

**BY ORDER OF THE
GRAND FORKS AFB COMMANDER
(ACC)**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION**

24-302

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Transportation

VEHICLE MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-3, Management, Operation and Use of Transportation Vehicles, and outlines the definitions, responsibilities and procedures for an effective vehicle accident and abuse program for Grand Forks Air Force Base IAW Air Force Instruction (DAFI) 24-302, Vehicle Management. The visibility and emphasis placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of the 319 Reconnaissance Wing (319 RW) vehicle fleet. Additionally, this instruction includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, reimbursement of funds for repairs of military and General Services Administration (GSA) vehicles. This policy reflects guidance outlined in Department of Defense Directive (DoD) 4500.36-R, Management, Acquisition, and Use of Motor Vehicles and AFI 24-301, Vehicle Operations, promoting the safe operation of government vehicles and includes the Vehicle Idling Policy. It applies to all personnel operating government vehicles assigned to Grand Forks Air Force Base, North Dakota. This publication may not be supplemented or further implemented/extended. 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. 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 Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Ensure that all records created will be the result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records,

and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Chapter 1

VEHICLE OPERATOR CARE AND READINESS

Section 1A—Overview

Purpose. An effective Vehicle Control Official (VCO) program will ensure future reliability and readiness of the vehicle fleet, further empowering the mission they are assigned to at Grand Forks AFB ND. VCOs and Operators will ensure all required steps are being taken to properly inspect, maintain, and operate vehicles safely and efficiently. Unserviceable vehicles will be turned in to 319 LRS Vehicle Management Flight for repairs. 319 LRS Vehicle Management Flight is not responsible for performing VCO and/or Vehicle Operator inspections external to their work center.

1.3. Definitions. The following terms will be defined within this publication as follows:

1.3.1. Vehicle Control Official (VCOs). 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 VCO 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 VCO; appointees are designated in writing utilizing AF Form 172 and forwarded to the 319 LRS Vehicle Fleet Management. Commanders have the option of consolidating VCO program requirements of subordinate units and appoint VCO(s) at their command level.

1.3.2. Vehicle Operators. Vehicle operators are responsible to perform the required inspections, servicing, and maintenance of the vehicles they operate IAW current Air Force Instructions, Technical Orders, Operators Manual, and/or Vehicle Lesson Plans applicable to the specific make and model of the vehicle.

Section 1B—Responsibilities

1.4. Initial Procedures. Vehicle Operators will ensure required vehicle inspections/processes are completed on a daily, weekly, and monthly basis. Operators will use the applicable AF Form 1800; 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 see [Attachment 2](#). Vehicle operators will perform a thorough visual inspection or "walk-around" prior to each use or shift. The vehicle operator checks for vehicle damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle. Ensure operator maintenance on General Services Administration (GSA) leased vehicles is 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.

1.4.1. VCOs will ensure that vehicles are turned in to the 319 LRS Vehicle Management Flight on or before the scheduled maintenance appointment date. Failure to do so without coordination with 319 LRS Fleet Management and Analysis before the due date will constitute vehicle abuse.

1.4.2. VCOs and/or operators will ensure vehicles parked outside will have engine block heaters plugged in to an appropriate power source when temperatures are at or below the ambient temperature of 20°F. Engine block heaters ease engine startup and shorten warm up periods. In addition, they ease the amount of current required to start the engine thus increasing longevity and reliability of the vehicle starting system. Use of a lighted extension cord is recommended to verify power is available to the vehicle engine heater power cord. When vehicles cannot be plugged in, every effort should be made to park vehicles indoors. Units must prepare and pre-position vehicles to enable ease of starting. 319 LRS Vehicle Management/Mobile Maintenance should never be solely relied upon for daily vehicle starting for cold weather operations.

