

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING
WING (AETC)**



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

5 APRIL 2019

Certified Current, 26 March 2025

***Logistic Readiness Squadron
VEHICLE MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Matthew D. Roberts)

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, and outlines the definitions, responsibilities and procedures for managing the vehicle accident and abuse program, addressing the following definitions: authority, dispositions, and reporting procedures for military vehicle accidents and incidents of abuse. IAW AFI 24-302, *Vehicle Management*, visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of the Keesler AFB vehicle fleet. This instruction includes guidance in relation to vehicle idling, and Other Government Motor Vehicle Conveyances (OGMVCs). This instruction applies to all squadron commanders, Vehicle Control Officers (VCO), Vehicle Control NCOs (VCNCO), and vehicle operators assigned, attached or TDY to Keesler AFB, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C 8013, Secretary of the Air Force and E.O. 9397 (SSN), as amended. The applicable Privacy Act SORNs F031 AF SF L, Traffic Accident and Violation Reports, is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Form 847

from the field through the appropriate functional chain of command. Attachment 1 is a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include new references to AFI 24-302, *Vehicle Management*, 26 June 2012, Incorporating Change 1, 25 July 2016. Also, AFI 24-301, *Vehicle Operations*, dated, 5 May 2016. Additionally, there are changes affecting the Vehicle Accident/Abuse Program, and also policy guidance was added regarding the vehicle idling policy, and OGMVC policy.

CHAPTER 1

ACCIDENT/ABUSE PROGRAM

1. Terms Explained.

1.1. Motor Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a Government Owned Vehicle (GOV) which causes damage to either the GOV or the object, whether immediately noticeable or not.

1.2. Vehicle Abuse: An act or omission that has caused or may cause damage that cannot be attributed to fair wear and tear under normal use. Vehicle abuse may result in safety hazards, early failure of components, or immediately detectable damage. For example, vehicle abuse may occur when an individual operator or organization:

1.2.1. Fails to accomplish maintenance.

1.2.2. Does not report malfunctions, defects or safety discrepancies affecting vehicle condition to vehicle maintenance. Safety items must be reported immediately; non-safety items will be reported by the next duty day.

1.2.3. Overloads the vehicle or fails to tie down or otherwise secure cargo.

1.2.4. Tampers with governors, speedometers, tachometers or pollution control devices.

1.2.5. "Riding" or "slipping" the clutch, except when necessary to control while maneuvering a vehicle.

1.2.6. Operating a vehicle in the wrong gear; going too slow in high gear; improper shifting, such as shifting into reverse when the vehicle is still moving forward.

1.2.7. Excessive use of the engine while braking.

1.2.8. Operates a vehicle with improperly inflated tires or tires with insufficient tread.

1.2.9. Fails to protect the painted surface from oxidation and corrosion by infrequently washing, waxing, and polishing.

1.2.10. Fails to bring a vehicle or piece of equipment in for scheduled maintenance. Fails to monitor and adjust fluid levels or services with incorrect fluids (e.g., diesel instead of mogas, 30W oil instead of hydraulic fluid).

1.2.11. Incurs wind damage by not parking vehicles into the wind "when possible," restraining doors when opening, or leaving doors open while the vehicle is unattended.

1.2.12. Operates a vehicle in violation of the operator's manual or accepted driving practices.

1.2.13. Modifying a vehicle without proper authority.

1.3. Vehicle Incident. When damage to a vehicle cannot be classified as an accident or abuse, and is beyond the control of the using organization, it will be categorized as a “vehicle incident.” Some examples of vehicle incidents are:

1.3.1. Damage by vandals.

1.3.2. Damage by windblown flying objects such as sand, rocks, tree limbs, and other materials.

1.3.3. Damage due to acts of nature such as hurricanes, tornadoes, lightning, and hail.

Chapter 2

GENERAL POLICIES

2.1. The goal of this program is to eliminate or reduce the number of vehicle accidents and abuses, in order to protect Air Force personnel from injury and/or death and reduce or eliminate unnecessary expenditure of limited resources at Keesler Air Force Base.

