

**BY ORDER OF THE  
627TH AIR BASE GROUP  
COMMANDER (AMC)**

**MCCHORD FIELD INSTRUCTION**

**24-302**

**21 MAY 2024**

**Transportation**

**VEHICLE ACCIDENT, ABUSE, AND  
IDLING**



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Certified by: 627 LRS/CC  
(Lt Col Timothy J. Hubler)

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This instruction covers vehicle abuse, accident reporting, and idling procedures for Air Force owned/managed vehicles used to support the mission. This instruction applies to all Active Duty, Reserve, Guard, Contractors, Department of Defense (DoD) Civilians assigned or attached to McChord Field. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322 *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This publication is subject to the Privacy Act of 1974, subject to Freedom of Information Act requirements, subject to Paperwork Reduction Act of 1995, contains copyrighted information, or is subject to other statutory requirements.

**1. General Information.** The 627th Logistics Readiness Squadron Commander (627 LRS/CC) or equivalent will administer the installation's vehicle abuse and accident prevention program.

**1.1. The intended purpose of a government motor vehicle accident/abuse program is to deter the number of vehicle accidents and abuses, protect Air Force personnel from injury or death, and eliminate unnecessary expenditure of government resources.** The keys to successfully reducing the number of accidents and abuses are to make base personnel aware of the high costs associated with accident and abuse repairs. Commanders are encouraged to maintain high standards of vehicle operator training and discipline.

## 2. Vehicle Accident and Abuse Policy.

2.1. **The using organization should investigate all damage not attributable to fair wear and tear IAW DoD 7000.** 14-R, *Financial Management Regulation* Volume 12, *Special Accounts, Funds, and Programs*, June 2021. The assessment of fair wear and tear falls under the purview of the 627 LRS/LGRV Flight Chief, Vehicle Fleet Manager (VFM), or Vehicle Management Superintendent (VMS). The Flight Chief, VFM, or VMS will take into account several factors, including the age and mileage of the vehicle, its intended task, remaining service life, and the limit for one-time repairs. Financial loss and line of duty determinations may be directed on the behalf of the using organization commander, or other authorized individuals IAW DoD 7000.14-R, Volume 12, Chapter 7.

2.2. **Vehicles assigned to 627 LRS Ground Transportation (LGRD) for the purpose of loaning out are commonly referred to as U-Drive-Its (UDI).** Damages incurred to the UDI fleet is the responsibility of the operator's organization. Report UDI vehicle damage to Ground Transportation as soon as practical. Accidental damage discovered on vehicles temporarily reassigned due to a priority recall situation will also be the responsibility of the organization utilizing the vehicle.

## 3. Accident/Abuse/Incident Reporting Procedures.

3.1. **The Flight Chief, VFM, or VMS will provide an analysis of whether the vehicle damage was caused by accident, abuse, or incident.** When a vehicle or piece of equipment is out of service for an accident or abuse, this will not count against the unit's Mission Essential Levels (MEL), or Vehicle Management's Mission Capable Rates.

3.1.1. After receiving the notification of the unit commander's intent, work will commence on the vehicle within five (5) duty days, unless the owning organization, in coordination with the LGRV, determines more time is needed for investigative purposes. Maintenance repairs will commence only after a thorough investigation has been completed. Exception: Accidents involving a Government Motor Vehicle (GMV) and a Privately Owned Vehicle (POV) or any other non-Air Force owned property will not be repaired until authorized by Staff Judge Advocate (62 AW/JA).

3.2. **Accidents.** For Air Force or Army owned assets involved in an accident, notify 627 LRS/LGRV within 24 hours (or the next duty day) with a completed SF 91, *Motor Vehicle Accident Report*, and police report. If the incident involves a POV or personal property damage, Fleet Management & Analysis (FM&A) will coordinate with the 62 AW/JA to initiate the investigation and/or claim.