1.4.3. VCOs will contact 319 LRS Vehicle Management Mobile Maintenance if assistance is needed such as jump starts, or minor maintenance repair. 319 LRS Vehicle Management Mobile Maintenance will coordinate with VCO or operator to establish a show time and provide at least a 15-minute warning prior to arrival. VCOs will have a unit representative with knowledge of the vehicle malfunction and the vehicles AF Form 1800 standing by with the vehicle (on or off base) to meet the Mobile Maintenance team when they arrive. If a unit representative is not on site when the Mobile Maintenance team arrives, no repairs will be attempted, and they will wait no longer than 5 minutes before they depart, and the unit will be charged with vehicle abuse. The VCO will ensure vehicles that have been jump started are allowed to operate for 20-30 minutes to recharge the vehicle batteries.

1.4.3.1. Organizations calling 319 LRS Vehicle Management Mobile Maintenance for assistance under false pretenses i.e., stating the vehicle is blocking an aircraft when it is not will be addressed through the chain of command.

1.4.4. VCOs and or operators will ensure every effort is made to park GMVs indoors if severe weather is imminent to mitigate wind or hail damage.

1.4.5. Vehicle operators will service fuel, engine oil, windshield washer fluid, Diesel Exhaust Fluid (DEF), and check levels of all other accessible fluids with dipsticks or sight gauges. Vehicle operators will go to Vehicle Management for servicing of other fluid levels not mentioned above, i.e., coolant, automatic transmission, power steering, brakes and batteries. Additionally, vehicle operators of special purpose vehicles will check and service hydraulic fluid reservoirs on special units or attachments. Vehicle operators will keep vehicles clean at all times to include the interior. Failure to do so will constitute vehicle abuse. Damage that can be attributed to operator's not inspecting vehicles (i.e. not checking engine oil, no oil) is vehicle abuse.

1.4.6. Vehicle Operators will:

1.4.6.1. Tighten loose nuts, bolts and screws, install light bulbs and windshield wiper blades (with Customer Service Center assistance). Refer to guidelines in AFI 24-302, AFMAN 24- 306, AFI 24-301, operational technical orders and commercial manuals and plans of instruction for the vehicles operated.

1.4.6.2. Follow Official Use policy.

1.4.6.3. Perform applicable operator care on all government motor and rented/leased vehicles.

1.4.6.4. The senior occupant ensures seatbelts are worn by all vehicle occupants at all times.

1.4.6.5. Ensure the security of the vehicle and cargo.

1.4.6.6. Operate vehicles in the most fuel-efficient manner.

1.4.6.7. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment.

1.4.6.8. Operate vehicles in a safe manner adjusting vehicle speed for weather, visibility, and road conditions.

1.4.6.9. VCOs will perform operator care inspections on 100% of their vehicle fleet annually. They will ensure vehicles are being inspected correctly by vehicle operators. They will ensure vehicle operators have knowledge of how to properly accomplish an inspection utilizing the Operator's Inspection Guide and Trouble Report and a vehicle manufacture checklist as a guideline. It is not Vehicle Management's responsibility to perform operator inspections/maintenance.

1.4.6.10. VCOs will mitigate accident and abuse mishaps in their units.

Chapter 2

VEHICLE AND EQUIPMENT IDLING POLICY

Section 2A—Overview

2.1. Purpose. The purpose of the Grand Forks AFB idling program is to decrease fuel consumption and reduce air pollution and greenhouse gas emissions. This idling policy is to be implemented in order to decrease maintenance expenditures and extend the service life of engine assemblies.

2.2. Program Objectives. The information contained within this publication will be communicated to all personnel who possess and operate any GMV assigned to Grand Forks AFB and maintained by the 319 LRS Vehicle Management Flight. All personnel will be familiar with this instruction prior to operating a vehicle.

2.3. Definitions. The following terms will be defined within this publication as follows:

2.3.1. **Idling.** Idling refers to the operation of a vehicle engine while the vehicle is NOT in motion or being used to operate auxiliary equipment essential to the basic function of the vehicle.

2.3.2. **Vehicle and Equipment.** Throughout this instruction, the terms vehicle and equipment refer to cars, trucks, sport utility vehicles (SUVs), ambulances, tractors, road graders, street sweepers, snow plows, snow brooms, snow blowers, forklifts, tow tractors, and other motorized vehicles and equipment operated by a driver and utilizing fuels such as diesel, gasoline, E-85, propane, or compressed natural gas.