2.2. Repair of vehicles damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and wastes government funds. Commanders at every level must take appropriate actions to minimize accident occurrences and avoid all vehicle abuse. In abuse cases attributed to organizational or personal negligence, the using organization will be held financially liable for the cost to repair damaged vehicles. Responsible individuals could be held financially liable if negligence or abuse was involved according to DoD 7000.14-R, DoD *Financial Management Regulation, Volume 12, Chapter 7*.

2.3. The 81st Mission Support Group Commander (81 MSG/CC) will administer this instruction with assistance from other base agencies, including Security Forces, Staff Judge Advocate, Safety, Wing Inspector General, Civilian Personnel, Contracting, Comptroller, and organizational financial management personnel.

2.4. Non-AETC units located on Keesler AFB or TDY units visiting and in need of vehicle management support from 81 LRS shall comply with this instruction as an understood condition of receipt of vehicle support.

Chapter 3

RESPONSIBILITIES

3. **Responsibilities.** The vehicle operator has the primary responsibility to prevent vehicle accidents/abuses. Operator should report all damage immediately to the unit's VCO/VCNCO. The secondary responsibility rests with the unit VCO/VCNCO, who should inspect unit vehicles periodically for unreported damage and inspect each vehicle being turned in for damage repairs. Report all vehicle damage to 81 LRS/LGRV as soon as possible, but no later than the next duty day. If during a weekend or holiday, notify the next available duty day. Unreported damage to an Air Force vehicle clearly indicates that the unit operator or VCO/VCNCO is not inspecting vehicles properly.

3.1. All traffic accidents are required to be reported to Security Forces. Anyone involved in an on-base vehicle accident, major or minor, must immediately report the accident to the Security Forces Desk Sergeant. For all GOV accidents, you must complete a Standard Form 91, *Operator Report of Motor Vehicle Accident* and a DD Form 518, *Accident Identification Card*, if damage was caused to private property. For GOV accidents, all documents must be turned in to Vehicle Management no later than the next duty day. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted.

3.2. If a Privately Owned Vehicle (POV) is involved in an accident with a GOV, the Standard Form 91, pictures, and police report will be turned in to Vehicle Management. The civilian will direct their portion of the claim to the base legal office. Fleet Management & Analysis will draft the case for the GOV and will route the case to legal. If an accident involves POVs, they must contact their insurance company as soon as possible. Accidents involving a GOV may result in a claim against the United States Government. Those found at-fault for an accident may be liable for damages.

3.3. In the event of an accident, vehicles should not be moved unless police officials give approval, or if in a minor accident, all parties agree to clear the scene.

3.4. Unit commanders located within Keesler AFB supported with GOVs will:

3.4.1. Personally review all vehicle accident and suspected abuse cases involving their vehicles.

3.4.2. Ensure proper guidelines for investigating and processing vehicle accident and suspected abuse cases are followed and that timely and comprehensive investigations are conducted (See AFI 24-302, *Vehicle Management*, and DoD 7000.14-R, *DoD Financial Management Regulation, Volume 12, Chapter 7*).

3.4.3. Send a vehicle release letter (see Attachment 3) authorizing payment of damages and the release of damaged vehicles to be repaired to the Vehicle Management Flight (81 LRS/LGRV) upon completion of the unit's investigation.

3.4.4. Any vehicle damage not attributed to fair wear and tear will be funded by the using organization by direct payment in the form of a Government Purchase Card or an AF Form 9 (Request for Purchase). A funds transfer (see Attachment 4) may be used when approved by the 81 LRS/Vehicle Management Flight Chief. Any deviation from this policy must be approved by the 81 MSG/CC.

3.4.5. When documentation clearly indicates that negligence or abuse was involved, or if a claim against the government is possible, ensure appropriate steps are taken to recover USAF costs (see DoD 7000.14-R).

