supervisor with all employees upon initial assignment prior to starting work or when work conditions or tasks change and reviewed annually thereafter. **(T-1).** The Job Safety Training Outline is used to develop written job safety training information and is documented utilizing the AF Form 55 or other methods of approved documentation in accordance with AFI 91-202.

Chapter 7

DOCUMENTATION AND RECORDS ADMINISTRATION

Section 7A—Introduction and Documentation Rules

7.1. General Information. This chapter identifies required documents and records used to manage the vehicle fleet.

7.2. General Description and Basic Principles of the Vehicle Management Data Collection System.

7.2.1. The VFM/VMS ensures all day-to-day business of the Vehicle Management is properly documented. Utilize the FMIS to collect maintenance data. The data is maintained as accurately and timely as possible.

7.2.2. Labor hours spent on tire and battery build-up (not identifiable to a specific vehicle) are direct hours and charged within the FMIS. (Refer to M&U Guidebook)

7.2.3. Labor-hour data is entered on forms in quarter hours as follows:

7.2.3.1. Zero-one- 01 through 15 minutes - .25 hour.

7.2.3.2. Sixteen - 16 through 30 minutes - .5 hour.

7.2.3.3. Thirty-one - 31 through 45minutes - .75 hours.

7.2.3.4. Forty-six - 46 through 60 minutes - 1.0 hours.

7.2.4. Ensure hard copy maintenance records are legible, complete and correct.

7.3. Transfer and Disposition.

7.3.1. FMIS records vehicle asset data. Send any pre-existing printed documents in historical file with the vehicle at the time of transfer.

7.3.2. Must update vehicle static data records via Transaction Request Tool for newly received vehicles; provide appropriate key supporting documents. **(T-2).** Acceptance inspections are opened within five working days after release of the vehicle from the receiving activity.

7.3.3. Must initiate vehicle disposition packages through all base-level OPRs within 10 working days of notification from 441 VSCOS. **(T-2).**

7.3.4. "Closed" vehicle work orders to include accident/abuse, final disposition approval documents and Limited Technical Inspections are maintained in accordance with Table 24-03 in the Air Force Records Disposition Schedule in Air Force Records Information Management System.

7.3.5. Delete the scheduled maintenance "next due" data from FMIS when a vehicle is awaiting disposition instructions from 441 VSCOS.

7.4. Missing Forms. It is possible redistributed equipment could arrive without complete records. The receiving unit requests shipping unit to send missing records, or duplicate copies.

7.5. Maintenance of Forms for Vehicles and Equipment in Extended Storage. When placing vehicles and equipment in storage as stated in TO 36-1-191-WA-1 or like directives, record vehicle maintenance inspections the same as if they were in an operational status.

7.6. Maintenance Records of Transient Vehicles. Document and process transient vehicle work orders. Copies of the work order are sent to the home station by FM&A to ensure data is included in their historical records.

7.7. Vehicles Assigned TDY or Deployed.

7.7.1. A copy of the asset record will be sent with each vehicle operating TDY for 30 days or longer. **(T-2). Exception:** A copy of the current vehicle asset record accompanies each vehicle or vehicular equipment item sent TDY for special weapons movement, regardless of the duration of the TDY. At the TDY station, FM&A ensures that each service, repair and inspection is updated on the transient work order and is returned with the vehicle when the TDY is over. On return from TDY, the home station FM&A updates the asset record with new data from the TDY copy by initializing work order.

7.7.2. When vehicles are sent TDY for more than 30 days, the home station, the TDY station and the TDY vehicle operator or supervisor complies with the procedures below which are necessary to provide cost, repair and inspection data to the home station.

7.7.2.1. The home station FM&A attaches a document showing the mailing and e-mail address of the home station FM&A and the scheduled data for that particular vehicle with the copy of the asset record. When the vehicle arrives at the TDY station, the Vehicle Management receiving the copy of the asset record and the attachments immediately notifies the home station of the address of the supporting FM&A activity. The operator or TDY team supervisor is responsible for this action if management support is provided by another government agency or commercial source.

7.7.2.2. For TDY vehicles supported by another government agency or commercial source, the vehicle operator or TDY team supervisor sends copies of completed agency work order, job order, repair order or invoices to the home station for entry into FMIS.

7.7.2.3. Include the Motor Vehicle Report in the documentation package to accompany vehicles deploying in support of contingency operations.

Section 7B—Operator's Inspection Guide and Trouble Report Forms

7.8. General Information. The *Operator's Inspection Guide and Trouble Report* forms used by vehicle/equipment operators are the AF Form 1800, *Operator's Inspection Guide and Trouble Report,*: use with all Accountable Property System of Record accountable vehicles and vehicular equipment, except refueling vehicles and Fuel Support Equipment. The AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*: use with all refueling Accountable Property System of Record accountable vehicles and non-Accountable Property System of Record accountable Fuel Support Equipment.

7.9. Procedures for Recording Discrepancies and Delaying Maintenance. Operators record any discrepancies found during inspections requiring maintenance in the "Vehicle/Equipment Discrepancy and Maintenance Report" section of the appropriate *Operator's Inspection Guide and Trouble Report* form, and report them to Vehicle Management. Operators do not make entries in the "Maintenance Report Status" section of the forms, except for end-of-month closeout. Delayed maintenance not completed the previous month are transcribed on the new month form.

7.10. Instructions for the *Operator's Inspection Guide and Trouble Report*. The AF Forms 1800 and AF Forms 4427 allow Vehicle Control Official to electronically enter "Heading Information," "Items to be Checked, Operator's Signature and Monthly Tire Pressure Check" information and "Discrepancy and Maintenance Report Section" information. 441 VSCOS may approve form entry/completion variations for contracted Vehicle Management.

7.11. Heading Information. The owning/using organization enters the heading data and issues forms for each vehicle or vehicular equipment item on the 1st duty day of the month. The operator performing the first inspection of the new month, closes out the previous month's form by carrying forward the required entries according to the following paragraphs. The operator will return the previous month's form to the owning/using organization's Vehicle Control Official. **(T-3).** The new form must stay with the vehicle while in use. **(T-3).**

7.12. Items to Be Checked, Operator's Signature and Monthly Tire Pressure Check. A general listing of items checked during the Operator's Inspection are on the forms. The owning/using organization places an "X" in the column adjacent to the specific area/item row of the specific areas/items requiring inspection. The "OTHER" numbered rows are for locally added items. This is especially useful when adapting one of the forms to a unique equipment item. Added items can be coordinated between the user and the maintenance shop.

7.12.1. Each item requiring an Operator's Inspection is serviced, checked and/or operationally tested during each inspection. To keep the form neat, operators should refrain from making any entries, check marks or initials, on the rows listed with the exception of the above mentioned "X" or "OTHER" areas.

7.12.2. The AF Form 4427 has a space for the Fuels Management Team to sign and date the form when completed/reviewed. An optional space on page 3 is to document "Corrosion Control," in accordance with TO 36-1-191-WA-1, Table 6-3.

7.12.3. Both forms provide space for an operator's signature corresponding to the numbered day of the month and shift on the AF Form 1800 on page 1. An operator's legible signature in the space, consisting of first initial and last name opposite the appropriate day of the month shows completion of inspection or servicing. The operator's signature also shows the entry of item numbers for a discrepancy reported on the discrepancy and maintenance report or, the signature shows the operator is aware an entry is carried in a delayed or waiver status on the AF Form 1800. When an inspection was not performed (non-use days) or required, leave blank or void entry on the operator signature space.

7.12.4. The operator certifies completion of the inspection even though the discrepancies found and reported to Vehicle Management result in a non-mission capable vehicle. The operator only makes a brief visual check for vehicles returned to service the same day.

7.12.5. Vehicle operators will perform monthly tire pressure check (to include spare tire) at the interval listed in TO 36-1-191-WA-1, Table 3-1, and document completion on the appropriate form. **(T-2).** Vehicle Control Officials may electronically enter the vehicle's manufactures recommended tire pressure on the form.

7.12.5.1. Monthly tire pressure checks must be completed and documented regardless if the organization utilizes the vehicle. **(T-2).**

7.12.5.2. Vehicles equipped with electronic Tire Pressure Monitoring System, are not exempt from performing this requirement.

7.12.5.3. The monthly tire pressure check for vehicles that are non-mission capable during the first 10 calendar days of the month do not require completion by the operator until the vehicle is released/picked-up from maintenance.

7.12.6. The Fuels Manager/Superintendent will sign and date the appropriate block on all AF Forms 4427 monthly. **(T-3).**

7.13. Discrepancy and Maintenance Report Section. Operators and Vehicle Management personnel use this section for documenting vehicle discrepancies and reporting actions, and the disposition (maintenance action/status) of listed discrepancies. However, Vehicle Management may also use this section to record the completion of scheduled inspections and/or discrepancies found during services/repairs.   Vehicle Management personnel and operators check the discrepancy list, and status to avoid duplicate reporting and processing of discrepancies before entering a discrepancy. On new monthly forms, all open discrepancies (when the date under "Maintenance Report Status" is blank) are transferred to the new form and "C/F" (carried forward) is entered in the blank "Date" block of the old form. Additional instructions for completing this part of the form follows:

7.13.1. Item No. Enter the "item number" of the inspection guide's "Item to be Checked" list against the discrepancy being reported. Leave blank when the discrepancy is not related to a numbered item. (AF Form 1800 only)

7.13.2. Discrepancy. Enter a brief/clear description of the discrepancy.

7.13.3. Date Disc (Discovered). Enter the date of the discrepancy and enter.

7.13.4. Date/Time. Enter the date and time the vehicle or equipment was turned in for repair or the request for maintenance support (mobile, wrecker, etc.) was received.

7.13.5. Miles/Hours.   Enter the current hour meter or odometer reading next to the discrepancy. Do not include "tenths."

7.13.6. Name. The individual completing the "Reported to Maintenance" part of the form prints their name in this space.

7.13.7. Vehicle Management personnel complete Maintenance Report Status entries. The work center supervisor or designated personnel identifies items on the work order permanently waived. Vehicle Management personnel transcribe these items to the permanent waiver form or system of record.

7.13.8. Work order number. Enter the work order number for each annotated discrepancy and the maintenance action. Enter "None" if repairs were not required or if the discrepancy was waived without a work order.

7.13.9. Date. Enter the work order close-out/completion date. Delayed maintenance action, the date is blank and the appropriate status code is entered.

7.13.10. Employee Number. The person who assigns a status code to a discrepancy enters their DPAS technician ID in this block.

7.13.11. Status Code. These codes are listed on the bottom of the form. The codes are self-explanatory, except code "W" (waiver of repair) identifies items that do not require repair or replacement, and do not adversely affect safety or performance of the equipment. Vehicle Management can develop local status codes according to meet a need for more detailed status information. Items entered in the discrepancy block not validated by maintenance are dated, an "N" status code is entered, and a technician's employee identification number is entered in the maintenance report section. Only Vehicle Management personnel may make these entries. Vehicle Management can use an optional procedure to keep waivered items as a backup in case the owning/using organization loses or damages the waiver form kept in the vehicle. Vehicle Management has authorization to use a computer-based software program for waiver control (preferred method). Review and update wavered items when vehicles are in for scheduled maintenance.

7.13.11.1. Status code entries are not to be made by Vehicle Management personnel until all management processing is performed and the vehicle is being released for use.

7.13.11.2. Delayed status codes. The date is not entered until the completed work order is processed, at which time the old status code is lined out or over stamped with a correct code.

7.13.11.3. Each time Vehicle Management personnel process an inspection guide form, all discrepancies in a delayed or code C-T (temporary fix) status are checked.

7.13.11.4. Fuels Laboratory Use Only Section. Fuels Laboratory personnel use this section on the AF Form 4427 to document fuel system sampling status resulting from work performed on the vehicle/equipment. Fuels Lab personnel complete the "Laboratory Use Only" portion before the vehicle/equipment is back in service.

7.14. Disposition of the *Operator's Inspection Guide and Trouble Report*. Maintain prior month forms in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System.

Section 7C—Vehicle and Equipment Work Order

7.15. General Information. Vehicle Management uses DPAS to document all maintenance actions. Locations not supported by DPAS will use hardcopies of the work order. Maintain hardcopies until data transcribes to DPAS.

Section 7D—AF Form 1829, Refueling Equipment Inspection Record

7.16. General Information. The AF Form 1829 is for recording inspection data for fuel-servicing components on mobile, fuel-servicing vehicles and equipment Vehicle Management has primary responsibility. The form shows the vehicle's identifying static data; the work order date and work order number for servicing, inspection, or maintenance; interval data; and the next due date. The data source for the AF Form 1829 is the work order on which the work was recorded. Scan the AF Form 1829 and attach to work order when work order is closed. Work orders are available in FMIS for reference purposes. After completing all blocks, a continuation of the AF Form 1829 is made and "next due" information and interval data are posted on the continuation form. File completed forms in the vehicle record jacket. How to Fill Out an AF Form 1829.

   7.16.1. Block 1, Management Code. Enter the LIN/TAMCN at both the top and bottom of the form.

   7.16.2. Block 2, Asset ID. Enter the Asset ID assigned to the specific vehicle at both the top and bottom of the form.

   7.16.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as "Aircraft Refueler, A/S32R-11." Make entries at both the top and bottom of the form.

   7.16.4. Block 4, Work Order Date. Enter the date the inspection, service or maintenance action was accomplished.

   7.16.5. Block 5, Work Order Number. Enter the work order number of the work order used to do the inspection, service or maintenance.

   7.16.6. Block 6, Normal Inspection/Service/Maintenance Interval. Enter the number of months each listed component is to be inspected, serviced or maintained at the normal interval, as prescribed in TO 36-1-191-WA-1 or other applicable TO. Enter the paragraph and TO number used as a reference for this interval. Enter the next due date each component is to be inspected, serviced or worked on. Each change in a due date or the accomplishment of any one of the items on a line of due dates, requires that new due dates be posted to the next line of the AF Form 1829. Those that are not affected by the work order are carried forward. "X" out fuel-servicing components that do not apply to the specific vehicle or equipment item.

Section 7E—AF Form 1830, Refueling Equipment Hose Installation And Hydrostatic Test Data Record

7.17. General Information. The AF Form 1830 may be used to record hydrostatic testing of fuel-servicing hoses on those mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility. The form shows the vehicle's identifying static data, hose identification, and testing interval data, as well as the work order date and the work order number, when the hydrostatic testing was last performed and the date the next hose test is due.

   7.17.1. The data source for the AF Form 1830 is the individual vehicle's records or the appropriate work order. On completion of all blocks, a continuation AF Form 1830 is made, and "next due" information and interval data are posted on the continuation form. Scan the AF Form 1830 and attach to work order when it is closed for reference purposes.

7.17.2. Make an entry on the AF Form 4427 when refueling hoses are changed, hydrostatically tested or maintenance performed which can affect fuel quality. This advises the operator that the hose requires flushing and fuel sampling.

7.18. How to Fill Out an AF Form 1830.

7.18.1. Block 1, USAF Management Code. Enter the LIN/TAMCN at both the top and bottom of the form.

7.18.2. Block 2, Asset ID. Enter the Asset ID of the vehicle on which the hose is mounted at both the top and bottom of the form.

7.18.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-11, at both the top and bottom of the form.

7.18.4. Block 4, Hose Identification and Interval Data. Complete blocks 4A through 4F of this section as follows:

7.18.4.1. Block 4A, Hose Installation Date. Enter the date this hose was placed in service.

7.18.4.2. Block 4B, Hose Size. Enter the size of this hose.

7.18.4.3. Block 4C, Hose Identity. Enter the locally assigned identification number of this hose, or identify it as either the left or right hose.

7.18.4.4. Block 4D, Hose Inspection Interval. Enter the number of months (interval) between hydrostatic hose tests, as shown in TO 36-1-191-WA-1 or other applicable TO. Enter the paragraph and TO number used as the reference for the interval.

7.18.4.5. Block 4E, Military Specification Number. Enter the military specification number or American Petroleum Institute number for this hose.

7.18.4.6. Block 4F, National Stock Number. Enter the National Stock Number of the hose.

7.18.5. Block 5, Hose Inspection and Test Data. Complete blocks 5A through 5C of this section as follows:

7.18.5.1. Block 5A, Work Order Date. Enter the date the hose test was performed.

7.18.5.2. Block 5B, Work Order Number. Enter the work order number for the hose test.

7.18.5.3. Block 5C, Next Hose Test Due Date. Enter the date the next hydrostatic hose test is due, based on the interval date in block 4D.

7.18.6. It is intended that inspection, servicing and maintenance of the fuel-servicing vehicles be performed at the same time. That is, as many interval requirements are performed during any single maintenance cycle as may be due. Due dates of hose tests should coincide with the due dates of fueling components when possible, as shown on AF Forms 1829.

Section 7F—Labor Hour Reporting, AF Form 1831, Indirect Labor Time Card

7.19. Labor Hour Reporting. Labor hours which are not captured in FMIS are assumed to be indirect labor in support of the vehicle fleet.

Section 7G—AF Form 1832, Record of Cannibalization

7.20. General Information. With the maintenance team lead's assistance, Materiel Control initiates an AF Form 1832 when cannibalization action is recommended. Materiel Control completes the "Action by Materiel Control" section and forwards the document to FM&A. If cannibalization is not needed, no further action is necessary and the AF Form 1832 may be destroyed. If cannibalization is needed, workload control makes entries in their part of the form, and sends it to the VFM/VMS. The completed AF Form 1832 provides the information needed for Vehicle Management to decide whether approval to cannibalize is warranted.

7.21. How to Fill Out an AF Form 1832.

7.21.1. AF Form 1832 is attached to the work order if the parts are not going to be replaced on the cannibalized vehicle. A copy of the AF Form 1832 is also attached to the cannibalized work order.

7.21.2. Total labor costs of the cannibalization (that is, removing the part from the cannibalized vehicle and installing it on the vehicle to be returned to service) are charged to the vehicle on which the part is installed. The labor and material costs of installing replacement items on the cannibalized vehicle are charged to the cannibalized vehicle.

7.21.3. Materiel Control ensures that replacement parts are ordered for the cannibalized vehicle according to **Chapter 5**, unless the parts are not going to be replaced on the cannibalized vehicle.

7.21.4. Enter the following on an AF Form 1832: Date, requester, part number/description, quantity, and price in the form heading area related to the date the form is opened and describing the part of component needed for the current repair requirement.

7.21.4.1. Section I, Parts to be Installed on Vehicle Described Below: Action by Materiel Control/FM&A. This section relates to the vehicle and vehicle part or component needed for the current repair requirement. Indicate part, asset ID, vehicle type/model, work order ID, if the asset is below mission essential level, and man-hours required to remove and install the part.

7.21.4.2. Recommended Part Will be Cannibalized From Vehicle Described Below: This section relates to the vehicle that the part or component is cannibalized from. Materiel Control/FM&A indicates asset ID, vehicle type/model, work order ID, if the part is reimbursable, and whether the status is non-mission capable maintenance or non-mission capable supply.

7.21.4.3. Section II, Authorize the Cannibalization of the Above Part: Signatures from Materiel Control Non-Commissioned Officer In Charge, FM&A Non-Commissioned Officer In Charge, and VFM/VMS are required before cannibalization is authorized. Remarks section is reserved for any additional information.

Section 7H—AF Form 4354, Vehicle Preventive Maintenance and Inspection

7.22. General Information. This form is to be used in conjunction with any applicable manufacturer inspection requirements during the scheduled Preventive Maintenance and Inspections. The form is filed with the work order.

7.23. How to fill out an AF Form 4354.

7.23.1. Block 1, Asset ID. Provide the asset ID of the vehicle.

7.23.2. Block 2, Work Order Number. Fill in the vehicle work order number.

7.23.3. Block 3, Date. Fill in the date the technician performed the inspection.

7.23.4. Block 4, Employee Name (printed) and Number. Fill in the printed name and number of the technician completing the inspection.

7.23.5. Block 5, Supervisor Name (printed) and Signature. The supervisor of the technician that performed the inspection provides printed name and signature.

7.23.6. Blocks 6-51.   The technician check the Pass or Fail blocks, depending on the outcome of the inspection.

7.23.7. Blocks 52-55.   These blocks are reserved for identifying any local inspection requirements.

7.23.8. Blocks 56-61.   Use these blocks to identify specific inspection areas for crash fire trucks. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.23.9. Blocks 62-71. These blocks list specific areas for fuel servicing units. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.23.10. Blocks 72-75. These blocks identify the inspection criteria for Materiel Handling Equipment. Check the Pass or Fail block, depending the results of the inspection.

7.23.11. Blocks 76-78.   These blocks are reserved for identifying any local inspection requirements.

7.23.12. Blocks 79-97. The blocks list the required inspection areas for base maintenance equipment.

7.23.13. Blocks 98-102.   These blocks are reserved for identifying any local inspection requirements.

Section 7I—AF Form 4355, Vehicle Incoming Inspection

7.24. General Information. Complete this form each time a vehicle is processed into VM (via work order).   Identify repair actions needed and to ensure repairs that effect safe vehicle operation are addressed. It is filed with the corresponding work order upon completion.

7.25. How to fill out the AF Form 4355.

7.25.1. Section I—General Information.

7.25.1.1. Block 1, Asset ID. Provide the asset ID of the vehicle.

7.25.1.2. Block 2, M/H/U/K. Fill in the current miles, hours, units or kilometer reading.

7.25.1.3. Block 3, Maint. Team Assigned. Enter the Team or Section that is responsible for the work.

7.25.1.4. Block 4, Inspector/Number. Enter the name of the person completing the inspection and the members DPAS ID.

7.25.1.5. Block 5, Non-mission capable Date/Time. Fill in the date and time the vehicle was reported non-mission capable by the owning/using organization.

7.25.1.6. Block 6, Work Order ID. Enter the Work Order ID number.

7.25.1.7. Block 7, Work Order Reason. Enter the reason the incoming asset is in for maintenance.

7.25.1.8. Block 8, War Reserve Material. Annotate whether the asset is a War Reserve Material asset by writing yes or no.

7.25.1.9. Block 9, Nuclear. Annotate whether the asset is a nuclear asset by writing yes or no in the block provided.

7.25.1.10. Block 10, Reimbursable. Annotate whether the asset is a Reimbursable asset by writing yes or no in the block provided.

7.25.1.11. Block 11, LIN/TAMCN. Enter the Line Item Number (LIN) or Table of Authorized Materiel Control Number (TAMCN) as applicable. This is also referred to as the management code.

7.25.1.12. Block 12, Accident/Abuse. Annotate if incoming asset shows signs of damage via accident or abuse and mark accordingly in the blocks provided. Section is then approved/signed by VFM/VMS.

7.25.1.13. Block 13, Non-mission capable-supply. Enter the start date/time the asset becomes Non-mission capable supply. Enter the stop date/time once parts are available. The start/date time is verified through Materiel Control and signed by VFM/VMS.