2.3.3. **Alternative Fuels.** Alternative fuels include E-85, propane, B20 (Bio Diesel), and compressed natural gas.

Section 2B—Responsibilities

2.4. Initial Procedures. All personnel operating GMVs and equipment assigned to Grand Forks AFB will perform initial vehicle and equipment warm up procedures in accordance with the guidelines listed below. Excessive engine idling leads to incomplete fuel combustion, oil dilution and lowered oil viscosity and oil pressure – all of which increase the risk of wear and increased oil consumption. Oil consumption in diesel engines increases in sub-zero temperatures. Engine oil must be checked for proper level daily to avoid seizing an engine due to lack of engine oil.

2.4.1. A maximum idle time of 5 minutes will be allowed during the initial warm-up period. This 5-minute idle time can be applied to subsequent times when the vehicle or equipment is being restarted after a prolonged period of shutdown that would result in vehicle conditions similar to those prior to initial shift warm-up.

2.4.2. Cold weather conditions. The maximum idle time will be extended to 20 minutes when temperatures are less than or equal to an ambient temperature of 20°F. Failure to perform a sufficient initial warm-up period may damage engine, transmission, and transaxle internal and external sealed components or assemblies.

2.4.3. Idling vehicles indoors. Overhead doors shall be open prior to starting vehicles parked indoors. Vehicles started indoors must be moved outdoors immediately following operator

function check to avoid buildup of exhaust fumes and carbon monoxide. Vehicles that require indoor idling to buildup air system pressure to release parking brakes or other functional checks prior to movement should be equipped with an approved and functional vehicle exhaust removal system.

2.5. Field Operations.

2.5.1. Diesel fueled vehicles and equipment. No operator shall idle the engine of a diesel fueled vehicle that is stopped for a foreseeable period of time in excess of 5 minutes. Diesel fueled vehicles should only be turned off after enough time has passed to allow the proper circulation and cooling of engine oil (and/or other engine fluids), not to exceed 5 minutes.

2.5.2. Gasoline and alternative fueled vehicles and equipment. No operator shall unnecessarily idle the engine of an unleaded fueled car or truck that is stopped for a foreseeable period of time in excess of 5 minutes. Operators making frequent and multiple stops that require their car or truck to be stationary for time periods up to 2 minutes may idle up to 2 minutes during these circumstances.

Section 2C—Guidance and Procedures

2.6. Exceptions. Idling restrictions do not apply to the following vehicles or in the following situations:

2.6.1. Military tactical vehicles, emergency response vehicles (firefighting, ambulances, security, or law enforcement), sortie generating vehicles and vehicles directed by 319 LRS Vehicle Management Flight for maintenance purposes.

2.6.2. Where engine power is necessary for an associated power need such as, but not limited to, electrical or pressure generation, inverter or tool use, lift gate, pump, or boom operation.

2.6.3. During window ice or frost conditions, attempt to remove ice or frost from windows with a scraper prior to idling. If these attempts are unsuccessful, vehicles may then idle for the purpose of defogging, defrosting, or deicing windows. Idling must end once fog, frost, or ice conditions have been cleared.

2.6.4. Operators may idle a vehicle for the purpose of getting warm or dry if indoor accommodations are not available in the work area. Extended idling may be necessary in order to protect the well-being of the operator and passengers in extreme cold conditions. However, every effort should be made to avoid excessive idling as this may cause damage to the vehicle.

2.6.5. This publication does not apply to idling vehicles being serviced or inspected.

2.7. Safety Guidelines. As a safety measure, the vehicle's engine should not be manually turned off when the vehicle is stopped while actively engaged in traffic (e.g., at traffic lights). Vehicles may have to move due to the approach of a security or law enforcement vehicle, fire truck, or ambulance. The time required to restart the vehicle would jeopardize the safety of the driver and public.

2.7.1. At the operator's discretion and when the safety of the operator or the general public is not affected, it is recommended the engine be turned off at the following locations:

2.7.1.1. When stopped at a railroad crossing waiting for a train to pass.

2.7.1.2. When stopped in traffic due to an accident or construction. The operator will restart the engine in time to not restrict traffic flow once traffic starts moving again.

