

**BY ORDER OF THE COMMANDER
434TH AIR REFUELING WING**



**GRISSOM AIR RESERVE BASE
INSTRUCTION 24-302**

2 FEBRUARY 2023

Transportation

**GRISSOM AIR RESERVE BASE
VEHICLE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 434 MSG/CC
(Colonel Gretchen M. Wiltse)

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This instruction expands the guidance provided in Air Force Instruction 24-302, *Vehicle Management* dated 21 February 2020. It applies to all squadron commanders, tenant units, vehicle control officials (VCO), and vehicle operators assigned to or TDY to Grissom Air Reserve Base (GARB), including all National Guard and Reserve personnel. This instruction establishes the policies and procedures for implementing and managing the wing's vehicle accident, abuse, and incident program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents, abuse, and incidents. 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 Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, dated 14 April 2022, 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. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFI 33-322, *Records Management and Information Governance Program*, dated 28 July 2021, and disposed of IAW AFRIMS RDS. Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field through MAJCOM publication/forms managers. This publication may not be supplemented at any level. Compliance with the attachments in this publication is mandatory. The use of the name or rank of any specific

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. Goal. To reduce the number of vehicle accidents, abuse, and incident cases, thereby keeping the cost of repairs to an absolute minimum

2. Guidance . The organization using vehicles and/or equipment will reimburse the Reimbursable Parts Contract Line Item Number (CLIN) in the Base Operating Services (BOS) contract for direct material and/or contractor repair costs required to repair accident or abuse related damages. The using organization may not always be the assigned organization (e.g., U-Drive-It vehicles from Transportation or a loaned vehicle from another organization).

2.1. Reimbursement will be made regardless of any administrative or pecuniary liability assessed to an individual. Reimbursement is to be accomplished through a transfer of funds from the using organization's O&M account to the Reimbursable Parts CLIN in the BOS contract or a transfer of expenses from the BOS contractor's account to the using organization's O&M account.

2.2. Organizational commanders in coordination with their VCOs will determine if the member(s) involved in the accident(s) or suspected abuse will surrender their AF Form 2293, *U. S. Air Force Motor Vehicle Operator Identification Card*.

3. Definitions:

3.1. 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.

4. Responsibilities:

4.1. The Installation Commander, 434 ARW/CC, is the authority for establishing the Wing's vehicle accident and abuse prevention program. The 434 ARW/CC is the final decision authority to resolve all conflicts concerning the Accident and Abuse Program. **(T-3)**

4.2. The 434 MSG/CC will coordinate with impacted group commanders on the transfer of O&M funds or expenses to cover vehicle accident and abuse repair cost. **(T-3)**

4.3. Vehicle Management. BOS Contractor, Vehicle Fleet Manager (VFM) is the fleet management functional expert with the authority to determine what is/is not vehicle abuse. VFM or their designated representative will evaluate each case of accident/abuse damage. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the FM&A located in the 434 LRS Vehicle Management (VM) section.

4.4. Vehicle Operator. The vehicle operator has the primary responsibility to prevent a vehicle accident or abuse. On base vehicle accidents will be reported immediately to the 434th Security Forces Squadron (SFS). Off base vehicle accidents will be reported to local law enforcement. All vehicle damages will be reported to unit VCO and VFM. Vehicle operators will provide copies of accident reports to VM Customer Service when turning in vehicles for repairs.

4.5. Vehicle Control Program. Unit's VCO will inspect their unit's vehicles periodically for unreported damage.

4.6. Using Organization: Reporting damage to an AF vehicle is the unit's responsibility. Financial responsibility for vehicle damage resulting from accident and/or abuse rests with the vehicle operator's assigned organization. In cases where multiple government-owned vehicles (GOV) are involved in an accident and an investigation cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operator is assigned. Group commanders are responsible for accuracy, review and completeness of Report of Surveys (ROS) originating within their squadrons. Using organizations are required to initiate internal investigations into circumstances surrounding vehicle damage not attributed to fair wear and tear IAW DoD 7000.14-R FMR Vol 12 Ch. 7 *Financial liability for government property lost, damaged, destroyed, or stolen.*

5. Procedures. VM will:

5.1. Identify vehicle damage caused by accident and or abuse.

5.2. Provide memorandum of accident ([Attachment 3](#)) or abuse ([Attachment 4](#)) notification with a copy of the repair estimate work order to the squadron commander of the assigned organization (may not always be the unit responsible for the damage). Copies will be sent to the VCO, the group commander of the assigned organization, and the Transportation Accountable Official (434 LRS/AOT). If the assigned organization is not responsible for the damage, it is the responsibility of the assigned organization to notify the organization responsible for the damage.