7.25.2. Section II—Inspection Items. Blocks 14-32. These blocks identify the areas to be inspected. The technician marks the appropriate block within the appropriate columns. A mark in a box within the "P" column indicates the area is serviceable and a mark in the "F" column indicates the system is not serviceable and further maintenance action is required before releasing the vehicle back to the customer. If inspection area is not applicable to a specific vehicle type, the technician checks the N/A block.

7.25.3. Section III—Required Repairs.

7.25.3.1. Job. This is a numeric sequencing number to indicate the maintenance repair. Description of Work. A short summary of the required repair (i.e., Replace alternator).

7.25.3.2. Work Plan ID/Description. This is an alpha character that indicates the type of action a technician takes to complete the maintenance.

7.25.3.3. Work Plan Type Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work is performed.

7.25.3.4. Service Performed. Enter the description of work that would be performed on the asset.

7.25.3.5. Tech Name. Enter the name of the technician that has inspected the asset.

7.25.3.6. Est Hrs. The technician enters the estimated labor hours required to do the job.

7.25.3.7. Comments. Include any pertinent information or comments.

Section 7J—AF Form 172, Appointment of Vehicle Control Officials

7.26. How to fill out AF Form 172

7.26.1. Section I. Unit/Organization Information.

7.26.2. Section II—Primary Vehicle Control Official Information

7.26.2.1. Rank/Name. Enter the rank and name of appointed Vehicle Control Official.

7.26.2.2. Phone Defense Switched Network (DSN). Enter the Phone or DSN of the Vehicle Control Official.

7.26.2.3. Email Address. Enter the email address of the Vehicle Control Official.

7.26.3. Section III—Alternate Vehicle Control Official Information

7.26.3.1. Rank/Name. Enter the rank and name of alternate Vehicle Control Official.

7.26.3.2. Phone (DSN). Enter the Phone or DSN of the Vehicle Control Official.

7.26.3.3. Email Address. Enter the email address of the Vehicle Control Official.

7.26.4. Section IV—Appointing Authority. Name/Title/Date/Signature. This section is filled out by the unit commander, or equivalent, for appointment of primary and alternate Vehicle Control Officials.

Chapter 8

441 VEHICLE SUPPORT CHAIN OPERATIONS SQUADRON

Section 8A—Authority and Responsibility

8.1. Program Authority. The 441 VSCOS acts as the Air Force Vehicle Management authority on behalf of AF/A4, AF/A4L and AF/A4LR.

8.2. Program Responsibility. As the Air Force authority, the 441 VSCOS provides assistance with tasks and processes associated with establishing and enforcing centralized enterprise Vehicle Management programs, goals and objectives to meet Air Force operational mission requirements. See **Chapter 2**, **paragraph 2.9** for specific 441 VSCOS responsibilities.

Section 8B—Duties on Behalf of AF/A4L

8.3. Departmental Level Forms and Publications Support. 441 VSCOS provides input to transportation policy directives, this Vehicle Management Air Force Instruction, MICT checklists, TO 36-1-191-WA-1 and AF Forms prescribed by this AFI. 441 VSCOS collects all inputs and staffs to AF/A4LR for final review, approval and coordination to publish. Additionally, 441 VSCOS reviews all submitted MAJCOM supplements related to Vehicle Management and forwards to AF/A4LR for final approval.

8.4. Annual FAST Reporting. The FAST/Asset-Level Data (ALD) Report is completed and submitted between 15 October and 31 December for the previous fiscal year.

8.5. Administer Vehicle Management Policies. The 441 VSCOS administers federal congressional statutory, Executive Order and DoD vehicle fleet policies; to include environmental and energy requirements/mandates, per SAF/IEE and/or AF/A4LR direction:

8.5.1. Post current federal and departmental energy policies on vehicle energy requirements on the VM SharePoint®.

8.5.2. Manage, analyze, improve and implement vehicle automated management systems to include improving asset inventory information, fuels transactions and movements toward Condition Based Maintenance data.

8.5.3. Vehicle Management community focal point for Vehicle Management safety issues.

8.5.4. Approval authority for all Air Force vehicle authorization request for new missions, requirements, additions and deletions.

8.5.5. AF/A4LR has designated the 441 VSCOS as approval/disapproval authority of all Redistribution Order (RDO) vehicle shipments. (Refer to VM Guidebook) Additionally, Air Force directed cross command Redistributed Orders are generated by the 441 VSCOS as required to support routine, priority and contingency missions.

8.5.5.1. Route AFR or ANG Vehicle Management actions that impact funding through AFRC/A4RR or NGB/A4RDV (respectively) for approval in accordance with Title 10 before any actions occur; to include any vehicle authorization changes, withdrawals, reductions, transfers and loans regarding AFRC and ANG units. This can be accomplished by email or the Authorization Change Request via LIMS-EV-Vehicle View.

8.5.5.2. Transfer of AFR or ANG assets between any commands requires AFRC/A4RR or NGB/A4RDV (respectively) approval. The approval states if recoupment of funds/asset(s) is required in accordance with Title 10 before command levy actions occur. This can be accomplished via email or an approved Transaction Request Tool request.

8.5.6. Assist AF/A4LR with 2T3 career field conferences, program reviews, utilization and training workshops and career field re-engineering efforts.

8.5.7. Attend Equipment Policy Working Group (EPWG) meetings as necessary to ensure proper vehicle accountability procedures comply with regulatory and Air Force requirements.

8.5.8. Draft agenda for the annual Vehicle Transformation Acquisition Council and managing action items.

8.5.9. Conduct Business Case Analyses as required by AF/A4L.

8.5.10. Research and draft responses to Air Force level audits routed through AF/A4L.

8.5.11. Support AF/A4LR Crisis Action as requested by AF/A4LR.

8.5.12. Develop and sustain enterprise solutions. Use of all enterprise solutions are mandatory unless specifically waived via guidance or by AF/A4LR.

8.5.13. Administer Enterprise Vehicle Buy Program. Prepare model for annual run. Run model and validate results for accuracy. Provide validated model results (requirements) to Robins for procurement. AF/A4LR approves changes to validated model run results.

8.6. VM Neighborhood. The 441 VSCOS is responsible for managing, maintaining and updating the VM Neighborhood.

8.7. DoD Fleet Card Program. The 441 VSCOS is the Air Force Component Program Manager responsible for program oversight.

8.8. Air Force Vehicle License Plate Program:

8.8.1. Air Force Vehicle Management liaison with UNICOR.

8.8.2. Approves all registered buyers and maintains unit-level POC listing.

8.8.3. Coordinates with GSA and UNICOR on new plate designs and production.

8.8.4. Approving authority for replacement plates.

8.8.5. The 441 VSCOS assistance to non-appropriated funded organizations is not authorized.

8.9. Air Force Federal Motor Vehicle Registration System Program. The 441 VSCOS provides oversight and program management guidance for the Federal Motor Vehicle Registration System program:

8.9.1. Air Force Vehicle Management liaison with GSA concerning Federal Motor Vehicle Registration System.

8.9.2. Approves all registered Federal Motor Vehicle Registration System users and maintains unit-level POC listing.

8.9.3. The 441 VSCOS assistance to non-appropriated funded organizations is not authorized.

8.10. Air Force Vehicle Authorization Standard Management. The 441 VSCOS is the Air Force vehicle community's focal point for all matters related to vehicle Authorization Standard management.

8.11. Air Force POC with GSA Fleet Managers.

8.11.1. The 441 VSCOS is the preferred common Air Force POC for GSA. However, this does not preclude each base-level VFM/VMS from interacting with GSA at appropriate levels. The 441 VSCOS acts to resolve issues or concerns with the GSA leased vehicle program as required:

8.11.2. Review annual GSA requisitions request for replacement of GSA leased vehicles to ensure all vehicles that are replaced have valid authorization and meets energy requirements for low Green House Gas emissions ratings and/or an alternate fueled vehicle.

8.11.2.1. The 441 VSCOS only approves GSA lease replacements with a valid, matching, vehicle authorization identified on the unit Master Vehicle Report.

8.11.2.2. Air Force units being supported by a Joint-Base Base Support Vehicle & Equipment fleet management activity coordinates through that activity as appropriate.

8.11.2.3. The Air Force representative for the annual FedFleet conference. Representative(s) attend appropriate workshops and meetings.

8.12. Support of the Air Force Inspection System. Refer to AFI 90-201, *The Air Force Inspection System*:

8.12.1. Develop and manage AF Vehicle Management and related Self-Assessment Communicator(s) located on the MICT website.

8.12.1.1. Coordinate Air Force Self-Assessment Communicator with AFRC/A4RR and NGB/A4RDV.

8.12.1.2. Review AF Self-Assessment Communicator annually, no later than 31 January, in accordance with AFI 90-201.

8.12.1.3. Review and update if needed, affected Self-Assessment Communicator no later than 10 days after a change to this AFI or TO 36-1-191-WA-1 in accordance with AFI 90-201.

8.12.2. Work with active component MAJCOMs (C-MAJCOM) to facilitate the continual evaluation process.

8.12.3. Monitor and access MICT data of Active Duty Vehicle Management activities and other functional metrics to build awareness of unit performance.

8.12.4. Coordinate and approve Corrective Action Plans for unit-level CRITICAL and SIGNIFICANT discrepancies.

8.12.5. Provide, or source Associate Inspectors with functional expertise as requested by MAJCOM/IG.

8.12.6. Conduct Staff Assistance Visits when requested by a commander.

8.12.6.1. If needed, the 441 VSCOS requests Subject Matter Expert assistance from qualified 2T3 Airman or civilians.

8.12.6.2. All Staff Assistance Visits are coordinated with the appropriate Gatekeeper as required by requesting activity's MAJCOM instructions.

8.13. Perform Vehicle Validation On Air Force Vehicle Fleets.

8.13.1. The 441 VSCOS performs complete review of each installation's vehicle authorizations every three to five years depending on trigger points. Projected Vehicle Validation schedule is posted on the VM SharePoint® and updated as needed. Notices are sent to the particular installation's gatekeeper and Vehicle Management when the Vehicle Validation start date is within 30 days, in accordance with the installation and/or host MAJCOM directives.

8.13.2. Validations are performed on site at the installation Vehicle Management facility or conducted electronically via email, teleconference and/or video teleconferencing. The trigger points determining the method of use are fleet size, scope of authorization impact and available funding.

8.13.3. The 441 VSCOS will accept vehicle justification packages no earlier than 90 days and no later than 60 days prior to the start of the Vehicle Validation. **(T-2).** A one-year freeze on new vehicle justification packages will be in place once validation is completed. **(T-2).**

8.13.4. Advise the servicing Vehicle Management provides pre-Vehicle Validation actions. Refer to the VM Guidebook for preparation actions.

8.13.5. The 441 VSCOS updates the Accountable Property System of Record with post validation results and notifies Vehicle Management once final authorizations are posted.

8.13.6. All challenges to Vehicle Validation results will be staffed to AF/A4LR within 60 days upon conclusion of the Vehicle Validation. **(T-1).** AF/A4LR consults directly with the 441 VSCOS as needed for challenge resolution. AF/A4LR notifies the submitting unit of the challenge disposition as the final decision authority.

8.14. Time Compliance Technical Orders, Service Bulletin and One-Time Inspection Management. The 441 VSCOS distributes Time Compliance Technical Orders, Service Bulletins, One-Time Inspections and other related vehicle compliance inspections loaded into Consolidated Analysis and Reporting System 2.0. 441 VSCOS provides summaries to AF/A4LR as requested. Use LIMS-EV Vehicle View to monitor inspection/service compliance and perform follow-up with unit-level activities at least monthly.

8.15. Defense Base Realignment and Closure. Provide comment/coordination on DoD Base Realignment and Closure issues as requested by AF/A4.

Section 8C—General Support to Base Level Vehicle Management.

8.16. Technical Assistance.

8.16.1. Research and evaluate repair information systems for Air Force Vehicle Management use. Evaluate available systems to ensure repair information as needed.

8.16.2. Research and validate depot overhaul work specifications when requested.

8.16.3. Participate in Robins AFB Support Equipment and Vehicles Division approved vehicle and equipment First Article Testing.

8.16.4. Airmen Powered by Innovation Program. The 441 VSCOS reviews Vehicle Management related submissions in accordance with AFI 38-402.

8.16.5. Assign and track X, Z and asset ID numbers.

8.16.6. Provide consolidated K-Loader Data Reports to K-Loader System Program Office (AFLCMC/WNZ) as requested.

8.16.7. Provide support for base level vehicle maintenance sustainment programs to include, but not limited to, answering senior leadership inquires, facility requirements, parts sourcing, etc.

8.16.8. Provide vehicle support for non-host base assigned assets in Operational Plans where MAJCOMs have host base responsibilities and ensure host base Vehicle Management update supported units in FMIS annually with reimbursement distribution code of 3 or 4. (Refer to M&U Guidebook)

8.16.9. Provide tool and shop equipment strategic sourcing guidance as requested to ensure procurement from most cost effective source.

8.17. Enterprise-Wide Support. In an effort to increase accountably and visibility of the Air Force vehicle fleet, the 441 VSCOS/Fleet Support Flight is the focal point for installation fleet managers in the execution of Vehicle Management transactions across multiple Air Force systems. Fleet Support Flight assists installation fleet managers with fleet management operations; however, installation fleet managers are responsible for day- to- day management of their fleet. Fleet Support Flight responsibilities include:

8.17.1. Monitoring, managing and coordinating with installation fleet managers on all recommended changes to ASs and AIDs.

8.17.2. Monitoring and maintaining vehicle authorizations needing review, changes, updates, additions and deletions for the Air Force vehicle fleet.

8.17.3. Utilizing LIMS-EV, Vehicle View Transaction Request Tool to take action on Air Force Fleet Management items. Take appropriate action in accordance with TRT Guidebook to process base user requests and update the Accountable Property System of Record in accordance with the Property and Accountability APSR work plan guide. Perform daily/weekly/monthly reconciliation in Accountable Property System of Record, ensuring authorizations and data integrity to include clearing Accountable Property System of Record rejects or variances.

8.17.4. Reviewing vehicle requirements and providing final sourcing solutions for formalized vehicle tasking's as outlined in **Chapter 2**.

8.17.5. Providing pre-approval research activity for authorization change requests. Fleet Support Flight analyzes Air Force vehicle authorization policy and fleet posture to ensure up-to-date compliance with federal vehicle fleet policies, alternative fuel solutions and Congressional mandates.

8.17.6. Maintaining Master Jacket File for each base level vehicle account on the VM SharePoint®.

8.17.6.1. Master Jacket File contains Custodian Appointment letter and a signed APSR Annual Inventory with original or digital (Common Access Card) signatures of the primary or alternate custodian and it has been verified by the applicable organization commander.

8.17.6.2. Track and manage annual requirement for signed APSR Annual Inventory. Provide vehicle account custodians new APSR Annual Inventory when required. Ensure the (APSR) Annual Inventory is signed by the appointed custodian, commander and filed in Master Jacket File.

8.17.7. Review, validate, and execute movement orders (Redistribution Order's/Shipments) to fulfill vehicle needs not covered in **Chapter 2**, e.g., temporary requirements, vehicle shortfalls, mission limiting factors, etc.

8.18. Unit-level FM&A Support:

8.18.1. Coordinating and executing support for authorization adjustment request.

8.18.2. Performing necessary transactions to update current authorizations, forecasted authorizations, in-use and in-place assets within Accountable Property System of Record.

8.18.2.1. Refer to **Chapter 7** for vehicle record transfer information.

8.18.2.2. The gaining Vehicle Management initiates follow-up action on vehicles not received within the specified time frame. FM&A notifies the 441 VSCOS of any discrepancies. FM&A must provide 441 VSCOS with updated shipping address annually to coincide with annual base buy review list. **(T-2).**

8.18.2.3. Completing fund citation information needed to charge shipping costs (or written approval from the appropriate Transportation Account Code manager) is provided by the agency requesting vehicle shipment. That information/documentation accompanies the vehicle shipping package when the asset is delivered to the Deployment and Distribution Flight or shipping activity.

8.18.3. Taking prompt and appropriate action to research, correct and process the following actions requested in LIMS-EV Vehicle View, Authorization Validation and Transaction Request Tool, while ensuring authorization integrity and asset accountability.

8.18.3.1. Supporting Authorization Validation and Transaction Request Tool requests:

8.18.3.1.1. Receiving and shipping redistributed vehicles.

8.18.3.1.2. Defense Logistics Agency Disposition Services request.

8.18.3.1.3. Completing changes to document number, National Stock Number, and other relevant APSR updates.

8.18.4. Adding or deleting authorizations. Use the Authorization Validation module and Transaction Request Tool in LIMS-EV Vehicle View to execute authorization adjustment requests.

8.18.5. Executing all vehicle transactions within APSR.

8.18.6. Loading appropriate "Special Retention" authorization standards in accordance with **Table 4.1** and authorization document numbers.

8.18.7. Supporting Vehicle Determination requests. If determination cannot be made, 441 VSCOS forwards requests to the appropriate Integrated Product Team Program Manager at Robins AFB for assistance.

Section 8D—Enterprise-Level Vehicle Management Support Programs and Policies.

8.19. LIMS-EV, Vehicle View. The 441 VSCOS maintains tables associated with LIMS-EV, Vehicle View. All data files for LIMS-EV, Vehicle View are on the VM Neighborhood. The only exceptions are the "Consolidated Analysis and Reporting System DUE_IN" file. 441 VSCOS also monitors daily Estimated Time to Live log and posts status of updates on the VM Neighborhood. Refer to **Attachment 4** for more specific information.

8.20. Leased Vehicle Authorization Management. (Refer to TRT Guidebook) Accountability measures are specific for leased vehicles.

8.21. Vacant Vehicle Authorizations. If an authorization is vacant for more than two programming cycles and no asset is programmed for purchase to fill the authorization it is automatically considered invalid and subject to deletion, unless an Exception to Policy has been submitted to the 441 VSCOS and granted by AF/A4LR.

8.22. Vehicle Local Purchase. Local Purchase (LP) is a request for a vehicle to be locally procured. Request for a vehicle to be locally procured may be submitted only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to purchase products at or below the micro-purchase threshold in accordance with Federal Acquisition Regulation. The Robins AFB Support Equipment and Vehicles Division approves procurement of vehicles that comply with applicable Federal, DoD and Executive Order directives in reference to Alternative Fuel Vehicle procurement. 3080, 3-year Non-expiring funding is the only funding authorized for procurement, and must be secured by the requesting activity. **(T-1).**

8.23. Duplicate Asset ID Numbers. The 441 VSCOS monitors for Asset ID Number duplication and initiate corrective action with appropriate Vehicle Management to correct. The 441 VSCOS works with the appropriate Robins AFB Support Equipment and Vehicles Division Item Manager to identify and issue new Asset ID Number as needed. The 441 VSCOS works with the appropriate Item Manager to identify correct vehicle and issue new Asset ID Number as needed and then notifies affected FM&A with information from Item Manager.

8.24. Vehicle Use Codes. Assets under the below use codes inherently have the same use codes as the vehicle authorization.

8.24.1. A – Mobility. Assigned to asset that is Unit Type Coded and possible unit operational deployment.

8.24.2. B – Base Support. Assigned to assets that support a peace time mission.

8.24.3. C – Joint Use. Assigned to assets that support peacetime mission, but ceases to exist in wartime allowing the vehicle to satisfy a wartime requirement.

8.24.4. D – War Reserve Materiel. Assigned to assets in storage and support a wartime Unit Type Code (see **Section 3C**)

8.25. Prioritization Model Preparation for Planning and Execution. (Refer to VM Guidebook)

8.25.1. Initial model preparation begins in December each year. The 441 VSCOS, on behalf of Robins AFB Support Equipment and Vehicles Division, initiates a data call to all units in order to collect "no-buy," "must- buy" and "withhold dollars" submissions. Normally, requested data is due to the 441 VSCOS no later than the 15th January each year.

8.25.2. The 441 VSCOS consolidates Robins AFB Support Equipment and Vehicles Division and unit inputs and loads tables for first model run after data crossover on/or about 21 January. The 441 VSCOS notifies Robins AFB Support Equipment and Vehicles Division and courtesy copies MAJCOMs and each base after model run is complete.

8.25.3. Robins AFB Support Equipment and Vehicles Division reviews "no buy" submits current updated "no buy" to the 441st VSCOS.

8.25.4. The preparation/analysis cycle continues each month until Robins AFB Support Equipment and Vehicles Division directs the 441 VSCOS to "Freeze" the model on/or about 22 August for data execution.

8.25.5. The 441 VSCOS routes Vehicle Management actions that impacts AFR or ANG funding through AFRC/A4RR or NGB/A4RDV (respectively) for approval in accordance with Title 10 before any actions occur.

8.25.6. Vehicles assigned to missile crew transport are programmed for replacement when vehicles reach end-of-life.

8.26. Vehicle "Must Buy" Justification Requirements. (Refer to VM Guidebook) Vehicle "must-buys" are not for routine vehicle replacements. "Must-buys" are only approved as a last resort after all fleet management solutions have been exhausted and documentation clearly shows mission degradation if vehicle is not procured.

8.27. Foreign Vehicle Procurement. The 441 VSCOS must approve all foreign procurements. **(T-2).** Consider foreign vehicle procurements in lieu of domestic purchases by assessing and rationalize requirements based on combatant commander requirements, host nation laws, force protection, anti-terrorism, total cost and specific functional needs for special vehicle configurations.

8.28. First Article Testing. (Refer to VM Guidebook) The 441 VSCOS observes and participates in tests; as well as provides liaison between command or end-item functional user and Robins AFB Support Equipment and Vehicles Division in this effort. First Article Testing ensures that a contractor can furnish a product that conforms to all performance-based work statement requirements for acceptance. For base maintenance/construction and fire protection vehicles, Air Force Civil Engineer Center may observe and/or participate in first article testing with the 441 VSCOS. Refer to Federal Acquisition Regulation Subpart 9.3, *First Article Testing and Approval*, and AFMCI 64-110, *First Article Management*, for further information.

8.29. Vendor Product Evaluation Program.

8.29.1. Vendor Product Evaluations Program Overview. The focus of the program is to provide Vehicle Management the ability to evaluate commercially available off-the-shelf products in order to determine if they are more economical and effective in performing Vehicle Management day-to-day operations prior to purchasing. All products should have potential tangible and intangible benefits to the Air Force, with a focus on enhancing forward deployed Vehicle Management operations and/or environmental impact mitigation effects, prior to initiating an evaluation.

8.29.2. The 441 VSCOS is the Air Force focal point and managing activity for product evaluations.

8.29.3. Through the use of bailment or other agreements, potential vendors must acknowledge prior to starting any evaluation, that the evaluation is at "no cost" to the US Government, DoD or Air Force. **(T-2).** Also, a positive (or negative) product procurement recommendation in any evaluation report should state that it does not constitute a legal and binding agreement on the Air Force to procure/purchase the evaluated product. Extreme care should be taken by all levels of Vehicle Management when corresponding with vendors as to not obligate (intentionally or unintentionally) the Air Force for evaluated product procurement without proper authority.