3.5. The 81 MSG/CC will:

3.5.1. Resolve issues regarding organizational failure to provide direct payment or reimbursement of suspected accident or abuse cases that cannot be resolved by the 81 LRS/CC.

3.5.2. Request that the unit commander of the responsible organization allocate appropriate funds to the local repair shop in an amount equal to the cost of the repairs to the damaged vehicle.

3.6. Vehicle Management will:

3.6.1. Determine if a suspected accident or abuse exists and request a unit investigation as appropriate. Obtain a copy of the commercial repair invoice, which reflects the actual cost of vehicle repairs, for the unit commander of the responsible organization and in all cases being processed for monetary payment or reimbursement.

3.6.2. Ensure documentary photographs are taken of all accidents and suspected abuses.

3.6.3. Prepare correspondence to using organizations' commanders advising them of the suspected accident/abuse cases, and request an investigation (see Attachment 2).

3.6.4. Review all accident/abuse cases for adequacy of investigation and action taken and return inadequate case files to the investigating organizations with appropriate comments concerning the case.

3.6.5. Ensure repair work does not begin until a release letter for the damaged vehicle is received from the unit commander of the using organization acknowledging the vehicle is no longer needed for investigative purposes and indicating payment method.

3.6.6. Refer cases to 81 LRS/CC if differences cannot be resolved.

3.6.7. Close cases when all actions have been completed and maintain a historical record of all abuse/accident case. Destroy six (6) years after case is closed IAW AFRIMS RDS T24-03, R13.00. Also, ensure a copy of the pertinent work orders are maintained in the vehicle's record jacket and destroyed when one (1) year old IAW AFRIMS RDS T24-03, R02.00.

3.7. The 81st Security Forces Squadron (81 SFS) will investigate vehicle accidents occurring on-base and forward reports to the responsible unit VCO/VCNCO and 81 LRS/LGRV. All other accident reports provided by outside agencies will be collected by the responsible VCO/VCNCO utilizing assistance from 81 SFS.

Chapter 4

PROCESSING PROCEDURES

4.1. When an accident or suspected abuse occurs and the vehicle is operable, the user will bring the vehicle to 81 LRS/LGRV. If the vehicle is not operable, the unit VCO/VCNCO will contact Vehicle Operations (81 LRS/LGRDD) and request wrecker service.

4.2. The 81 LRS/LGRV Customer Service Center personnel will inspect damage and process a vehicle work order requesting initial repair cost estimate.

4.3. The 81 LRS/LGRV Fleet Management & Analysis will send an accident or abuse notification letter (see attachment 2) to include digital photos, through the 81 LRS/CC to the squadron commander, VCO/VCNCO of the assigned organization, and the ROS Program Manager with a local contractor repair estimate, requesting the damage be investigated IAW DoD 7000. 14-R. Copies will also be provided to Ground Safety upon request.

4.3.1. The using organization has 15 duty days from notification to either provide a release notification response via email, file an appeal to 81 LRS (see Para 4.9.), conduct an investigation, or direct an Report of Survey (ROS) including a DD Form 200, *Financial Liability Investigation of Loss*. An investigator should be appointed within 15 days and the report complete in 30 days.

4.4. Prior to repairs, the unit commander of the damaged vehicle will be required to release the vehicle for repairs. This must be accomplished by submitting a vehicle release letter (see Attachment 3) to the 81 LRS/Vehicle Management which indicates payment method of the vehicle damage, using organization Resource Advisor confirmation of funds availability, and that the vehicle is no longer needed for investigation of the accident or abuse. Commanders shall initiate an accident investigation report into the circumstances involving an accident or suspected abuse case. When documentation clearly indicates that negligence or abuse was involved, or if a claim against the government is possible, a DD Form 200 shall be prepared IAW DoD 7000.14-R.

4.5. If the estimate for repair cost exceeds the vehicle's "one-time repair limit", the vehicle is considered uneconomically repairable and should not be repaired. Exceptions may be made to meet mission needs, with HQ AETC/AFRC/AFSPC approval.

