

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

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 24-304**



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**VEHICLE ACCIDENT AND ABUSE,
OTHER MOTOR VEHICLE
CONVEYANCES (OGMVC), AND
VEHICLE IDLING POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*, with additional guidance derived from AFI 24-302, *Vehicle Management*. This instruction outlines definitions, responsibilities and procedures for an effective Vehicle Accident and Abuse Program, Other Government Motor Vehicle Conveyances, and Idling Policy Programs. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Administrative processes were changed for Vehicle Control Officers when purchasing Other Motor Vehicle Conveyances.

Chapter 1

OVERVIEW AND ROLES AND RESPONSIBILITIES

1.1. Overview. The purpose of this instruction is to establish local procedures for Vehicle Accidents & Abuse, Other Government Motor Vehicle Conveyances (OGMVCs), Vehicle Idling, and to provide all units (whether assigned/attached to GAFB) with a thorough understanding of their responsibilities. The definitive goal of this GAFBI is to: provide guidance when vehicle and vehicular equipment are involved in accidents, incidents, and/or abuses; provide instructions for purchase/maintenance of OGMVCs; incorporate a Vehicle Idling policy; protect Air Force personnel from injury and/or death; and to eliminate unnecessary expenditures. The 17th Logistics Readiness Squadron Commander (17 LRS/CC) or equivalent establishes local procedures to meet the program objectives and these procedures must be fully supported by all commanders to be effective.

1.2. Definitions.

1.2.1. Vehicle Abuse. An act or omission that has caused damage that cannot be attributed as an accident, incident, or fair wear and tear. Examples of vehicle abuse are listed in [Attachment 2](#).

1.2.2. Vehicle Accident. Any situation where a Government Motor Vehicle (GMV) strikes or is struck by an object or another vehicle, under conditions indicating that the situation occurred due to the negligent or unintentional act of a vehicle operator.

1.2.3. Vehicle Incident. The GMV is damaged under conditions that are reasonably beyond the control of the vehicle operator (e.g., hailstorms, lightning, wind-blown objects, and vandalism). An incident letter from the using unit's Vehicle Control Officer/NCO (VCO/VCNCO) will accompany any vehicle turned in for incident damage. NOTE: Wind damage to vehicle doors is not considered as an act of nature but negligence on the part of the operator due to the surrounding conditions at the time of operation. Examples of incidents are:

1.2.3.1. A rock thrown through the windshield by the tire of a vehicle being followed.

1.2.3.2. Wind carried objects striking a vehicle.

1.2.4. Other Government Motor Vehicle Conveyance. Other Government Motor Vehicle Conveyances (OGMVC) are self-propelled assets providing a basic passenger and/or light cargo capability and do not meet the specifications of Title 49 CFR utility slow moving conveyances, (e.g., neighborhood electric vehicles, golf carts, scooters and other small low-speed utility vehicles, etc.).

1.3. Responsibilities.

1.3.1. Vehicle Management (VM) Flight will:

Assist the 17 LRS Equipment Accountability Element (EAE) in managing OGMVCs and Non-Registered Equipment Management Systems (REMS) equipment for the wing.

1.3.1.2. Coordinate with owning units with vehicle damage to determine if damage should be attributed to an accident, incident, or abuse. VM will make arrangements for the repairs.

1.3.1.3. Document vehicle damage caused by accident, abuse or incident using appropriate means, such as photos, written statements, etc.

1.3.1.4. Provide an accident/abuse notification letter and photos to the squadron commander and VCO/VCNCO of the owning unit along with a copy of the repair estimate work order.

1.3.1.5. Coordinate all OGMVC purchases with the requesting unit.

1.3.1.6. Maintain accident/abuse repair information for six years according to Records Information System (RMIS) Table and Rule: T 24-03 R 13.00.

Chapter 2

VEHICLE ACCIDENT/ABUSE PROGRAM.

2.1. Overview. The purpose of this program is to establish the local procedures for accidents/abuses and to provide all using units (whether assigned or attached to GAFB) with thorough procedures pertaining to accidents and/or vehicle abuse. The definitive goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses, to protect Air Force personnel from injury and/or death, and to eliminate unnecessary expenditure of monetary resources. Ensure vehicle telematics are not removed or unplugged from vehicles. Unauthorized removal or damage to the telematics device constitutes vehicle abuse and units will be held responsible for any cost associated with substantiated damage. (T-2) Immediately report missing telematics devices to servicing VM activity. (T-2)

2.2. Damage to a Government Vehicle.

2.2.1. The initial responsibility of identifying, documenting, and reporting damage of government vehicles rests with the vehicle operator.