8.29.4. When a requested product affects the specifications, and/or characteristics of a specific Accountable Property System of Record accountable vehicle, the activity will coordinate with the 441 VSCOS prior to product evaluation start. **(T-2).**

8.29.5. Base/unit-level Vehicle Management will only conduct product evaluations sanctioned by the 441 VSCOS. **(T-2).**

8.29.6. The 441 VSCOS may participate in vehicle industry related workshops and conferences to learn about new products and current automotive industry practices and work to embed them into Vehicle Management processes.

8.29.7. Evaluation Types. (Refer to VM Guidebook) There are two evaluation levels with individual scope: Air Force level and base/unit level. Each have varying oversight levels and procedures.

Chapter 9

ORGANIZATIONAL, VEHICLE CONTROL OFFICIAL PROGRAM RESPONSIBILITIES & OPERATOR INFORMATION

Section 9A—Vehicle Policy

9.1. Vehicle Acquisition and Use. All non-tactical vehicles acquired by the Air Force are limited to the minimum body size and maximum fuel efficiency needed to meet the agency's mission; and limit their use to official use only in accordance with DoDM 4500.36. Emphasis on controlling and conserving vehicle assets is the responsibility of all management echelons. The vehicle user is responsible for operation, conservation and condition of vehicles used. Supervisors, commanders, and commander appointed Vehicle Control Officials will be responsible for enforcing these conditions. **(T-0).** AFI 24-301 contains specific policy guidance on official use of government vehicles.

Section 9B—General Organizational Responsibilities.

9.2. Servicing Vehicle Management. The servicing Vehicle Management provides fleet management and maintenance support. Vehicle Management normally provides the following services:

9.2.1. Manages Vehicle Control Function and provides assistance to Vehicle Control Official with vehicle justifications, rental/leasing procedures, vehicle data analysis, DoD Fleet Cards, briefing/training Vehicle Control Officials and other vehicle related issues.

9.2.2. Scheduled maintenance. These inspections are maintenance actions normally scheduled in advance, based on a vehicle's actual or projected mileage, hours of operation, or calendar time. Vehicle Management coordinates scheduled maintenance with unit Vehicle Control Officials.

9.2.3. Unscheduled maintenance. Any vehicle malfunction reported to the Vehicle Management not considered scheduled maintenance. Vehicle Control Officials report vehicle malfunctions to the Vehicle Management customer service section or equivalent element within established timeframes.

9.2.4. Minor Maintenance Road Side Assistance. Roadside service provides assistance for most disabled vehicles during normal duty hours. Service can also be available after normal duty hours for urgent or emergency situations. Follow the installation prescribed procedures for requesting assistance.

9.3. Owning/Using Organization.

9.3.1. Owning/Using organization purchasing additional attachments for the same vehicle/registered piece of equipment are responsible to maintain and replace those attachments. The owning/using organization is responsible for sustainment costs.

9.3.2. Maintenance on major specialized systems mounted on a standard vehicle chassis is the responsibility of the owning/using organization. Additionally, owning/using organizations are responsible for ensuring specialized systems meet all required Air Force, DoD, Federal or International standards or agreements (e.g. frequency management). Specialized systems include, but are not limited to communications equipment, munitions maintenance systems, environmental systems, special hoists, cameras/surveillance, and sensitive test equipment. Owning/using organizations arrange for in-house or contract repair of the equipment. Vehicle Management is only responsible for maintaining the basic vehicle body, chassis and power train.

9.3.3. Owning/using organizations will be responsible for the service and hydrostatic testing of compressed gas cylinders (nitrogen, oxygen, etc.,) used to support vehicle auxiliary and support systems (e.g., fire trucks, ambulances, specialized systems, etc.). **(T-3).**

9.3.4. Special tools designed for operator preventive maintenance shipped with a specific piece of equipment are transferred with the equipment to the owning/using organization.

9.3.5. Owning/using organizations are responsible for purchasing wire-ropes/cables on assigned vehicles equipped with these items. Operators are responsible for replacing defective wire-ropes/cables. Operators will notify and provide recertification paperwork to Vehicle Management as soon as possible after making the replacement. **(T-3).** Operators are also responsible for making adjustments to mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc.). Additionally, operators will inspect and grease vehicles as required by the TO or manual, and report any problems to Vehicle Management. **(T-3).**

9.3.6. Organizations assigned tracked vehicles procure and replace track shoes.

9.3.7. Base communications or contract maintenance repairs two-way mission radio and intercom systems, even if these are shipped as part of the vehicle purchase. The owning/using organization must arrange repairs/services. **(T-3).**

9.3.8. Maintenance of locally procured vehicle-mounted equipment and attachments. Organizations must coordinate with the VFM/VMS before acquiring vehicle-mounted equipment and attachments. **(T-2).** The owning/using organization pays the associated O&M costs.

9.3.9. Owning/using organizations requesting support by Vehicle Management for locally purchased equipment must include maintenance and parts publications in the request. **(T-3).** Send the publications to Vehicle Management after receiving the equipment. The VFM/VMS do not assume management responsibility for locally purchased equipment without the necessary technical data if, in their opinion, inspection, service, adjustment or repair work cannot be performed properly.

9.3.10. The owning/using organization is responsible to procure and sustain the following items: Jacks, jack handles, lug wrenches, wax, highway warning kits, first aid kits, spare tires, spare wheels, tire chains, fire extinguishers, wheel chocks, placards, shoring, dunnage, lubricants, lubrication equipment, starting fluid, diesel exhaust fluid, windshield washer fluid, special tools, and accessories to meet operating requirements. Vehicle Management is responsible for accessories that are part of the original equipment on vehicles.

9.3.11. When equipment operators are responsible for lubricating equipment before and during use, Vehicle Management advises operators regarding the lubricant to be used, tools needed and frequency of lubrication. The owning/using organization procures required tools and lubricants, and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair.

9.3.12. Owning/using organizations are responsible to maintain liquid nitrogen pumping systems and 110/220 volt electrical systems.

9.4. European Command (EUCOM) Activities. Air Force organizations operating vehicles on public roads within EUCOM AOR are responsible to review and ensure strict compliance with the requirements of USAFEI 23-104 when carrying/transporting hazardous goods and/or waste.

9.5. Nuclear Certified Vehicle Use. In accordance with AFI 63-125, owning/using organizations ensure the nuclear certification status and configuration of vehicles identified on the Master Nuclear Certification List prior to using the vehicle for operations involving nuclear weapons or nuclear weapon systems.

Section 9C—Specific Organizational Responsibilities.

9.6. Medical Group. Medical units are responsible for maintaining and replacing the following non-vehicular medical equipment: Life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment. The unit shall be responsible if the equipment was or was not part of the original vehicle purchase. **(T-2).**

9.7. Fire Emergency Services. Fire Emergency Service activities are responsible for maintaining and replacing the following accessory firefighting equipment: Power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment and portable lights or lighting systems. The unit shall be responsible if the equipment was or was not part of the original vehicle purchase. **(T-2).**

9.8. Security Forces. Unit level Security Forces activities will fund for various vehicle add-on equipment needed for operational security needs. **(T-2).** This includes vehicle decals and funding speedometer calibration cost w/ local vendors on organizational vehicles. Security Forces will coordinate with servicing Vehicle Management before performing any service on vehicles. **(T-2).**

9.9. Civil Engineering. Civil Engineering activities are responsible for maintaining and replacing the following equipment, accessories and items:

9.9.1. Brooms, filter bags, skid plates and deflectors on all sweepers. Correct adjustment of brooms, deflectors and caster wheels on all sweepers. Moldboard cutting edges and shoes on earth-moving and snow-removal equipment. Sharpen and change blades and deflectors on grass-cutting equipment. Conduct or arrange for weight and dielectric tests on assigned crane booms, insulated booms and mast assemblies (refer to TO 36C-1-4, *Dielectric Testing of Insulated Manlift Devices*); provide documentation to Vehicle Management.

9.9.2. Funds and buys associated nut and bolt hardware items.

9.9.3. Responsible to maintain the following installed equipment related to the normal function(s): Stoves, refrigerators, heaters, air-conditioners, sanitary facilities, similar Civil Engineer items mounted in government-owned trailers to include house trailers and truck cargo compartments.

9.9.4. Fund and maintain real and non-real property equipment assigned on Equipment Authorization Inventory Data and tenant equipment assigned to Civil Engineering according to AFI 25-201. This includes mobile (wheeled or skid-mounted) engine-driven utility-type generator sets, pumps, air compressors, liquid gas generators, house and office trailers, and so forth, to which 441 VSCOS vehicle Asset IDs have not been assigned.

9.9.5. Store and inspect seasonal equipment not in possession of Vehicle Management every month during off-season months, using the applicable *Operator's Inspection Guide and Trouble Report*. Operationally check motorized equipment fully during this inspection.

Section 9D—Other Government Motor Vehicle Conveyances and Trailers Not Classified As Vehicles.

9.10. Owning/Using Organization Responsibilities.

9.10.1. Fund and manage all aspects of initial procurement and replacement.

9.10.2. Work to secure and fund a local maintenance agreements for all asset maintenance above the operator level.

9.10.3. Ensure assets operating on public roads, off an installation, are in compliance with the following:

9.10.3.1. Registered in the Federal Motor Vehicle Registration System and appropriate UNICOR license plate(s) are attained. **Note:** Contact servicing Vehicle Management for Federal Motor Vehicle Registration System and UNICOR plate ordering assistance.

9.10.3.2. Affix appropriate UNICOR license plates, one front (as applicable) and one rear in accordance with Federal Management Regulations Title 41, subpart *102-34.130*.

9.10.3.3. Fund all registration and/or license plate costs.

9.10.4. Assets solely operating on base roadways may be plated with Air Force approved UNICOR Non-Federal Motor Vehicle Registration System registered license plates. Owning/using units fund all plate purchases.

9.10.5. UNICOR procured license plates are turned in to Vehicle Management for disposition as "accountable items" and disposed of per UNICOR instructions.

9.11. Salvage Procedures. Refer to local Equipment Management and Defense Logistics Agency Disposition Services for procedures.

Section 9E—Vehicle Control Official Program.

9.12. Vehicle Control Official Program. DoD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DoD mission. The Air Force has adopted the Vehicle Control Official program to ensure the day-to-day management of motor vehicles permanently assigned to units and agencies. Unit commanders with assigned Accountable Property System of Record registered and/or leased vehicles will appoint a primary and alternate Vehicle Control Official; appointees are designated in writing utilizing AF Form 172 and forwarded to the servicing Vehicle Management activity. **(T-3).** Commanders have the option of consolidating Vehicle Control Official program requirements of subordinate units and appoint Vehicle Control Official(s) at their command level.

9.13. Vehicle Control Official Duties. Unit Vehicle Control Official duties include the following:

9.13.1. Liaison between their unit and the host Vehicle Management for all unit government motor vehicle matters.

9.13.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.

9.13.3. Receipt for permanently assigned unit vehicles from the base Vehicle Management. Vehicle Control Officials assign the vehicles to their respective authorized functions.

9.13.4. Vehicle Control Officials will provide odometer/hour meter reading updates for assigned vehicles (leased and Air Force owned) to FM&A on a monthly basis per local instruction. **(T-2).**

9.13.5. Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans and notifying Vehicle Management when assigned vehicles are no longer required.

9.13.5.1. New vehicle authorization requests and requirements must comply with the Air Force Vehicle Fleet Growth Policy, in accordance with **Chapter 4**. **(T-2).**

9.13.5.2. Vehicle Control Officials provide Vehicle Management with mission impact statements to substantiate annual base vehicle buy submissions when requested by Vehicle Management.

9.13.6. Properly routing purchase/procurement requests for Other Government Motor Vehicle Conveyances and trailers not classified as a vehicle. Vehicle Management reviews purchase/procurement requests to ensure the desired asset is an Other Government Motor Vehicle Conveyances or equipment item and not a centrally managed, Accountable Property System of Record vehicle. Vehicle Control Officials must coordinate purchase/procurement requests for other non-registered off-road equipment (i.e., All-Terrain Vehicles, etc.) with Vehicle Management. **(T-2).**

9.13.6.1. Organizations should work to secure a maintenance agreement or contract for Other Government Motor Vehicle Conveyances and/or other non-registered assets prior to purchasing.

9.13.6.2. Organizations will not purchase low speed vehicles. **(T-2).**

9.13.7. Provide justification to support unit Minimum Essential Level(s) as requested by local Vehicle Management. A Minimum Essential List indicates the number of vehicles, by type, the vehicle maintenance shop can have non-mission capable at one time and not seriously affect user's mission.

9.13.8. All organizational add-on equipment authorization requests must be submitted in writing to Vehicle Management. **(T-3).** Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation, or per VFM/VMS direction. **(T-3).** The owning/using organization will be responsible to fund the cost of returning the vehicle into original configuration for vehicle rotations or shipments. **(T-3).** The VFM/VMS, or designated technician, will review all requests for final approval. **(T-3).**

9.13.9. Ensure unit vehicle licensing and training program is conducted in accordance with AFI 24-301. Only qualified and properly licensed military, DoD employees, or authorized DoD contractors operate assigned motor vehicles in accordance with AFI 24-301.

9.13.10. Ensure use and maintain the appropriate Operator Inspection Guide and Trouble Report in accordance with this instruction and TO 36-1-191-WA-1.

9.13.11. Ensure operator maintenance is performed and vehicle malfunctions are reported to Vehicle Management in accordance with this instruction.

9.13.12. Ensure appropriate measures to prevent misuse, abuse and damage to Air Force motor vehicles. Motor vehicle accident and abuse prevention programs at all levels include:

9.13.12.1. Conducting and documenting periodic vehicle safety briefings. Can be satisfied via electronic means.

9.13.12.2. Conducting and documenting inspections to ensure assigned vehicles are serviceable and clean. Vehicle Control Officials may use the appropriate "*Operator's Inspection Guide and Trouble Report*" as a guide when performing these inspections. Vehicle Control Officials will establish a semiannual inspection schedule. **(T-3).**

9.13.13. Ensure unit vehicles are washed in accordance with intervals prescribed in TO 36-1-191-WA-1, Table 6-3.

9.13.13.1. To prevent vehicle damage, operators will not steam clean or high-pressure wash engines or engine compartments. **(T-3).**

9.13.13.2. Ensure vehicle operators wax vehicles with a manual application type wax to preserve the painted finish (prevent oxidation). Vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes are exempt. Waxing should occur in accordance with intervals prescribed in the commercial manual/operator's manual, TO 36-1-191-WA-1, Table 6-3 and/or as prescribed by local Installation Commander and Vehicle Management directives based on local conditions.

9.13.13.3. Vehicle operators/organizations operating "vehicle wash rack" or automated car-wash facility should review manufacture or industry standard requirements when acquiring and using commercial-off-the-shelve vehicle-cleaning products for use on modern paint finishes, e.g., "base-coat, clear-coat" in accordance with TO 36-1-191-WA-1. Additionally, operators/organizations will procure Environmental Protection Agency Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantageous in accordance with applicable Federal Acquisition Regulations. **(T-0).**

9.13.14. Provide vehicle operators with instructions to follow when accidents occur, including agencies to phone. Whenever in operation, every vehicle will have a Standard Form 91 and DD Form 518 in accordance with DoDM 4500.36. **(T-0).**

9.13.14.1. Accident reporting for commercial rental/lease and GSA leased vehicles are in accordance with leasing/rental agency instructions or GSA policy. The owning/using activity will be responsible for all accident/abuse cost associated with non-Air Force Billing Office Accounting Code funded GSA leased vehicles or locally funded rentals when competent/legal authority deems Air Force at fault. **(T-2).**

9.13.14.2. The Vehicle Control Official may request actual repair cost documents from FM&A.

9.13.15. Must ensure Vehicle Management approves all unit vehicle-rental/leasing actions prior to renting/leasing. **(T-2).**

9.13.16. Manage fuel point-of-sale items, (e.g., Vehicle Identification Link keys), in accordance with Defense Logistics Agency Energy policy, to include periodic inventories and control measures. Defense Logistics Agency Energy policy is on the Defense Logistics Agency Energy Defense Knowledge Online website or by contacting the Fuels Management Flight. Manage, control and safeguard GSA Fleet Services Card(s) issued to unit assigned GSA lease vehicles.

9.13.17. Must retain the following program continuity items (electronically or hard copy):

9.13.17.1. Copy of Commander approved AF Form 172. **(T-2).**

9.13.17.2. Copy of Vehicle Control Official training and test document(s). **(T-2).**

9.13.17.3. Copy of most recently signed vehicle master listing/hand receipt. **(T-2).**

9.13.17.4. Suspense documentation concerning new vehicle requirements, authorization change requests, buy submissions and lease vehicle request. **(T-2).**

9.13.17.5. Documentation in regards to purchase request routing for Other Government Motor Vehicle Conveyance, trailers not classified as vehicles and other non-registered vehicular-type equipment items (i.e., all-terrain vehicles, mowers, etc.). **(T-2).**

9.13.17.6. Documentation concerning add-on equipment and modification authorization requests. **(T-2).**

9.13.17.7. Current list of unit vehicle trainers using the AF Form 170, *Appointment of Vehicle Trainer(s).* **(T-2).**

9.13.17.8. Copies or reference to approved vehicle lesson plans. **(T-2).** Refer to AFMAN 24-306.

9.13.17.9. Suspense documentation concerning vehicle accidents or abuse. **(T-2).**

9.13.17.10. Installation vehicle official use policy. **(T-2).**

9.13.17.11. Installation vehicle idling policy. **(T-2).**

9.13.18. Will brief all vehicle operators on the installation vehicle idling policy. **(T-2).**

9.13.19. Unit Vehicle Control Officials will ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. **(T-3).** Spare tire and wheel assemblies received with new vehicles may be given to the owning/using organization. If no spare is included with a vehicle as original equipment and a unit requires a spare, or if a unit requires more spares, then the unit will purchase the initial requirement. **(T-3).**

9.13.20. Will annotate and submit end of month kilometers/miles/hours on all assigned vehicles to FM&A monthly. **(T-2).**

Section 9F—Vehicle Operators

9.14. Vehicle and Vehicular Equipment Operator Responsibilities: Vehicle operators are responsible to perform the following inspections, servicing, and maintenance:

9.14.1. Use the applicable *Operator's Inspection Guide and Trouble Report* to perform a full serviceability/functional check of vehicles under their control in accordance with established intervals for vehicle types, located in TO 36-1-191-WA-1, Table 3-1, or applicable TO for fuel support equipment not in War Reserve Materiel storage. Refer to **Chapter 7** for documentation instructions. Vehicle operators should perform a visual inspection or "walk-around" prior to each use or shift. The vehicle operator checks to make sure the vehicle does not have vehicle damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle.

9.14.2. Ensure operator maintenance on GSA leased vehicles are completed in accordance with GSA guidance. For commercially rented/leased vehicles, complete operator's maintenance in accordance with rental/lease contract. In the absence of contract guidance, complete in accordance with vehicle manufacturer recommendations. Refer to the vehicle owner's manual. Observe GSA Leased Vehicle Driver's Responsibilities (refer to **https://www.gsa.gov/-services/vehicle-leasing/customer-and-driver-information**).

9.14.3. Vehicle operators check and service fuel, engine oil, windshield washer reservoir, Diesel Exhaust Fluid (DEF) and check levels of all other accessible fluids. Vehicle operators go to Vehicle Management for servicing of other fluid levels not mentioned above, i.e., coolant, automatic transmission, power steering, brake and batteries. Additionally, vehicle operators of special purpose vehicles check and service hydraulic fluid reservoirs on special units or attachments.

9.14.4. Tire pressure checks/adjustments are accomplished at intervals listed in TO 36-1-191-WA-1, Table 3-1, and documented on the applicable *Operator's Inspection Guide and Trouble Report* form. Refer to **Section 7B—Operator's Inspection Guide and Trouble Report Forms** for further guidance. Keep tires properly inflated and change flat tires. Operators may request assistance from Vehicle Management for removal and installation of outsized tires. Operators assist tire shop personnel in the removal and installation of tires on vehicles when vehicles are taken to Vehicle Management for tire-only repair work.

9.14.5. Keep vehicles clean at all times to include the interior. Dirty vehicles may not be accepted by Vehicle Management. If excessively dirty vehicles are towed in, the using organization must clean the vehicle prior to being accepted in the Customer Service Center. **(T-3).**

9.14.6. Tighten loose nuts, bolts and screws, install light bulbs and windshield wiper blades (with Customer Service Center assistance).

9.14.7. Refer to guidelines in this instruction, AFMAN 24-306, AFI 24-301, operational technical orders and commercial manuals and plans of instruction for the vehicles operated.

9.14.8. Follow Official Use policy.

9.14.9. Perform applicable operator care on all government-owned and rented/leased vehicles.

9.14.10. Ensure the safety of self and passengers by ensuring seat and shoulder belts are fastened. The senior occupant enforces compliance.

9.14.11. Ensure the security of the vehicle and cargo.

9.14.12. Operate vehicles in the most fuel-efficient manner. Refer to AFMAN 24-306.

9.14.13. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. Refer to **paragraph 9.16**

9.14.14. Ensure that serviceable miscellaneous equipment specified in ADR Volume II, *International Carriage of Dangerous Goods by Road*, section 8.1.5, is carried with vehicles when transporting dangerous goods on European public roads.

9.15. Vehicle Operators are not authorized:

9.15.1. Use of cellular telephones on or off-base while operating an Air Force (rented/leased or owned) vehicle.

9.15.2. Use of tobacco products in Air Force vehicles.

9.15.3. Consumption of alcoholic beverages in any government vehicle.

9.15.4. "Text" on a cellular telephone or other electronic device while operating an Air Force (rented/leased or owned) vehicle.

9.15.5. Use Áccord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route vehicles with expired "Certificates of approval for the carriage of certain dangerous goods" to move dangerous goods on public highways in the EUCOM AOR.

9.16. Vehicle Discrepancies and Maintenance Turn-In.

9.16.1. Vehicle operators record all discrepancies as they perform inspections, or when discovered in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report. All non-safety related discrepancies/items will be reported to Vehicle Management within one normal duty day. **(T-3).**

9.16.2. When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles/equipment the operator discontinues use, record discrepancy on the appropriate *Operator's Inspection Guide and Trouble Report* and report the discrepancy to Vehicle Management as soon as possible, or per servicing Vehicle Management direction. If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use, record discrepancy and notify Vehicle Management the next duty day or per servicing Vehicle Management direction. Discrepancies for the following items are considered "Safety related" and reported to Vehicle Management immediately:

9.16.2.1. Tires or brakes.

9.16.2.2. Steering mechanisms.

9.16.2.3. Operating levers controlling power transmission, hoisting, dumping and tripping devices.

9.16.2.4. Warning lights such as turn signals, brake lights, emergency and rotating flashers.

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

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

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

9.16.2.8. Any other condition reasonably deemed a safety hazard.

9.16.3. 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.