4.6. Vehicle accident and abuse repair costs (material and/or contract costs) will be borne by the unit responsible for the damage. Unit responsible may be different than the unit assigned (i.e., U-Drive-It fleet is assigned to 81 LRS/LGRDD but used on daily basis by all organizations).

4.6.1. All accident and abuse repairs will be accomplished by contract maintenance whenever possible unless the vehicle is considered special purpose and parts are not available to local contractors.

4.6.2. When repairs are performed by contract services, the responsible organization must make direct payment to the local repair shop prior to the vehicle being repaired and returned back to the user. This direct payment to the local repair shop should be in the form of a Government Purchase Card or an AF Form 9 coordinated through Contracting.

4.6.3. Accident and abuse repairs performed by 81 LRS/LGRV will require direct payment of replacement parts to the local repair shop in the form of Government Purchase Card or an AF Form 9.

4.6.4. If payment by funds transfer is approved by the 81 LRS/Vehicle Management Flight Chief for accident and abuse repairs, the funds will be transferred from the responsible organization to the 81 LRS/LGRV account prior to release of vehicle back to user. Funds transfer will be accomplished by a form letter (see Attachment 4) to the responsible organization commander for endorsement and then forwarded to 81 CPTS/FM for funds transfer. Courtesy copies will be sent to 81 LRS/RA and 81 LRS/LGRV.

4.7. Owning units are responsible for affecting payment or transfer of funds from other organizations. VCO/VCNCO will ensure copies of accident reports are submitted to 81 TRW/JA not later than one (1) duty day after an accident with a privately owned vehicle.

4.8. Due to extended downtime for vehicles undergoing extensive repairs due to accidents or incidents, 81 LRS/LGRDD will only be able to provide a U-Drive-It loaner vehicle under specific cases, such as falling below Mission Essential Levels.

4.9. Commanders disagreeing with the findings of liability may appeal to the 81 LRS Commander. Resolution of disagreements concerning implementation of these policies will follow the normal chain of command; squadron commander to squadron commander, then group commander to group commander. The 81 MSG/CC is the final decision authority to resolve all conflicts concerning the vehicle accident, abuse, and incident program.

4.10. If the appeal is approved, no transfer of funds will occur. If the appeal is unsuccessful, 81 LRS will then contact the responsible unit to make sure the required payment is made. An important item to consider is that any vehicle parked for any extended period of time exposes that vehicle authorization to the risk of permanent authorization cuts.

Chapter 5

EXCEPTIONS TO REIMBURSEMENTS

5.1. Exception to Reimbursements. Funds will not require transfer or payment for damage resulting from an incident as described in paragraph 1.3..

Chapter 6

VEHICLE IDLING GUIDANCE

6.1. In accordance with AFI 24-302, *Vehicle Management*, Para. 11.9, Vehicle Idling Policy, the purpose of this policy is to reduce fuel consumption and engine wear of Keesler AFB assigned vehicles while simultaneously promoting environmental protection, in response to prescribed initiatives of Executive Order 13423, *Strengthening Federal Environment, Energy, and Transportation Management*. This policy requires operators of government owned, rented or leased vehicles to adhere to engine idle restrictions while operating vehicles within or outside the confines of Keesler AFB, Mississippi.

6.2. Unnecessary engine idling is the single greatest contributing factor to fuel waste by vehicle fleets and is the primary cause of premature engine wear/failure. Furthermore, vehicle exhaust gasses from idling vehicles contribute greatly to air pollution.

6.3. When not in traffic, operators of fleet vehicles assigned to Keesler AFB will turn off vehicle engines if vehicles are stationary for more than five (5) minutes unless a running engine is essential for the duty being performed. This applies to all areas of the installation, to include the flight line and bus stops.

6.4. This policy does not apply when:

6.4.1. Idling to verify that the vehicle is in safe operating condition (operator inspection) and/or to bring vehicle to operating temperature or build air pressure for air operated vehicle systems.

