

**BY ORDER OF THE COMMANDER  
JOINT BASE ELMENDORF-  
RICHARDSON**

**JOINT BASE ELMENDORF-  
RICHARDSON INSTRUCTION 24-302**

**13 SEPTEMBER 2022**

**Transportation**

**VEHICLE MANAGEMENT**



**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.* It establishes Air Force (AF) Vehicle Management procedures and directs the use of the Department of Defense (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 AF accountable vehicle assets. This publication applies to all civilian employees and uniformed members of the Regular Air Force and Air Force Reserve; however, it does not apply to the Air National Guard, Civil Air Patrol or non-appropriated fund activities. This instruction includes specific guidance and addresses the definitions, authority, disposition, reporting procedures and reimbursement of accidents, abuses, and incident repairs for Joint Base Elmendorf-Richardson (JBER) assigned or owned vehicles, Other Government Motor Vehicle Conveyances (OGMVC), reportable Low Speed Vehicles (LSV) and General Service Administration (GSA) lease vehicles. Refer recommended changes and questions about this publication to the Office Of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication.* Route the DAF Form 847 through the appropriate chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program,* and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule, which is

located in the Air Force Records Information Management System. See [Attachment 1](#) for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

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## 1. General Information.

1.1. The purpose of this program is to establish local procedures for vehicle accidents/abuses involving AF vehicles and inform all owning/using organizations of their responsibilities

1.2. The goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses at JBER, protect personnel from injury and/or death, and eliminate unnecessary expenditure of monetary resources. The 673d Logistics Readiness Squadron (673 LRS) Commander, or equivalent, establishes local reporting procedures which must be fully supported by all commanders to be effective.

**2. Vehicle Accident/Abuse Program Procedures.** Repairing vehicles damaged by confirmed abuse or preventable accidents diverts limited resources from direct mission support. Since efficient resource usage is an inherent responsibility of command, it's incumbent on commanders at every level to prevent abusive or negligent care. For examples of vehicle abuse please refer to **Attachment 2**, this instruction.

2.1. Vehicle Accident/Abuse Notification and Processing:

**2.1.1. AF Owned/Registered and Other Government Motor Vehicle Conveyance.** When an accident or suspected abuse occurs and the vehicle can be safely operated, the user must take the vehicle to the 673 LRS/Vehicle Management Flight (LGRV). If the vehicle is not operable, the unit Vehicle Control Official (VCO)/Vehicle Control Noncommissioned Official (VCNCO) will contact the 773 LRS Vehicle Dispatch section (DSN 317-552-4475) and request wrecker service. The 673 LRS/LGRV must be notified no later than the following duty day when a Government Owned Vehicle (GOV) vehicle is in an accident.

**2.1.2. General Service Administration (GSA) Vehicle Procedures.** The using organization will immediately report accident or abuse damage directly to the GSA Accident Management Center (AMC) at 1-866-400-0411, Option 2, within 48 hours of mishap.

2.1.2.1. Submit a Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*, and a memorandum for record (with pictures including license plate) within 5 business days after the incident to GSA via e-mails: [kc.amc@gsa.gov](mailto:kc.amc@gsa.gov) and [673lrs.lgrv.vma@us.af.mil](mailto:673lrs.lgrv.vma@us.af.mil).

2.1.2.2. GSA vehicles will be released for repairs by authority of GSA AMC only.

2.1.2.3. The Vehicle Management GSA Representative will forward resulting GSA Agency Incurred Expense (AIE) to the VCO/VCNCO, 673 LRS/LGRV Accident/Abuse monitor, and the 673 LRS Resource Advisor for reimbursement of repairs and parts from owning unit.

2.2. Owning and Using Organizations will:

2.2.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program.

2.2.2. Report all GOV damage to Vehicle Management no later than the following duty day when accidents occur during non-duty hours.

2.2.3. Provide the vehicle(s) in question along with the date, time, and location of accident and any additional information necessary to Vehicle Management no later than the following duty day. Examples include the following: injury, death, property damages, aircraft damages, digital pictures, and any other documents deemed necessary to the case to include a SF 91. Digital photographs of vehicles involved will be part of the reporting package.