3.2.1. The operator or using organization must report all accidents involving Government Services Administration (GSA) vehicles, regardless of damage to the GSA Accident Management Center (AMC) in accordance with GSA contract provisions. FM&A will be liaison between the VCO, the Transportation Motor Pool, and the GSA office for any GSA accident cases.

3.3. **Abuse.** If determined by the Flight Chief, VFM, or VMS that vehicle/equipment damage is caused by abuse or neglect, FM&A will initiate a Vehicle Abuse package to notify the using unit commander. Repairs will not commence until a recommendation is made by the unit commander.

3.3.1. **Potential Vehicle Abuse.** Data captured from telematics devices may be used to identify and or document the potential for vehicle abuse. If unsafe conditions are reported, this data may be sent to the organizational commander to further investigate. Unit commanders may request telematics data from assigned/equipped vehicles through the FM&A office.

3.4. **Incident.** Incidents are natural disasters or a result of adverse weather. This includes, but is not limited to: hail damage, tree limbs falling (from natural causes), flooding, etc. It is highly encouraged that if adverse weather is forecasted, protect vehicles to the maximum extent possible by either parking vehicles in hanger or warehouse, or move them away from any potential hazards. Receiving funding to repair these cases can be a lengthy process so due diligence is encouraged to minimize vehicle down-time. **NOTE:** Any licensed operator may turn in an accident/abuse/incident vehicle.

#### 4. Funding for Repairs.

4.1. **The 627 LRS/CC will coordinate with affected unit commanders on the transfer of Operation and Maintenance (O&M) funds to cover vehicle accident or abuse repair costs.** 627 LRS/LGRV is funded to provide preventive, periodic, scheduled and unscheduled maintenance repairs as a result of fair wear and tear, but not for accident or abuse repairs.

4.2. **Funding these avoidable repairs with organizational user's funds ensures that vehicle management funds are utilized to maintain the fleet.** It also demands an effective operator training program, encourages operator care, prevents superfluous repairs and ultimately saves unit funds by holding commanders and their assigned vehicle operators accountable for their actions.

4.3. **All vehicle management O&M funds expended for vehicle accident and abuse repair costs, including contract cost and civilian labor will be reimbursed to vehicle management by the owning organization, or the responsible organization for the damage.** The using organization is not necessarily the owning organization (e.g., UDI vehicle from LGRD or a co-utilized vehicle from another organization).

4.4. **Reimbursement and/or direct payment will be made regardless of any administrative or pecuniary liability assessed to an individual.** The using organization will coordinate reimbursement and direct payments through 627 LRS/LGRV. This can be accomplished by a transfer of funds using an OF 1017-G, *Journal Voucher*, direct payment via the Government Purchase Card (GPC), or a Military Interdepartmental Purchase Request using DD Form 448, *Military Interdepartmental Purchase Request*. Units electing to use GPC for transactions under \$2,500 must coordinate with Vehicle Management to pay the contractor and/or the supplier directly. Vehicles will not be released to the user until the 627 LRS/LGRV receives confirmation that payment was made, or the transfer of funds was completed.

#### 5. Vehicle Management Responsibilities.

5.1. **Provide the accident/abuse notification package to the owning/using organization commander.** This package will contain the following: SF 91, photos of damage, and the commander's notification/release letter. The letter may be electronically signed. The letter will contain an estimate of the costs to repair the accident or abuse damage through 627 LRS/LGRV or commercial sources. The bottom portion of the notification/release letter will include an endorsement section for the organizational commander. Once endorsed, this will

serve as the release letter to 627 LRS/LGRV. If applicable, the 62AW/JA is the final release authority when: private property is damaged, a fatality has occurred, a line of duty determination is required or an investigation for government property loss is initiated.

**5.2. Coordinate the repair of the vehicle upon receipt of the endorsed commander's notification/release letter from responsible unit.**

**5.3. Perform vehicle repairs using the most economical means.** 627 LRS/LGRV will select the source for repair based upon quality, timeliness, warranty, reliability, economy, and mission requirements.

