



22 NOVEMBER 2022

**VEHICLE ACCIDENT/ABUSE &
IDLING POLICY/PROCEDURES**

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ACCESSIBILITY: Publication and forms are available on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 633 LRS/LGRV

Certified by: 633 LGRV
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Pages: 13

This operating instruction (OI) implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It establishes local policy and instructional guidance for all organizations and personnel that operate and control Air Force Government Motor Vehicles (GMV) (GMVs owned, rented or leased) managed and provided by the 633d Logistics Readiness Squadron (LRS) and the 733 Logistics Readiness Squadron (LRS) at Joint Base Langley-Eustis (JBLE). This OI specifically addresses guidance and procedures regarding the Vehicle Accident and Abuse Program and the Vehicle Idling Policy. This instruction applies to all active duty, Air National Guard, Air Force Reserve, and civilian personnel assigned, attached, on temporary duty (TDY), or on contract operating a government motor vehicle. Failure to observe the prohibitions and mandatory provisions in paragraphs 1.4. - 1.4.8.1, and 4.1. - 4.1.6., of this OI by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). 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). 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. This OI may be supplemented at any level, but all supplements that directly implement this OI must be routed to the OPR of this OI for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See DAFI 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.

1. Vehicle or Vehicular Equipment Accidents and Abuses.

1.1.Goal. The goal of a GMV Accident and Abuse Program is to reduce mishaps and avert personal injury or death to Department of Defense (DoD) personnel and reduce the wing cost of vehicle accident and abuse repairs. Note: The term GMV as used in this OI refers to any vehicle, government-owned, rented or leased provided by the 633 LRS/733 LRS, to include General Service Administration (GSA) leased vehicles.

1.2.Definitions.

1.2.1. Accident: A vehicle or vehicular equipment accident is the result of a major or minor impact/collision with any vehicle or object, to include stationary vehicles or objects.

1.2.2. Abuse: Vehicle and vehicular equipment abuse is considered damage caused by willful or negligent acts of improper operation or care. Some examples of vehicle abuse are listed in Attachment 2.

1.2.3. Fair Wear and Tear: The normal and expected deterioration of a vehicle or vehicular equipment based on its age, usage, and service life expectancy.

1.2.4. 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 of the vehicle or vehicular equipment or adequate vehicle care during its non-use.

1.3.Vehicle Management Responsibilities.

1.3.1. Fleet Management and Analysis (FM&A) are the program and process owners for all vehicles assigned to the Langley Master Vehicle Report (MVR). FM&A will maintain and account for all accident and abuse cases throughout the process.

1.3.2. The Transportation Motor Pool (TMP)/733 LRS Vehicle Fleet Manager (VFM) are the program and process owners for all vehicles assigned to the Ft Eustis MVR. TMP/733 LRS VFM will maintain and account for all accident and abuse cases throughout the process.

1.3.3. The Vehicle Fleet Manager/Vehicle Management Superintendent (VMS) or designated representative (MSgt or above) are the functional experts with the authority, (VFM/VMS will evaluate and validate each alleged vehicle or vehicular equipment occurred event on a case-by-case basis), to determine whether or not the vehicle or vehicular equipment should be processed as an accident, abuse, or incident.

1.4.Reimbursement.

1.4.1. Vehicle Management is funded to provide preventive periodic maintenance and repair discrepancies caused by fair wear and tear for government owned vehicles (GOV), but not for accident and abuse repairs.

1.4.2. All Vehicle Management Operation and Maintenance (O&M) funds expended for vehicle or vehicular equipment accident and abuse repair costs, including contract costs, will be reimbursed to Vehicle Management by the organization responsible for the damage.

1.4.2.1. Responsible organizations will fund for all costs associated with government owned, rented or leased vehicle abuse and or accident damage, to include repair costs of a multiple GMV accident.

1.4.2.1.1. In the event of a GMV multiple organization accident, and liability is not determined by Security Forces or civil authorities, then each organization will conduct an investigation and the involved organization commanders will jointly determine liability.