9.16.4. If vehicle is disabled and towed to Vehicle Management during other than normal duty hours, the owning/using organization must formally turn-in the vehicle to Vehicle Management the next normal duty day. **(T-3).**

Chapter 10

VEHICLE ENERGY

Section 10A—Vehicle Management Philosophy and Objectives

10.1. Vehicle Management Energy Philosophy. Ensure operational steady state and wartime vehicle requirement priorities are met, while working to meet statutory vehicle energy and efficiency objectives and goals.

10.2. Vehicle Energy Objectives. To meet statutory requirements related to energy and environmental performance of vehicles in a manner that increases efficiency, improves performance, and reduces waste and costs.

Section 10B—Energy Efficient Vehicle Fleets

10.3. Alternative Fuel Vehicle. An alternative fuel vehicle is a dedicated, flexible fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. The following are descriptions of different types of alternative fuel.

10.3.1. Bi-fuel vehicles have two mutually exclusive fuel systems and are designed to operate on either gasoline or an alternative fuel such as compressed natural gas or liquefied petroleum gas, also known as propane, using one fuel at a time. Flex-fuel vehicles are capable of using regular gasoline, an alternative fuel such as E85 (85 percent ethanol and 15 percent gasoline) or a mixture of gasoline and alternative fuel through the same tank/system.

10.3.2. Zero emissions vehicles, or all-electric vehicles, use a battery pack to store the electrical energy that powers the motor and electrical systems. Zero emission vehicles are sometimes referred to as battery electric vehicles. Vehicle batteries plug into an electric power source to charge. Zero emissions vehicles produce zero exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas under any possible operational modes or conditions. Examples of zero emissions vehicles include battery electric vehicles and fuel cell electric vehicles.

10.3.3. Fuel cell electric vehicles are powered by hydrogen, and use propulsion system similar to electric vehicles but, only emit water vapor and warm air. Fuel cell electric vehicles and the hydrogen infrastructure to fuel them are still in an early stage of deployment.

10.3.4. Hybrid-electric vehicles are primarily powered by an internal combustion engine that runs on conventional or alternative fuel and an electric motor that uses energy stored in a battery. The battery charges through regenerative braking and the internal combustion engine.

10.3.5. Plug-In hybrid vehicles are powered by an internal combustion engine that can run on conventional or alternative fuel and an electric motor that uses energy stored in a battery. The vehicle also charges the battery by plugging into an external electric power source. Assets can travel more than 70 miles on electricity alone, and can solely operate on gasoline similar to a conventional hybrid.

10.3.6. Dedicated alternative fueled vehicles are vehicles operating solely on an alternative fuel (e.g., Compressed Natural Gas or Liquefied Petroleum Gas).

10.3.7. Low greenhouse gas vehicles (as it relates to Energy Independence Security Act, Section 141 compliance) are light-duty vehicles or medium-duty passenger carrying vehicles that achieve the minimum or higher Environmental Protection Agency greenhouse gas rating needed to qualify as a "Low greenhouse gas-emitting vehicle." Low greenhouse gas-emitting vehicles may be conventional (gas/diesel), flex-fuel, plug-in electric or hybrid.

10.4. Vehicle Acquisition. The Air Force acquires low greenhouse gas non-tactical vehicles in accordance with AFI 90-1701, *Energy Management*, applicable Federal laws, Federal Management Regulations, DoD Issuances, and applicable Executive Orders.

10.4.1. Low Greenhouse Gas-Emitting Vehicles. The Air Force procurement activity must first consider low greenhouse gas-emitting light-duty or medium-duty passenger carrying vehicles in accordance with *The Energy Independence Security Act of 2007*, Section 141, unless no model is available that meets functional needs. **(T-0).** Obtain the highest greenhouse gas score vehicle to meet mission requirements. Refer to the following Environmental Protection Agency website for specific vehicle Greenhouse Gas/Air Pollution Score and complete Greenhouse Gas Guide: **http://www.epa.gov/greenvehicles/**.

10.4.2. Alternative Fueled Vehicles. Alternative fueled vehicles acquisitions in metropolitan statistical areas and for vehicle acquisitions in non- metropolitan statistical areas. **Note:** Some low greenhouse gas-emitting vehicles are also alternative fueled vehicles.

10.4.2.1. Prior to procuring or leasing alternative fueled vehicles, activities need to consider:

10.4.2.2. Availability of alternative fuel or electric vehicle support equipment/charging stations (on base or within a 15-minute drive or within five miles one way from the vehicle's garaged location).

10.4.2.3. Vehicle's ability to meet mission requirements; e.g., deployable, operating range, in-house maintenance sustainability.

10.4.3. Conventionally Fueled Vehicles. These vehicles can be procured if low greenhouse gas-emitting and/or alternate fueled vehicles are unavailable.

10.4.4. When procuring diesel vehicles, B20 capable vehicles may be purchased when available and if not cost prohibitive. When acquiring vehicles that may utilize B20, the Special Equipment Options or "SEO," for engines capable of using B20 is noted.

10.4.5. Purchasing and leasing functions may acquire law enforcement and emergency response low greenhouse gas-emitting or alternative fueled vehicles, if such vehicles are available and capable of meeting mission requirements.

10.4.6. Installation Vehicle Management ensures, when possible, short-term lease and rental vehicles meet low greenhouse gas-emitting or alternative fueled vehicle requirements stated above.

10.5. Exemptions. Energy Policy Act 1992 Section 303(b) (3) exempts most law enforcement vehicles, emergency vehicles and vehicles used for military purposes (for national security reasons) from alternate fueled vehicle acquisition requirements.

10.5.1. A law enforcement vehicle may be any vehicle which is (1) specifically approved in an agency's appropriation act for use in apprehension, pursuit, patrol or protection, or is routinely used for other law enforcement activities such as surveillance, or (2) covered by the current version of Item 17 or Item 17A, Federal Standard Number 122, published by GSA.

10.5.1.1. A rental/lease vehicle equipped with at least the following components (1) for passenger automobiles, heavy-duty electrical, cooling and suspension systems and at least the next more powerful engine than is standard for the automobile concerned, or (2) for light trucks, emergency warning lights or identification or markings such as "police."

10.5.1.2. An unmarked vehicle certified as essential by the SECAF for the safe and efficient performance of intelligence, counterintelligence, protective or other law enforcement duties.

10.5.2. An emergency vehicle is any vehicle legally authorized by a government authority to exceed the speed limit to transport people and/or equipment to and from a situation in which speed is required to save lives or property, such as a rescue vehicle, fire truck or ambulance.

10.5.3. Vehicles used for military purposes (exempt for national security reasons). Vehicles defined as "tactical vehicles" are automatically exempt from Energy Policy Act alternate fueled vehicle requirements and a national security exemption claim is not a requirement. Light duty vehicles similar to those driven by the public are also automatically exempt as tactical vehicles if the vehicles have been altered (such as the addition of a 24-volt electrical system) to meet military specifications, unless the vehicle is normally used as an administrative vehicle.

10.5.4. Vehicles with "national security exemption" for Environmental Protection Agency emissions requirements. Vehicles deployed without exemptions for emissions diesel engines could negatively affect mission.   An emissions exemption is requested during the procurement process if one of the following situations occur:

10.5.4.1. Vehicle has substantial possibility to forward deploy to a location without the appropriate fuel (e.g., Ultra-Low sulfur Diesel).

10.5.4.2. Initially assigned/shipped to a location that does not have the appropriate fuel.

10.5.4.3. At the request of 441 VSCOS. **(T-2).**

Section 10C—Alternative Fuel

10.6. Alternative Fuel Usage. Procure and use alternative fuels for non-tactical ground fuel vehicles when the cost of the alternative fuel is equal to or lower than conventional petroleum products in accordance with AFI 90-1701.

10.6.1. Section 701 of the Energy Policy Act 2005 requires Federal agencies to use only alternative fuel in all of its dual fueled vehicles, such as ethanol flex-fuel vehicles or bi-fuel gasoline/gaseous fuel vehicles; except where the vehicles have a waiver from the U.S. Department of Energy. The Section 701 requirement applies to all Alternative Fueled Vehicles in the U.S. and Puerto Rico in Federal fleets covered by Energy Policy Act 1992. Section 701 Energy Policy Act 2005 states if alternative fuel is available for an Air Force

owned, rented or leased alternate fueled vehicle from a commercial vendor fuel station or another agency, then alternative fuel will be used 100 percent of the time. **(T-0).** Available is defined as "can be obtained within a 15-minute drive or within five miles one-way from the vehicle's garaged location."

10.6.2. Waiver request to Section 701 requirements are normally submitted each year by June 30th, or per Department of Energy instructions using the FAST web based program. Alternative Fueled Vehicles without waivers will include a map indicating location of available alternative fueling infrastructure within their normal operating location (five miles or 15 minutes). **(T-0**). There are several sources for such maps, including: **https://afdc.energy.gov/stations/#/find/nearest**.

10.6.3. If alternative fuel is obtained from commercial vendor, DoD Fleet Cards may be used to fuel Air Force owned vehicles in accordance with Defense Logistics Agency Energy policy. Vehicle Management will load all commercial fuel purchases into the Fleet Management Information System as an off-base fuel transaction. **(T-2).**

10.6.4. If the appropriate alternative fuel is available at servicing military fuel stations, fuel point of sale devices (e.g., Vehicle Identification Link Key, fuel card) are coded so only the alternative fuel can be utilized in accordance with the Energy Policy Act 2005, Section 701. Some vehicles, (e.g., bi-fuel compressed natural gas, require a minimum amount of gasoline to be used periodically). In this case, the fuel point of sale device for those types of vehicles may be encoded with all fuel types utilized by that particular vehicle; provided fuel requirement documentation is maintained and available.

10.7. Biodiesel (B20). Do not utilize B20 in diesel engines for emergency response vehicles, aircraft refueling vehicles, aircraft cargo loaders, deployment cargo support vehicles, flight-line tow tractors, aircraft tow vehicles, vehicles in short/long-term or War Reserve Materiel storage.

Section 10D—Vehicle Management Responsibilities

10.8. The 441 VSCOS.

10.8.1. Collect, generate and facilitate all statutory energy reporting requirements applicable to the Vehicle Management community.

10.8.2. Gathers and submits Energy Policy Act 2005, Section 701, alternative fuel use waiver request.

10.8.3. Act as a clearing house, reviews and comments on vehicle energy opportunities identified by AF/A4LR, SAF/IEE, Air Force Research Laboratory-Advance Power Technology Office or other units.

10.8.4. Participates in Department of Energy Interagency Committee on Alternative Fuels and Low Emission Vehicles (INTERFUEL) Working Group meetings, Clean Air Act Services Steering Committee meetings, as well as participate in Air Force Ground Support Energy Working Group activities, as manning and/or mission priorities allow. Records of attendance are not required.

10.8.5. Partner with Air Force Petroleum Office, Air Force Research Laboratories-Air Force Power Technology Office and SAF/IEE towards common goals.

10.8.6. Post vehicle energy related information on <u>VM SharePoint®</u>, as deemed pertinent by 441 VSCOS.

10.9. Vehicle Management.

10.9.1. Identify fuel type requirements to Fuels Management as needed.

10.9.2. Vehicle Management should be familiar with, follow and conduct emissions testing and documentation requirements in accordance with state, local or host nation laws/regulations. Maintain results of state, local or host nation directed vehicle emission/diagnostic tests. Documentation reflects the status of the vehicle emission system (pass/fail) to include work order number and date of the test.

Section 10E—Environmental Policies/Programs

10.10. The Clean Air Act and Clean Air Act Amendments of 1990. Implemented at the federal, state and local level these acts deal with atmospheric pollution. Vehicle Management's major area of concern for this legislation are vehicle exhaust emissions and ozone depleting chemicals (e.g., Chlorofluorocarbons (CFC)-12 air conditioning refrigerants).

10.10.1. Clean Air Act Section 118(c), 42 USC § 7418, requires federal fleet vehicles to comply with valid state and local principality inspection and maintenance programs for Ozone and Carbon Monoxide, excluding tactical vehicles. For more details, refer to AFI 32-7040, *Air Quality Compliance and Resource Management.*

10.10.2. Title 40 CFR Part 82, Subpart B, *Servicing of Motor Vehicle Air Conditioners.* This regulation establishes standards and requirements for servicing motor vehicle air conditioning systems. Only certified technicians, using certified equipment, and registered with the Environmental Protection Agency can service or maintains motor vehicle air conditioning systems. Obtain technician certification through one of several Environmental Protection Agency approved mechanics-testing and/or certifying programs. Proof of certification must be available on site at all times. **(T-0).**

10.11. Oil Analysis. The VFM/VMS may implement oil analysis programs for all or specific segments of their assigned vehicle fleets at their discretion. Oil analysis is considered a waste stream reduction tool.

10.12. Vehicle Idling Policy.

10.12. **(EGLINAFB) Vehicle Idling Policy.**

10.12.1. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling. **(T-0).**

10.12.2. In areas without such regulations, a "5 minute" idling policy will be in effect per AF/A4 guidance. **(T-1).**

10.12.2.1. **(Added-EGLINAFB)** Unoccupied vehicles will not be left idling in excess. Extreme care must be taken to ensure engines do not overheat or run out of fuel. Engine damage caused by excessive unoccupied idling will be treated as vehicle abuse and using organization could be held financially liable for repairs. Reports of excessive vehicle idling could be reported as a misuse of a government vehicle and reported to the unit commander.

10.12.3. Cold weather bases, consistent with applicable laws and regulations, may allow vehicles to remain idling (while being monitored) during extreme cold weather, as approved by the installation commander.

10.12.4. Consistent with applicable laws and regulations, installation commanders may also allow vehicles to remain idling (while being monitored) during extreme hot weather for air conditioner use.

10.12.5. Where applicable state, local or host nation laws and regulations in regards to air quality/vehicle idling during extreme temperatures do not exist. The installation commander may allow vehicles to remain idling when extreme temperatures ranges exist; such as those associated with Wind Chill Index and flag colors "yellow" and "red," or Heat Category flag colors "red" or "black," in accordance with Air Force Pamphlet (AFPAM) 48-151, *Thermal Injury Prevention Program*, when temperature controlled.

> 10.12.5.1. **(Added-EGLINAFB)** During extreme hot weather conditions under Heat Category and flag colors "red" and "black", vehicles or vehicular equipment may remain idling for the purposes of cooling occupants performing duties to accomplish mission needs. Safety is the number one concern, as such, it will be the operator's discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of cooling to prevent heat stroke, heat exhaustion, etc.

> 10.12.5.2. **(Added-EGLINAFB)** During extreme cold weather conditions under Wind Chill Index and flag colors "yellow" and "red", vehicles or vehicular equipment may remain idling for the purposes of heating occupants performing duties to accomplish mission needs. Safety is the number one concern, as such, it will be the operator's discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of heating to prevent hypothermia, frost bite, chilblains, etc.

10.12.6. Both cold and hot weather idling policy procedures will be coordinated and approved by the installation environmental, safety and legal officials. **(T-3).**

10.12.7. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment may either be generally exempt from state, local or host nation idling control regulations or exempt for specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal.

> 10.12.7.1. **(Added-EGLINAFB)** The idling policy does not apply to the following vehicles or vehicular equipment and/or conditions. Vehicle operators are encouraged to shut off exempt vehicles whenever practical.

> > 10.12.7.1.1. **(Added-EGLINAFB)** Vehicles in performance of real world emergencies, military training, disaster relief, humanitarian operations, flight line operations and vehicles transporting military working dogs.

> > 10.12.7.1.2. **(Added-EGLINAFB)** Vehicles and vehicular equipment where engine power is required to supply electrical power, compressed air and power takeoff devices, i.e., hydraulics, wrecker liquid pumps.

> > 10.12.7.1.3. **(Added-EGLINAFB)** During passenger loading and unloading of buses.

10.12.7.1.4. **(Added-EGLINAFB)** Vehicles being serviced, inspected or if safety will be compromised.

10.12.8. Installations should consult their servicing Regional Environmental Office for further information on the locally applicable idling rules.

Section 10F—Green Procurement

10.13. Green Procurement Program. The Green Procurement Program gives first preference (preferred procurement) to Environmental Protection Agency-designated recycled-content vehicular products and United States Department of Agriculture designated biobased products in accordance with applicable Federal Acquisition Regulations. Purchase designated products/items in the following categories to the maximum extent practical; meeting performance and safety standards set forth by vehicle manufactures and technical orders, while being procured in a cost-effective manner.

10.13.1. Engine coolants (Environmental Protection Agency).

10.13.2. Engine oil, gear oil, hydraulic fluids and lubricants (Environmental Protection Agency and United States Department of Agriculture).

10.13.3. Sorbent products (United States Department of Agriculture).

10.13.4. Tires (Environmental Protection Agency).

10.13.5. Applicable designated item procurement guidelines may apply almost exclusively to CONUS, Alaska, Hawaii and U.S. territorial installations. However, Vehicle Management Outside Continental United States (OCONUS) (except Alaska, Hawaii and U.S. territories) are highly encouraged, but not required, to buy recycled-content products locally whenever these products meet technical needs, are readily available and are cost effective. The key requirement for OCONUS activities is to be aware that all purchases made in the U.S. for shipment to an overseas installation must comply with Environmental Protection Agency Comprehensive Procurement Guidelines requirements, unless an exception exists. **(T-0).**

10.13.6. All applicable Vehicle Management will utilize the Green Procurement Program Log regardless of location or procurement source. **(T-2).**

10.14. General Exceptions. Vehicle Management is exempt from purchasing Environmental Protection Agency-designated recycled-content or United States Department of Agriculture-designated bio based products if any of the following conditions apply:

10.14.1. Item is unavailable within a reasonable timeframe and mission impairment is imminent.

10.14.2. Item does not meet performance standard or manufacturers requirements. This exception includes specific restrictions listed in TO 36-1-191-WA-1 (e.g., retreaded, recapped or re-grooved tire use/application restrictions), or specific product requirements/restrictions listed by manufacturers (e.g., the exclusive use of specialized coolants or motor oils).

10.14.3. Item is not available at a price equal to/or less than the comparable non-Environmental Protection Agency or United States Department of Agriculture-designated product cost.

10.14.4. United States Department of Agriculture-designated biobased items (i.e., hydraulic fluids and penetrating fluids) do not receive preferred procurement for either of the following:

10.14.4.1. In support of spacecraft/launch support equipment.

10.14.4.2. In support of military-series or tactical vehicles designed or procured for combat or combat-related missions.

10.15. Program Responsibilities.

10.15.1. The 441 VSCOS:

10.15.1.1. Maintains electronic Green Procurement Program log on VM SharePoint®.

10.15.1.2. Reviews Vehicle Management contracts to ensure green procurement requirements are addressed in the terms of the contract, in accordance with applicable Federal Acquisition Regulations.

10.15.2. Vehicle Management.

10.15.2.1. Identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission.

10.15.2.2. Establish local procedures to collect Green Procurement Program data to support administrative requirements.

10.15.2.3. Apply service life-cycle effective costs when determining effectiveness of green procurement decisions.

10.16. Training. Green Procurement training is required every two years for all GPC users, the VFM/VMS, Section Supervisors, personnel assigned to Materiel Control and any other personnel assigned to Vehicle Management with the authority to order or purchase parts and supplies in accordance with the *Department of Defense Green Procurement Program Strategy*. The "*DoD Sustainable Procurement Program*" (CLC 046) computer-based training is a Continuous Learning Course available from the Defense Acquisition University (**https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=497**). Once completed document the course in the member's training record.

10.17. Purchasing Sources and Procurement Standards. (Refer to VM Guidebook) Vehicle Management should source green products/services (designated items) from a variety of sources.

10.17.1. Vehicle Management will purchase retread/recapped tires to the maximum extent practical before new tires are purchased from any source in accordance with the Resource Conservation and Recovery Act. **(T-0).**

10.17.2. Vehicle Management will use/procure recycled/reclaimed coolants (antifreeze) to the maximum extent possible in accordance with Resource Conservation and Recovery Act. Manufacturer specifications must specifically state that recycled/reclaimed antifreeze can be used in the vehicle. **(T-0).**

10.17.3. Do not purchase or arrange for purchase of any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards in accordance with Resource Conservation and Recovery Act.

10.18. Administrative Requirements.

10.18.1. Green Procurement Program Log. All applicable Vehicle Management will use the VM SharePoint® "Air Force Vehicle Management Green Procurement Program Log" to document data concerning the use/procurement of all items identified in **paragraph 10.17** above to include new/virgin/exempted items/products. **(T-2).**

10.18.2. Green Procurement Program Log Reporting. Activities may complete a virtual Green Procurement Program Log entry as each transaction occurs, or may utilize the Green Procurement Program Log template available on the VM SharePoint® to locally document transactions. However, if using the template to temporarily annotate transactions, update the virtual log within two duty days of the actual transaction or at the VFM/VMS's discretion.

10.18.3. Log the National Stock Number associated with the tire size (if available) regardless of the tire purchase source. This allows for comparison price analysis between local purchase and supply system tires.

10.18.4. Use the "Additional Information" cell on the Green Procurement Program Log to annotate Asset-ID and work order number. This identifies what the item procurement is against (e.g., vehicle or bulk).

Chapter 11

**MINE RESISTANT AMBUSH PROTECTED FAMILY OF VEHICLES
MAINTENANCE AND MANAGEMENT**

11.1. Roles and Responsibilities.

11.1.1. ACC/A4. As designated Air Force Lead for the Air Force MRAP vehicle program, ACC/A4 executes program responsibilities and authority in accordance with AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, applicable DoD Directives/Instructions and Air Force policy guidance. Wing-level and below directive Tier 2 Waiver requests in this chapter are approved by ACC/A4.

11.1.1.1. Advocate for the weapon system and respond to issues addressing its status and use; to include capabilities-based planning, programming, and budgeting for designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

11.1.1.2. Ensure accountability of the MRAP Platform in the Reliability & Maintainability Information System (REMIS).

11.1.2. Air Force Life Cycle Management Center, WN-Support Equipment Vehicles. As designated MRAP System Sustainment Manager, executes life cycle management and sustainment responsibilities in accordance with AFPD 10-9, applicable DoD Directives/Instructions and Air Force policy guidance.

11.1.2.1. Serve as the designated Air Force Centralized Asset Management Executive Agent. Maintains system engineering integrity to include planning to establish and maintains configuration control and interoperability. Additionally approves any implementation of permanent modifications.

11.1.3. All Other MAJCOMS: Execute responsibilities and authority as outlined in applicable DoD Directives/Instructions and Air Force policy guidance.

11.1.4. Wing Commander, or equivalent.

11.1.4.1. Ensures wing instructions include MRAP weapon systems as applicable.

11.1.4.2. Executes all Aerospace Vehicle Distribution Officer actions for MRAPs as outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*.