**5.4. Maintain accident/abuse case files for six years to track extent of work performed, quality of work and repair cost data.**

**5.5. Provide 627 LRS/CC accident and abuse cost data and trend analysis for each organization upon request.**

**6. Using/Owning Organization Responsibilities.**

**6.1. Ensure vehicle accident/incident damages are immediately reported to Security Forces, Military Police, or civil authorities prior to moving the vehicle.** Operators must complete SF 91 as soon as practical. In accidents involving POVs, the operator must complete a DD Form 518, *Accident-Identification Card*, at the scene. Report damages to Vehicle Management Customer Service located at Bldg. 779 within 24 hours or the next duty day.

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

**6.3. Conduct an investigation IAW DoD FMR 7000. 14-R, Volume 12, [Chapter 7, paragraph 2.2.4.6](#)** to determine if gross negligence, willful misconduct, or unauthorized use was involved.

**6.4. Forward a copy of the Letter of Release/Acceptance of Financial Responsibility to 627 LRS/LGRV when vehicle is no longer needed for investigation.**

**6.5. Pay contracted repair costs and/or costs of parts and materials directly to supplier or reimburse 627 LRS/LGRV for both civilian and military labor, vehicle parts, and/or contract repair costs for vehicles damaged by personnel assigned to their unit.**

**7. 62d Comptroller Squadron (62 CPTS/FMA) Responsibilities.**

**7.1. Approve and forward supporting documentation Journal Voucher to Defense Finance & Accounting Service.**

**8. Staff Judge Advocate (62 AW/JA) Responsibilities.**

**8.1. Contact the liable party's insurance company and arrange direct payment to the repair facility when the POV operator is the negligent party in an accident with a GMV.** If the operator of the POV is uninsured, 62 AW/JA will pursue reimbursement.

**9. 627th Air Base Group Commander (627 ABG/CC) Responsibilities.**

**9.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority.** If an organizational commander believes the GMV accident/abuse case is not justified, written justification must be forwarded to the 627 LRS/CC.

If the 627 LRS/CC agrees, the case will be dropped. If not, the case will be forwarded to the 627 ABG/CC for final decision. **Exception:** Open cases involving GSA leased vehicles cannot be contested as they are a "Must-Pay Bill" borne by the using organization.

**10. Anti-Idling Policy.** Limits are placed on the amount of time vehicles can idle their engines. Exhaust from idling vehicles contains dangerous air pollutants, including harmful carbon dioxide. Idling also wastes fuel and increases wear and tear on the vehicle's engine.

**10.1. Anti-idling policies are a cost-effective, common-sense way to reduce air pollution, and they are easy to implement.** By reducing the amount of time engines idle, less fuel will be used, unnecessary wear and tear will be minimized, and our carbon footprint will be reduced.

**10.2. All Air Force managed GMVs will be limited to a 5-minute idling policy unless otherwise required by the vehicle manufacturer.** In the event of a federal, state, or municipal disparity, those respective laws and policies will take precedence. Any 62d Airlift Wing or 627<sup>th</sup> Air Base Group activity requiring a deviation from this idle policy for specific mission or operational needs must submit a formal request to 627 LRS/LGRV (VFM/VMS).

**10.3. During extreme cold weather situations associated with Wind Chill Index and flag colors "yellow" and "red", vehicles may remain idling for the purposes of warming, when no indoor heated environment is available.** The vehicle should only remain idling during the hourly warming cycle, IAW DAFI 48-151, *Thermal Stress Program* to meet safety concerns. In extreme situations, it is at the operator's discretion if he/she feels the need to have a vehicle idle longer for the purpose of warming, to prevent hypothermia, frostbite, etc.

**10.4. During extreme hot weather situations associated with Heat Category flag colors "red" and "black", vehicles may remain idling for the purposes of cooling, when no indoor cooling environment is available.** The vehicle should only remain idling during the hourly rest/cooling cycle, IAW DAFI 48-151. Safety is the number one concern. It is at the operator's discretion if he/she feels the need to have a vehicle idle longer for the purpose of cooling, to prevent heat related illnesses, etc.