1.4.3. When accidents or abuses involve vehicles or vehicular equipment from the LRS U-Drive-It (UDI) fleet or the LRS TMP, the organization that operated the vehicle is considered the “owning/responsible organization” and subsequently responsible for the accident and or abuse repair reimbursement. Note: In the event of an accident or if abuse damage is discovered on a vehicle or vehicular equipment temporarily reassigned due to a priority recall, it will be the responsibility of the organization operating the vehicle or vehicular equipment.

1.4.3.1. Where responsibility cannot be determined, the organization operating the vehicle will be responsible for accident and or abuse repair reimbursement.

1.4.3.2. In all accident or abuse cases where responsibility is disputed, the 633 Mission Support Group (MSG)/CC or 733 MSG/CC will have final decision authority. Note: Open cases involving GSA leased vehicles cannot be contested as they are a “Must Pay Bill” borne by the owning organization.

1.4.3.3. The responsible organization commander shall appoint an investigating officer, if deemed appropriate, to complete a Report of Survey (ROS). Reports of Survey for Air Force Property are conducted when there is accident or abuse damage with evidence of gross negligence, willful misconduct, deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle or vehicular equipment or when the vehicle or vehicular equipment property records must be adjusted (i.e. the vehicle or vehicular equipment is a total loss).

1.4.3.4. If requested by the using organization’s commander and/or Surveying Officer, FM&A will provide an estimate of parts and/or repairs costs.

1.4.3.5. Reimbursement or direct payment will be made regardless of any administrative or pecuniary liability assessed to an individual.

1.4.4. As a preferred method of payment and prior to seeking reimbursement, Vehicle Management will coordinate with the owning/responsible organization’s Vehicle Control Official (VCO) and Resource Adviser (RA) to make direct payment for the vehicle or vehicular equipment accident and or abuse damage repairs.

1.4.4.1. The owning/responsible organization with vehicles or vehicular equipment assigned to the Langley MVR will coordinate any reimbursements through their RA with the FM&A section & 633 LRS/RA. The owning/responsible organization with vehicles or vehicular equipment assigned to the Ft Eustis MVR will coordinate any reimbursements through their RA with the 733 LRS

1.4.4.2. VFM & RA. All direct payments for GOVs via the Government Purchase Card (GPC), will be coordinated through Vehicle Management. Owing/responsible organizations electing to use GPC (direct payment) for transactions to fund accident or abuse damage repairs cannot exceed the micro-purchase threshold for services of \$2,500. For GPC transactions to procure parts for in-house accident or abuse repairs, the micro-purchase threshold of \$7,500 cannot be exceeded.

1.4.4.3. Any accident or abuse repair exceeding the GPC micro-purchase threshold, regardless of an owning/responsible organization electing direct payment, will be funded utilizing the AF Form 9, Request for Purchase, process to be completed by the owning/responsible organization’s

RA.

1.4.5. All accidents involving GSA vehicles, will be reported to the GSA Accident Management Center, via the FM&A/TMP sections. All accident and or abuse damage costs are identified as “Bill Backs” from GSA and are considered a “Must-Pay Bill”. The owning/responsible organization liable for accident or abuse damage will be responsible for reimbursing the cost of repairs. Owning/responsible organization will coordinate with the FM&A section for Langley MVR assets and the TMP/VFM for Ft Eustis MVR assigned assets and provide a Miscellaneous Obligation Reimbursement Document (MORD, AF Form 406)/Military Interdepartmental Purchase Request (MIPR, DD Form 448)/Line of Accounting at the beginning of each fiscal year. FM&A will be responsible for adding the provided forms into the accident billings portion of the GSA’s SpeedPay system or coordinate with the 635 Supply Chain Operations Wing (SCOW)/FM for units using MIPRs.

1.4.6. If a GMV or vehicular equipment is involved in an accident with a Privately Owned Vehicle (POV) and the POV is the negligent party, FM&A or the 733 LRS/VFM will coordinate with 633 ABW/JA to have the liable party’s insurance company make direct payment to the repairing contractor.

1.4.7. If a GMV or vehicular equipment is involved in an accident with a POV and the GMV or vehicular equipment operator is the negligent party, that operator’s organization is responsible for repair costs of the GMV or vehicular equipment. 633 ABW/JA will resolve the POV liability issue if a claim is filed.