2.2.4. Ensure copies of accident reports, as well as any photographs, are submitted to 673 Air Base Wing (ABW) Legal Office via email at: [673abw.ja@us.af.mil](mailto:673abw.ja@us.af.mil), no later than 1 duty day after all accidents involving a GOV and a privately-owned vehicle or property. The legal office will provide guidance to the investigating officers and commanders.

2.2.5. Reimburse funds expended for vehicle accident and or abuse repair costs, including contract costs to Vehicle Management.

2.2.6. Initiate a Report of Survey, if necessary.

2.2.7. Ensure organizations signing out U-Drive-It (UDI) vehicles from Vehicle Operations are held accountable for costs to repair any accident/abuse damages that occurred while the vehicle was in their custody/care.

### 2.3. Vehicle Management (673 LRS/LGRV) will:

2.3.1. Categorize vehicle damage as fair wear and tear, incident, accident, or abuse.

2.3.2. Notify the applicable VCO and or VCNCO of the owning organization, along with the 673 ABW Legal Office, 673d Comptroller Squadron (CPTS) Finance Office and 673 ABW Safety Office as applicable of vehicle accidents and abuses.

2.3.3. Coordinate GOV repairs in accordance with local procedures.

2.3.4. GSA vehicles will not be repaired until authorization is received from GSA AMC. The 673 LRS/LGRV will monitor all GSA accidents and will be GSA's Point of Contact (POC).

2.3.5. Work with resource advisors to define reimbursement procedures.

2.3.6. Repair vehicle IAW TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, safe and serviceable standards.

### 2.4. General:

2.4.1. All Vehicle Management Operation and Maintenance (O&M) funds expended for vehicle accident and abuse repair costs will be reimbursed to Vehicle Management by the owning organization, or the using organization responsible for the damage if different from the owner. Vehicle Management is not budgeted for repairs for accident/abuse damage. Therefore, Vehicle Management's budget will not be reduced to offset the cost to owning/using organizations.

2.4.2. If responsibility cannot be determined, the owning organization will be responsible for reimbursement.

2.4.3. When accidents or abuses involve UDI fleet vehicles, the organization to which the vehicle was on loan to is considered the owning organization and will be responsible for accident and/or abuse repair reimbursement, to include cases when fault cannot be determined.

2.4.4. The initial responsibility to identify and report accidents rests with the vehicle operator. The damage must be reported immediately to the 673d Security Forces Squadron (SFS), prior to moving the vehicle. A copy of the SF 91 will be provided to Vehicle Management upon vehicle turn in.

2.4.5. The 673d Logistics Readiness Group (673 LRG) Commander is the final decision authority on all conflicts concerning the Vehicle Accident and Abuse program.

### **3. Other Government Motor Vehicle Conveyance (OGMVC), Low Speed Vehicles (LSV) and Trailers:**

3.1. Air Force OGMVCs and Non-Registered Equipment Management System (Non-REMS) reportable LSVs are small utility, slow moving conveyances, whose maximum speed is 25 miles per hour (MPH) or less. Examples include the following: neighborhood Electric Vehicles, golf carts, scooters, and other small low-speed utility vehicles.

3.2. Trailers that are centrally procured by Warner Robins Air Logistics Center (WR-ALC) (to include military design tactical trailers) will be classified and managed as a registered vehicle. Any trailers meeting all criterion of a registered vehicle IAW AFI 24-302, will also be classified and managed as a registered vehicle in accordance with AF standards. WR-ALC is the only authorized purchasing agent for AF registered vehicles. Trailers not meeting all “registered vehicle” criteria established in AFI 24-302 will be identified as an equipment item, and if locally procured will be accounted for on the owning unit’s Custody Inventory Report.

#### **3.3. Responsibilities:**

3.3.1. Unit VCO/VCNCOs will account for unit OGMVCs, LSVs and trailers and will be the focal point for all matters concerning new requests, fuel, fuel keys, transfers, asset accountability and salvage.