**Figure 10.1. The idling policy does not apply to the following vehicles, equipment, or situations.**

- a. Vehicles undergoing maintenance for diagnostic procedures.
- b. Vehicles conducting flight line operations such as loading and unloading aircraft.
- c. To defog, defrost or deice windows (idling shall end when visibility is restored).
- d. Emergency vehicles while engaged in operational activities such as a response, investigation or while assisting in an emergency activity.
- e. Vehicles transporting military working dogs are exempt from all idle restrictions.
- f. Where engine power is necessary for an associated process such as: electrical power, compressed air, various power take off devices and emergency lighting.
- g. Where safety may be compromised at the discretion of the operator.
- h. During passenger loading or unloading of buses.
- i. When in Mission Oriented Protective Posture conditions, to prevent heat exhaustion.
- j. While conducting aircraft or airfield snow removal operations.

**10.5. Unless more stringent mission specific guidance exists, no GMV should be left unattended when an operator cannot visibly see the vehicle or is more than 50 feet away.**

**10.6. Vehicles operating outside JBLM property will not be left idling unattended IAW Revised Code of Washington (RCW) Section 46.61.600).**

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**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*, IC 28 July 2021

AFI 48-151, *Thermal Injury Prevention Program*, IC 22 April 2020

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

***Adopted Forms***

DD Form 448, *Military Interdepartmental Purchase Request*

DD Form 518, *Accident-Identification Card*

OF 1017-G, *Journal Voucher*

SF Form 91, *Motor Vehicle Accident Report*

***Abbreviations and Acronyms***

**AFRIMS**—Air Force Records Information Management System

**DoD**—Department of Defense

**FM&A**—Fleet Management and Analysis

**GMV**—Government Motor Vehicle

**GPC**—Government Purchase Card

**GSA**—General Services Administration

**O&M**—Operation and Maintenance

**POV**—Privately Owned Vehicles

**RDS**—Records Disposition Schedule

**UDI-U**—Drive-It

**VCO**—Vehicle Control Official

**VFM/VMS**—Vehicle Fleet Manager/Vehicle Management Superintendent

***Terms***

**Vehicle accident**—Any situation where a government owned or leased vehicle strikes or is struck by a government owned or leased vehicle or equipment, a non-government owned or leased vehicle or equipment and/or an object, structure, road hazard or animal, which could have been prevented by action on the part of any vehicle operator involved.

**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. Wind damage to vehicle doors is considered vehicle abuse.

**Vehicle incident**—Any situation where a government owned or leased vehicle or equipment sustains damage which could not have been prevented by action on the part of any vehicle operator or other responsible party, despite taking all reasonable precautions to prevent such damage. Examples of incidents include acts of nature, road hazards, etc.



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

- A2.1. Failure to accomplish operator maintenance, care, or immediately report safety discrepancies.**
- A2.2. Not reporting malfunctions, defects, accident damage, or safety discrepancies to Vehicle Management within 24 hours or the next duty day.**
- A2.3. Overloading or failing to tie down or otherwise secure cargo.**
- A2.4. Tampering with governors, engine limiting 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 bring vehicle/equipment into the shop for scheduled or periodic maintenance or when directed by vehicle management personnel to include mobile maintenance teams.**
- A2.8. Modifying or adding equipment to a vehicle without written permission from the Vehicle Management Flight.**
- A2.9. Refueling a vehicle with incorrect type fuel (i. e. using diesel instead of mogas).**
- 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. For example, using a 1/2-ton pickup to tow a 10,000 pound trailer.**
- A2.14. Use of stop leak in radiators or tires.**
- A2.15. Operating a vehicle in violation of the operator's manual or accepted driving practices.**
- A2.16. Excessive tire wear that causes cords or steel belts to protrude. \*NOTE: This list is not all inclusive.**