6.4.2. Vehicles undergoing maintenance that are difficult to restart or require cool down procedures prior to shut-off.

6.4.3. Ambient temperatures are below 40 degrees or above 90 degrees Fahrenheit and when operators are in the vehicle and not reasonably able to wait in a climate-controlled facility (e.g. Flight line personnel awaiting their next call to service an inbound aircraft).

6.4.4. Idling is allowed during cold weather to aid in the initial clearing of ice and/or snow from the vehicle.

6.4.5. Idling is necessary for operation of emergency vehicles and equipment engaged in operational activities, responding to emergency situations, and/or performing any activity directly related to a public safety.

6.4.6. Vehicles that are required to idle in order to operate auxiliary equipment or are equipped with temperature sensitive equipment that must be kept at an appropriate temperature (e.g. SFS K-9 vehicle), vehicles undergoing maintenance, vehicles difficult to restart, or vehicles requiring cool-down procedures prior to shut-off are also exempt from this policy.

6.4.7. Idling while waiting in line or queuing (e.g. Dump trucks waiting to receive loads from another vehicle). However, vehicles queuing should not idle while waiting for the transferring vehicle to retrieve the load.

6.5. Using organizations with unique vehicle operating requirement must submit, in writing, a list of vehicle(s) requiring exemption from this idling policy, along with a full justification. All requests for exemption shall be routed through Vehicle Management for determination.

Chapter 7

OTHER GOVERNMENT MOTOR VEHICLE CONVEYANCE (OGMVCS)/ALL-TERRAIN VEHICLES (ATVS)/TRAILERS NOT CLASSIFIED AS A VEHICLE

7.1. This section concerns local policies and procedures relating to procurement coordination and maintenance related to OGMVCs, ATVs, and trailers not classified as a vehicle.

7.2. OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i. e., golf carts, electric motor conveyance, etc.) that DO NOT meet specifications of 49 code of federal regulations, Part 571, Federal Motor Vehicle Safety Standards, or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at Robins AFB Support Equipment and Vehicles (SE&V) Division, to be an OGMVC by Air Force definition.

7.2.1. Vehicle/Equipment Determination will be conducted by Vehicle Management, in coordination with the proper agencies. Vehicle Management will review all purchase requests for nonregistered vehicles to ensure the asset is not a registered vehicle.

7.2.2. When needed, Vehicle Management will forward trailer specifications, pictures and/or appropriate information to the appropriate Robins AFB SE&V IPT Program Manager, through 441 Vehicle Support Operation Chain Squadron, for determination to ensure the desired asset is not a centrally procured registered vehicle or trailer. The IPT Program Manager makes the final vehicle/equipment determination.

7.3. Trailers centrally procured by Robins AFB SE&V (to include military design (tactical) trailers) are classified and managed as a registered vehicle IAW AFI 24-302. Any trailers meeting all elements of following criterion will also be classified and managed as a registered vehicle IAW Air Force standards. Robins AFB SE&V is the only authorized purchasing agent for Air Force registered vehicles.

7.3.1. Measuring 6'x12' (width/length) or larger.

7.3.2. Has Department of Transportation (DOT) approved lighting.

7.3.3. Has at least two axles.

7.3.4. Has towing vehicle braking system or surge brakes.

7.3.5. Has a Gross Vehicle Weight Rating of over 6,999 lbs.

7.4. Trailers not meeting all “registered vehicle” criteria established in AFI 24-302, Paragraph 113. , will be identified as an equipment item.

7.4.1. Note: With regards to registered trailers, Vehicle Management is only responsible for the management and maintenance of the vehicle portion. All equipment on the trailer that has a specific organizational use is maintained by the using organization.

7.4.2. Exception: Trailers classified as Construction, Mining, Excavating and/or Highway Maintenance Equipment in Federal Stock Class Group 3800 (e.g., concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers) will be classified as a vehicle.

