

**BY ORDER OF THE COMMANDER  
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION  
24-302**



**12 JUNE 2024**

**Transportation**

**VEHICLE ACCIDENT AND ABUSE  
PROGRAM**

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This instruction outlines responsibilities and procedures for an effective vehicle accident and abuse program at Kadena Air Base in accordance with (IAW) Air Force Instruction (AFI) 24-302, *Vehicle Management*. Visibility and emphasis are placed at the unit level and under the direct control of the Unit Commander to foster better operator care and condition of Kadena Air Base's vehicle fleet. This instruction is applicable to all persons operating government owned, commercially leased and rented Government Motor Vehicle, assigned to Kadena Air Base, which are loaded in the Basing & Logistics Analytics Data Environment (BLADE). 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 in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised. Changes include simplifying the accident routing process, adding GSA vehicle guidance, and aligning current local policies/procedures with existing changes in AFI 24-302.

## Chapter 1

### POLICY

#### 1.1. Government Motor Vehicle Accidents and Abuses.

1.1.1. Goal. The goal of a Government Motor Vehicle (GMV) Accident and Abuse Program is to (1) reduce mishaps; (2) avert personal injury or death to Department of Defense (DoD) personnel; and (3) reduce the wing cost of vehicle accident and abuse repairs. **Note:** The term “GMV” as used in this instruction refers to any vehicle or vehicular equipment, government-owned, rented, or leased provided by the 18 LRS, to include General Service Administration (GSA) leased or owned vehicles.

#### 1.2. Definitions.

1.2.1. Accident: A GMV 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: GMV 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 GMV 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 GMV or adequate care during its non-use.

#### 1.3. 18 LRS/LGRV Vehicle Management Responsibilities.

1.3.1. 18 LRS/LGRV Fleet Management and Analysis (FM&A) section is the program and process owners for all GMV assigned to the Kadena. FM&A will maintain and account for all accident and abuse cases throughout the process.

1.3.2. IAW AFI 24-302, *Vehicle Management*, [paragraph 1.11.1](#), the Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) or designated representative (MSgt or above) are the functional experts with the authority to determine whether or not the GMV should be processed as an accident, abuse, or incident. VFM/VMS will evaluate and validate each alleged GMV occurred event on a case-by-case basis.

#### 1.4. Reimbursement Responsibility.

1.4.1. 18 LRS/LGRV is not funded for accident and abuse repairs. 18 LRS/LGRV Operation and Maintenance (O&M) funds are to provide preventive periodic maintenance and repair discrepancies caused by fair wear and tear for GMV.

1.4.2. Responsible organizations will fund all costs associated with GMV abuse and/or accident damage, to include repair costs of an accident involving multiple GMVs. Reimbursement by the assigned organization of the individual operating the vehicle at the time of the damage will be made regardless of determination from pecuniary liability or reimbursement made by the individual to the government. Reimbursement is to be accomplished through a transfer of funds from the using organization’s Operation and Maintenance (O&M) account to the 18 LRS O&M account.

1.4.2.1. Charges for accident or abuse repairs to a GMV issued to any organization from the 18 LRS U-Drive It (UDI) fleet will be the responsibility of the assigned organization of the individual operating the GMV at the time of the damage. Likewise, when a GMV is loaned between organizations or in the event of a GMV recall, the assigned organization of the individual operating the GMV at the time the damage was incurred will be responsible to reimburse repair costs.

1.4.2.2. Where responsibility cannot be determined (e.g. unknown damage to parked GMV), the organization in possession of the GMV will be responsible for accident and/or abuse repair reimbursement.

1.4.2.3. In the event of an accident involving GMVs from multiple organizations (and liability has not been determined by Security Forces or civil authorities), each organization will conduct an investigation and the involved organization Commanders will meet and confer to jointly determine liability.