1.4.8. Vehicles or vehicular equipment will not be released to the owning organization until after confirmation that reimbursement or direct payment was completed.

1.4.8.1. UDI or recalled vehicles will not be issued as replacement vehicles to organizations involved in accident or abuse cases. Note: The only exception to this is when the lack of vehicles or vehicular equipment assigned to an organization impacts sortie generation or sustainment, and approved by the 633 LRS/CC or the 733 LRS

1.4.8.2. Director.

2. Accident Procedures.

2.1.Initial Notification. Immediately after a vehicle or vehicular equipment accident, the using organization’s operator will report damages to security Forces or the civil authorities prior to moving the vehicle or vehicular equipment.

2.2.Documentation. At the time and scene of an alleged accident, the using organization’s operator will accomplish a Standard Form (SF) 91, Motor Vehicle Accident Report, and provide the original form to their organization’s VCO.

2.2.1. In accidents involving POVs, the using organization’s operator must complete a DD Form 518, Accident-Identification Card, at the scene.

2.2.1.1. In addition to the forms above, an AF Form 978, Supervisor’s Mishap Report, must be completed by the operator’s supervisor, regardless of injury or extent of damage and sent to ABW/SE.

2.2.2. The VCO shall ensure a copy of the SF 91 form is turned into Vehicle Management at the time the vehicle or vehicular equipment is delivered to the Customer Service Center (CSC) for

Langley MVR assets or the TMP for Ft Eustis MVR assets.

2.3.Vehicle Management Notification for Langley MVR Vehicles. The using organization operator and or VCO will notify Vehicle Management when an accident occurs. Vehicle Management can be contacted during duty hours at Defense Switched Network (DSN) 575- 7813. After duty hours, in the event of a maintenance requirement the using organization operator and or VCO will contact the Command Post for Vehicle Management's after hour's emergency stand-by technician at DSN 574-5411.

2.3.1. If Vehicle Management personnel are required, the using organization operator or VCO will remain on-scene until the vehicle or vehicular equipment is transported to the Vehicle Management facility.

2.3.2. All GMV accidents, regardless of sustained damages, must be reported to Vehicle Management within one duty day, or the accident will be considered an abuse.

2.4.Vehicle Management Notification for Ft Eustis MVR Vehicles. The using organization's operator and or VCO will notify the TMP when an accident occurs. They can be contacted during duty hours at DSN 826-4494/Commercial (757)878-4494. After duty hours, in the event of a maintenance requirement the using organization operator and or VCO will contact the Command Post for Vehicle Management's after hour's emergency stand-by technician at DSN 574-5411. Upon normal duty hours, the organization shall inform TMP of events.

2.4.1. If Vehicle Management personnel are required, the using organization operator or VCO will remain on-scene until the vehicle or vehicular equipment is transported to the Vehicle Management facility.

2.4.2. All GMV accidents, regardless of sustained damages, must be reported to Vehicle Management within one duty day, or the accident will be considered an abuse

2.5.Accident Case Package. FM&A will complete the vehicle or vehicular equipment accident case package for Langley MVR vehicles; consisting of a notification memorandum, accident damage photos, a release memorandum and an accident damage repair estimate (either through in-house Vehicle Management or commercial sources), No Later Than (NLT) two duty days from the time the vehicle or vehicular equipment was turned into Vehicle Management, provided that all documentation is delivered with the vehicle or vehicular equipment during turn-in. The 733 LRS VFM will complete the vehicle or vehicular equipment accident case package, consisting of a notification memorandum, accident damage photos, a release memorandum and an accident damage repair estimate (either through in-house Vehicle Management or commercial sources), NLT two duty days from the time the vehicle or vehicular equipment was turned into Vehicle Management, provided that all documentation is delivered with the vehicle or vehicular equipment during turn-in.

2.5.1. FM&A or the 733 LRS VFM will obtain all accident damage repair estimates for inclusion in the accident case package. Accident damage repairs will be accomplished utilizing the most economical means (local commercial vendors will be the primary method to repair GMVs with accident damage). Vehicle Management will select the source for accident damage repair based upon quality, timeliness, warranty, reliability, economy, and mission needs.