7.5. The following trailers will not be classified as vehicles regardless of the criteria established in AFI 24-302, Paragraph 1.1.3. ; horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stages.

7.6. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFPD 64-1, *The Contracting System*, and they will manage them IAW AFI 23-101, *Air Force Material Management*, and AFI 91-207, *Air Force Traffic Safety Program*.

7.6.1. Purchase requests for OGMVCs will be processed through the Wing/Base Occupational Safety Office (coordination), Contracting (coordination), Vehicle Management (coordination) and LRS Equipment Accountability Office (approval) prior to purchase.

7.7. Maintenance and Organizational Responsibility.

7.7.1. Upon written request, and with the approval of the VFM/VMS, Vehicle Management may provide maintenance support to organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle.

7.7.2. All maintenance/parts support for these assets will be on a reimbursable basis only.

7.7.3. Any service provided to these assets will be on a “manpower/mission permitting” basis.

7.7.4. Recharging and installation of recharging stations for OGMVCs with electric motors.

7.7.5. If the VFM/VMS approves maintenance support, the following will be provided by Vehicle Management. 81 LRS/LGRV FM&A will:

7.7.6. Request an “X”-registration number via the Air Force Vehicle Management Neighborhood’s “X/Z” Registration Request tool.

7.7.7. Establish Vehicle Historical Record for each asset.

7.7.8. Notify the owning organization of pending maintenance action due dates.

7.7.9. Request a “Z”-registration number via the Vehicle Management Neighborhood’s “X/Z” Registration Request tool, when OGMVCs, ATVs and/or trailers not classified as a vehicle are not maintained by Vehicle Management.

7.7.10. If the VFM/VMS does not approve maintenance support, organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle will:

7.7.11. Manage their asset as an equipment item.

7.7.12. Fund and manage all aspects of initial procurement, maintenance, and replacement.

7.7.13. Work to secure and fund a local maintenance agreement for asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete safety and serviceability inspection conducted at least annually.

7.7.14. Coordinate purchase of license plate(s) with 81 LRS/LGRV FM&A.

7.8. Owning organizations will fund all license plate purchases.

7.9. Ensure assets that operate on public roads, off an installation, comply with the following:

7.10. Affix two license plates per asset, one front and one rear as per United States General Services Administration Federal Management Regulation 102-34. 130, License Plates: Exception: This does not apply to two-wheeled motor vehicles and trailers, which require rear license plate only.

7.11. Owning organizations will process assets for disposal IAW local Defense Logistics Agency-Disposition Service (DLA-DS) procedures. Federal Prison Industry (UNICOR) procured license plates will be turned in to Vehicle Management for disposition as “accountable items” and returned to UNICOR for destruction.

DEBRA A. LOVETTE, Colonel, USAF
Commander, 81st Training Wing

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

49 CFR, Part 571, *Federal Motor Vehicle Safety Standards*, 1 October 2011

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFI 24-301, *Vehicle Operations*, 1 November 2018

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AFPD 64-1, *The Contracting System*, 8 November 2018

Executive Order 13423, *Strengthening Federal Environment, Energy, and Transportation Management*

United States General Services Administration Federal Management Regulation 102-34.130, License Plates, Last Reviewed 2 March 2015

DoD 7000.14-R, *DoD Financial Management Regulation, Volume 12, Chapter 7*, 1 June 2009

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident Identification Card*

DD Form 200, *Financial Liability Investigation of Property Loss*

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFGM—Air Force Guidance Memorandum

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

ATV—All-Terrain Vehicles

DLA-DS—Defense Logistics Agency-Disposition Service

DOD—Department of Defense

DOT—Department of Transportation

F/L—Forklift

GOV—Government Owned Vehicles

GOV/E—Government Owned Vehicles/Equipment

IAW—In Accordance With

IPT—Integrated Product Team

O&M—Operation and Maintenance

OGMVC—Other Governmental Motor Vehicle Conveyances

OSHA—Occupational Safety and Health Act

OPR—Office of Primary Responsibility

RDS—Air Force Records Disposition Schedule

SE&V—Support Equipment and Vehicles Division

SFS—Security Forces Squadron

SJA—Staff Judge Advocate

T.O.—Technical Order

UNICOR—Federal Prison Industry

VCNCO—Vehicle Control Commissioned Officer

VCO—Vehicle Control Officer

VSCOS—Vehicle Support Chain Operation Squadron

Attachment 2

SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER

Figure A2.1. Sample Accident or Abuse Notification Letter.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