11.1.5. MSG/CC, or equivalent.

11.1.5.1. Provides senior-level oversight for MRAP weapons system management and maintenance programs.

11.1.5.2. Ensures strict compliance to instructions, policies, directives, technical orders, and management procedures.

11.1.5.3. Designates the MRAP Accountable Officer and the MRAP Responsible Officer as outlined in AFI 23-111, *Management of Government Property in the Possession of the Air Force*. Typically, the host LRS Commander is designated the Accountable Officer and the user organization commander is the Responsible Officer.

11.1.5.4. Ensures MRAP monthly metrics and executive summary are completed and submitted.

11.1.6. LRS Commander, or equivalent.

11.1.6.1. Manages the base's MRAP management responsibility.

11.1.6.2. If designated, performs Accountable Officer duties per AFI 23-111.

11.1.6.3. Ensures applicable Support Agreements (SAs), Memoranda of Understanding and/or Memoranda of Agreement are in place and current with other support agencies to ensure successful management of the MRAP weapon system.

11.1.6.4. Coordinates with the wing level Integrated Maintenance Data System Database Manager for Integrated Maintenance Data System account access, training, operation and service.

11.1.6.5. Ensures MRAP mission capable status is accurate and Integrated Maintenance Data System is updated in a timely manner to comply with monthly metric reporting.

11.1.7. Vehicle Management or non-standard vehicle maintenance activities (i.e. Tactical Air Control Party (TACP) units, Security Forces RTCs, 820 BDG)

11.1.7.1. Verify and validate the MRAP mission support equipment configuration and equipment inventory between the Limited Technical Inspection workbook and Integrated Maintenance Data System when accepting MRAPs into local inventory.

11.1.7.2. Initiate and clear maintenance work orders in Integrated Maintenance Data System, assign priorities and coordinate repairs with approved source of repair for both MRAP and mission support equipment.

11.1.7.3. Coordinate with the ACC MRAP Weapon System Team to obtain Field Service Representative /contractor support for repairs not supported by organic maintenance capabilities.

11.1.7.4. Maintain current and accurate weapon system mission capable status in Integrated Maintenance Data System for monthly metric reporting.

11.1.7.5. Establish and maintain record jacket files for all assigned MRAPs. Files should contain at a minimum: Time Compliance Technical Orders, One Time Inspections, Special Instructions, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, modifications, add-on enhancements and retrofit kit documentation, warranty claims, AFTO Form 95, *Significant Historical Data*, and the last seven sets of applicable AFTO Form 781, *Arms Aircrew/Mission Flight Data Document* series forms.

11.1.7.6. Track MRAP and mission support equipment depot repair actions and update mission capable status in Integrated Maintenance Data System.

11.1.7.7. Process Time Compliance Technical Orders, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, One Time Inspections Service Inspections, modifications, add-on enhancements and retrofit kit installation events that apply to the MRAP and mission support equipment. Work is coordinated with Field Service Representatives as applicable.

11.1.7.8. Ensure Deficiency Reports relating to the MRAP and mission support equipment are accomplished in accordance with TO 00-35D-54, TO 36-1-191-WA-1 and established procedures for warranty items. Reports should be coordinated with Vehicle Management and/or Field Service Representatives as applicable.

11.1.8. MRAP Operational User Commander.

11.1.8.1. If designated, perform Responsible Officer duties per AFI 23-111.

11.1.8.2. Designate the MRAP Responsible Person as outlined in AFI 23-111.

11.1.8.3. Responsible for maintaining positive inventory control, storage and accountability of all assigned MRAPs, mission support equipment and Controlled Cryptographic Item (CCI) equipment.

11.1.8.4. Maintain current and accurate weapon system mission-capable status in Integrated Maintenance Data System for monthly metric reporting.

11.1.9. MRAP owning/using organization Vehicle Control Official.

11.1.9.1. If designated, perform responsible person duties per AFI 23-111.

11.1.9.2. Serve as the using unit focal point for documenting all MRAP maintenance issues.

11.1.9.3. Report and coordinate repair of all maintenance discrepancies with Vehicle Management or applicable Vehicle Management/mission support equipment Field Service Representatives as required; document all MRAP maintenance actions and update mission-capable status and accurately reflected in Integrated Maintenance Data System.

11.1.9.4. The owning/using organization is responsible for MRAP/mission support equipment shipments, tracking and reporting as directed by ACC MRAP WST.

11.1.9.5. The owning/using organization is responsible for maintaining positive inventory control, storage and accountability of all assigned mission support equipment and Controlled Cryptographic Item equipment in the applicable accountable systems in accordance with AFMAN 23-122. Utilize the "660" MRAP allowance to separate MRAP equipment from other similar equipment on the units supply account. Complete supply transactions for equipment account tracked mission support equipment/Controlled Cryptographic Item and inform Vehicle Management or applicable VM/mission support equipment Field Service Representatives to ensure Integrated Maintenance Data System updates/synchronization.

11.1.9.6. Establish procedures to safeguard all ancillary systems as required when releasing MRAPs to Vehicle Management or applicable VM/mission support equipment Field Service Representatives for maintenance actions.

11.1.9.7. Train and license all operators.

11.1.10. The MRAP Operator.

11.1.10.1. Ensure MRAP and mission support equipment accountability.

11.1.10.2. Conduct pre/post-use inspections and document findings on the AF Form 1800.

11.1.10.3. Provide documented MRAP/ mission support equipment discrepancies to Vehicle Control Official to facilitate repair coordination with Vehicle Management or applicable VM/ mission support equipment Field Service Representatives.

11.1.10.4. MRAP operators determine MRAP/mission support equipment mission-capable status using the Mission Status Reporting Tool as defined in AFI 21-103_ACCSUP ADD R, *Mission Status Reporting Tool, Mine Resistant Ambush Protected Family of Vehicles.*

11.2. Monthly Metrics and Executive Summary Reporting Procedures. MRAP weapon system inventory, mission capability status and utilization reporting are outlined in AFI 21-103, Chapter 5.

11.2.1. Metric and Executive Summary use. The ACC MRAP WST, Lead Command Functional Managers and ACC/A4 use these products to provide senior leaders a roll-up analysis of the major issues affecting a unit(s) MRAP fleet health. The Lead Command in conjunction with the MRAP System Sustainment Manager determines specific mission capability and asset availability standards. Define readiness in terms of fully mission capable, partially mission capable and non-mission capable. Additionally, the MRAP WST reviews metrics to address trends in the fleet and prepare briefs for ACC/A4 or higher levels of the ACC staff as required. Mission capability for MRAPs in storage status will be reported in accordance with AFI 25-101 AFMCI paragraph 2.18.1.9, and not included in monthly metrics.

11.2.2. Applicability. The MSG/CC or equivalent submits the monthly metrics and Executive Summary on all MRAPs assigned to their units. A designated appointee may sign/submit in the absence of the MSG/CC or equivalent. Separate metrics and Executive Summaries are not required for each MRAP variant. Additionally, the MSG/CC or equivalent will provide an executive summary for any metric that fails to meet program goals. Executive summary includes a root cause analysis, corrective actions and estimated time in commission.

11.2.3. Frequency of reporting. Submit MRAP metrics and ES to ACC/A4RR, MRAP WST monthly per the ACC MRAP WST format and instructions. Each unit sends their MSG/CC or equivalent approved metrics and ES to the ACC MRAP WST group email **ACCMRAPWST@us.af.mil** no later than the 10th calendar day following the reported month.

11.2.4. The unit Vehicle Control Official coordinates with Vehicle Management or the applicable VM/mission support equipment Field Service Representatives to populate monthly metrics data in the ACC WST provided format with data extracted from Integrated Maintenance Data System.

11.3. Training. Proper MRAP life cycle sustainment depends on a detailed training program outlining specific requirements. Lead Commands and Career Field Managers, in conjunction with the MRAP System Sustainment Manager and AETC, coordinates and develop training plans, programs and policies. MRAP training plans, programs and policies must include:

11.3.1. Guidance and procedures for maintenance, safety training and coordinating repairs for the MRAP platform. **(T-2).**

11.3.2. Guidance and procedures for maintenance and coordinating repairs for assigned mission support equipment. **(T-2).**

11.3.3. Guidance and procedures for training in data collection using the Integrated Maintenance Data System. **(T-2).**

11.4. Configuration Management. The intent of configuration management is to ensure selected serially controlled and time change items are properly loaded in the Integrated Maintenance Data System database. Items of major concern are accurate and approved part numbers, quantity per assembly and next higher assembly items by work unit code. The MRAP System Sustainment Manager has overall responsibility for maintaining configuration control for the MRAP weapon system as well as issuance of Time Compliance Technical Orders, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, One Time Inspections Service Inspections, modifications, add-on enhancements and retrofit kit installation management. The unit Vehicle Control Official along with Vehicle Management or applicable VM/mission support equipment Field Service Representatives must ensure completion and correct documentation in Integrated Maintenance Data System. **(T-2).**

11.5. MRAP and mission support equipment Accountability. Reliability & Maintenance Information System is the system of record to account for MRAP platforms. MRAP mission support equipment is a critical component of the system-of-systems and requires careful management. The operational users have day-to-day management control and accountability responsibility of their assigned MRAPs and associated mission support equipment. All approved mission support equipment/items with an Expendability, Recoverability, Repairability Code (ERRC) of "ND/NF" are loaded and maintained on the using unit equipment account under the "660" MRAP allowance. In addition, load all mission support equipment/controlled cryptographic items in Integrated Maintenance Data System by serial/part number against the applicable 10-digit MRAP tail number (i.e., 1200121002) to track maintenance data.

11.6. Modification Management. Do NOT modify MRAPs without ACC MRAP WST and System Sustainment Manager approval. A modification proposal is a recommendation to change the form, fit, function or interface (F3I) of an in-service, configuration-managed Air Force weapon system. Modifications are capability modifications or sustainment modifications and can be either temporary or permanent. All modifications are coordinated through a formal configuration review/control process and applied utilizing the AF Form 1067, *Modification Proposal*, in accordance with AFI 63-101_20-101, *Integrated Life Cycle Management*. Route MRAP modifications through the applicable ACC Lead Command functional user staff to the ACC MRAP WST, MRAP System Sustainment Manager for validation and final staffing through the ACC Requirements Board for approval/disapproval consideration. Additional information, terms and guidance governing Air Force modification management is contained in AFI 63-101_20-101.

11.7. Daily Operations and Maintenance Philosophy. The Air Force will utilize a combination of Contract Logistics Support in the form of Vehicle Management/mission support equipment Field Service Representatives and Air Force organic maintenance capabilities. In many cases, contract Field Service Representatives perform MRAP and mission support equipment maintenance and documentation functions. Use Integrated Maintenance Data System to record maintenance discrepancies and activities associated with the MRAP weapon system.

11.7.1. Units operating MRAPs utilize the Vehicle Control Official concept to report and coordinate maintenance and management of MRAPs (refer to **Chapter 9**).

11.7.2. Vehicle Management, or applicable Vehicle Management/mission support equipment Field Service Representatives are the focal point for overall MRAP maintenance management.

11.7.3. The MRAP operator is responsible for accomplishing pre and post-use inspections to ensure the MRAP is configured properly, all systems are operational and the weapon system is suitable for mission support. The operator annotates an MRAP AF Form 1800 identifying any issues with the MRAP or mission support equipment. AF Form 1800 will be provided to Vehicle Management or applicable VM/mission support equipment Field Service Representatives, who in-turn documents discrepancies in Integrated Maintenance Data System for maintenance coordination and action. Integrated Maintenance Data System can generate needed MRAP AFTO Form 781 series forms.

11.7.4. Vehicle Management, or applicable VM/mission support equipment Field Service Representatives, are the primary focal point for MRAP repair and initiates and clears maintenance work orders in Integrated Maintenance Data System, assign priorities and coordinate repair requirements with approved sources of repair. Organic Vehicle Management will coordinate Field Service Representative support with the ACC MRAP WST for repairs not supported by organic maintenance capabilities.

11.7.5. If a maintenance activity requires a request for maintenance assistance for evaluation and/or repair beyond unit capability, make request in accordance with TO 00-25-107-WA-1 and TO 36-1-191-WA-1.

11.8. MRAP Family of Vehicles Forms. MRAP maintainers/operators utilize AF Form 1800, and the AFTO Form 781-series forms which include: AFTO Forms 781A, *Maintenance Discrepancy and Work Documen*t, 781B, *Communication Security Equipment Record* and 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*, in accordance with ACC MRAP WST, *MRAP System Sustainment Manager Directions*. Information on AFTO Form 781 series documentation is in TO 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures,* and AFI 21-103.

11.8.1. AFTO Form 781A, *Maintenance Discrepancy Work Document*, used for creating and clearing work orders.

11.8.2. AFTO Form 781B, *Communications Security Equipment Record*, used to track mission support equipment that's installed or removed.

11.8.3. AFTO Form 781K, A*erospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*, used to track inspections and deferred discrepancies.

11.8.4. Forms can be downloaded from the Air Force Portal and can be generated from Integrated Maintenance Data System. Samples in TO 00-20-1-WA-1.

11.8.5. Vehicle Management, or applicable VM/mission support equipment Field Service Representatives input discrepancies and updates mission-capable status in Integrated Maintenance Data System and creates an AFTO Form 781 series form for the discrepancy. Vehicle Management or Field Service Representatives distributes jobs to the appropriate work centers for action. Vehicle Management or Field Service Representatives maintain these MRAP AFTO Form 781 series forms and keep completed forms in maintenance record jacket file.

11.8.6. The appropriate work centers complete jobs, signs off the work order in the AFTO Form 781 series, then returns the MRAP and signed AFTO Form 781 series forms to Vehicle Management or applicable VM/mission support equipment Field Service Representatives.

11.8.7. Vehicle Management, or VM/mission support equipment Field Service Representatives clears the work order in Integrated Maintenance Data System, updates mission capable status and notifies Vehicle Control Official of completion. The Vehicle Control Official is responsible for ensuring pickup and inspection of MRAP.

11.9. Geographically Separated Units. Management of MRAP weapons systems located at Geographically Separated Units pose unique challenges; however, it is imperative that all standard weapons systems management functions, to include daily mission capability status updates, take place.

11.9.1. All Air Force MRAPs located at a Geographically Separated Unit are possessed as a matter-of-record by an Air Force organization. The managing group commander, or equivalent, is responsible to ensure all maintenance management actions and reporting procedures are accomplished.

11.10. Contingency Operations. Contingency operations bring a variety of challenges for management actions associated with MRAP weapon systems. During contingency operations, combatant commander's staffs, with the Lead Command, determines the most effective process to meet the primary goal of supporting the war fighter while adhering to weapon systems management policies and procedures and this AFI. Policies and procedures ensure asset accountability, configuration control and mission capability reporting.

Chapter 12

COMMERCIAL INTERNET SERVICE PROVIDER PROGRAM

Section 12A—Program Overview

12.1. Commercial Internet Service Provider for Vehicle Diagnostic Equipment. Overview. The Air Force has more than 50,000 intelligent vehicles using computer based diagnostics equipment. This equipment services on-board vehicle computers and performs malfunction diagnostics. Vehicle families have different types of diagnostic computers and normally connect to the manufacture's web site to download vehicle executable files and diagnose maintenance problems. Diagnostic equipment is unique to each vehicle with some devices running unique operating systems, which are not Standard Desktop Compliant (SDC). All devices download executable files from the vehicle vendor's web site for transfer to on-board vehicle computer systems. Consequently, vehicle diagnostic devices cannot connect to the manufacture's web site from Air Force networks. The only connection solution is through use of a commercial internet service provider. As a result, the Air Force Deputy Chief Information Officer (SAF/CN), in coordination with the Designated Accrediting Authority, has authorized the procurement and utilization of commercial internet service providers in support of Air Force vehicle diagnostic computers/equipment, provided AF/A4L policy and established Rules of Behavior are followed and enforced. The Commercial Internet Service Provider Program is an optional Vehicle Management program.

12.2. AF/A4L Policy. A Vehicle Management commercial internet service provider connection is solely for connection of Air Force vehicle diagnostic equipment to vehicle manufacture and diagnostic equipment vendor's web sites for maintaining Air Force vehicles and equipment. Computers configured with vehicle diagnostic software are to use this connection but no other computer endpoint devices are permitted to connect to the commercial internet service provider. Connection of unauthorized computer or other endpoint devices is a violation of this policy and the Rules of Behavior and are subject to punishment under the Uniform Code of Military Justice or administrative consequences for Department of the Air Force civilians. Contractors violating the Rules of Behavior are subject to the terms of their contract.

12.3. Rules of Behavior. The "Rules of Behavior For Commercial Internet Service Provider Vehicle Diagnostic Equipment" (Commercial Internet Service Provider RoB) document contains policy as well as VFM/VMS and Vehicle Diagnostic Equipment User responsibilities. Each VFM/VMS and all vehicle diagnostic equipment users must sign a Commercial Internet Service Provider RoB prior to establishing a commercial internet service provider access point or connecting vehicle diagnostic equipment to the commercial internet service provider respectively. **(T-2).** Go to the VM SharePoint® for electronic version of Commercial Internet Service Provider RoB.

Section 12B—Responsibilities

12.4. VFM/VMS Responsibilities.

12.4.1. Will document processes and procedures for management oversight of commercial internet service provider. **(T-2).**

12.4.2. Shall physically secure the commercial internet service provider connection to prevent unauthorized access and use. **(T-2).**

12.4.2.1. Will control access to and use of the commercial internet service provider connection to prevent all unauthorized connections to the Internet. **(T-2).**

12.4.2.2. Must maintain signed User Rules of Behavior acknowledgement. **(T-2).** Retain signed copies locally (electronically or hard copy) until no longer needed (user no longer assigned/employed or no longer requires access) in accordance with Table and Rule T 33-07 R 07.00 in the AF RDS in AFRIMS. Do not permit use of commercial internet service provider connection until user acknowledges responsibilities under the Rules of Behavior. Hold individual users accountable for user Rules of Behavior. Pursue necessary disciplinary action as appropriate, involving the chain of command when the Rules of Behavior are violated.

12.4.2.3. Ensure only vehicle diagnostic equipment is connected to the commercial internet service provider connection. The VFM/VMS will ensure only vehicle manufacture's and diagnostic equipment vendor web sites are accessed for the sole purpose of vehicle maintenance. **(T-2).**

12.4.2.4. Will monitor use of the commercial internet service provider connection. **(T-2).** Must maintain an on-site log of usage log which contains user information which corresponds to time of use. **(T-2).** Shall retain on-site usage logs for six-months. **(T-2).** The VFM/VMS will conduct a semi-annual review of the Vehicle Management commercial internet service provider connection logs for use violations. **(T-2).**

12.4.2.5. Must coordinate request with local communication squadrons for commercial internet service provider access point installation. **(T-2).** Coordinate with the 441 VSCOS for help with commercial internet service provider connection installation issues that can't be resolved locally. **NOTE:** At Joint Base locations special staffing actions may be necessary when network ownership is not maintained by the Air Force.

12.4.2.6. Provide reports as requested.

12.5. Vehicle Diagnostic Equipment User Responsibilities. Users will:

12.5.1. Will use the commercial internet service provider connection for vehicle maintenance purposes only. **(T-2).**

12.5.2. Will connect only authorized vehicle diagnostic equipment to the connection. **(T-2).**

12.5.3. Must report unauthorized use of this connection. **(T-2).**

12.5.4. Will Safeguard the connection from improper use while in your control. **(T-2).**

Chapter 13

DOD FLEET CARD PROGRAM

Section 13A—Program Overview

13.1. Overview. DoD Fleet Cards are to obtain fuel and services from off-base commercial service stations when the vehicle is operating outside of the owning/using organization's Permissible Operating Distance (POD). The cards are not credit cards, (e.g., VISA® or MasterCard®), and are only accepted at participating businesses. Dependent on individual unit account policy, purchase of other items or services other than fuel may be authorized and are limited to those which are needed in order keep an Air Force vehicle in (or return to) serviceable condition.

13.1.1. Air Force controlled vehicles authorized for off-base use may be assigned a DoD Fleet Card if the vehicle is normally operated outside of the base's POD or if an authorized DoD or Air Force base refueling facility (that utilizes the Vehicle Identification Link Key) is not available.

13.1.2. To facilitate multi-vehicle fuel purchases, each Vehicle Management, or account activity, is authorized to obtain generic cards.

13.2. General Policy.

13.2.1. Card users will be briefed to make every effort to purchase fuel from pumps with card reader ("swiping") capability. **(T-0).**

13.2.2. Card users will not purchase premium fuels (e.g., premium or super unleaded.) **(T-0).**

13.2.2.1. Exceptions: 1) Fuel for watercraft motors/marine engines; 2) When required in writing by the vehicle manufacture, e.g., the Chevrolet Volt.

13.2.2.2. Assets meeting an exception above will have individual fuel card created for use by approved assets only. **(T-0).** The new fuel card will be created to include the appropriate optional embossing, e.g., "[registration/tag number/unit] Premium Fuel" or "Watercraft Premium Fuel," whichever is applicable; variations authorized. **(T-0).**

13.2.2.3. The Accountable Official investigates all unauthorized premium fuel purchases and advises cards users/organization in writing of the premium fuel purchase policy, and retains copy in program management file.

13.2.3. All fuel cards will reflect account name, i.e., 96th Vehicle Management, per DLA-Energy policy. **(T-0).**

13.2.4. Vehicle Management or account holder activities maintain as few fuel cards as possible to ensure mission accomplishment.

13.2.5. The base-level Vehicle Management or account holder activities may set policy restricting Fleet card purchases to "FUEL ONLY." Car wash purchase amount limits may also be set by base-level Vehicle Management.

13.2.6. Fuel cards will not to be used in place of an organization's GPC program, the use of an AF Form 9, *Request for Purchase* or other purchasing instrument when purchasing items or services required in support of field operations or fleet maintenance. **(T-0).**

13.2.7. Fuel cards will not be used to support "wet" leased vehicles at any time. **(T-0).**

13.2.8. Fuel cards can be used to obtain fuel for small boats, tugs or barges as authorized by the Air Force Component Program Manager and not to exceed the micro-purchase threshold.

13.2.9. Fuel cards are not authorized to obtain aviation fuel.

13.2.10. Units have the option of establishing alternative off-base refueling programs using the DoD Fleet Card Program when alternative fuel requirements cannot be met by local fuels management agencies and/or supported by other federal agencies.

13.2.10.1. If cards are required to support commercially available alternative fuel, these cards must be restricted to "FUEL ONLY" purchases. **(T-2).**

13.2.10.2. If individual cards are obtained to support specific vehicle(s), these cards will have the vehicle Asset ID and alternative fuel optionally embossed on the card (e.g., 11B12345 E-85). **(T-0).** Additionally, these cards will be programmed with the fuel funding line-of-accounting (LOA) belonging to the vehicle's assigned organization. **(T-0).**

13.2.11. FM&A establishes procedures with Accountable Officials (if not from an LRS Vehicle Management account) and card users to ensure the information required for off-base fuel transactions are provided in a timely fashion.