2.2.2. Once the vehicle operator discovers damage to a government vehicle, they must:

2.2.2.1. On-Base, notify Security Forces immediately of the accident and before moving the vehicle(s) only move vehicle with the direction of SFS personnel. Security Forces will provide a report of the incident upon request.

2.2.2.2. Off-Base, notify the local authorities and move the vehicle to the side of the road, if possible. Contact Vehicle Dispatch at (325) 654-5744 first if vehicle will need to be towed before allowing any towing company or law enforcement agency to remove vehicle from scene of accident.

2.2.2.3. Complete the Standard Form 91, *Operators Report of Motor Vehicle Accident*.

2.2.2.4. Notify their VCO/VCNCO who will notify the 17 LRS Vehicle Management and Analysis (LGRVA) section to report damage for assessment.

2.2.2.5. If the accident involves a privately owned vehicle or personal property, the operator will complete the DD Form 518, *Accident Identification Card*, and exchange information needed with the owner/operator of the POV. Necessary forms are included in the "Vehicle Information Guide" provided with each vehicle dispatched. The base legal office contact number is (325) 654-3203.

2.2.2.6. Upon turning in the vehicle for repairs, the VCO/VCNCO will inform the CSC (Customer Service Center) intake technician that the damage was a result of a POV/GMV accident.

2.2.2.7. If the vehicle is not drivable, the vehicle operator will contact Ground Transportation Dispatch at 325-654-5744 to request a tow truck. Ground Transportation Dispatch will coordinate with Vehicle Management Flight for delivery of the damaged vehicle to the vehicle maintenance yard. For after-hours support when far from the installation, consult the vehicles information guide for guidance. Attempt to contact the nearest installation or contact the 17 TRW Command Post at (325) 654-3558 who will route information to Goodfellow VFM/VMS for guidance.

2.2.2.8. The VCO/VCNCO will ensure copies of accident report are submitted to LGRVA and the Wing Safety office no later than one duty day after the incident has taken place or when report becomes available. NOTE: For all accidents involving POVs or private property, additional copies of the accident reports will be submitted to the Base Legal office and must provide sufficient information about the accident to assist with determining if the POV/GMV driver was at fault. If the POV operator is determined to be at fault, the Base Legal office will pursue repairs through the POV operator's insurance company.

2.2.2.9. Report U-Drive-It (UDI) or loaned vehicle damage to Ground Transportation Dispatch at 325-654-5744 within 24 hours or the next duty day.

2.3. Damage Determination. The owning unit will conduct a preliminary investigation to ascertain the facts of the vehicle damage or loss and process the results of the investigation according to DoD 7000.14R, Volume 12 Chapter 7.

2.4. Funding Damaged Vehicle Repairs.

2.4.1. LGRVA will initiate paperwork for securing quotes to repair vehicles with local vendors.

2.4.2. Upon receipt of the repair estimate, the owning unit will secure all necessary funding for accidents/abuses in which the unit's operator was driving and or involved in an accident. Most repairs will be paid for with the owning unit's Government Purchase Card (GPC). However, if the repair exceeds the purchase threshold of \$10K for services, the owning unit will submit an Air Force Form 9, *Request for Purchase*, or (for non-air force units) DD Form 448, *Military Interdepartmental Purchase Request*, through the appropriate financial system. Once approved, a certified copy of the funding document and letter signed by the unit commander will be provided to LGRVA. Repairs will not be made to the damaged vehicle until all documents are turned into LGRVA.

Chapter 3

OTHER GOVERNMENT VEHICLE CONVEYANCES

3.1. Overview. For OGMVCs purchased with unit funds, unit will manage these assets as equipment items and provide all documents to EAE for recording/accountability. Procure all OGMVCs according to procedures in DAFI 24-302, *Vehicle Management*, and AFMAN 23-122, *Material Management Procedures*. Units purchasing must comply with GPC thresholds and contact the Contracting Squadron for guidance. Units will use Operation and Maintenance (O&M) funds to procure and maintain OGMVCs. NOTE: It is the responsibility of owning/using organizations to ensure proper maintenance actions on Other Government Motor Vehicle Conveyances and other non-Accountable Property System of Record vehicular equipment type assets be inspected annually by a qualified local repair facility or business.