1.4.2.3.1. In all accident or abuse cases where responsibility is disputed, the 18 MSG/CC or designated representative 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. The responsible organization Commander shall appoint an investigating officer, if deemed appropriate, to complete a formal Assessment of Financial Liability. Assessment of Financial Liability (formerly a “Report of Survey”) is 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 GMV or when the GMV property records must be adjusted (i.e. the GMV is a total loss).

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

1.4.4. Privately Owned Vehicle (POV) Accidents.

1.4.4.1. Accident investigations, especially those that involve a GMV and/or a Privately Owned Vehicle(s) (POV), are lengthy processes, and each may take 2 or more months of negotiations. FM&A will work with legal to coordinate repairs with the commercial body shops and civilian insurance companies to cover their portion of the repairs.

1.4.4.2. FM&A will send a copy of the accident report (if provided by the using organization) to the 18th Wing Occupational Safety Office (18 WG/SEG) and to the 18th Wing Legal Office (18 WG/JA) when a POV is involved (or as required by other extenuating circumstance). 18 WG/JA will review and may help resolve POV liability issues, if any claims are filed.

1.4.4.3. If the organization Commander requires the GMV before the negotiations are complete, that organization can cover the full cost of repairs. However, the organization should be aware that they may not receive reimbursement for funds expended regardless of the percentage at fault, as funds later collected from private insurance companies are sent to the treasury department – not to the base O&M fund. IAW AFI 51-306, *Administrative Claims for and Against the Air Force*, paragraph 7.17.5, unless specific statutory authority exists to do otherwise, deposit all other collections to the United States Treasury Miscellaneous Receipts Account.

## **1.5. Replacement Vehicles.**

1.5.1. UDI or recalled vehicles will not be provided as substitutes for vehicles being processed as accidents or abuse as outlined herein and will not count favorably towards unit Minimum Essential Level (MEL) issues. **Note:** The only exception to this rule is when the lack of GMVs assigned to an organization impacts sortie generation or sustainment. This exception must be approved by the 18 LRS/CC. A unit may submit a short-term rental request to mitigate any MEL issues and this item will be paid for out of their unit O&M funds. **Note:** Upon implementation of Force Protection Condition (FPCON) Bravo, Charlie and Delta, sufficient vehicles to meet posting requirements as outlined on the Post Priority Charts for the 18th Security Forces Squadron (18 SFS) will be provided.

## Chapter 2

### REPORTING, ASSESSING, NOTIFYING AND PROCESSING PROCEDURES

**2.1. Initial Notification.** When an accident involving a GMV occurs, the vehicle operator is responsible for notifying the appropriate law enforcement agency.

2.1.1. Upon release by competent authority from the accident scene, if the vehicle can be safely operated, the user will drive the vehicle to the 18 LRS/LGRV Customer Service Center (CSC) within 24 hours of the accident (or the next normal duty day if the accident occurs on a Friday or weekend).

2.1.2. If the vehicle is not operable, or is unsafe to drive, the unit Vehicle Control Official (VCO) will contact 18 LRS/LGRDDO, Ground Transportation and request towing services.

2.1.2.1. 18 LRS/LGRV Vehicle Management can be contacted during duty hours at Defense Switched Network (DSN) 634-1120. After duty hours, please contact 18 LRS/LGRDDO for Vehicle Management's after hour's emergency stand-by technician at DSN 634-4505 (098-961-4505).

2.1.3. When damage not attributed to an accident is discovered, the unit VCO is responsible for notifying the 18 LRS/LGRV within 24 hours of the discovery of the damage, or the next normal duty day if the discovery occurs on a Friday or weekend day.

**2.2. Documentation.** When reporting damage to 18 LRS/LGRV, the required documents are:

2.2.1. Standard Form (SF) 91, *Motor Vehicle Accident Report*.

2.2.2. AF Form 1800, *Operator's Inspection Guide and Trouble Report*/AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*.

2.2.3. Any relevant police reports.

2.2.3.1. 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. This form must be then sent to 18 WG/SEG.