13.2.12. When fuel cards are assigned/hand-receipted to support non-U-Drive It or account assigned vehicles, the Accountable Official ensures that funds for fuel purchases are reimbursed to the fuel card account's fuel funding LOA. Additionally will restrict purchases to "FUEL ONLY." **(T-2).**

13.2.13. When not in use, cards must be stored in a suitable locked container. **(T-0).**

13.2.14. Accountable Officials will establish policy and procedure for card users to follow for obtaining approval from the account's Accountable Official or Certifying Official (CO) before using a card to obtain commercial maintenance or towing services. **(T-2).**

13.2.15. Activity Program Coordinator, Accountable Official, CO and alternates establishes and maintains on-line account management access with the credit card vendor.

13.2.16. Use of "Prepay" will not be authorized. **(T-0).**

13.3. Above the Unit Level Program Management Positions. DLA Energy is the DoD Program Manager for the DoD Fleet Card Program; establishing policy, providing oversight and managing account fuel transactions, however units will develop, and ensure execution of, local programs and procedures in accordance with the DLA Energy sponsored fuel charge card guidelines and this AFI. **(T-0).**

13.3.1. Air Force Component Program Manager. On behalf of AF/A4LR, the 441 VSCOS acts as the Air Force Component Program Manager. As such, the 441 VSCOS is responsible for supporting DoD Fleet Card Program policy, establishing and enforcing Air Force policy and providing a bridge between unit-level accounts and outside agencies; such as DLA Energy, the fuel card vendor and the Defense Finance and Accounting System (DFAS). Additionally, the 441 VSCOS provides operational and program management support for non-fuel purchases. The 441 VSCOS is also responsible to maintain a master listing of all accounts, to include (with the assistance of Activity Program Coordinators) up-to-date unit-level account Accountable Official /POC information.

13.3.2. Agency Program Coordinator (AFRC/A4RR or NGB/A4RDV only.) like the Air Force Component Program Manager, Activity Program Coordinators can also act as a bridge between accounts and outside agencies. They are also responsible for the oversight and enforcement of Air Force Fleet Card Program policy. This is usually accomplished via Staff Assistance and as program management checklist items on the HAF Self-Assessment Checklist. Agency Program Coordinators maintain a list of accounts and Accountable Official POC information for accounts under their command.

13.4. Unit Level Program Management Positions. Normally, the Vehicle Management is responsible for administration of the DoD Fleet Card Program/account. Appropriate personnel within the account's controlling activity/flight are appointed (via DD Form 577, *Appointment/Termination Record – Authorized Signature*, Sections I thru III) to the following positions:

13.4.1. Accountable Official. This person is responsible for overall account management, to include, but not limit to:

13.4.1.1. Supporting the certification of payment invoices and documents for vendor non-fuel payment. Supporting the respective CO with timely and accurate data/information to ensure prompt and proper payments, i.e., payments that are supportable, legal and computed correctly.

13.4.1.2. Ensuring fuel cards are distributed for use on authorized vehicles.

13.4.1.3. Ensuring that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their control is in place to minimize opportunities for erroneous or delinquent payments. Additionally, ensure that all procedural safeguards affecting proposed payments are observed.

13.4.1.4. Complying with Office of Management and Budget Circular A-123, *Appendix B, Improving the Management of Government Charge Card Programs* and all applicable DoD regulations and Force policy and procedures.

13.4.2. Certifying Official. The Certifying Official position would normally be held by the flight OIC, VFM/VMS, FM&A Non-Commissioned Officer In Charge or unit RA. However, small units/functions with limited supervisory personnel may designate the unit commander, COR or contracting officer (for contracted Vehicle Management) as the Certifying Official. The CO ensures all non-fuel purchases made with DoD Fleet Cards has funding available for payment. Certifying Official also signs/certifies the Standard Form 1034, *Public Voucher for Purchases and Services other Than Personal* for non-fuel payments.

13.4.3. Disposition of DD Form 577.

13.4.3.1. Accountable Officials also require completion of the Fleet DoD/DLA Energy Accountable Official Nomination Form.

13.4.3.2. Accountable Officials and COs must complete DLA Energy Accountable Official Training (refer to **paragraph 13.11**). **(T-0).**

13.4.4. Alternates are also appointed for each position and have the same appointment form requirements as stated above.

13.4.5. The signed DD Form 577, Accountable Official Nomination Form and Accountable Official Training Certificate, is forwarded to the DLA Energy Air Force Fuel Account Manager and/or Air Force Component Program Manager and maintained in the account program management binder/file.

13.4.6. The DD Form 577 for the account's CO is forwarded to DFAS-IN to ensure non-fuel payment acceptance/processing or for cause. An appointing authority's reassignment does not affect existing appointments.

Section 13B—Processes

13.5. Establishing DoD Fleet Card Account. Units contact the Air Force Component Program Manager for details. DLA Energy cannot establish new accounts without the Air Force Component Program Manager approval.

13.6. DoD Fleet Card Split Billing Process.

13.6.1. Split billing is a means of centrally billing the "fuel" portion of the invoice. Split Billing functionality is the process whereby fuel purchases are separated from non-fuel purchases. The fuel card processor is responsible for separating fuel purchases from non-fuel purchases (splitting the invoice).

13.6.2. For the fuel portion, DLA Energy-RRF (San Antonio) acts as the certifying office and DFAS Columbus is the paying office.

13.6.3. For the non-fuel portion, each incurring unit (account) is the certifying office, and the appropriate DFAS office for the unit is the paying office. Individual accounts continue processing the non-fuel portion of their invoice from the fleet card contractor through their established channels (refer to **paragraph 13.8**).

13.6.4. The Office of Management and Budget sets the Standard Price not DLA Energy.

13.7. Non-Fuel Purchase Funding and Payment Procedures. All non-fuel purchases are paid directly to the card vendor before or by the invoice due date (normally 30 days after invoice date). Specific non-fuel payment procedures can be found on the VM SharePoint®. "Cash Back" credits are applied to account non-fuel balances by participating vendors and not the fleet card vendor. In an effort to save administrative labor, the Air Force Component Program Manager reserves the right to use these credits to assist in paying small non-fuel balances of other accounts.

13.8. Account Documentation and Continuity Requirement. Various documentation will be maintained for account management, program management and for continuity purposes. This information must be maintained electronically, via hard copy file(s) or in a continuity book(s)/binder(s). **(T-0).** The information must be divided into two parts: 1) Funding and Transactions 2) Card Administration and Management Control. **(T-2).**

13.8.1. Funding and Transactions. Documentation within this section include, but is not limited to:

13.8.1.1. Copies FY funding documents (i.e., AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, and/or Standard Form 1048, *Claim for Lost, Stolen, or Destroyed United States Savings Bonds*), Fund cite authorization and requests for additional or supplemental funds. **Note:** These documents are not required for "FUEL ONLY" accounts or if no non- fuel purchases have been made during the current fiscal year.

13.8.1.2. Billing cycle (monthly) transaction documents (grouped by billing cycle). These documents include:

13.8.1.2.1. Vendor Invoices.

13.8.1.2.2. Monthly Purchase Transaction Reports.

13.8.1.2.3. All purchase and other transactions receipts. All purchase receipts should have the following associated information documented:

13.8.1.2.3.1. The full name, grade, unit and duty phone number of purchaser.

13.8.1.2.3.2. Description of purchase. If fuel, type of fuel and gallons. If service, part or repair, provide full description.

13.8.1.2.3.3. Vehicle registration/tag number and odometer/hour meter at the time of purchase.

13.8.1.3. All billing cycle transactions documents (vendor invoices, transaction reports and transaction receipts, etc.) must be maintained for six years, regardless of account status. **(T-0).** Disposition (retention) is in accordance with National Archives, General Records Schedule, 1.0 Finance, GRS 1.1., Item 10, ERA Number DAA-GRS-2013-0003-0001. **Note:** If a transaction receipt is lost, the Accountable Official documents (e.g., Memo for Record) the occurrence; to include the purchaser's POC information and information relevant to the transaction.

13.8.2. Card Administration and Management Controls. Documentation within this section includes, but is not limited to:

13.8.2.1. Local program policies/procedures.

13.8.2.2. Account position appointment forms, letters (Accountable Official Nomination and DD Form 577) and Accountable Official training certificates.

13.8.2.3. Card listing, to include: card number, profile, fuel LOA, etc..

13.8.2.4. Location of card Personal Identification Number(s) (PIN), or Driver's ID number(s) Listing. PIN listing must be secured at all times. **(T-0).**

13.8.2.5. Card register/control log. Develop a local card control log to document card issuance, i.e., card information, date and POC info. Attach issuing document/receipt to the register, i.e., memo or hand receipt. The register is valid for one FY. All cards "permanently assigned" to units (i.e. cards assigned/hand-receipted to First Responders or cards used to purchase alternative fuel for individual vehicles assigned to different organizations) must be reissued on a new register by 31 October each FY. **(T-0).** The card register/control log may be combined with the inventory list.

13.8.2.6. Documents, memoranda or statements certifying card loss, destruction, turn- in, completion of semiannual (twice a year) validation and any Fraud Waste & Abuse investigation.

13.8.2.7. File copies of card user "Statement of Understanding" (SOU).

13.8.2.8. Card User training log. A portion of card users training log and the SOUs may be maintained/filed separately at the point of issue, e.g., Vehicle Dispatch office.

13.8.2.9. Copies of DLA Energy correspondence and policy memos.

13.9. Additional Accountable Official Duties. Other duties of the Accountable Official include, but are not limited to, the following:

13.9.1. Developing a local card user/training guide.

13.9.2. Controlling the DoD Fleet Card register and the issuance of Fleet Cards.

13.9.3. Reviewing user control documents and DoD Fleet Card register twice a year to include a physical inventory.

13.9.4. Reporting questionable purchases to unit commander (or equivalent), Agency Program Coordinator and Air Force Component Program Manager.

13.9.5. Ensuring all fuel (to include mileage update) and maintenance transaction costs are input into FMIS as an off-base cost when receipt is received.

13.9.6. Forwarding invoice and supporting documents for non-fuel purchases to the paying agent.

13.9.7. Ensuring all card users receive Card User's Training and signs a Statement of Understanding (that outlines card user responsibilities and authorized purchases) prior to initial card use and annually thereafter.

13.9.8. Notifying DLA Energy Air Force Account Manager, Air Force Component Program Manager, Agency Program Coordinator and card contractor immediately of changes to the account including telephone numbers, addresses, Accountable Official /CO appointment changes, Fuel LOA info, etc. Subsequently, if the unit is disbanded or relocated, the Accountable Official is responsible to provide the card contractor with updated contact information if a non- fuel balance remains. Further, if the unit is disbanded, the unit is responsible for account closure and proper disposition of the cards and PINs to prevent unauthorized use or fraudulent activity.

13.9.9. Ensuring the PIN associated with each DoD Fleet card is different and unique and that steps are taken to ensure PINs are not divulged to unauthorized personnel. When a PIN has been compromised, the cardholder contacts the contractor immediately or take action to change using the vendor's website.

13.9.10. Establishing reimbursement policy/procedure for units/individuals that purchase unauthorized items or car washes that is over policy limits.

13.9.11. Ensuring complete documentation (specific item/service purchased and rational for purchase) of all non-fuel purchases is maintained on file.

13.10. Disposition of the DoD Fleet Cards or Account. Destroy cards no longer required, authorized or expired. Maintain a record of card destruction for one-year. Channel requests to "Terminate" card(s) to the Fleet Card vendor, Agency Program Coordinator, Air Force Component Program Manager or DLA Energy. Notify Fleet Card vendor of all lost and/or stolen cards.

13.10.1. Lost or stolen account numbers and cards must be reported immediately to the Fleet credit card vendor. **(T-0).** Refer to account control files, account statements, or the back of a Fleet credit card for vendor contact information. Notification is mandatory whether or not the fuel card is to be replaced to enable the contractor to update the data file.

13.10.2. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, are destroyed immediately.

13.10.3. Fuel card accounts that are no longer required will be "closed" and all cards destroyed. **(T-0).** Contact the Air Force Component Program Manager, DLA Energy and the Fleet Card vendor when closing account.

13.11. Account Suspension Reinstatement.

13.11.1. If an account is "suspended" (fuel and non-fuel purchases cannot be made) due to excessive non-fuel balance delinquency (in accordance with DoD/DLA Energy policy), the account can only be reinstated if the following occurs:

13.11.1.1. The account balance is paid in-full and verified by the Air Force Component Program Manager. In lieu of payment(s) being posted to the account, documentation from Defense Finance Accounting Service can be accepted when it reflects payment amount and projected payment date.

13.11.1.2. A memorandum from the unit's first O-6 (or equivalent) in the chain-of-command is submitted to the Air Force Component Program Manager requesting account reactivation and outlining steps taken to ensure on-time non-fuel payment submissions in the future.

13.11.2. In the event of an emergency situation (mission or natural disaster related) suspended account fuel card(s) may be reactivated in a "limited" capacity for FUEL ONLY use. Units should notify the Air Force Component Program Manager during these situation.

Section 13C—Training

13.12. DoD Fleet Card Program Training Requirements.

13.12.1. DLA Energy Accountable Official Training is mandatory for Air Force Component Program Manager, Agency Program Coordinator, Accountable Official and CO and alternates. New Air Force Component Program Manager Agency Program Coordinator, Accountable Official, CO and alternates must complete required training within 30 days of appointment and at least every three years thereafter. **(T-0).** The mandatory Accountable Official computer-based training can be found at: **https://headquarters.dla.mil/EnergyCTB/DoDFleetCardAOTraining/player.html**.

13.12.2. All card users must receive initial training prior to using the card and every three years thereafter. **(T-0).** A mandatory card user training presentation can be locally developed or downloaded from the DLA Energy website. Locally developed training for cardholders must provide general information on how to use a fleet card, proper use, Government policy and local procedures related to "who to contact" in the event of problems with cards, purchase related information requirements and card/receipt turn-in. **(T-0).**

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Attachment 1

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TO 36C-1-4, *Dielectric Testing of Insulated Manlift Devices*, 8 October 2012

41 CFR Part 102-34.130, *Motor Vehicle Management*, current edition

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

AFI 90-1701, *Energy Management,* 16 July 2009

Clean Air Act Section 118(c), 42 USC § 7418

The Energy Independence Security Act of 2007, 42 USC ch. 152 § 17001 et seq

AFI 32-7040, *Air Quality Compliance and Resource Management*, 4 November 2014

40 CFR Subpart B, S*ervicing Motor Vehicle Air Conditioners*, current edition

AFPAM 48-151, *Thermal Injury Prevention Program*, 7 April 2016

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AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

AFI 21-103, *Equipment Inventory, Status and Utilization Reportin*g, 16 December 2016

AFI 23-111, *Management of Government Property in the Possession of the Air Force*, 19 November 2018

AFI 21-103_ACCSUP ADD R, *Mission Status Reporting Tool, Mine Resistant Ambush Protected Family of Vehicles*, 6 June 2017

AFI 63-101_20-101, *Integrated Life Cycle Managemen*t, 9 May 2017

TO 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 6 September 2019

Office of Management and Budget Circular No. A-123, Appendix B, Improving the *Management of Government Charge Card Programs*, current edition

Title 44 United States Code Section 3502

Prescribed Forms

AF Form 172, *Appointment of Vehicle Control Official*

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

AF Form 1829, *Refueling Equipment Inspection Record*

AF Form 1830, *Refueling Equipment Hose Installation and Hydrostatic Test Data Record*

AF Form 1831, *Indirect Labor Time Card/Indirect Labor Time Sheet*

AF Form 1832, *Record of Cannibalization (Vehicle Maintenance)*

AF Form 4354, *Vehicle Preventive Maintenance and Inspection*

AF Form 4355, *Vehicle Incoming Inspection*

AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 55, *Employee Safety and Health Record*

AF Form 170, *Appointment of Vehicle Trainer(s)*

AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 601, *Equipment Action Request*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1996, *Adjusted Stock Level*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 4431, *Vehicle Assessment Inspection*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy Work Document*

AFTO Form 781B, *Communications Security Equipment Record*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

AFTO Form 91, *Limited Technical Inspection - Motor Vehicle*

AFTO Form 95, *Significant Historical Data*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 518, *Accident Identification Card*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

(**Added**-**EGLINAFB**) SF Form 91, *Operator's Report of Motor Vehicle Accident*

Standard Form 91, *Motor Vehicle Accident Report*

Standard Form 1034, *Public Voucher for Purchases and Services other Than Personal*

Standard Form 1048, *Claim for Lost, Stolen, or Destroyed United States Savings Bonds*

Abbreviations and Acronyms

ACC—Air Combat Command

ACR/OCR—Authorization/Organizational Change Requests

ADR—Áccord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route (International Carriage of Dangerous Goods by Road)

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AFB—Air Force Base

AFCENT—Air Forces Central Command

AFCPM—Air Force Component Program Manager

AFFOR—Air Force Forces

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

ANG—Air National Guard

AO—Approving Official

APC—Activity Program Coordinator

(Added-EGLINAFB) BOAC—Billed Office Address Code

CAC—Common Access Card

CBA—Cost Benefit Analysis

CDC—Career Development Course

C-MAJCOM—Component Major Commands

C-NAF—Component Numbered Air Force

CFR—Code of Federal Regulation

CFETP—Career Field Education and Training Plan

COMPUSEC—Computer Security

CONUS—Continental United States

COR—Contracting Officer Representative

CTK—Composite Toolkit

(Added-EGLINAFB) DD—Department of Defense (as used on forms)

DEF—Diesel Exhaust Fluid

DoD—Department of Defense

DoDM—Department of Defense Manual

DOE—Department of Energy

DOT—Department of Transportation

DPAS—Defense Property Accountability System

DSN—Defense Switched Network

EA—Economic Analysis

EEBP—Enterprise External Business Portal

EUCOM—European Command

FAST—Federal Automotive Statistical Tool

FIAR—Financial Improvement Audit Remediation

FM—Fleet Manager

FM&A—Fleet Management and Analysis

FY—Fiscal Year

(Added-EGLINAFB) GMV—Government Motor Vehicle

GSA—General Services Administration

GPC—Government Purchase Card

HAZMART—Hazardous Material Pharmacy

(Added-EGLINAFB) IAW—In Accordance With

ID—Identification

ITK—Individual Toolkit

(Added-EGLINAFB) JA—Judge Advocate

JLTV—Joint Light Tactical Vehicle

LIMS-EV, Vehicle View—Logistics Installation and Mission Support Enterprise View, Vehicle View

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

(Added-EGLINAFB) MEL—Mission Essential Level

MFR—Memorandum for Record

M/H/U/K—Miles/Hours/Units/Kilometers

MICT—Management Internal Control Toolset

MRAP—Mine-Resistant Ambush Protected (vehicle)

MSE—Mission Support Equipment

MSG—Mission Support Group

M&U—Maintenance & Utilization

MWR—Morale, Welfare and Recreation

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

OCONUS—Outside Continental United States

OJT—On-The-Job Training

O&M—Operation and Maintenance

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OTI—One-Time Inspection

PACAF—Pacific Air Force

PIC—Positive Inventory Control

POC—Point of Contact

(Added-EGLINAFB) POV—Privately Owned/Operated Vehicle

PWS—Performance Work Statement

RC/CC—Responsibility Code/Cost Center

REMIS—Reliability and Maintainability Information

R/D—Reimbursement Distribution

RDO—Vehicle Redistribution Order

RDS—Records Disposition Schedule

RFM—Refueling Maintenance

RIO—Requirements Integration Office

RM—Risk Management

(Added-EGLINAFB) ROS—Report of Survey

SB—Service Bulletin

SCOW/FM—Supply Chain Operations Wing/Financial Management

SECAF—Secretary of the Air Force

(Added-EGLINAFB) SF—Standard Form

TBA—Training Business Area

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMSK—Temporary Mission Support Kit

TO—Technical Order

UNICOR—Federal Prison Industries

USAF—United States Air Force

USAFE—United States Air Force Europe

(Added-EGLINAFB) VCNCO—Vehicle Control Noncommissioned Officer

(Added-EGLINAFB) VCO—Vehicle Control Officer

VM—Vehicle Management

VSCOS—Vehicle Support Chain Operation Squadron

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

WH—Warehouse

WR-ALC—Warner Robins-Air Logistics Complex

WRM—War Reserve Material

Terms

Acceptance Inspection—An inspection performed on all new and used vehicles and vehicular equipment received on base, before placing them in service. This inspection shows the condition of the vehicle. Fix discrepancies noted on the Asset Condition Assessment (i.e. Transaction Request Tool Limited Technical Inspection web form & AFTO Form 91) before placing the vehicle in service if use of the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.

Accountable Officer—An individual appointed by proper authority who maintains items and/or financial records in connection with government property, irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping. In all cases, the accountable officer is responsible for establishing and maintaining financial property control records, controlling the processing of supporting documentation, and maintaining supporting document files. The primary accountable officers under the Air Force Report of Survey System include: chief of supply, medical supply officer, munitions officer, fuels officer, communications and information systems officer, civil engineer, etc.

Accountable Property System of Record Vehicle—These vehicles must use the DoD directed Fleet Management Information System as the Accountable Property System of Record and maintenance tracking system in accordance with DoDM 4500.36; they include passenger carrying, cargo and utility, special purpose, low speed vehicle, firefighting, aircraft refueling, material handling and base maintenance vehicles of commercial or military design, including all approved Government Provided Equipment vehicles.

Ancillary Training—Training that contributes to mission accomplishment, but is separate from Air Force Specialty or occupational series training (further defined on the AETC website, **https://www.aetc.af.mil/**).   Ancillary training does not constitute AOC training.

Authorization Standard—An asset allowance which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change Equipment Authorization Inventory Data.

Battle Damage Assessment—The estimate of damage resulting from the application of lethal or nonlethal military force. Battle damage assessment is composed of physical damage assessment, functional damage assessment, and target system assessment. Also called BDA. See also combat assessment. (JP 3-0) (US DoD)

Bench/Working Stock—A stock of fast moving, parts and materials kept in the working area to speed vehicle repair. The stock does not normally exceed a 30-day supply.

Biobased Product—A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Contingency Location—A non-enduring location outside of the United States that supports and sustains operations during named and unnamed contingencies or other operations as directed by appropriate authority and is categorized by mission life-cycle requirements as initial, temporary, or semi-permanent. See DoDI 3000.10, Contingency Basing Outside the United States.

Contingency Operation—A military operation that is designated by the Secretary of Defense. An operation in which members of the Armed Forces are or may become involved in actions, operations, or hostilities against an enemy of the United States or against an opposing force; or an operation that results in the call or order to, or retention on, active duty of members of the uniformed services by law during a war or during a national emergency declared by the President or Congress.