2.7.1.3. Where safety may be compromised by shutting down the engine, vehicles may idle at the discretion of the operator.

Chapter 3

VEHICLE AND EQUIPMENT ACCIDENT AND ABUSE PROGRAM

Section 3A—Overview

3.1. Purpose. The purpose of the Grand Forks AFB accident and abuse program is to ensure maximum life expectancy of GMV resources. Vehicle accident and abuse repair expenditures and GSA Agency Incurred Expenses (AIEs) are frequently preventable. The 319 LRS Vehicle Management Flight is not funded for accident or abuse repairs. In accordance with AFI 24-302, Vehicle Management, paragraph 1.11.2. all Vehicle Management expenditures for vehicle accident and abuse repairs, including contract costs, are reimbursable to Vehicle Management by the using organization. Keys to a successful accident and abuse program include operator training and care, an effective VCO program, and organizational commander involvement.

3.2. Program Objectives. The information contained within this publication will be communicated to all personnel who possess and operate any government motor vehicles or leased vehicles and/or equipment on and off Grand Forks AFB. All personnel will be familiar with this instruction prior to operating a vehicle.

3.3. Definitions. The following terms will be defined within this publication as follows:

3.3.1. Fair Wear and Tear. Fair wear and tear is defined as the normal and expected deterioration of vehicles and equipment based on age, use, and service life expectancy. Vehicle damage not attributable to fair wear and tear will be identified as an incident, accident, or abuse by the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS).

3.3.2. Vehicle Incident. A vehicle incident refers to any situation in which a GMV sustains damage from acts of nature, natural disaster, or a mechanical failure that could not have been prevented by action on the part of any vehicle operator or other responsible party. A notification letter will be sent to the using squadron commander for informational purposes.

3.3.3. Vehicle Accident. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object.

3.3.4. Vehicle Abuse is a willful or negligent act of improper operation or care. Willful references act which are intentional, conscious, and directed towards achieving a purpose. Negligence is a failure to use reasonable care, resulting in damage or injury to another. Examples of vehicle abuses are listed in [Attachment 3](#).

3.3.5. GSA Vehicle Accident and Abuse. Refer to AFI 24-302 para 1.11.4.

Section 3B—Responsibilities

3.4. 319th Logistics Readiness Squadron & Vehicle Management Flight Responsibilities.

3.4.1. **Administers the Grand Forks AFB Vehicle and Equipment Accident and Abuse Program to ensure unit compliance.**

3.4.2. Perform vehicle repairs, release the vehicle back to the owning/using organization upon receipt of reimbursement from the owning/using organization.

3.4.3. Process requests for reimbursements on a monthly basis or as required (Resource Advisor).

3.4.4. Maintain accident, abuse, and incident case files for at least two years to track quantity and repair cost data.

3.4.5. Submit accident, abuse, and incident reports to the 319 RW safety offices, 319 RW/JA, and 319 CPTS as required, for potential Report of Survey (ROS) processing.

3.5. Using/Owning Organization Responsibilities.

3.5.1. Enforce an effective vehicle accident and abuse prevention program and ensure all assigned vehicle operators understand and practice safe driving guidelines.

3.5.2. Ensure vehicle accident and incident damages are reported immediately to 319 SFS Law Enforcement and/or civil authorities prior to moving the vehicle.

3.5.3. Ensure that operators involved in accidents complete a Standard Form 91, Motor Vehicle Accident Report, at the scene; for accidents involving GMVs and POVs, ensure that operators also complete a DD Form 518, Accident-Identification Card, at the scene.

3.5.4. Determine whether a ROS is needed and conducted if required.

3.5.5. Complete an accident/abuse financial responsibility letter and email the completed letter to the 319 LRS Vehicle Management Flight, 319 RW/JA, and 319 CPTS within 2 duty days of receipt of an accident notification letter.

3.5.6. Reimburse the 319 LRS Vehicle Management Flight or contracted vendors for all vehicle parts, materials, and contract repair costs for vehicles involved in abuses or accidents when the organization is determined to be the responsible party.