2.2.4. The VCO shall ensure a copy of the SF 91 is turned into 18 LRS/LGRV at the time the GMV is delivered to CSC.

2.2.5. All GMV accidents, regardless of sustained damages, must be reported to 18 LRS/LGRV within one duty day or the accident may be considered an abuse.

2.2.6. GMVs will not be released to the owning organization until confirmation is received that reimbursement or direct payment was completed.

**2.3. Vehicle Management Assessment and Notification Procedures for Damage to GMVs.**

2.3.1. When 18 LRS/LGRV CSC receives a report of damage (or damage is discovered to a GMV), the VFM/VMS or designated representative (MSgt or above) will evaluate each case. An assessment will then be rendered, that classifies the vehicle damage as either "accident," "abuse," or "fair wear and tear" for the purpose of determining if repair cost reimbursement is applicable.

2.3.1.1. Accident/Abuse Case Package. 18 LRS/LGRV FM&A will complete the GMV accident/abuse case package; consisting of a notification memorandum (see **Attachment 3**) along with photos of the damage. This package should then be emailed to the Commander or VCO of the organization to which the vehicle is assigned. A repair estimate should also be included and sent. **Note:** This may not be the unit responsible for the damage.

2.3.1.2. Repair work will not begin until a release memorandum for the damaged vehicle is received from the organizational Commander stating the vehicle is no longer needed for investigative purposes, or after 3 duty days, whichever occurs first.

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

2.3.1.4. 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 18 WG/JA.

#### **2.4. Vehicle Management Assessment and Notification Procedures for GSA/Rental vehicle Damage.**

2.4.1. In the event of accident cases involving Rental/GSA vehicles (or in the event a vendor identifies vehicle damage which exceeds fair wear and tear), the 18 LRS/LGRV will:

2.4.2. Be the point of contact for the local rental agency for the repair of damage to rental vehicles.

2.4.3. Provide specific instructions concerning required documents and repair processes to the VCO of the unit to which the rental vehicle is assigned.

2.4.4. Complete the GSA/Rental accident/damage package; consisting of a notification memorandum (see **Attachment 4**) with photos of the damage. The 18 LRS/LGRV will then email the package to the Commander, VCO of the organization to which the vehicle is assigned. This memorandum advises all parties of their responsibility.

2.4.5. Advise the assigned unit VCO of any additional required actions for rental vehicles.

2.4.6. All accidents involving GSA vehicles, will be reported to the GSA Accident Management Center, via the 18 LRS/LGRV FM&A section. 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 and provide an AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*/Department of Defense (DD) Form 448, *Military Interdepartmental Purchase Request (MIPR)*/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.

## Chapter 3

### RECORDS AND DATA PROCESSING

#### 3.1. FM&A will:

3.1.1. Ensure copies of all pertinent information, a SF 91, a *Motor Vehicle Accident (Crash) Report*, cost estimates, and a damage report are coupled with respective work orders and maintained IAW Air Force Records Disposition Schedule (RDS).

3.1.2. Track and provide costs for reimbursable/refundable organizations to 18th Comptroller Squadron, Financial Management Analysis section (18 CPTS/FMA).

NICHOLAS B. EVANS  
Brigadier General, USAF  
Commander, 18th Wing

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

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

AFI 51-306, *Administrative Claims for and Against the Air Force*, 5 May 2021

DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*

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

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

***Adopted Forms***

DD Form 448, *Military Interdepartmental Purchase Request*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 978, *Supervisor's Mishap Report*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*

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

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**BLADE**—Basing & Logistics Analytics Data Environment

**CSC**—Customer Service Center

**DoD**—Department of Defense

**DSN**—Defense Switched Network

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

**FPCON**—Force Protection Condition

**GMV**—Government Motor Vehicle

**GSA**—General Services Administration

**IAW**—In accordance with

**LRS**—Logistics Readiness Squadron

**MEL**—Minimum Essential Level

**MIPR**—Military Interdepartmental Purchase Request

**MORD**—Miscellaneous Obligation Reimbursement Document

**O&M**—Operation and Maintenance

**OPR**—Office of Primary Responsibility

**POV**—Privately Owned Vehicle

**RDS**—Records Disposition Schedule

**SF**—Standard Form

**TO**—Technical Order

**UDI—U**—Drive-It

**VCO**—Vehicle Control Official

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

### *Terms*

**Bill-Backs**—Charges assessed by the GSA or commercial lease vehicle vendor for damage to leased assets which the vehicle owner categorizes as exceeding normal wear and tear.