Contracting Office—For the purposes of this instruction the contracting office is the office designated to support the requiring activity for contracting actions and business advice.

Contracting Officer Representative (COR)—A Service member or Department of Defense civilian or a foreign government civilian or military member appointed in writing and trained by a contracting officer, responsible for monitoring contract performance and performing other duties specified by their appointment letter.

Central Procurement—The procurement of material, supplies or services by an officially designated command or agency, with funds specifically provided for such procurement for the benefit and use of the entire component; or in the case of single managers, for the military departments as a whole.

Cost-Reimbursement Contract—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Data Element—In electronic recordkeeping, a combination of characters or bytes referring to one separate item of information, such as name, address, or age.

Designed Operational Capability Statement—A summary of a unit's mission and resources for which it has been organized, designed, and equipped.

Disposition Instructions—The DoDM 4160.21 Volume 1: Disposal Guidance and Procedures defines disposal as "end-of-life tasks or actions for residual materials resulting from Defense Militarization or disposition operations."

Delayed Maintenance—Maintenance delayed without damage to the vehicle or a compromise of safety.

Environmental Protection Agency—**Designated Item**—A product that is or can be made with recovered material, that is listed by Environmental Protection Agency in a procurement guideline and for which Environmental Protections Agency has provided purchasing recommendations in a related Recovered Materials Advisory Notice (available at **https://www.epa.gov/nutrient-policy-data/guidelines-and-recommendations**).

Emergency and Special Program—Usually a two digit code, placed at end of fund cite, used to charge expenditures to a specific account. Emergency and Special Program codes are normally associated with contingency or disaster relief operations.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization. See also assembly; component; part; subassembly; supplies in Joint Pub 1-02.

Financial Improvement and Audit Remediation (FIAR)—Financial and accountability data including key supporting documentation that provide details for audit readiness. These documents/data ensure proper stewardship of all government resources required to execute assigned missions.

Government Owned—**Contractor Operated (GO-CO)**—Contracting approach that replaces a government function traditionally completed by federal employees with contracted labor where the government provides everything the contractor needs to perform the function.

Government Motor Vehicle—A motor vehicle that is owned, leased, or rented by a DoD Component (not an individual), primarily designed for over-the-road operations, and whose general purpose is the transportation of cargo or personnel. Examples of government motor vehicles are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. Vehicles on receipt to and operated by non-DoD persons, agencies, or activities such as the U.S. Postal Service or the American Red Cross are not government motor vehicles.

Gross Vehicle Weight Rating (GVWR)—The maximum allowable total weight of a road vehicle that is loaded to capacity, including the weight of the vehicle itself plus fuel, passengers, cargo, and other miscellaneous items such as extra aftermarket options/accessories.

Hazardous Waste—Any solid waste defined as a hazardous waste pursuant to 40 CFR, §261.3 or authorized state or host nation rules and regulations.

Host Nation—A nation receiving the forces or supplies of allied nations, coalition partners, or North Atlantic Treaty Organizations to be located on, to operate in or to transit through its territory (DOD). A nation receiving the forces and/or supplies of allied nations and/or NATO organizations to be located on, to operate in, or to transit through its territory. Also called HN. (JP 3-57).

Indirect Labor—Labor not directly related to the repair of a specific vehicle (work order) or item of equipment.

Information Technology—Any equipment, or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. This includes equipment used by a Component directly, or used by a contractor under a contract with the Component, which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "IT" also includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Notwithstanding the above, the term "IT" does not include any equipment that is required by a Federal contractor incidental to a Federal contract. **Note:** The above term is considered synonymous with the term "information system" as defined and used in AF

programs. The term "IT" does not include National Security Systems (NSS) according to Tittle 44 United States Code Section 3502.

Interservice Vehicle Support (other government agencies)—Maintenance performed by one government agency for another.

In-Transit Visibility (ITV)—Describes extensive use of cargo tracking systems to determine location of cargo at any given time.

Item Manager—An individual within the organization of an inventory control point or other such organization assigned management responsible for one or more specific items of materiel.

Life Cycle Management—(1) The management of a system or item, starting with the planning process and continuing through successive management processes and associated life-cycle management phases and associated milestones, until a system is terminated. (2) A management process, applied throughout the life of an automated information system that bases all programmatic decisions on the anticipated mission-related and economic benefits derived over the life of the automated information system.

Limited Technical Inspection—An inspection using the Asset Condition Assessment (i.e. Transaction Request Tool Limited Technical Inspection web form & AFTO Form 91) to determine the current condition of a vehicle or vehicular equipment item. (Reference TO 36-1-191-WA-1).

Low Greenhouse Gas Vehicle—Vehicles which emit low quantities of greenhouse gasses. Each year, the Administrator of the Environmental Protection Agency will issue guidance identifying the makes and model numbers of low greenhouse gas emitting vehicles.

low speed vehicles (LSV)—Vehicles, whose maximum speed is greater than 19 MPH but less than 25 MPH will be categorized as a low speed vehicle and assigned the appropriate prime National Stock Number. This category must meet FMVSS.

Maintenance Priority—The maintenance effort to expedite a vehicle through the shop when the owning/using organization is at or below its Minimum Essential Level.

Master Nuclear Certification List—Identifies equipment, hardware, facilities and software that are certified in accordance with AFI 63-125. The Master Nuclear Certification List is the sole source for verifying the nuclear certification status of nuclear certified equipment (system, hardware, software).

Military Design Motor Vehicle—A motor vehicle (excluding commercial design motor vehicles) designed according to military specifications directly supporting combat or tactical operations or training for such operations.

Mission Capable—A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system will be capable of performing any one assigned peacetime mission.

Mission Capability (MISCAP)—Description of what a Unit Type Code package, personnel or equipment, must be capable of performing at a deployed location.

Mobile Maintenance—Service or repair performed away from the Vehicle Management shop by a mobile maintenance unit equipped and staffed to provide this support.

Motor Vehicle—Any self-propelled, drawn by mechanical power or electrically energized vehicle that is designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or tactical vehicle.

National Stock Number—13-digit stock number used to identify items of supply. It consists of a 4-digit FSC and a 9-digit National Item Identification Number (NIIN).

Negligence—Failure to use reasonable care, resulting in damage or injury to another.

Operational Plan (OPLAN)—A detailed, written plan used to execute a military operation.

Overhaul—The restoration of an item to a completely serviceable condition as prescribed by a maintenance serviceability standard.

Performance-Based Work Statement—Defines the requirements in terms of results rather than the method of performing the work. It cites reference directives rather than the entire publication. At a minimum a Performance-Based Work Statement includes a description of services, services summary, government furnished property, and services, and appendices.

Preventive Maintenance and Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. (Reference TO 36-1-191-WA-1).

Qualification Training—Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It provides the performance skills required to do the job.

Quality Assurance—An internal government program developed to assess contractor performance in accordance with the terms and conditions of the contract and in accordance with contractor's developed Quality Control Program.

Range of Military Operations—The general categories of operations within which the military participates to fulfill the general strategic goals of the US government. War and Operations Other Than War are the board definitions. War involves combat operations and has as its general goal the ability to fight and win. Operations Other Than War may involve noncombat or combat operations; the general goals of these operations are, respectively, promote peace and deter war/resolve conflict.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

Reconstitution—In the context of this publication, this refers to drawdown and base closure operations after hostilities have ended. Reconstitution includes activities at home station and the deployed location.

Requirement—A need or demand for personnel, equipment, supplies, facilities or services expressed in specific quantities for specific periods and time.

Robins AFB Support Equipment and Vehicles Division—Office of Primary Responsibility for the total life cycle and supply chain management of Air Force vehicles. Comprised of Air Force Life Cycle Management Center and 404th Supply Chain Management Squadron.

Serviceability Standard—The standard a vehicle must meet or surpass to be satisfactory for operation.

Standard Price—The unit price of an item listed on the appropriate Air Force stock list. Stock list changes, including the price, are distributed through the Stock Number User Directory system (DO71) to Air Force bases.

Scheduled Maintenance—Periodic prescribed inspection and/or servicing of equipment accomplished on a calendar, cycles, or hours of operation basis.

Special Inspections—SIs are inspections not covered by QVIs or Evaluations and may include, but are not limited to, inspections of: equipment forms, document control procedures and file plans, inventory controls, Technical Order (TO) files, vehicle inspections, housekeeping, safety practices, and other interest items identified by Headquarters Air Force and MAJCOMs. SIs may be compliance or proficiency oriented.

Tactical Vehicle—A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation and maintenance of equipment. Services provided to Air Force vehicles and vehicular equipment by Robins AFB Support Equipment and Vehicles Division or the mobility service offices, on a reimbursable basis. (Reference TO 00-25-107-WA-1).

Training Business Area (TBA)—Air Force automated training records and management application utilized for career field education and training plans, upgrade training documentation and other related actions.

Technical Data—A general term used when referring to any or all technical publications as a whole or separately, and without reference to any one specific type of publication, such as technical manuals, technical orders, composition, artwork, engineering data, engineering drawings, master layout (MLO) drawing, un-dimensioned drawings, specifications, parts list, automatic equipment program master tapes or cards, microfilm, printed copies, commercial manuals, film, sound tracks, or any other media used primarily for conveying technical information. The term technical data also applies to the reproducible copy from which multiple copies of technical data are reproduced.

Technical Order (TO)—An Air Force publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of Air Force motor vehicles.

Temporary Mission Support Kit (TMSK)—A generic kit of fly-away specific and general support vehicle spare parts (e.g., filters, belts, and bulbs) that deploying Vehicle Management assembled prior to departure and ship with deploying vehicles as directed by higher headquarters or stated as a line-remark on Vehicle Redistribution Order (RDO). The kit must support the vehicle for a minimum of 30 days.

Tenant—(on-base or a supported installation) Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host command or that occupies real property under its own jurisdiction but requires support from another Air Force installation in the same locality. A tenant may belong to the same command as the host organization.

Time Compliance Technical Order—An authorization directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Time Phased Force Deployment Data—Deployment listing of cargo and personnel. Key document for deploying units or organizations expecting inbound forces and equipment. Shows Unit Type Codes, arrival dates, departure dates, unit information, etc. The TPPDD is classified.

Transient Vehicle—A vehicle belonging to an Air Force activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

Transportation Control Number—Generated by Logistics Module and used to positively identify and track cargo.

Triage Maintenance—An immediate, temporary repair of a battle damaged vehicle during post attack recovery operations in order to support the immediate ongoing mission. Vehicle repair requirements are placed in one of three condition levels:

Level A—Immediately returnable to service with minimal or only minor repair.

Level B—Repairable, requiring more than 30 minutes of repair work but less than 4 hours.

Level C—Repairs will take over 4 hours or vehicle not repairable at all.

USAF Management Code—A code assigned to a vehicle for identification purposes.

Unit Type Code—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." A Unit Type Code can consist of personnel, vehicles and/or equipment.

Unscheduled Maintenance—Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

United States Department of Agriculture -Designated Item—Means a generic grouping of products that are or can be made with bio based materials, that is listed by United States Department of Agriculture in a procurement guideline and for which United States Department of Agriculture has provided purchasing recommendations.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—The management control functions established for those base activities with assigned vehicles on recurring dispatch.

Willful—Referring to acts which are intentional, conscious and directed toward achieving a purpose.

Vehicle Design—Vehicles are of two basic designs:

1—Commercial Design—A vehicle designed by the manufacturer as a production model for commercial sale and usage. It is to the manufacturer's specifications and purchased by the Air Force without major changes. Examples are sedans, station wagons, pickup trucks, Materiel Handling Equipment and so forth. Assign these vehicles a B, C, D or E designator in their Asset IDs.

2—Military Design (M-Series)—A vehicle having military characteristics resulting from military research and development processes, designed primarily for use by forces in the field in direct connection with or support of combat or tactical operations. Assign these vehicles a K, L or M designator in their Asset IDs.

Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS)—2T3XX individuals charged with managing the Vehicle Management.

War And Mobilization Plan—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The five volumes of the WMP extend through the Future Years Defense Plan to provide continuity in short- and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production-planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses all functions necessary to match facilities, manpower, and materiel with planned wartime activity.

War Reserve Materiel—Materiel required to equip and support the approved forces specified under Secretary of Defense guidelines through the prescribed period for war materiel planning purposes.

Warranty—A contractor guarantee against defective parts or workmanship for a specified period of time. (Reference TO 36-1-191-WA-1).

Work Center—A separate section within Vehicle Management that performs service, repair, administrative or support functions.

Work Order—A specific or blanket authorization to perform certain work.

Attachment 2

CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL

A2.1. Capability Based Funding. A process used to capture logistics requirements. Quantifying vehicle/vehicular equipment requirements is key to raising the pursuit of funding from a gray area to a meaningful discussion of capability.

A2.1.1. Programming is establishing a plan of action to do something. In the vehicle world, this is planning our vehicle requirements in future years.

A2.1.2. Execution is when we carry out those plans with the funding available.

A2.2. Funding Source.

A2.2.1. Funding is appropriated by Congress for vehicle procurement through appropriation bills. Appropriated funds categories are:

A2.2.1.1. 3010 Aircraft Procurement, Air Force.

A2.2.1.2. 3080 Procurement–Other (munitions, vehicles, electronics, base maintenance and support equipment). This is three-year money.

A2.2.1.3. 3400 Operations and Maintenance, Air Force. This is one-year money.

A2.2.2. In the past, 3400 and 3080 money was used for vehicle procurement, now only 3080 money is used for vehicle procurement.

A2.2.2.1. 3400 is discretionary money and is not designated for a specific purpose. This funding is easy to target for funding cuts when Air Staff or MAJCOM has higher priorities; hard to defend requirements.

A2.2.2.2. 3080 money is allocated for specific requirements. This type of funding is harder to target for cuts or divert elsewhere, unless mission is higher priority.

A2.2.3. The "Color of Money." Appropriated money is further defined by BPAC. Budget Program Activity Code classifications "below the appropriation level" are to identify major budget programs, or in relation to vehicles, the type of vehicle the funding supports. The following are vehicle BPACs:

A2.2.3.1. Eighteen hundred (1800) – General Purpose Vehicles.

A2.2.3.2. Twenty-two thirty (2230) – Medium Tactical Vehicles (All M-Series vehicles).

A2.2.3.3. Twenty-nine ninety (2990) – Cargo and Utility Vehicles.

A2.2.3.4. Thirty-two ten (3210) – JLTV

A2.2.3.5. Thirty-two thirty (3230) – HMMWV

A2.2.3.6. Thirty-nine ninety (3990) – Special Purpose Vehicles

A2.2.3.7. Forty ninety (4010) – Fire Fighting Vehicles.

A2.2.3.8. Fifty-Nine ninety (5990) – Material Handling.

A2.2.3.9. Sixty-two ten (6210) – Runway Snow Removal.

A2.2.3.10. Sixty-nine ninety (6990) – Base Maintenance and Construction.

A2.2.4. Air Force Vehicle Fleet Major/Minor Program Codes are used to link authorization (and vehicles) to the specific mission they are used to support. They also allow analysis to determine what missions support the money. For a listing of vehicle program/mission codes refer to **Tables 4.1** and **4.3**

A2.3. Vehicle Prioritization Model. Overview. A given vehicle type is only in one Budget Program Activity Code, but can be at any base within a MAJCOM or Air Force fleet. Funds allocated to each vehicle National Stock Number split among all vehicles and vacancies within that National Stock Number. The model calculates End of Life (EOL) year based on depreciation of the vehicle and cumulative sustainment (O&M) costs. Depreciation is on a default life expectancy of 20 years. Adjust end-of-life, or set, when O&M cost exceeds depreciation value. Vehicles with same management code have different life expectancies for programming purposes. The Vehicle Prioritization Model provides better justification for appropriations and is a proven business model that identifies vehicle requirements while connecting them with the mission they support.

A2.3.1. Model Logic.

A2.3.1.1. Vehicles and vacancies are prioritized within BPACs and National Stock Numbers.

A2.3.1.2. Prioritizes all assets assigned from 1 – many, whether replacement required or not.

A2.3.1.3. Does not attempt to prioritize one vehicle type over another or one Budget Program Activity Code over another.

A2.3.1.4. Does not attempt to prioritize vehicles and vacancies together.

A2.3.2. Apply the Funding.

A2.3.2.1. Applies funding across National Stock Numbers in a Budget Program Activity Code.

A2.3.2.2. Determines National Stock Number earned share based on health rate.

A2.3.2.3. Determines vehicle/vacancy split (2:1).

A2.3.2.4. Apply funds to prioritized lists.

A2.3.3. Prioritization Rules for Vehicle Replacement.

A2.3.3.1. Use Code: non- War Reserve Materiel (A/J, B/K, C/L) first, War Reserve Materiel last (D/M).

A2.3.3.2. Year: Ascending – oldest first.

A2.3.3.3. Use Code: A/J first, B/K and C/L second, D/M last.

A2.3.3.4. End of Life: Ascending – projected end of life year. Replace vehicles exceeding or nearing their end of life year first.

A2.3.3.5. Miles or Hours: Descending – cumulative miles or hours.

A2.3.3.6. Sustainment Cost: Descending – higher maintenance cost before low.

A2.3.3.7. Item Code: Unsuitable substitutes first, all others second.

A2.3.3.8. Base Fleet Age: Descending – the average age of the fleet for all National Stock Numbers at each base (prioritizes assets that are equal in every other way between bases).

A2.3.3.9. Last 6 digits of Asset ID: Ascending – a random number is used for tiebreak.

A2.3.4. Prioritization Rules for Vacancies.

A2.3.4.1. Use Code: A/J (mobility) first, B/K and C/L second, D/M (War Reserve Materiel) last.

A2.3.4.2. Vacancy Rate: Descending – percentage of vacancies to authorizations at a location. More vacancies – higher priority.

A2.3.4.3. Replaced eligible rate: Descending – percentage of replacement eligible vehicles to authorizations. Higher percentage of replacement eligible vehicles – higher priority.

A2.3.4.4. Fleet Age: Descending – average age of the fleet for each National Stock Number at each base.

A2.3.4.5. Base Fleet Age: Descending – the average age of the fleet for all National Stock Numbers at each base (prioritizes assets that are equal in every other way between bases).

A2.3.4.6. Authorization Number: Descending – positions 7-18 of authorization number (Designed Operational Capability number + SRAN). Use a random number for tiebreak.

A2.3.4.7. Funding Rules.

A2.3.4.7.1. Can select how many out-years to include in the plan.

A2.3.4.7.2. A percentage of funds can be withheld. Needed to accommodate a flex line between listed Standard Price and actual price with options.

A2.3.4.7.3. No Buy list can be created for any combination of National Stock Number, Budget Program Activity Code, MAJCOM, Base and/or FY.

A2.3.4.7.4. "Must Buy" list can be created by National Stock Number, MAJCOM and FY.

A2.3.4.8. Replacement Required Carryover Percentage (RRCP).

A2.3.4.8.1. Accepted historical replacement eligible percentage by National Stock Number.

A2.3.4.8.2. VPM prioritizes up to that percentage for a National Stock Number and then stop until all National Stock Numbers reach their Replacement Required Carryover Percentage.

A2.3.4.8.3. VPM then continues to prioritize equally for all National Stock Numbers. The 441 VSCOS uses the VPM to adjust programming for BPACs in out years. This allows them to see if there is too much/little money within a Budget Program Activity Code. Money cannot be moved in execution year. Programming lists are not saved in the system.

A2.3.4.9. "What if" scenarios may be run throughout the year to identify and adjust buy requirements.

A2.3.4.10. The system is locked on predetermined date to generate prioritization list for execution. Save execution list in the system and generate metrics for analysis. Base level VM activities can run the model with "what if" scenarios.

Figure A2.1. LIMS-EV, Vehicle View, Prioritization Tab/Baseline Model Run Example.
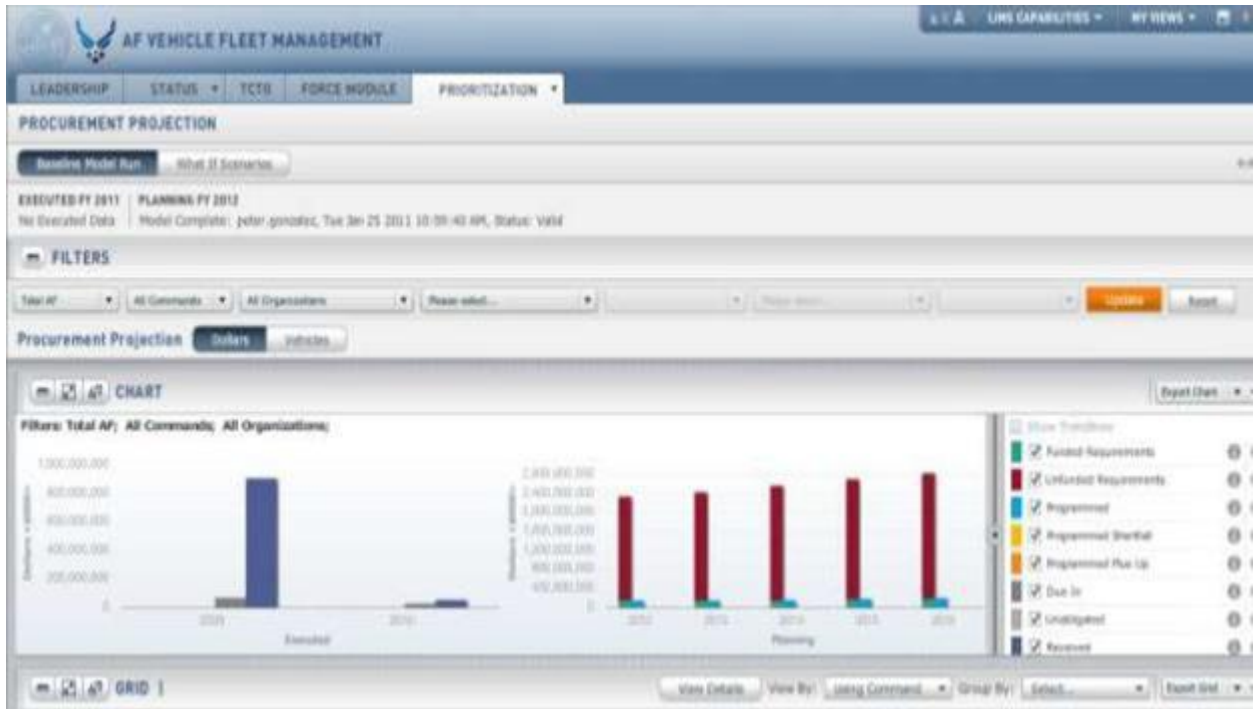
Attachment 3

AIR FORCE SURPLUS VEHICLE SALES PROGRAM

A3.1. Purpose. The purpose of the Air Force Surplus Vehicle Sales Program (AFSVSP) is to sell surplus Accountable Property System of Record accountable vehicles and use the proceeds from the sales to support vehicle management activities, as determined by the 441 VSCOS. For more program processing information, refer to the AFSVSP Guidebook **https://cs2.eis.af.mil/sites/12690/VMA/guidebook/AFSVSP%20Guidebook.pdf** (AFSVSP Guidebook).