Section 3C—Procedures

3.6. Accident, Abuse, & Incident Procedures.

3.6.1. The using organization will immediately report all vehicle damage to the 319 SFS Law Enforcement Desk and/or civil authorities prior to moving the vehicle.

3.6.2. The using organization will report any vehicle damage to a U-Drive-It or loaned vehicle to the 319 LRS Ground Transportation element no later than the next duty day.

3.6.3. The using organization will turn in vehicles involved in accidents, abuses, or incidents to the 319 LRS Vehicle Management Flight no later than the next duty day along with the vehicle's AF Form 1800, Operator's Inspection Guide and Trouble Report, and a completed Standard Form 91, Motor Vehicle Accident Report.

3.6.4. The VFM/VMS will determine the following:

3.6.4.1. Whether to initiate accident, abuse, or incident actions.

3.6.4.2. Whether to have the vehicle repaired on or off base.

3.6.4.3. Where responsibility cannot be determined, the using/owning organization will be responsible for reimbursement.

3.6.4.4. The 319 MSG/CC will serve as the final decision-making authority for any conflicts regarding responsibility or reimbursement.

3.6.5. When informed of an accident, abuse, or incident, the 319 LRS Vehicle Management Flight will send a notification letter to the using/owning organization VCO and commander. A courtesy copy will be sent to the 319 LRS Commander, 319 RW/JA, and 319 CPTS. The letter will include estimated repair costs and digital photographs of the vehicle damage.

3.6.6. For incidents, the 319 LRS Vehicle Management Flight will initiate the repair process after the notification letter is sent. No further action is required of the using/owning organization.

3.6.7. For accidents and abuses, the using/owning organization must complete a financial responsibility letter and email the completed letter to the 319 LRS Vehicle Management Flight within two duty days of receiving the notification letter.

3.6.7.1. Vehicle Management will initiate the repair process after the second duty day of the notification letter being sent, unless the using/owning organization requested an extension prior to the deadline.

3.6.7.2. Upon notification of a vehicle accident or abuse, the using/owning organization commander may elect to conduct a ROS investigation. When individual payment for GMV damage is anticipated, the organization will request that 319 LRS Vehicle Management Flight document the repair costs using an AF Form 20, Repair Cost and Repairable Value Statement. After repairs are completed, Vehicle Management will provide the completed form to the organization.

3.6.8. Priority repairs on accidents/abuses will be considered on a case-by-case basis by the VFM/VMS.

3.6.9. Upon completion of repairs, the 319 LRS Vehicle Management Flight will notify the using/owning organization if payment is required. Organizations are responsible for all parts, materials, and contract repair costs for vehicles involved in accidents or abuses.

3.6.9.1. Payment for accident and abuse costs will typically be accomplished by reimbursement through funds transfers from the responsible organization.

3.6.9.2. Alternately, the responsible organization may coordinate to pay parts, materials, and contract repair costs directly to the vendors.

3.6.10. Upon receipt of reimbursement from the responsible organization, 319 LRS Vehicle Management will release the vehicle back to the owning/using organization.

3.6.10.1. At the discretion of the VFM/VMS, vehicles may be released to the using/owning organization upon completion of repairs and prior to reimbursement as long as the asset meets the safety and serviceability standards set forth in T.O. 36-1- 191, Technical and Managerial Reference for Motor Vehicle Maintenance.

3.7. GSA Vehicle Accident/Agency-Incurred Expense Procedures.

3.7.1. When required, owning/using organizations will report all damage to leased GSA vehicles to the GSA Accident Management Center, the 319 LRS Vehicle Management Flight, the 319 RW/JA, and the 319 RW Ground Safety Office no later than the next duty day.

3.7.2. Using/owning organizations are responsible for obtaining repair estimates from local vendors and providing a copy of the estimates to GSA and 319 LRS Vehicle Management.

3.7.3. Accidents/AIEs to GSA-leased assets require repair approval through the GSA Accident Management Center. GSA will determine the required repairs and direct which vendor will conduct the repairs. Owing/using organizations are subject to bear all costs of GSA AIEs and accidents at the discretion of the GSA Accident Management Center.