2.5.2. Vehicle Management leadership will validate the accident case package and forward to the 633 LRS/CC or 733 LRS Director, who in turn will notify the owning/responsible organization commander by letter (notification memorandum), which may be electronically signed.

2.5.3. The release memorandum is to be completed by the owning/responsible organization's commander, which can be electronically signed, and returned to Vehicle Management within two duty days from receipt of the release memorandum from the 633 LRS/CC or 733 LRS Director. When organizational commanders endorse the release memorandum, they are accepting financial liability and will allocate funds for vehicle accident repairs.

2.5.4. If more time is needed for investigative purposes, the owning/responsible organization, in coordination with the VFM/VMS, will determine the extension.

2.6. Accident Damage Repairs. Accident damage repairs will commence after receipt of the release memorandum. Note: If a GMV caused a fatality or was involved in an accident with a POV or any other non-Air Force owned property it will not be repaired until authorized by the ABW/JA.

2.7. Records and Data Processing.

2.7.1. FM&A will:

2.7.1.1. Maintain accident case files IAW Air Force RDS.

2.7.1.2. Track and provide costs for reimbursable/refundable organizations to CPTS/FMA.

2.7.1.3. Provide the LRS/CC with accident cost data for each organization.

2.7.2. 733 LRS VRM will:

2.7.2.1. Maintain accident case files IAW Air Force RDS.

2.7.2.2. Track and provide costs for reimbursable/refundable organizations to CPTS/FMA.

2.7.2.3. Provide 733 LRS Director with accident cost data for each organization.

3. Abuse Procedures.

3.1. Abuse Determination. Upon determination by the VFM/VMS or designated representative (MSgt or above) that a vehicle or vehicular equipment has sustained damage caused by willful or negligent acts of improper operation or care, then an abuse case will be processed.

3.2. Documentation. A memorandum/SF 91 will be requested by Vehicle Management from the responsible owning/responsible organization, identifying the details of the abuse damage, to be delivered within two duty days of the vehicle or vehicular equipment being turned into CSC or TMP and deemed an abuse case.

3.2.1. The VCO shall be the Point of Contact (POC) for the abuse memorandum and will ensure it is delivered to Vehicle Management within the required time frame.

3.3. Abuse Case Package. FM&A section or 733 LRS VFM will complete the vehicle or vehicular equipment abuse case package for the vehicles or vehicular equipment assigned to their respective MVRs; consisting of a notification memorandum, abuse damage photos, a release memorandum and an abuse damage repair estimate (either through in-house Vehicle Management or commercial sources), NLT two duty days from the time the vehicle or vehicular equipment was identified with abuse damage, provided that all documentation was received.

3.3.1. FM&A or the 733 LRS VFM will obtain all abuse damage repair estimates for inclusion in the abuse case package. Abuse damage repairs will be accomplished utilizing the most economical means (local commercial vendors will be the primary method to repair GMVs with abuse damage). Vehicle Management will select the source for abuse damage repair based upon

quality, timeliness, warranty, reliability, economy, and mission needs.

3.3.2. Vehicle Management leadership will validate the abuse case package and forward to the 633 LRS/CC or 733 LRS Director, who in turn will notify the owning/responsible organization's commander by letter (notification memorandum), which may be electronically signed.

3.3.3. The release memorandum is to be completed by the owning/responsible organization commander, which can be electronically signed, and returned to Vehicle Management within two duty days from receipt of the release memorandum from the 633 LRS/CC or the 733 LRS Director. When organizational commanders endorse the release memorandum, they are accepting financial liability and will allocate funds for vehicle abuse repairs.

3.3.4. If more time is needed for investigative purposes, the owning/responsible organization, in coordination with the VFM/VMS, will determine the extension.

3.4. Abuse Damage Repairs. Abuse damage repairs will commence after receipt of the release memorandum or the third day of the vehicle or vehicular equipment being identified with abuse damage.