5.3. Repair vehicle upon receipt of *Memorandum of Release/Acceptance of Financial Responsibility* (Attachment 5) from the responsible unit, or after five business days from notification, whichever is earlier.

5.4. Maintain accident and abuse case files to track quantity and repair cost data.

5.5. Provide repair estimates when requested by the assigned or using organization.

5.6. Track and provide reimbursable cost data to 434 ARW Comptroller on a monthly basis through the group commanders. Each group commander will receive monthly totals for their respective group; 434 MSG/CC will receive monthly totals for all groups.

5.7. GT will withhold the replacement vehicle for vehicles involved in accidents and/or abuse actions until *Memorandum of Release/Acceptance of Financial Responsibility* (Attachment 5) is received by VM.

5.8. Assigned or Using Organizations will:

5.8.1. Report all vehicle damage to VM within 24 hours.

5.8.2. Report U-Drive-It or loaned vehicle damage to Vehicle Dispatch (GT) within 24-hours.

5.8.3. Forward a copy of the *Memorandum of Release/Acceptance of Financial Responsibility* (Attachment 5) to VM when vehicle is no longer needed for the investigation, or within five calendar days from notification.

5.8.4. Investigate the accident and/or abuse according to procedures outlined in DoD 7000.14-R FMR Vol 12 Ch. 7 *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*.

5.8.5. Affected group commanders will inform 434 ARW/FMA of amount to be transferred after final coordination.

5.8.6. 434 ARW/FMA will transfer O&M funds from the appropriate account into the Reimbursable Parts CLIN in the BOS contract or transfer expenses from Transportation to the appropriate account.

6. Accident Reporting Procedures for Privately Owned Vehicles (POV) and Government Owned Vehicles (GOV):

6.1. Reporting Procedures: Report accidents involving vehicles on Standard Form (SF) 91, *Operators Report of Motor Vehicle Accident*. Ensure you obtain the names of all individuals involved, including witnesses and police. Complete and deliver the SF 91 to the unit VCO, along with narrative, of the events.

6.2. POV Procedures: All vehicle accident cases involving a GOV and a POV will be coordinated through the 434 ARW/JA, Legal Office.

6.3. GOV Procedures: Accomplish repair estimates and actual GOV repairs with VM.

THOMAS O. PEMBERTON, Colonel, USAF
Commander

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

AFI 24-302, *Vehicle Management*, 21 February 2020

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DOD 7000.14-R Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, June 2021

Adopted Forms

AF Form 2293, *U. S. Air Force Motor Vehicle Operator Identification Card*

AF Form 847, *Recommendation for Change of Publication*

DD Form 200, *Financial Liability Investigation of Property Loss*

Standard Form 91, *Operators Report of Motor Vehicle Accident*

Abbreviations and Acronyms

AF—Air Force

AFOSH—Air Force Occupational Safety and Health

AOT—Transportation Accountable Official

ARW—Air Refueling Wing

BOS—Base Operating Services

CC—Commander

CLIN—Contract Line Number

DAFI—Department of Air Force Instruction

GARB—Grissom Air Reserve Base

GARBI—Grissom Air Reserve Base Instruction

GOV—Government Owned Vehicle

GT—Ground Transportation

IAW—In Accordance With

LGRVM—Vehicle Management

OSHA—Occupational Safety and Health Act

POV—Privately Owned Vehicle

RA—Resource Advisor

ROS—Report of Survey

SE—Safety

SFS—Security Forces Squadron

VCO—Vehicle Control Official

Terms

Vehicle/Vehicular Equipment Accident—result of a major or minor impact/collision with another vehicle or object.

Vehicle/Vehicular Equipment Abuse Damage—a willful or negligent act of improper operation or care. The term ‘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. Refer to *Types of Vehicle Abuse* (Attachment 2) for examples of vehicle abuse.

Incident—damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that could not have been avoided by safe operation or adequate vehicle care during non-use. Examples of incidents may also include damage resulting from normal use for the vehicle’s intended purpose (i.e., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents. Wind damage to vehicle doors is not considered an act of nature.