3.7.4. The using/owning organization delivers and picks up all leased vehicles from local vendors for damage estimate or repair.

3.8. Privately Owned Vehicle Accident Procedures.

3.8.1. If a GMV or GSA-leased vehicle is involved in an accident with a POV, the using/owning organization will notify Security Forces or the appropriate civil law enforcement authority to conduct an active investigation.

3.8.2. If investigation determines that the GMV or leased vehicle operator is the responsible party, then the owning/using organization is responsible for reimbursement of repair costs for the GMV or GSA-leased vehicle. The 319 RW/JA will oversee the processing of any claims against the United States filed by the POV operator.

3.8.3. If investigation determines the POV operator is the responsible party in an accident involving a GMV, the 319 LRS Vehicle Management Flight will coordinate with the 319 RW/JA to obtain payment for damages to the GMV from the POV operator or the POV operator's insurance provider. If the POV operator is uninsured, the 319 LRS Vehicle Management Flight will coordinate repairs on the GMV at no cost to the owning/using organization.

3.8.4. If investigation determines the POV operator is the responsible party in an accident involving a GSA-leased vehicle, the GSA Accident Management Center will coordinate any claims against the POV operator or POV operator's insurance provider to obtain payment for damages. If the operator of the POV is uninsured and the GSA Accident Management Center cannot recover the accident cost, the owning organization will be charged the repair cost through an AIE. GSA will coordinate to pursue reimbursement from the owning organization.

TIMOTHY A. MONROE, Colonel, USAF
Commander

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

AFI 24-302, Vehicle Management, 20 Feb 2020

Air Force Manual (AFMAN) 33-363, Management of Records

T.O. 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance, 4 December 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, Recommendation for Change of Publication

AF Form 20, Repair Cost and Reparable Value Statement

AF Form 847, Recommendation for Change of Publication, 22 September 2009

AF Form 978, Supervisor's Mishap Report, 9 April 2014

AF Form 1800, Operator's Inspection Guide and Trouble Report, 1 April 2010

DD Form 518, Accident-Identification Card, 1 October 1978

SF 91, Motor Vehicle Accident Report, 1 February 2004

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction **AFMAN**—Air Force Manual **AFPD**—Air Force Policy Directive
DOD— Department of Defense

OPR—Office of Primary Responsibility

AIE—Agency-Incurred Expense

AFRIMS—Air Force Records Information Management System

GMV—Government Motor Vehicle

GSA—General Services Administration

LRS—Logistics Readiness Squadron

MEL—Mission Essential Level

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SUV—SportsUtility

Vehicle VFM—Vehicle FleetManager

VMS—Vehicle Management Superintendent

VCO—Vehicle Control Official

Attachment 2

VEHICLE AND EQUIPMENT INSPECTION AND SERVICE INTERVALS

Table A2.1. From TO 36-1-191-WA-1.