3.5. Records and Data Processing.

3.5.1. FM&A will:

3.5.1.1. Maintain abuse case files IAW Air Force RDS.

3.5.1.2. Track and provide costs for reimbursable/refundable organizations to CPTS/FMA.

3.5.1.3. Provide the LRS/CC with abuse cost data for each organization.

3.5.2. 733 LRS VFM will:

3.5.2.1. Maintain abuse case files IAW Air Force RDS.

3.5.2.2. Track and provide costs for reimbursable/refundable organizations to CPTS/FMA.

3.5.2.3. Provide the 733 LRS Director with abuse cost data for each organization.

4. Vehicle or Vehicular Equipment Idling Policy.

4.1. Idling Policy. The vehicle or vehicular equipment idling policy limits the amount of time personnel can idle the engine. Exhaust from idling engines contain dangerous air pollutants, including carbon dioxide, which contributes to global climate change, nitrogen oxides and volatile organic compounds, which contribute to the formation of ozone smog, poisonous carbon monoxide and harmful particulate matter. Additionally, idling vehicle or vehicular equipment engines wastes fuel and increases wear and tear on the asset's engine.

4.1.1. IAW Virginia Administration Code - Title 9. Environment - Agency 5. State Air Pollution Control Board, Chapter 40, Section 5670, 9 VAC 5-40-5670, Motor Vehicles, para. C., In commercial or residential urban areas, propulsion engines of motor vehicles licensed for commercial or public service shall not be left running for more than 3 minutes when the vehicle is parked, unless the propulsion engine is providing auxiliary power for other than heating or air conditioning; except that:

4.1.1.1. Tour buses may idle for up to 10 minutes during hot weather in order to maintain power to the air conditioning system.

4.1.1.2. Diesel powered vehicles may idle for up to 10 minutes to minimize restart problems.

4.1.2. During extreme cold weather conditions, there are inherent associated risks with Wind Chill Index and flag colors “yellow”, “red”, and “black.” Vehicles or vehicular equipment may remain idling for the purposes of warming while personnel perform duties to accomplish mission needs within and related to the environmental factors. The vehicle or vehicular equipment should only remain idling during warming cycles, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern, as it will be at the operator’s discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of warming to prevent hypothermia, frostbite, etc.

4.1.3. During extreme hot weather conditions, there are inherent associated risks with Heat Category flag colors “red” and “black”, vehicles or vehicular equipment may remain idling for the purposes of cooling while personnel perform duties to accomplish mission needs within and related to the environmental factors. The vehicle or vehicular equipment should only remain idling during cooling cycles, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern, as it will be at the operator’s discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of cooling to prevent heat stroke, heat exhaustion, etc.

4.1.4. The idling policy does not apply to the following vehicles or vehicular equipment and or condition.

4.1.4.1. Vehicles or vehicular equipment undergoing maintenance/diagnostic procedures.

4.1.4.2. Flight line operations, such as loading and unloading of aircraft.

4.1.4.3. The purpose of defogging, defrosting or deicing windshields. Idling must end when fog, frost, or ice conditions have been eliminated.

4.1.4.4. Emergency vehicles or vehicular equipment are exempt while engaged in operational activities such as a fire, security, rescue, or an emergency/military exercise.

4.1.4.5. Security Forces vehicles transporting military working dogs.

4.1.4.6. During passenger loading or unloading of buses.

4.1.4.7. Where engine power is necessary, but not limited to, to supply electrical power, compressed air, and power take-off devices such as, hydraulics, wrecker, deicing, etc.

4.1.4.8. When in Mission Oriented Protective Posture (MOPP) condition levels, vehicles may remain idling for air conditioning use to prevent heat stress situations, unless otherwise directed.

