

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

**HILL AIR FORCE BASE INSTRUCTION
24-302**



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Transportation

**HILL AFB VEHICLE
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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OPR: 75 LRS/LGRV

Certified by: 75 LRS/CC
(Major Jon A. Arceta)

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*. The purpose of this instruction is to focus commander's attention on vehicle accidents and abuse to reduce unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to reduce vehicle accidents and abuses at Hill Air Force Base. The key to successfully reduce the number of accidents and abuses is to make commanders and supervisors aware of the high costs associated with accident and abuse repairs. When payments are made by the 75th Logistics Readiness Squadron (75 LRS), these costs are hidden from the using commander. To ensure that the using commander has visibility of costs associated with accidents and abuses, this supplement requires that the using organization become directly involved in the payment process. This publication applies to all Hill AFB organizations and tenant organizations that operate and use Air Force owned and leased vehicles. It does not apply to the Air National Guard. Use AFI 24-301, *Ground Transportation*; AFI 24-302, *Vehicle Management*; and AFMAN 24-306, *Operation of AF Government Motor Vehicles* in concert with this instruction. Do not use this instruction as a stand-alone document. 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 Forms 847 from the field through the appropriate functional chain of command. 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*, 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document has been revised with minimal changes. Deleted reference to AFMAN 23-220, changed dates of current references and deleted the financial term OBAN.

1. Procedures.

1.1. Vehicles damaged by accident, abuse, neglect or any other cause shall be turned in to the Vehicle Management Customer Service Center (CSC) section as soon as damage is discovered. If a vehicle is signed out for use from the 75th Logistics Readiness Squadron/Ground Transportation section (75 LRS/LGRDDO) and damaged while being used, the vehicle's damage must be reported to 75 LRS/LGRDDO immediately. If the vehicle is not operable, the unit Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO) will contact the 75th Logistics Readiness Squadron/Vehicle Management Flight (75 LRS/LGRV) and request wrecker service support. **NOTE:** Organizations with leased General Services Administration (GSA) vehicles will initiate abuse or accident repair actions by calling the GSA Accident Management center IAW GSA contract provisions. 75 LRS/LGRDDO must be notified within 24-hours when a U-drive GSA vehicle is involved in an accident. The GSA Accident Management Center will make the determination whether repairs are required and where the vehicle should be taken for repair work.

1.2. Once the damaged vehicle or suspected abuse (see [Table 1](#)) is turned in to vehicle management, CSC will notify the Vehicle Management (VM) Flight Chief or the Vehicle Fleet Manager (VFM). The VM Flight Chief or VFM will inspect the vehicle and make the determination whether to proceed with accident or abuse action. At this time, CSC will take pictures of the damage and process a vehicle damage estimate identifying the estimated repair costs. The CSC will then notify the unit's VCO/VCNCO. A courtesy copy of the estimated work order and photographs will be forwarded to the owning unit's VCO/VCNCO, owning unit's CC/CL, 75th Logistics Readiness Squadron Commander (75 LRS/CC), Ground Safety (75 ABW/SEG) and if necessary, the Staff Judge Advocate Directorate (75 ABW/JA), and Financial Management Comptroller Squadron (75 ABW/CPTS).

Table 1. Vehicle/Equipment Abuse.

Examples of vehicle/equipment abuse:
Tampering with governors or distributors.
Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
Operating a vehicle with applied/dragging parking brakes.
Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.
Using a vehicle/equipment for other than the intended or designed purpose (e.g., 6K F/L used to transport a 10,000-pound pallet, bobtail tow-tractor used to transport passengers).
Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.
Vehicle/equipment operated by an unqualified/untrained operator.
Tire wear beyond re-cap limits (e.g., cord exposed).
Intentional destruction/disfigurement of vehicle/equipment interior/exterior.
Allowing a vehicle to idle longer than 5 minutes while at rest. Exceptions include emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment. Also specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal will be exempt.
Improperly installed or broken tire chains that damage vehicle.
Corrosion or oxidation caused by insufficient waxing or operator care.
Servicing the vehicle/equipment with improper fuel, oil, or fluids.
Operating a vehicle/equipment with over/under inflated tires +/- 2 PSI
Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.
Failing to come to a complete stop before changing direction or placing the vehicle/equipment transmission gear selector in park.
Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

1.2.1. The VCO/VCNCO and VM Flight Chief or VFM will determine how payment for the damage will be handled. The easiest form of payment is the using unit's Government Purchase Card (GPC). If the cost of the repair exceeds the GPC one-time limit, then a funds transfer is warranted and can be accomplished in one of the two following ways: Hill AFB units and tenants will use an AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD). All other agencies will use a DD Form 448, Military Interdepartmental Purchase Request (MIPR). If there is a dispute, the unit Resource Advisors from their respective units will work to resolve.