A3.2. Applicability. This program applies to Regular Air Force, Air National Guard and Air Force Reserve Vehicle Management and vehicles located within the United States and its territories.

A3.3. Responsibilities.

A3.3.1. GSA. As the Air Force's agent to manage internet marketing and post auction activities, GSA:

A3.3.1.1. Posts/maintains vehicles on GSAXcess® and GSA Auctions® websites for a timeframe as determined by the Air Force.

A3.3.1.2. Processes payments from buyers.

A3.3.1.3. Provides and maintains vehicle title documents, DLA Form 1822, End-User Certification, and receipt to buyers; ensure copies are sent to vehicle custodian and buyer.

A3.3.1.4. Transfers net proceeds of sales to the 441 VSCOS, through 635th SCOW/FM.

A3.3.1.5. Acts as the federal government's authority in all legal matters resulting from the auctioning of federal personal property and will provide resolution in compliance with the terms and conditions of sales.

A3.3.1.6. List vehicles using the following terms and conditions:

A3.3.1.6.1. Description, Warranty and Refunds: The Government warrants to the original purchaser that the property listed in GSA Auctions will conform to its written description. The Government does not warrant the merchantability of the property or its purpose.

A3.3.1.6.2. Condition of Property: Condition of Property is not warranted. Deficiencies, when known, have been indicated in the property descriptions. However, absence of any indicated deficiencies does not mean that none exists.

A3.3.2. 441 VSCOS. Manage, administer and execute the Air Force Surplus Vehicle Sales Program; the 441 VSCOS responsibilities include, but are not limited to:

A3.3.2.1. Determine potential Air Force Surplus Vehicle Sales Program sale candidates based on the Limited Technical Inspection criteria obtained through the Transaction Request Tool, and descriptions provided on the Pre-Auction Checklist.

A3.3.2.2. Determine appropriate sale reserve price based on industry book-value data, vehicle condition, special asset characteristics, etc.

A3.3.2.3. Submit Air Force Surplus Vehicle Sales Program sales data to GSA for display on applicable websites.

A3.3.2.4. Track proceeds and expenditures.

A3.3.2.4.1. Approve expenditure of the sales proceeds.

A3.3.2.4.2. Proceeds are used during the fiscal year they were obtained. Proceeds not used are turned-in to the US Treasury.

A3.3.2.5. Maintain historical log of all program sales/auctions/transfers.

A3.3.2.6. The annual vehicle solicitation and auctioning sales period will run between 1 October and 31 July each fiscal year.

A3.3.3. Vehicle Management. VM activities, to include contracted VM activities, will support and execute the Air Force Surplus Vehicle Sales Program, responsibilities include, but are not limited to the following:

A3.3.3.1. Process vehicle disposition request per this AFI.

A3.3.3.2. Provide VM POC for each sale transaction, to include: Commercial telephone number, E-mail address, and Street address for the Vehicle Management facility.

A3.3.3.3. Ensure vehicles identified for Air Force Surplus Vehicle Sales Program are not cannibalized, pilfered or repaired. If asset condition has changed from that of the original disposition the Limited Technical Inspection, submit updated condition to the 441 VSCOS as requested.

A3.3.3.3.1. Vehicles determined to be in a condition not factually identified on the Limited Technical Inspection when identified as sale eligible by the 441 VSCOS or upon sale to a customer will have necessary parts ordered or be repaired at the expense of the previously assigned Vehicle Management.

A3.3.3.3.2. In extreme emergency situations (as determined by the VFM/VMS) parts or components may be cannibalized from vehicles approved for sale. However, all parts or components cannibalized will be replaced with new or serviceable parts prior to vehicle being picked-up by the buyer; no exceptions. Authorization for this process needs to be routed through the 441 VSCOS prior to parts removal.

A3.3.3.4. Prepare vehicles for sale. To include basic cleaning, removing markings/license plate(s), data plate, organizational equipment and any required demilitarization.

A3.3.3.5. Provide secure parking area for resale candidates identified by the 441 VSCOS.

A3.3.3.6. Answer questions from potential buyers.

A3.3.3.7. Escort potential buyers to inspect/view vehicles, during established timeframe and by appointment only.

A3.3.3.8. Support/perform post sales/transfer actions, such as coordinate vehicle removal appointment with buyer, and obtain a signed copy of the sales receipt from the buyer.

A3.3.3.9. Forward buyer-signed copy of sales receipt to the 441 VSCOS at: **441VSCOS.AF.VehicleSales@us.af.mil**.

A3.4. Vehicle Eligibility Criteria. (Refer to VM Guidebook) There are certain eligibility criteria that is observed when determining what type of vehicle assets are eligible for the Air Force Surplus Vehicle Sales Program.

A3.5. Presale Eligibility Determination. (Refer to VM Guidebook)Vehicle Management request vehicle disposition instructions by submitting a Limited Technical Inspection request via the Transaction Request Tool for vehicles not having a valid authorization/requirement.

A3.6. Post Auction Activities. (Refer to VM Guidebook) Buyer makes payment, the buyer removes the vehicle, and then the asset is removed from accountability system.

A3.7. Proceed Distribution.

A3.7.1. The 441 VSCOS distributes proceeds (when available) to Vehicle Management when requested. 441 VSCOS approves proceed distribution request of two or more using the following "Order of Precedence":

A3.7.1.1. Funds to support RDO vehicle repair actions (parts only, No Contract Maintenance). (Minimum: $2,500 – Maximum: No limit)

A3.7.1.2. Funds to support a vehicle repair (that does not have a funded due-in) actions (parts only). (Minimum: $2,500 – Maximum: $16K)

A3.7.1.3. Funds to support unfunded tool, equipment, and tech-data request. (Minimum: $2,500 Maximum: $35K)

A3.7.2. The following Business Rules also apply to proceed use/distribution:

A3.7.2.1. Activities execute all proceeds provided before the end of the fiscal year given.

A3.7.2.2. Funding is "first come-first serve" for two or more requests in the same order of precedence.

A3.7.2.3. Unfunded tool and equipment requests normally accepted on or after 1 May each year.

A3.7.2.4. 441 VSCOS reserves the right to accumulate proceeds in order to support enterprise initiatives.

A3.7.2.5. 441 VSCOS reserves the right to fund unfunded vehicle repair actions over RDO vehicle repair actions as situation dictates; e.g., repair of unfunded emergency or direct support vehicle over a general purpose vehicle RDO actions.

A3.7.2.6. 441 VSCOS reserves the right to approve maximum dollar amounts on a case by case basis.

A3.7.3. Proceed Request Forms can be found on the VM SharePoint®.

Attachment 4

LIMS-EV VEHICLE VIEW

A4.1. LIMS-EV VEHICLE VIEW (LIMS-EV VV). Is a Data Service that serves as the overarching gateway to AF/A4 enterprise reporting and analysis. The goal of LIMS-EV VV is to provide "One version of the truth." The system design is to arrive at requested data within three mouse clicks or three levels of drill. Data comes daily from DPAS and supplemental tables. Access to LIMS-EV Vehicle View is granted to individuals with a Logistics profile in the AF Portal. Go to the help link in the AF Portal and submit online access request, or contact the Knowledge Owners listed on the <u>VM SharePoint®</u>.

A4.2. Data Sources for LIMS-EV Vehicle View. DPAS Daily Files:

A4.2.1. Data is transmitted to Global Combat Support System (GCSS) Data Service Warehouse, then transmitted to LIMS-EV VV.

A4.2.2. Reference data tables are maintained by the 441 VSCOS in order to ensure meaningful definitions for data element and supply missing data elements as needed.

A4.3. Business Objects & Rules.

A4.3.1. Main View Tabs. LIMS-EV Vehicle View consists of seven main tabbed views: Leadership, Fleet Management, Time Compliance Technical Orders, Force Module, Prioritization, Budget Planning, and Authorization Validation.

A4.3.2. Vehicle Categories. These are groupings of vehicle type(s) with an indicator of mission capability. The Leadership View, and other views based on filtering applied, can display "categories."

A4.3.3. Filters. Use "Filters" to narrow down data to a requisite level.

A4.3.3.1. Attribute filters are case sensitive.

A4.3.3.2. Limited to specified attributes for each view.

A4.3.3.3. Data can be copied and pasted from spreadsheet (add comma to separate data attributes).

A4.3.3.4. Filters are not available in Leadership View.

A4.3.3.5. Filters are available for the following:

A4.3.3.5.1. Timeline: Specific month, fiscal or calendar quarter, fiscal or calendar year.

A4.3.3.5.2. Organization level: from AF down to squadron or unit level.

A4.3.4. Charts. Use "charts" to reflect data in a data tray (bar, line or pie chart).

A4.3.5. Data Tray. Contains data for each metric related to the displayed chart (overall metrics or details).

A4.3.6. Breadcrumbs. Indicate the filter criteria.

A4.3.7. View By/Group By. Details the sorting and grouping of the data in the data tray.

A4.3.8. Create Reports. Save all metrics, only those displayed or create custom selection.

A4.3.9. Save/Manage Views. Allows for saving a specific view for later use, but the view is not exportable. This also allows for setting default view. **Note:** All data is historical except for the Leadership View and the Current views under Fleet Posture and Force Module.

A4.4. Detailed Views.

A4.4.1. Leadership View. Single screen entry point for leadership view of vehicle portfolio data related to fleet sustainment, capability projection and cost requirements.

A4.4.1.1. Mission Capability (refer to **Figure A4.1**, LIMS-EV Vehicle View: Leadership/Mission Capability View, for examples).

A4.4.1.1.1. Current mission capable rate data is displayed using a color-coded bar graph format. The total number of vehicle assigned minus the non-mission capable-maintenance + non-mission capable-supply vehicles divided by the total assigned; convert that in to a percentage: equal to or greater than 90% = green, 75 – 89% = yellow, less than 75% = red.

A4.4.1.1.2. From the Leadership/Mission Capability View, various data/information can be viewed by "drilling down" into the view. There are three "drill levels".

Figure A4.1. LIMS-EV Vehicle View.

Drill level 1:
Displays bar chart where overall AF MC rate is first bar followed by each MAJCOM's MC rate.
Displays table with AF and MAJCOM authorized and assigned as of first of prior month.
Snapshot of authorized/assigned on 21st of previous month.
Drill level 2 (click on any MAJCOM bar):
Displays bar chart where overall MAJCOM MC rate is first bar followed by the MC rate of each base in that command.
Displays table with authorized and assigned for entire MAJCOM and each base.
Drill level 3 (click on any base bar):
Displays vehicle assets currently in maintenance at that base by registration number, nomenclature, status, non-mission capable date, Estimated Time in Commission date.
Displays table with Authorized and assigned for that base.

A4.4.1.2. Program Objective Memorandum. Indicates projected requirements for replacements and vacancies based on current and End of Life projections. The display has two tabs: Assets and Cost.

A4.4.1.2.1. Assets. Displays vehicle count of replacement eligible asset and vacancies; current and projected.

A4.4.1.2.2. Costs.   Displays procurement costs based on standard price of replacement eligible assets and vacancies.

A4.4.1.3. Force Module Package Capability. This view depicts total vehicles available to sustain the vehicle force modules of Open, Establish, Operate or Robust base.

A4.4.2. Fleet Management. Provides a single screen entry point for viewing select daily snapshot and historical data in the vehicle portfolio. Each status view listed below can be accessed on the Status tab.

A4.4.2.1. Mission Capability. Total percentage of vehicles available for mission support based on user defined filter level. Registered Fleet and Total Fleet are the same.

A4.4.2.1.1. AVAIL HOURS: 24 hours X days in the month number of vehicles in the record set.

A4.4.2.1.2. Non-mission capable-maintenance %: Non-mission capable-maintenance hours rounded to nearest whole hour / AVAIL HOURS. Convert to percentage.

A4.4.2.1.3. Non-mission capable-supply %: Non-mission capable-supply hours rounded to nearest whole hour / AVAIL HOURS. Converted to percentage.

A4.4.2.1.4. NMC%: The total AVAIL Hours assigned minus the non-mission capable-maintenance + non-mission capable-supply vehicles; convert that in to a percentage.

A4.4.2.2. Deferred Workload. Displays total backlog hours for all vehicles with maintenance delayed for parts, body work (P&S), funds and time to repair vehicles that exceed the one-time repair limit. LIMS-EV VEHICLE VIEW takes a snapshot of delayed hours on 21st of month. Reads most current file in record.

A4.4.2.3. Fleet Posture.

A4.4.2.3.1. The following data computations are used.

A4.4.2.3.1.1. LEASED OR AF OWNED AUTH. "L" or "V."

A4.4.2.3.1.1.1. This "viewed" data is returned from a reference table.

A4.4.2.3.1.1.2. AID 012 returns an "L."

A4.4.2.3.1.2. AUTHORIZED. Total of the AUTH QTY of vehicles in the filter group assigned to the corresponding Designed Operational Capability DETAIL NUM.

A4.4.2.3.1.3. ASSIGNED. Total of vehicles assigned an asset DETAIL Designed Operational Capability NUM (214 records) that matches an authorization Designed Operational Capability DETAIL NUM (201 records).

A4.4.2.3.1.4. AWAITING DISPOSITION. Total vehicles with an assigned "Special Retention" AUTHORIZATION STANDARD (045, 048) and a STATUS CODE of "C-I" or "M"A4.4.2.3.2. Fleet Posture "Historical" views are built using: DPAS data; authorization, assigned and excess trend lines; assigned user org, equivalents, status codes, etc.

A4.4.2.3.2. "Current" Fleet Posture views provide an up-to-date look at authorizations and assets assigned and is the primary view used to manage the fleet.

A4.4.2.3.3. Master Vehicle Report/Hand Receipt. To produce this document select entire base, single or multiple organizations, then export as pdf or Excel document. **Note:** The grid shows due-in information but hand receipt does not.

A4.4.2.4. "Sustainment Costs" depicts the cost to sustain the vehicle fleet (registered and total) with a default view by cost and an additional tab for averages. Seven data points are displayed from FMIS data:

A4.4.2.4.1. LABOR COST: Sum of the TOT DIRECT LABOR COST field of the filter set result.

A4.4.2.4.2. PARTS COST: Sum of TOT PARTS COSTS field of the filter result set.

A4.4.2.4.3. CONTRACT MAINT COST: Sum of CONTRACT MAINT COST and OGA COSTS fields of the filter result set.

A4.4.2.4.4. ACCIDENT COST: Sum of ACC IN-HOUSE MAT COST field of the filter result set.

A4.4.2.4.5. ACCIDENT LABOR COST: Sum of ACC IN-HOUSE LABOR COST field of the filter result set.

A4.4.2.4.6. COST PER MILE: Total of all costs divided by total miles driven of the filter result set.

A4.4.2.4.7. COST PER VEHICLE: Total of all costs divided by fleet total of the filter result set.

A4.4.2.5. "Utilization" depicts a combination of two group sets to provide a capability to measure vehicle utilization of a filtered result set to the "AF Average." Calculations limited to vehicles with an M/H/U/K code of "M" or "K." Data Computations are as follows.

A4.4.2.5.1. "Mean" is the average total miles driven per vehicle for the entire period of historical data period selected (not more than 24 months).

A4.4.2.5.2. "Two Standard Deviations," use of two standard deviations from the mean to establish upper and lower control limits for the AF average.

A4.4.2.5.2.1. "Over Utilized" = more than two standard deviations above the mean.

A4.4.2.5.2.2. "Under Utilized" = more than two standard deviations under the mean.

A4.4.2.6. "Requirements" depicts the number of vehicles required to be replaced over the next 20 years. Initial view also depicts the vehicles scheduled for purchase (due in). The view can be switched between "Assets" and "Cost." The computations used to establish current life expectancy are as follows:

A4.4.2.6.1. Life expectancy in years is computed by taking the depreciated value of each vehicle over a 20-year life span and plotting it against O&M costs, which are increased yearly by three percent (for inflation). Establish the life in years at the point where projected O&M costs exceed the depreciated value or at 20 years.

A4.4.2.7. Due-Ins. This view shows due-in information by vehicle quantity, actual dollars and by fund type. Due-in data is from Consolidated Analysis and Reporting System.

A4.4.3. Time Compliance Technical Order. This view depicts four separate but linked Time Compliance Technical Order requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, the viewer can get an informed look at an individual Time Compliance Technical Order or the status of a larger Time Compliance Technical Order program completion level within a filter set. Time Compliance Technical Order numbers are generated on a reference table and Time Compliance Technical Order number in DPAS matches Time Compliance Technical Order number listed in LIMS- EV VEHICLE VIEW. If Time Compliance Technical Order data in DPAS is incorrect, FM&A edits to match. The following are data points and definitions are used to build this view:

A4.4.3.1. Total required: depicts the sum vehicles required to have a Time Compliance Technical Order completed on them within the filter set. Source of the vehicle count is a sum of the registration numbers listed in the Time Compliance Technical Order table that matches the filter set.

A4.4.3.2. Complete: depicts the sum of vehicle registration numbers listed within the filter set that have a Time Compliance Technical Order COMPLETED DATE listed.

A4.4.3.3. Due/On-Time: depicts the sum of asset IDs in the result set that require a Time Compliance Technical Order be completed that have not passed the "MUST BE DONE DATE," those assets are reflected when within 60 days of due date. Individuals can toggle between numerical values or percentages in the chart.

A4.4.3.4. Overdue: depicts the sum of vehicle registration numbers in the result set that require a Time Compliance Technical Order be completed that has passed the "MUST BE DONE DATE."

A4.4.4. Force Module. This module depicts total vehicles available to sustain the vehicle force modules of "Open," "Establish," "Operate" or "Robust a base." This module mirrors the Leadership View display, but shows actual assets and bases. Filter options allow selection of organization level and type of mission to support. Select chart option to fill the data grid with vehicle requirements, drill down vehicle requirements to view asset information.

Attachment 5 (Added-EGLINAFB)

EXAMPLES OF VEHICLE ABUSE AND VEHICLE INCIDENTS

A5.1. (Added-EGLINAFB) Failure to accomplish required operator maintenance.

A5.2. (Added-EGLINAFB) Operating a vehicle with insufficient coolant or oil.

A5.3. (Added-EGLINAFB) Failure to promptly report any: Malfunctions, defects, accident damages or items which affect the vehicle's safety or condition to the 96 LRS/LGRV. Discrepancies must be reported to 96 LRS/LGRV during the day of the accident or no later than (NLT) the next duty day. Any delays must be preapproved by the 96 LRS/LGRV Flight Chief or Vehicle Flight Manager (VFM).

A5.4. (Added-EGLINAFB) "Riding" or "slipping" the clutch: Except when necessary, for control while maneuvering a vehicle.

A5.5. (Added-EGLINAFB) 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;

A5.6. (Added-EGLINAFB) Operating a vehicle with the brakes applied: Or dragging parking brakes.

A5.7. (Added-EGLINAFB) Excessive use of the engine for braking.

A5.8. (Added-EGLINAFB) Overloading: Failing to secure cargo or improper load distribution which could damage the vehicle.

A5.9. (Added-EGLINAFB) Failure to bring vehicle to the vehicle maintenance facility: For scheduled maintenance or safety inspections.

A5.10. (Added-EGLINAFB) Using a vehicle. For other than its designated or intended purpose.

A5.11. (Added-EGLINAFB) Tampering with: Speedometers, odometers, tachometers or governors.

A5.12. (Added-EGLINAFB) Failure to: Protect painted surface from oxidation and corrosion.

A5.13. (Added-EGLINAFB) Failure to clean: Wax, or maintain a vehicle's interior or exterior to meet corrosion control and appearance requirements.

A5.14. (Added-EGLINAFB) Vehicle being operated by: An unqualified or untrained operator without an instructor or trainer present.

A5.15. (Added-EGLINAFB) Intentional destruction: Or disfigurement of a vehicle's interior or exterior.

A5.16. (Added-EGLINAFB) Operating of a vehicle or equipment in conflict with: Published safety DoD publication, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction, Air Force Manual, technical order, or other laws concerning vehicle safety.

A5.17. (Added-EGLINAFB) Allowing water to accumulate in: The vehicle interior as a result of washing with a hose, or the excessive accumulation of water from a storm due to leaving windows open.

A5.18. (Added-EGLINAFB) Over-filling the engine crankcase, transmission or hydraulic reservoirs.

A5.19. (Added-EGLINAFB) Servicing the vehicle: Fuel tank or hydraulic reservoir with incorrect fuel or oils.

A5.20. (Added-EGLINAFB) Failure to secure vehicle doors: From overextending when opening during high winds.

A5.21. (Added-EGLINAFB) Unauthorized wiring; Marking or add-on/modification of the vehicle or vehicular equipment.

A5.22. (Added-EGLINAFB) Vandalism (determined on a case-by-case basis).

A5.23. (Added-EGLINAFB) Operating a vehicle with improperly inflated tires: Or tires beyond wear limits. Under inflated tires and severely worn tires are susceptible to catastrophic failure like blow outs and tread separation. Tire wear that exposes cords renders tires useless for recapping.

Attachment 6 (Added-EGLINAFB)

SAMPLE VEHICLE ACCIDENT/ABUSE MONITOR MEMORANDUM

Figure A6.1. (Added-EGLINAFB) Sample Vehicle Accident/Abuse Monitor Memorandum.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA

MEMORANDUM FOR SQ VCO/VCNCO

FROM: 96 LRS/LGRV

SUBJECT: Vehicle REG#, Accident Case Number

1. Vehicle REG# assigned to your organization was turned in for maintenance on DATE with accident damage. The following is an estimate of repairs necessary to return the vehicle to a safe and serviceable condition:

Vehicle Type: Make, Model, Type
Est. Repair Cost: $0.00
Damage:

2. This vehicle will have to be released by your unit before repairs can begin. Should you decide to perform an investigation, procedures for the investigation are outlined in DoD Financial Management Regulation 7000.14R, Vol 12, CH 7, 070204 and our locally prepared Vehicle Control Officer (VCO) guide. Once complete, or if an investigation is not required, please forward the attached release statement to karen.pinkley@us.af.mil.

3. It is important to note that your vehicle will incur Non Mission Capable time while in shop. Should this time become excessive while awaiting release, it can negatively impact the vehicle's operational and maintenance cost history. Therefore, we request that you make coordinating investigations and/or funding a top priority in order to release for repair in a timely manner and avoid unnecessary downtime.

4. My points of contact are Mrs. Karen Pinkley and Mr. Colin Dexter at 882-1821. Refer to EGLINAFB 24-301, *Vehicle Accident and Abuse Control Program*, for any questions.

DAMIEN O. MOODY, MSgt, USAF
Vehicle Maintenance Superintendent

Attachments:
1. Photos
2. Release Letter

cc:
96SFS/CC
96LRS/CC
96CPTS/FM
96TW/SEG