3.3.2. Purchase requests for OGMVCs, LSVs and trailers will be processed through Vehicle Management, the Wing/Base Ground Safety Office, Contracting, and 673 LRS/Equipment Accountability Office (LGRMCE) prior to purchase utilizing the OGMVC and Trailer Procurement Sheet (see [Attachment 3](#) for sample).

3.3.3. Accountability of OGMVCs, LSVs and trailers not meeting “registered vehicle” requirements will be maintained through the Defense Property Accountability System. These assets will be accounted for on the owning unit’s Custody Inventory Report. Assets will be assigned a separate shop code and will be independent from other shop equipment.

#### **3.4. Safety and Serviceability:**

3.4.1. All OGMVCs/LSVs operating on JBER roadways, at a minimum, will be equipped with seatbelts, headlights, taillights, directional signals, and a horn. All OGMVC/LSV must display a decal “For on Base Use Only” or “On Base Only” on the rear fender of the asset. All LSVs will have a placard visible to the operator, which states “LSV-Do not exceed 25 MPH.”

3.4.2. VCOs/VCNCOs will park OGMVCs, LSVs and trailers that have overdue Preventive Maintenance Inspections or safety inspections. VCO/VCNCO’s will manage these assets as unserviceable equipment.

3.4.3. VCOs/VCNCOs will ensure operators receive familiarization training and completion of training is documented on a competency card and/or in employee training records. Ensure vehicle lesson plans include at a minimum: inspection prior to use, safe operation, and any other operator specific instructions identified in the owner’s manual.

#### **4. Management of GSA Leased Vehicles:**

4.1. Vehicle Management is the focal point for all GSA vehicle rotations, replacement, procurement, modification, or add-on requests.

4.2. Vehicle Management is not authorized to perform maintenance on GSA leased vehicles.

4.3. Vehicle Management will provide training to all commander appointed VCOs/VCNCOs on management requirements of GSA vehicles assigned to the organization.

4.4. Units will be notified by Vehicle Management when new GSA vehicle replacements arrive. Once notified, unit VCOs/VCNCOs will:

4.4.1. Remove all add-on equipment and coordinate repairs with a GSA-authorized service center for damage assessment repair and serviceability maintenance.

4.4.2. Rotate vehicles as required by Vehicle Management within 5 days of notification.

#### **5. Installation Idling Policy:**

5.1. When ambient temperatures are at or below 20 degrees Fahrenheit, government vehicles can be at idle for up to 20 minutes.

5.2. All idling government vehicles must be monitored IAW AFI 24-302.

5.3. Emergency and law enforcement vehicles, military tactical vehicles, snow removal vehicles and equipment engaged in official capacities are exempt from the idling policy when temperatures are below 20 degrees Fahrenheit.

5.4. There is no hot weather idling requirement for JBER.

DAVID J. WILSON, Colonel, USAF  
Commander

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

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 14 Dec 2017

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 08 November 2017, Change 2, 04 December 2020

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

SF Form 91, *Motor Vehicle Accident (Crash) Report*

***Acronyms and Abbreviations***

**ABW**—Air Base Wing

**AF**—Air Force

**AFI**—Air Force Information

**AFPD**—Air Force Policy Directive

**AIE**—Agency Incurred Expense

**AMC**—Accident Management Center

**CPTS**—Comptroller Squadron

**DAF**—Department of the Air Force

**DoD**—Department of Defense

**GOV**—Government Owned

**GSA**—General Service Administration

**IAW**—In Accordance With

**JBER**—Joint Base Elmendorf-Richardson

**LGRMCE**—Equipment Accountability Office

**LGRV**—Vehicle Management Flight

**LRG**—Logistics Readiness Group

**LRS**—Logistics Readiness Squadron

**LSV**—Low Speed Vehicle

**MPH**—Miles Per Hour

**Non-REMS**—Non-Registered Equipment Management System

**O&M**—Operation and Maintenance

**OGMVC**—Other Government Motor Vehicle Conveyance

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**SFS**—Security Forces Squadron

**UDI—U**—Drive-It

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VSCOS**—Vehicle Support Chain Operations Squadron

**WR-ALC**—Warner Robins Air Logistics Center

### *Terms*

**Vehicle Abuse**— An act or omission that caused, or may cause damage that cannot be attributed to fair wear and tear or accident. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Vehicle abuse may result in early failure of components or in immediately detectable damage.