3.2. Acquisition Procurement.

3.2.1. The unit equipment custodian will prepare an AF Form 601, *Authorization Change Request*, for each OGMVC purchase request. The unit commander will examine the form to substantiate the requirement and will route to Wing Safety office for evaluation of safety features and determination of suitability for operation on base and public roads. Once a recommendation for safety features have been annotated, the Wing Safety office will route to LGRVA. The 441st Vehicle Support Chain Operations Squadron (441 VSCOS) will determine whether the request is a vehicle or equipment item. If determined to be an equipment item. LGRV will sign the coordination sheet and return it to the custodian for further coordination. If determined to be a vehicle, the unit is not authorized to proceed and must consult LGRV to identify the proper way forward.

3.2.2. The custodian then will work with EAE to ensure the AF Form 601 is completed correctly and to ensure the appropriate custodian is annotated on the current appointment letter on file with EAE. EAE will be responsible for ensuring that all OGMVCs are accounted for properly on individual equipment accounts.

3.3. EAE Approval.

3.3.1. Once approved, the AF Form 601 will be sent back to the unit equipment custodian and the request can be purchased through standard acquisition procedures.

3.3.2. Upon receipt of the OGMVC, the purchasing unit will notify EAE to update the Custodian Inventory Report (CIR).

3.4. Maintenance.

3.4.1. OGMVCs and non-REMS reportable OGMVCs will be maintained IAW manufacturer recommended intervals or standards in T.O. 36-1-191 for a comparative asset and at a minimum will have a serviceability inspection completed annually, to include all safety related systems.

3.4.2. If a maintenance assistance agreement is established with LGRVM, unit purchasing will establish a Miscellaneous Obligation Reimbursement Document (MORD) AF Form 406 to reimburse labor costs associated with maintaining the asset. LGRVA will load, track and forward scheduled annual inspections on OGMVCs and non-REMS reportable OGMVCs in DPAS to owning units on required pending maintenance actions.

3.4.3. Owing units are responsible for funding all scheduled and unscheduled maintenance costs. Units will not organically repair safety systems (brakes, steering, etc.) and must obtain an annual safety certification (receipt/invoice, copy of work order, etc.). If maintained by 17 LRS, this certificate will be provided by LGRVA. If not, the unit must obtain a certificate from a commercially licensed civilian or automotive maintenance vendor. Documents will be maintained in unit records as validation of inspection interval.

3.5. Inspections. Owing units will use a unit safety checklist or a modified AF Form 1800, *Operator's Inspection Guide and Trouble Report*, to document the daily driver checks/inspections. Check lights, brakes, turn signals, horn, etc., as required for any AF vehicle/asset. In addition, operators perform a battery inspection weekly and document on the AF Form 1800 to ensure batteries have sufficient levels to remain charged and to keep levels adequate during warmer or colder months of the year. **Note:** Only use distilled water when maintaining/servicing batteries.

3.6. Salvage Procedures.

3.6.1. Owing units will process OGMVCs and non-REMS items in the same manner as local procedures dictate for disposal of other unit owned government equipment. Notify EAE if there is a turn-in or trade-in to ensure units update their CA/CRL/CIR. Contact the 17 LRS Central Storage Section for proper turn-in procedures.

3.6.2. Using units will supply LGRVA with disposition documentation to remove asset. Units will return assigned license plates to LGRVA to ensure removal from DPAS database and for accountability and return to UNICOR for disposal. Plates are not to be transferred to another asset; they must be turned back in to LGRVA.

3.7. Parking. Units will park OGMVCs in designated parking areas and not on landscaped areas. Parking OGMVCs must comply with restrictions outlined for vehicles according to current FPCON directives. OGMVCs will not be operated or parked in the Main Exchange, Commissary, or Burger King Restaurant.

Chapter 4

VEHICLE IDLING POLICY

4.1. Overview. This policy requires operators of government motor vehicles to adhere to engine idle restrictions while operating vehicles on the confines of GAFB. In accordance with (IAW) DAFI 24-302, *Vehicle Management*, **paragraph 10.12**, unnecessary engine idling is the single greatest contributing factor of fuel waste by vehicle fleets and is the primary cause of premature engine wear/failure. If any portable power equipment is utilized, it must be tracked. Furthermore, vehicle exhaust gases from idling vehicles contribute greatly to air pollution. When not in traffic, operators of vehicles assigned to GAFB will turn off vehicle engines if vehicles will be stationary for more than five (5) minutes, unless a waiver or an exemption has been granted.

4.2. Exceptions. This policy does not apply when:

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

4.2.2. Vehicles undergoing maintenance that are difficult to restart or require cool-down procedures prior to shut-off.

4.2.3. Ambient temperatures are below 40 degrees or above 95 degrees Fahrenheit and when operators are in the vehicle during cold weather to clear the vehicle of ice and/or snow.