**Fair Wear and Tear**—The normal expected deterioration of a GMV asset based on its age, usage, and/or life expectancy.

**Motor Vehicle Accident**—A GMV accident that is the result of a major or minor impact/collision with another vehicle or object.

**Vehicle Abuse**—Damage that is caused by a willful or negligent act, or the improper operation or care of a vehicle. “Willful” refers to acts that are intentional, conscious and directed toward achieving a purpose. “Negligence” is a failure to use reasonable care, resulting in damage or injury to another person or piece of property.

**Vehicle Incident**—Damage that is caused by acts of nature, natural disasters or mechanical failures are deemed “vehicle incidents.” **Note:** Consistent with AFI 24-302, paragraph 1.11, wind damage to vehicle doors is not considered an act of nature and will be characterized as vehicle abuse.

**U-Drive-It**—Vehicles that are available to support organizations that do not have assigned vehicles. Support is normally limited to 72 hours.

**Unauthorized repairs or charges**—Charges for vehicle repairs, services, or miscellaneous items which are not pre-approved the by the GSA or the commercial vehicle owner.

**Using Organization**—The assigned organization of the operator of any vehicle involved in an accident or instance of abuse.

## Attachment 2

### EXAMPLES OF GMV ABUSE

**A2.1. 18 LRS/LGRV Vehicle Management.** Will initiate a GMV abuse inquiry for damage resulting from (this list is not all-inclusive):

A2.1.1. Engine governors tampering

A2.1.2. The knowing operation of a GMV with major leaks or insufficient fluids, especially when there are indications the operator failed to monitor dashboard indicators or check levels according to established requirements.

A2.1.3. The improper distribution or securing of loads in vehicle cargo areas (or not following established loading and unloading procedures).

A2.1.4. Using a GMV for other than its intended or designed purpose (e.g., a 6,000 lbs-rated forklift that is utilized to transport a 10,000 lbs pallet).

A2.1.5. Unauthorized wiring, marking, or add-on/modification of the GMV (VCO must submit all add-on/modification requests through 18 LRS/LGRV for approval).

A2.1.6. Unqualified/untrained personnel operating a GMV without an instructor present.

A2.1.7. Operating a GMV with improperly inflated tires (e.g., not IAW manufacture's recommendations).

A2.1.8. 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.

A2.1.9. Intentional destruction/disfigurement of the GMV's interior/exterior.

A2.1.10. Operating a GMV 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 local Japanese laws concerning vehicle safety.

A2.1.11. Allowing water to accumulate in the GMV interior (e.g., washing out the interior with a hose, failing to close windows during a rainstorm, etc.).

A2.1.12. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.

A2.1.13. Servicing the GMV fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.14. 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).

A2.1.15. Failure to deliver a GMV for scheduled maintenance before an overdue condition exists.

A2.1.16. Failure to secure GMV doors from overextending when opening during high winds.

A2.1.17. Failure to report an accident or incident within one duty day.

## Attachment 3

## EXAMPLE OF GOV ACCIDENT MEMORANDUM

Figure A3.1. Example of Gov Accident Memorandum.

MEMORANDUM FOR (Using Organization/CC)

FROM: 18 LRS/LGRV

SUBJECT: Vehicle Accident or Abuse Notification and Release

1. Our records indicate the vehicle identified below is assigned to your organization or was being operated by someone from your organization, or was damaged due to the actions of someone in your organization. Vehicle Management is aware of damage to this vehicle, and this damage is consistent with an accident. The damage cannot be attributed to fair wear and tear IAW AFI 24-302, Vehicle Management, Para 1.11.