1.2.2. Prior to repairs, the unit commander/director or the VCO/VCNCO will be required to release the vehicle for repairs. GSA vehicles will be released for repair by authority of GSA only. Regardless of unit release, repair action will commence within 5 workdays unless other arrangements were previously made between unit and VM Flight Chief or VFM. After repairs have been completed, the vehicle will be held by LRS until payment has been made by the responsible unit.

1.3. Vehicle accidents involving privately owned vehicles will be processed using the following guidelines. Due to potential liability issues that may arise between the government and a person's private insurance company, 75 ABW/JA must be notified immediately by 75 LRS/LGRV when government vehicles are involved in an accident with privately owned or contractor owned vehicles, on or off Hill Air Force Base. Government vehicles will not be released for repairs at commercial shops until released by 75 ABW/JA.

1.3.1. If the driver of a privately owned vehicle or contractor owned vehicle is deemed liable for the accident, that driver's insurance company should provide a repair estimate, or a repair estimate may be provided by a commercial repair shop recommended by the driver's insurance company. Contact 75 ABW/JA for guidance if the driver does not have insurance, or if the driver's insurance company refuses to accept liability or to otherwise cooperate in making repairs. The 75 LRS/LGRV will inspect all commercial repair work accomplished on government-owned vehicles and 75 LRS/LRGDD will inspect all GSA vehicles to verify that the repairs satisfactorily meet USAF standards.

1.3.2. Repair costs associated with the accident will be billed directly to the person's private insurance company by the repair shop. Contact 75 ABW/JA for further guidance when the private insurance company refuses to pay the commercial repair shop directly, or otherwise refuses to cooperate.

1.4. Due to the extended downtime for vehicles undergoing extensive repair for accidents and abuses, vehicle operations may provide a back-up vehicle only under specific situations, such as a unit falls below their vehicle minimum mission-essential level. This support is limited to 30 days unless approved by the 75 LRS/CC.

2. Exceptions to Reimbursements. Funds will not be transferred for vehicle damage repair resulting from an incident or accidents in which the operator was not a contributing factor. However, the unit or unit's operator responsible for the incident or the accident will be held responsible and unit funds will need to be transferred for repair costs.

3. Summary. Assessing repair costs directly to using organizations squadron commanders will foster an effective operator-training program, encourage operator care, prevent needless repairs, and ultimately save Hill Air Force Base funds.

JENISE M. CARROLL, Colonel, USAF
Commander

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, date 13 Dec 2017

AFI 24-302, *Vehicle Management*, date 21 Feb 2020

AFI 24-301, *Ground Transportation*, date 22 Oct 2019

AFMAN 24-306, *Operation of AF Government Motor Vehicles*, date 9 Dec 2016

AFMAN 33-363, *Management of Records*, date 1 March 2008, certified current 21 Jul 2016

Prescribed Forms

None

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*, date July 1984

DD Form 448, *Military Interdepartmental Purchase Request*, date June 1972

AF Form 847, *Recommendation for Change of Publication*, date 22 Sept 2009

Abbreviations and Acronyms

75ABW—Air Base Wing

75LRS—Logistics Readiness Squadron

75LRS/CC—Logistics Readiness Squadron/Commander

75LRS/LGRV—Vehicle Management Flight

75LRS/LGRDDO—Ground Transportation Section

75CPTS—Comptroller Squadron

75SEG—Ground Safety

CSC—Customer Service Center

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

GSA—General Services Administration

GPC—Government Purchase Card

75 ABW/JA—Staff Judge Advocate

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Officer/Noncommissioned Officer

VM—Vehicle Management

VFM—Vehicle Fleet Manager

USAF—United States Air Force

Terms

Vehicle Accident—Any situation where a GOV/E (vehicle/equipment) strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure, or animal where the action by any participative vehicle operator could have prevented the outcome.

Vehicle Abuse—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.

Vehicle Incident—Any situation where a GOV/E sustains damage where the actions of any participative vehicle operator could not have prevented the outcome. Typical examples of vehicle incidents include damage to earth-moving equipment striking hidden objects and damage resulting from acts of nature, such as hail storms, lightning, wind-blown objects, and vandalism.