Attachment 2

EXAMPLES OF POTENTIAL VEHICLE ABUSE

A2.1. Examples of Potential Vehicle Abuse:

- A2.1.1. Failure to accomplish operator maintenance IAW AFI 24-302 paragraph 1.11. resulting in damage to the vehicle that was otherwise preventable.
- A2.1.2. Not reporting maintenance discrepancies that affect vehicle safety or mission capability, or not reporting accident damage within 1-duty day, or not reporting safety discrepancies as soon as possible or if after duty hours, the next duty day.
- A2.1.3. Overloading or failing to tie down or otherwise secure cargo.
- A2.1.4. Tampering with governors or pollution control devices.
- A2.1.5. Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A2.1.6. Failure to protect the painted surface from oxidization and corrosion.
- A2.1.7. Modifying a vehicle/equipment without written permission from LGRV flight chief or superintendent.
- A2.1.8. Refueling a vehicle with incorrect type fuel, that is, diesel instead of gas or vice versa.
- A2.1.9. Contributing to wind damage by not parking vehicle into the wind or restraining doors when opening.
- A2.1.10. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A2.1.11. Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- A2.1.12. Using a vehicle for other than its designed purpose.
- A2.1.13. Operating vehicles with insufficient oils or coolants or failure to check levels, according to established requirements, or failure to monitor dash instrumentation
- A2.1.14. Operating vehicle with applied/dragging parking brakes.
- A2.1.15. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures
- A2.1.16. Failure to clean or maintain vehicle's interior and or exterior to meet corrosion control and appearance requirements.
- A2.1.17. Unauthorized wiring, marking, modification or added special equipment in or on vehicle.
- A2.1.18. Failure to bring a vehicle to Vehicle Maintenance for scheduled preventative maintenance before an overdue condition exists.
- A2.1.19. Operation of a vehicle or equipment in conflict with published Department of Defense (DoD), Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA) standards, Air Force Instructions, Manuals, and Technical Orders, or Public Law concerning vehicle safety.

Attachment 3**ACCIDENT NOTIFICATION MEMORANDUM (SAMPLE)**

MEMORANDUM FOR XXXX/CC

Date

FROM: BOS Contractor/LGRV

SUBJECT: Vehicle Accident, Case No. XXXXX

1. On DD/MM/YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned into Vehicle Maintenance with accident damage. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to a serviceable condition.
2. Request your office initiate an investigation as required by DOD 7000.14-R Volume 12 Chapter 7 *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. All completed case files must be forwarded to 434 LRS/AOT within 10 calendar days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than five workdays from the date of this letter.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an estimate of repair cost and reparable value statement from Vehicle Maintenance.
5. Any questions concerning the repair, release, or estimate can be referred to Vehicle Maintenance (LGRV) at 688-3480. Thank you in advance for your prompt attention of this matter.

SAMMI SOMEONE, BOS Contractor/VFM
Vehicle Fleet Manager

Attach 1: AF Form 1823-1, Vehicle and Equipment Work Order

cc:

434 (Group)/CC

434 LRS/AOT

434 ARW/SE

BOS Contractor/LGRV

Attachment 4**SUSPECTED VEHICLE ABUSE NOTIFICATION MEMORANDUM (SAMPLE)**

MEMORANDUM FOR XXXX/CC

Date

FROM: BOS Contractor/LGRV

SUBJECT: Vehicle Abuse, Case No. XXXXXX

1. On DD/MM/YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned in to Vehicle Maintenance with damage that cannot be attributed to normal fair wear and tear. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to a serviceable condition.
2. Request your office initiate an investigation as required by DOD 7000.14-R Volume 12 Chapter 7 *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. All completed case files must be forwarded to 434 LRS/AOT within 10 calendar days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than 5 workdays from the date of this letter.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an estimate of repair cost and reparable value statement from Vehicle Maintenance.
5. Any question concerning the repair, release, or estimate can be referred to Vehicle Maintenance (LGRV) at 688-3480. Thank you in advance for your prompt attention of this matter.

SAMMI SOMEONE, BOS Contractor/VFM
Vehicle Fleet Manager

Attach: 1
AF Form 1823-1, Vehicle and Equipment Work Order

cc:
434 (Group)/CC
434 LRS/AOT
434 ARW/SE
BOS Contractor/LGRV

Attachment 5**MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY
(SAMPLE)**

MEMORANDUM FOR 434 LRS/AOT

Date

FROM: (Assigned/Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Reg Num), which (is assigned to our organization/was used by our organization), was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand the cost associated with these repairs, to include materials and/or contract costs, will be transferred from our unit's operations and maintenance (O&M) account to the Reimbursable Parts CLIN in the BOS contract.

VCO/Unit Commander Signature Block