Registration Number: XXXXXX

Vehicle Type: XXX XXX

Date Reported to Vehicle Management: MM/DD/YYYY

Estimated Repair Cost: \$XXX

Receipt of SF-91:

Damage: Damages include.....

2. Vehicle Management requests your concurrence to proceed with repairs. In order to do so, please notify us of your decision by first selecting "Option 1" or "Option 2" listed below, replying to the email to which this memorandum was attached. Please review the two options listed directly below, and please indicate which option you select by digitally signing the return email.

**Option 1: The vehicle identified above is still required for investigative purposes. DO NOT start repairs until notified by my office.**

**Option 2: The vehicle identified above is no longer required for investigative purposes. It is released to Vehicle Management for repairs. Reimbursement to 18 LRS for the cost of repairs will occur.**

**NOTE:** Repairs to the vehicle may begin three (3) duty days from the date of the email to which this memorandum was attached, unless Option 1 was selected or if the vehicle was involved in an accident with a privately owned vehicle or civilian property. In this instance, the 18th Wing Legal Office will act as the repair release authority.

3. AFI 24-302, Vehicle Management, paragraph 1.11.2., states that the using organization must pay for all accident repairs. The asset will not be released to your organization until 18 LRS receives confirmation that the repair costs will be reimbursed by your unit's Resource Advisor. If the asset involved in the accident was on loan to your unit from the 18 LRS U-Drive It (UDI) fleet, your unit will not receive additional UDI support until 18 LRS receives confirmation the repair costs will be reimbursed by your unit's Resource Advisor.

4. If the Unit Commander decides to conduct an investigation, DD Form 200 is required. DoD 7000.14-R, Ch. 7, 070404. Financial Liability Officer Responsibilities and Duties states that the Primary purpose of the DD Form 200 is to determine responsibility for lost, damage, or destroyed property. To determine such responsibility, the facts contributing to the loss, damage, or destruction will be considered.

5. A Commander who determines "gross negligence" occurred, is not precluded from taking administrative or disciplinary actions against individuals who are found to have damaged government vehicles.

6. Please contact 18 LRS/LGRV with any questions/concerns at 634-1983, or you may contact our Vehicle Fleet Manager or Vehicle Management Superintendent at 634-0384.

JOHN M. DOE, MSgt, USAF  
Vehicle Fleet Manager

## Attachment 4

## EXAMPLE OF RENTAL/GSA VEHICLE ACCIDENT/DAMAGE MEMORANDUM

Figure A4.1. Example of Rental/GSA Vehicle Accident/Damage Memorandum.

MEMORANDUM FOR (Using Organization/CC)

FROM: 18 LRS/LGRV

SUBJECT: Rental Vehicle Accident/Damage Notification

1. Our records indicate the vehicle identified below is assigned to your organization or was being operated by someone from your organization or was damaged due to the actions of someone in your organization. Vehicle Management Activity was advised (1) that the vehicle was involved in accident, or (2) Vehicle Management Activity has reviewed the vendor's claim and determined the identified damage exceeds fair wear and tear standards.

Plate Number: XXXXXX

Vehicle Type: XXX XXX

Date of Vehicle Management Notification: MM/DD/YYYY

Estimated Repair Cost: \$XXX

Damage: Damages includes...

2. After the repairs have been completed, your VCO or designee, must provide copies of the repair bill to the FM&A Section.

3. Consistent with AF policy, the using organization must pay for all damages to rental vehicles that are in excess of "fair wear and tear." The local vendor will charge the individual for these repairs via their MIPR/MORD.

4. My FM&A team will contact your resource advisor (or other individual you designate) in order to facilitate payment for these charges.

5. Please contact me with any questions/concerns at 634-1983, or please contact our Vehicle Fleet Manager or Vehicle Management Superintendent at 634-0384.

JOHN M. DOE, MSgt, USAF  
Vehicle Fleet Manager