**Vehicle Accident**— The result of a collision, impact, or abrasion against a fixed or moving object with a motor vehicle, that causes damage, whether immediately noticeable or not.

**Vehicle Incident**— Damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care.



**Attachment 2****EXAMPLES OF VEHICLE ABUSE**

- A2.1.** Failure to accomplish organizational or operator maintenance in accordance with the manufacturer's commercial publications, AFIs, AFMANs, and technical orders.
- A2.2.** Not reporting malfunctions, defects, damage or safety discrepancies affecting vehicle maintenance within 24 hours of discovery or incident to Vehicle Management (673 LRS/LGRV). If discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day.
- A2.3.** Overloading or failing to tie down or otherwise secure cargo.
- A2.4.** Tampering with governors or pollution control devices.
- A2.5.** Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A2.6.** Failure to protect the painted surface from oxidation and corrosion.
- A2.7.** Failure to take a vehicle/equipment into the shop for scheduled maintenance.
- A2.8.** Unauthorized wiring, markings, add-ons, or modifications to vehicles.
- A2.9.** Refueling a vehicle with the incorrect type of fuel, for example, diesel instead of gasoline.
- A2.10.** Contributing to wind damage by not parking vehicles into the wind or restraining doors when opening.
- A2.11.** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A2.12.** Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- A2.13.** Using a vehicle for other than its designated purpose.
- A2.14.** Use of stop leak in radiators.
- A2.15.** Operating a vehicle in violation of operator's manual or accepted driving practices.
- A2.16.** Running vehicles/engines at excessive speeds.
- A2.17.** Operating vehicles with insufficient fluids because of failure to check levels, according to established requirements, failure to monitor dash instrumentation, or significantly overfilling the engine crankcase, transmission or hydraulic reservoirs, as applicable.
- A2.18.** Operating a vehicle with known safety discrepancies such as: lights, horn inoperative, wind damage, low engine/hydraulic/coolant/brake/transmission fluids, excessively worn/improperly inflated tires, etc.
- A2.19.** Operating with applied/dragging parking brake.
- A2.20.** Intentional destruction or disfigurement.