4.1.5. Unless otherwise specified, a “3 minute” idling policy is in effect.

4.1.6. Vehicles or vehicular equipment will not be left idling unattended.

GREGORY S. BEAULIEU, Colonel, USAF
Commander

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

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

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

DAFI 48-151, *Thermal Stress Program*, 02 May 2022

AFMAN 33-363, *Management of Records*, 29 Aug 2013

TO 36-1-191-Change 2, Technical and Managerial Reference for Motor Vehicle Maintenance
Virginia Administrative Code – Title 9. Environment – Agency 5. State Air Pollution Control
Board, Chapter 40, Section 5670, 9 VAC 5-40-5670, Motor Vehicles, paragraph C., 04 Dec 2020

Adopted Forms

AF Form 9, Request for Purchase

AF Form 847, Recommendation for Change of Publication

AF Form 978, Supervisor's Mishap Report

DD Form 518, Accident-Identification Card SF 91, Motor Vehicle Accident Report

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CSC—Customer Service Center

DD—Department of Defense

DSN—Defense Switched Network

FM&A—Fleet Management and Analysis

GMV—Government Motor Vehicle

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GSA—General Services Administration

IAW—In Accordance With

JBLE—Joint Base Langley Eustis

LRS—Logistics Readiness Squadron

MCC—Maintenance control Center

MIPR—Military Interdepartmental Purchase Request

MOPP—Mission Oriented Protective Posture

MORD—Miscellaneous Obligation Reimbursement Document

MVR—Master Vehicle Report

NLT—No Later Than

O&M—Operation and Maintenance

OI—Operating Instruction

OPR—Office of Primary Responsibility

POC—Point of Contact

POV—Privately Owned Vehicle

RA—Resource Advisor

RDS—Records Disposition Schedule

ROS—Report of Survey

SF—Standard Form

TDY—Temporary Duty

TMP—Transportation Motor Pool

UCMJ—Uniform Code of Military Justice

UDI—U-Drive-It

VCO—Vehicle Control Official

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

Attachment 2

EXAMPLES OF VEHICLE OR VEHICULAR ABUSE

A2.1. Vehicle Management. Will initiate a vehicle or vehicular abuse case for damage or failure resulting from (this list is not all-inclusive):

A2.1.1. Tampering with engine governors.

A2.1.2. Operating vehicle or vehicular equipment with insufficient oil or coolant because operator failed to check levels according to established requirements, operation with major leaks, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle or vehicular equipment 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 or vehicular equipment for other than it's intended or designed purpose (e.g., 6,000 pound rated forklift used to transport a 10,000 pound pallet).

A2.1.6. Failure to accomplish proper operator care and maintenance (e.g., clean/maintain vehicle's or vehicular equipment's interior/exterior to meet corrosion control and appearance requirements).

A2.1.7. Unauthorized wiring, marking, or add-on/modification of the vehicle or vehicular equipment (VCO/VCNCO must submit all add-on/modification requests through Vehicle Management for approval).

A2.1.8. Unqualified/untrained personnel operating vehicles or vehicular equipment without an instructor present.

A2.1.9. Operating a vehicle or vehicular equipment with improperly inflated tires (e.g., not in accordance with manufacture's recommendations).

A2.1.10. Tire wear beyond limits (e.g., below minimum acceptable safe tread depth IAW Technical Order (TO) 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance). Tire wear that exposes the cords renders tires useless for the recapped/re-grooved process.

A2.1.11. Intentional destruction/disfigurement of the vehicle's or vehicular equipment's interior/exterior.

A2.1.12. Operating a vehicle or vehicular equipment in conflict with published Occupational Safety and Health Administration, Department of Defense, Air Force Instructions, Manuals, Technical orders, Air Force Occupational Safety and Health Standards or Virginia laws concerning vehicle safety.

A2.1.13. Allowing water to accumulate in the vehicle or vehicular equipment interior (e.g., washing out the interior with a hose, failing to close windows during a rainstorm, etc.).

A2.1.14. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.

A2.1.15. Servicing the vehicle or vehicular equipment fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.16. Failure to report vehicle discrepancies. Discrepancies involving safety items must be reported immediately. Non-safety related items should be reported within 24 hours (one duty day).

A2.1.17. Failure to bring vehicle or vehicular equipment in for scheduled maintenance before an overdue condition exists.

A2.1.18. Failure to secure vehicle or vehicular equipment doors from overextending when opening during high winds.

A2.1.19. Failure to protect gloss or semi-gloss painted surfaces from corrosion and/or oxidation by not washing and waxing.

A2.1.20. Failure to report an accident or incident within one duty day.