8 November 2018

MEMORANDUM FOR UNIT/CC

FROM: 81 LRS/CC

SUBJECT: Vehicle Accident, Registration Number 14B00198 Case Number: 9298

1. On 30 October 18, vehicle 14B00198 was turned into Vehicle Maintenance with accident damage. The vehicle has damage to the bumper, bed, and taillight with an estimated cost of \$2,638.10.
2. In accordance with (IAW) DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, when a vehicle is lost, damaged or destroyed the approving official or appointing authority or the commander of the organization that has possession of the vehicle will appoint an investigating officer who will ascertain the facts in the case and make a recommendation to the approving or appointing authority on whether or not processing a ROS is required.
3. Once this initial investigation is completed, and the vehicle is no longer needed in any investigation process, complete the attached Letter of Release. Return this letter to Vehicle Management within 15 working days from receipt of this letter. IAW AFI 24-302, *Vehicle Management*, using organizations fund for costs associated with government owned, lease and rental, vehicle abuse and/or accident damage.
4. IAW KAFBI 24-302 *Vehicle Accident and Abuse Program* paragraph 4.9, which states: Resolution of disagreements concerning implementation of these policies will follow the normal chain of command: squadron to squadron commander, then group commander to group commander. The 81 MSG/CC is the final decision authority to resolve all conflicts concerning the vehicle accident, abuse, and incident.

XXXXXX X. XXXXX, Maj, USAF
Commander, 81st Logistics Readiness Squadron

Attachment 3

SAMPLE ACCIDENT OR ABUSE RELEASE LETTER

Figure A3.1. Sample Accident or Abuse Release Letter.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

8 November 2018

MEMORANDUM FOR \$1 LRS/CC

FROM: UNIT/CC

SUBJECT: Vehicle Accident, Registration Number: 14B00198 Case Number: 9298

1. All investigation actions have been completed and we request Vehicle Management to repair Vehicle Registration number 14B00198/damage to the bumper, bed, and taillight.

2. IAW AFI 24-302, *Vehicle Management*, my unit accepts financial responsibility for damage repair of vehicle 14B00198/damage to the bumper, bed, and taillight.

3. Below is the funding source to complete the repairs: _____ \$2,638.10.

Government Purchase Card, the POC for payment is: _____.

AF Form 9, the Point of Contact for payment is: _____.

RA Certification of Funds Availability: _____.

SIGNATURE BLOCK
Commander, (Unit)

Attachment 4

SAMPLE FUNDS TRANSFER MEMORANDUM

Figure A4.1. Sample Funds Transfer Memorandum.

MEMORANDUM FOR (Unit/CC)
FROM: 81 LRS/CC
SUBJECT: Funds Transfer

1. Request \$xxx.00 be transferred to cover accident/abuse repair costs performed on vehicle xxxxxxx, case number xxxxx, as follows:

FROM	TO
ORGN: _____	81 LRS/LGRV
DFMR: _____	RC/CC: _____
RC/CC: _____	EEIC: _____
EEIC: _____	

2. Reimbursement procedures are outlined in AFI 24-302, Vehicle Management Paragraph 4.20.

SIGNATURE BLOCK
Commander

1st Ind. (unit)

TO: 81 TRW/FMA

Concur/Nonconcur

I understand the cost associated with these repairs to include parts, material, and civilian labor will be transferred from our unit's Operation and Maintenance account to the 81st Logistics Readiness Squadron account.

SIGNATURE BLOCK
Commander, (unit)