**Attachment 3**

**OGMVC AND TRAILER PROCUREMENT**

**Figure A3.1. Sample OGMVC and Trailer Procurement.**

<b>673 Logistics Readiness Squadron</b> <b>Other Government Motor Vehicle Conveyances (OGMVC) or Trailer Purchasing Coordination Sheet</b>
<p><b>PART I:</b> Justification letter completed by the requiring unit (attach this form to the justification letter)</p>
<p><b>PART II:</b> 673 LRS/LGRV, Vehicle Management Office. Coordination to ensure asset is not considered a vehicle.</p> <p>Comments/Remarks: IAW AFI24-302, When needed, Vehicle Management will forward OGMVC specification, pictures and/or appropriate information to the appropriate WR-ALC IPT Program Manager, through the MAJCOM Fleet Manager, for determination to ensure the desired asset is an OGMVC/equipment item and not a vehicle. The IPT Program Manager makes the final vehicle or equipment determination.</p> <p>Concur With Purchase: Yes No (Circle)      Asset is OGMVC/Equipment Item: Yes No (Circle)</p> <p>673 LRS/LGRV Representative Print Name, Sign and Date:</p>
<p><b>PART III:</b> 673 LRS/LGRMCE, Equipment Accountability Office. Coordination to ensure equipment account authorization. Contact numbers: 552-1436 or 552-4682 Email: 673lrs.eae@us.af.mil</p> <p>Comments/Remarks: AF Equipment Management Interim Guidance V3.1 par. 4.1.2.3. Equipment custodians will forward the validated AF Form 601 for mobility requests to the Pilot Unit for concurrence of the new requirement and collaborate all questions, concerns, and corrections regarding the request. Custodians will forward non-mobility requirements to the appropriate command Functional Manager for review and approval.</p> <p>CC signed AF Form 601: Yes No (Circle)</p> <p>EAE reviewed AF Form 601 for Functional Manager to approve: Yes No (Circle)</p> <p>673 LRS/LGRMCE Representative Print Name, Sign and Date:</p>
<p><b>Part IV:</b> 673 ABW/SEG, Base Ground Safety Office. Coordination to validate safety equipment and procedures. Contact numbers: 552-5035 or 552-6850 E-Mail: 673abw.seg@us.af.mil</p> <p>Comments/Remarks: Per AFI91-207, <i>The US Air Force Traffic Safety Program</i>, When government off-road vehicles are authorized to be used in traffic, industrial, or pedestrian environments, owning organizations will complete a written RM evaluation, unless time critical, before authorizing any on-installation use of government owned or privately owned RMV in traffic, industrial, or pedestrian environments. Applicable manufacturer recommendations, manuals, local, state, or host nation requirements will be considered when performing an evaluation. Training requirements, (use of OGMVCs requires lesson plans and documentation of training. Manufacturer guidance will be considered when developing lesson plans.) Vehicle safety devices and equipment (e.g. seatbelts, rollover protection, taillights, reflectors, brakes etc.) Operator and passenger PPE, as necessary (e.g., helmets, eye protection, gloves, long pants, long-sleeved shirt, pads, sturdy footwear, etc.) Authorized operating areas, environments, times and any specific restrictions, including seasonal or weather operating restrictions.</p> <p>Concur: Yes No (Circle)    Training Plan Developed: Yes No (Circle) Risk Assessment Complete: Yes No (Circle)</p> <p>673 ABW/SEG Representative Print Name, Sign and Date:</p>
<p><b>Part V:</b> 673 CONS/PKC, Contracting Office. Contact numbers: 552-0194 or 552-2675</p> <p>Comments/Remarks: Requesting units must provide the following items/info before a purchase request will be worked: Complete list of essential vehicle characteristics for a "brand name or equal" purchase (preferred) OR approved brand name letter; Signed coordination from 673 LRS/LGRV, 673 LRS/LGRCME, and 673 ABW/SEG; Form 9 loaded in ABSS, or GPC SPLI (if applicable).</p> <p>OGMVC Purchased: Yes No (Circle)</p> <p>673 CONS/LGCC Representative Print Name, Sign and Date:</p>

<b>673 Logistics Readiness Squadron</b> <b>Other Government Motor Vehicle Conveyances (OGMVC) or Trailer Purchasing Coordination Sheet (Continued)</b>
<p><b>PART VI:</b> 673 LRS/LGRMCE, Equipment Accountability Office. Custodial Authorization and Custodial Receipt Listing (CA-CRL).                      Contact numbers: 552-1436 or 552-4682                      E-Mail: 673lrs.eae@us.af.mil</p> <p>Comments/Remarks: OGMVC must be added to unit CA-CRL. OGMVC added to unit CA-CRL: Yes No (Circle)</p> <p>673 LRS/LGRMCE Representative Print Name, Sign and Date:</p>
<p><b>Part VII:</b> 673 LRS/LGRV Vehicle Management Office. Licenses &amp; Markings. Contact Number: 552-8178 or 552-7198                      E-Mail: 673lrs.lgrv.vma@us.af.mil</p> <p>Comments/Remarks: The following support will be provided by Vehicle Management. FM&amp;A will: Assign registration numbers as required. FM&amp;A will request X-registration and Z-registration numbers from VSCOS using established method as required.</p> <p>Used Off Base: Yes No (Circle)</p> <p>Maintained By The Base VM (only "Yes" if a Maintenance Agreement is approved): Yes No (Circle)</p> <p>DSN Phone:</p> <p>Base Name &amp; UIC:</p> <p>Unit Assigned To:</p> <p>Equipment Pool Assigned To:</p> <p>Cost Center:</p> <p>DPAS Document Number:</p> <p>Year of Asset:</p> <p>NSN:</p> <p>MGMT_CD:</p> <p>Manufacturer:</p> <p>Model:</p> <p>VIN/Serial:</p> <p>Unit Cost:</p> <p>Registration Number Issued:</p> <p>673 LRS/LGRV Representative Print Name, Sign and Date:</p>