Table 3-1. Vehicle and Equipment Inspection and Service Intervals

Type Equipment/Inspection/Test	Type Inspection Interval			
	Operator Inspection (Reference Paragraph 3.12)	Daily/Weekly (See Note 5)	PM&I (Reference Paragraph 3.11 through Paragraph 3.13) (See Notes 1, 6 and 8)	Vehicle Condition Inspection (Reference Paragraph 3.16)
1. Vehicles, Vehicular Equipment, Construction and Heavy Equipment to include Alternative Fuel Vehicles	Operator Inspection: Monthly, use AF Form 1800	Visual Tire Inspection (Chapter 4) Ambulance Stretcher Hangar Inspection (See Note 3)	500 hours/7,500 miles/12,000 kilometers (km)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
2. Firefighting Vehicles/Fuel Servicing Vehicles including hose carts/Materials Handling Equipment (MHE) and 463L Equipment	Daily when used and monthly when not used, use Operator Inspection Guide (See Note 2)	Visual Tire Inspection (Chapter 4)	500 hours/7,500 miles/12,000 km, 18 months for assets without odometer/hour meter. (See Notes 4 and 7)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
3. Trailers, semi-trailers and other non-powered equipment for which vehicle management has primary responsibility. (See DAFI 24-362)	Operator Inspection: Monthly, use AF Form 1800	Visual Tire Inspection (Chapter 4)	18 months (Reference Paragraph 3.20.1)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
4. War Reserve Materiel (WRM) Stored Vehicles & Vehicular Equipment (Level A Storage)	Not Applicable (N/A)	N/A	500 hour/7,500 miles/12,000 km or 60 months (Chapter 8)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
<p>NOTE 1. Vehicles in storage will be inspected and serviced according to Chapter 8.</p> <p>NOTE 2. Operators will remove, inspect, and clean nozzle strainers every 30 days. Nozzle strainers will be replaced as required. This inspection will be entered manually on AF Form 4427. Use reverse side of forms if necessary.</p> <p>NOTE 3. Medical personnel/vehicle operators will ensure ceiling stretcher hangars are operating correctly daily and prior to use.</p> <p>NOTE 4. Follow Periodic Maintenance Tables in TO 36M2-3-35-12 for the Turner 60K Aircraft Loader.</p> <p>NOTE 5. Tire pressure will be checked, adjusted, and documented by vehicle/equipment operators on the appropriate 1800-Series form not later than the 10th day of the month using the relevant information in Chapter 4 as a guide.</p> <p>NOTE 6. Follow manufacturer's recommended lubrication, oil and filter change (PM&I) intervals during vehicle warranty period; after warranty period continue to follow manufacturer's mile/hour/kilometer intervals or intervals listed in Table 3-1, whichever is less frequent.</p> <p>NOTE 7. Follow Periodic Maintenance Tables in TO 36M2-3-45-2 for the Halvorsen 25K Aircraft Loader.</p> <p>NOTE 8. Vehicle auxiliary engine PM&I should be completed during carrier/chassis engine PM&I.</p>				

Attachment 3

EXAMPLES OF VEHICLE ABUSE

A3.1. Vehicle abuse reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

- A3.1.1. Tampering with governors or distributors.
- A3.1.2. Operating vehicles with insufficient oil or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A3.1.3. Operating vehicle with applied/dragging parking brakes.
- A3.1.4. Improper distribution or failure to secure loads properly in cargo area of vehicle or not following established loading/unloading procedures.
- A3.1.5. Using a vehicle for a purpose other than it's intended or designed for (e.g., 6K forklift used to transport a 10K lb. pallet).
- A3.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A3.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicles.
- A3.1.8. Operating a vehicle with improperly inflated tires that are not in accordance with manufacturer's recommendation.
- A3.1.9. Vehicle being operated by an unqualified/untrained operator.
- A3.1.10. Tires worn beyond repairable limits (i.e., cord exposed).
- A3.1.11. The intentional destruction/disfigurement of a vehicle interior/exterior.
- A3.1.12. Operation of a vehicle/equipment in conflict with a published Department of Defense, Air Force Occupational Safety and Health, Occupational Safety and Health Administration, Air Force Regulations/Instructions/Manuals/Technical Orders, or North Dakota law concerning vehicle safety.
- A3.1.13. Failure to retract or protect hydraulic cylinder rams from pitting/corroding when not being used.
- A3.1.14. Servicing the fuel tank, hydraulic, or other fluid reservoirs with incorrect fluid.
- A3.1.15. Any damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy conditions.

A3.2. Other situations where vehicle abuse action may be initiated:

- A3.2.1. Failure to report malfunctions/defects or damage to vehicle maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs may be authorized by the Vehicle Fleet Manager or Vehicle Management Superintendent.
- A3.2.2. Failure to bring a vehicle/equipment to vehicle maintenance for scheduled preventive maintenance before an overdue condition exists, unless prior coordination with FM&A.
- A3.2.3. Corrosion or oxidation caused by insufficient waxing or operator care.

A3.2.4. Failure to purge fluids from piping/hoses prior to the ambient temperature falling below the freezing point.

A3.2.5. Failure to plug in vehicles during cold weather when the vehicle is equipped with a block heater or arctic winterization kit.

A3.2.6. Failure to complete regenerations of the vehicles when needed.