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

4.2.5. Vehicles required to idle to operate auxiliary equipment and/or equipped with temperature sensitive equipment that must be kept at an appropriate temperature (e.g., SFS K-9/patrol vehicles).

4.2.6. Vehicle operators in the vehicle and not able to wait in a climate-controlled facility (e.g., taxi drivers and forklift operators) or vehicles required to idle or operate auxiliary, temperature-sensitive equipment or vehicles undergoing maintenance are also exempt.

4.3. Waivers. Using units with unique vehicle operating requirements, not listed above, must submit, in writing, a full justification and list of vehicles requiring exemption from this idling policy. All requests for exemption should be routed through Vehicle Management for determination. Contact Vehicle Management at 654-5753 or 654-5733.

ANGELINA M. MAGUINNESS, Col, USAF
Commander

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

AFI 24-301, Ground Transportation, 22 October 2019

DAFI 24-302_DAFGM2023-01, Vehicle Management, 14 April 2023

AFMAN 23-122, Material Management Procedures, 27 October 2020

AFMAN 33-326, Preparing Official Communications, 31 July 2019

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

AFPD 33-3, Information Management, 21 June 2016

DOD 4500.36, Acquisition, Management, and Use of Non-Tactical Motor Vehicles, 1 February 2023

DOD 5200.1, DoD Information Security Program: Overview, Classification, and Declassification, 28 July 2020

DOD 5400.7_AFMAN 33-302, Freedom of Information Act Program, 27 April 2018

DOD 7000.14-R, Financial Management Policy, January 2021

DODD 4500.09E, Transportation and Traffic Management, 21 October 2022

DODD 5100.3, Support of the Headquarters of Combatant and Subordinate Unified Commands, 7 September 2017

DODI 5025.01, DOD Issuances Program, 22 May 2019

Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 5 October 2009

HOI 33-3, Correspondence Preparation, Control, and Tracking, 23 August 2022

T.O. 00-5-1, Air Force Technical Order System, 15 February 2019

T.O. 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance, 21 April 2023

Abbreviations and Acronyms

AC—Administrative Change

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

Terms

Accountable Forms—Forms that the Air Force stringently controls, and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), correcting misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s), (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank and title (not signature).

Idling—An idling vehicle is one whose engine is running when it is parked or not in use for any exempted reason.

Attachment 2**EXAMPLES OF VEHICLE ABUSE**

A2.1. Vehicle abuse action will be initiated for removal of vehicle telematics, unplugged or damaged, or failure resulting from:

A2.1.1. Tampering with governors, distributors or any telematic device mounted or otherwise that controls vehicle safety, speed or function of the vehicle that is used for that specific purpose.

A2.1.2. Operating vehicle with insufficient oil or coolant because of failure to check levels according to established requirements, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or securing of loads in vehicle cargo areas or not following established loading and unloading procedures.

A2.1.5. Using a vehicle for other than its intended or designed purpose (e.g., 6K F/L used to transport a 10,000-pound pallet) or overloading a vehicle.

A2.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking or modification of a vehicle. Modification must be submitted in writing from the unit VCO/VCNCO, to LGRVA and routed for signature/approval and submission into permanent side of vehicle jacket.

A2.1.8. Vehicle being operated by an unqualified/untrained operator without an instructor present.

A2.1.9. Operating a vehicle with improperly inflated tires (e.g., not according to data plate from vehicle manufacturer mounted on the vehicle, usually on driver's side door).

A2.1.10. Tire wear beyond limits (e.g., below minimum acceptable safe tread depth of 2/32 of an inch). Tire wear that exposes the cord renders tires unable to be recapped/re-grooved and is unsafe.

A2.1.11. Intentional destruction/disfigurement of vehicle's interior/exterior.

A2.1.12. Operating a vehicle/equipment in conflict with published DOD, AFOSH, OSHA, Air Force Instructions/Manuals/Technical Orders, concerning vehicle safety. Examples, excessive speeds, hard braking, and excessive idling >5 minutes when not authorized or 20% of engine runtime for one month reporting period.

A2.1.13. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A2.1.14. Allowing water to accumulate in the vehicle interior (e.g., washing out the interior with a hose, not closing windows during a rainstorm).

A2.1.15. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.

A2.1.16. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.2. Other Situations.

A2.2.1. Where vehicle abuses may be indicated include, but are not limited to:

A2.2.2. Failure to report vehicle malfunctions, defects, or damage to vehicle maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs is authorized.