

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE
INSTRUCTIONS 24-302**



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Transportation

**VEHICLE ACCIDENT/ABUSE, OTHER
GOVERNMENT MOTOR VEHICLE
CONVEYANCES (OGMVC), AND
VEHICLE IDLING PROCEDURES**

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This instructions implements Air Force Instruction (AFI) 24-302, *Vehicle Management, Incorporating Change 1*, 25 July 2016. It reinforces Headquarters United States Air Force Vehicle Management/Operations procedures and establishes expanded and/or revised procedures for implementing and managing the vehicle and vehicular equipment accident abuse program, reimbursement of funds, Other Government Motor Vehicle Conveyances (OGMVCs), and vehicle idling instructions. Some of these objectives and responsibilities are derived from overarching instructions in AFI 24-302 and Department of Defense Instruction (DoDI) 4500.36, *Acquisition, Management and Use of Non-Tactical Vehicles, Incorporating Change*, 25 October 2013. This instruction is applicable to all Air Force personnel assigned or attached to Kirtland Air Force Base (KAFB) and also applies to the Defense Threat Reduction Agency (DTRA), Air Force Research Laboratory (AFRL) and the 58th Special Operations Wing (58 SOW) except where noted otherwise. It also applies to all KAFB mission partners that possess a Support Agreement with the 377th Air Base Wing. This instruction applies to all squadron commanders/directors, Vehicle Control Officers (VCO), Vehicle Control Non-Commissioned Officers (VCNCO) and vehicle operators. This publication does not apply to Air Force Reserve Command (AFRC) units, Air National Guard (ANG) units or non-appropriated fund activities. Instructions herein apply to all government vehicles and vehicular assets, including General Services Administration (GSA) leased vehicles. This publication is not subject to the Privacy Act of 1974 and does not contain copyrighted information. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommended for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-363, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This publication supersedes AFI24-302_KIRTLANDAFBSUP dated 5 June 2014. Changes include: reflecting the transition of Vehicle Management functional management responsibilities at the MAJCOM level to the 441st Vehicle Support Chain Operations Squadron (441 VSCOS) for Vehicle Management functional management at the enterprise level; the change of MAJCOM for Kirtland Air Force Base from Air Force Materiel Command (AFMC) to Air Force Global Strike Command (AFGSC).

1. Vehicle Accident/Abuse Program.

1.1. General Information.

1.1.1. The purpose of this program is to establish the local procedures for vehicle accidents/abuses and to provide all using organizations (whether AFGSC assigned or KAFB mission partners) with detailed instructions on their responsibilities.

1.1.2. The ultimate goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses to protect Air Force personnel from injury and/or death and eliminate unnecessary expenditure of monetary resources. The Logistics Readiness Squadron (LRS) Commander or equivalent establishes local procedures to meet the program objectives and these procedures must be fully supported by all commanders to be effective.

1.2. Definitions.

1.2.1. **Vehicle Abuse.** Vehicle abuse is defined as an act or omissions that caused, or may cause damage that cannot be attributed to fair wear and tear or accident. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Vehicle abuse may result in premature failure of components or in immediately detectable damage. The following are some examples of vehicle abuse.

1.2.1.1. Using a vehicle for other than its designated or intended purpose (i.e. 6K forklift used to transport a pallet that weighs 10K lbs.).

1.2.1.2. Tampering with diesel engine governors or electronic controls.

- 1.2.1.3. Running vehicles/engines at excessive speeds.
- 1.2.1.4. Operating vehicles with insufficient oil or coolants because of failure to check levels according to established requirements, failure to monitor dash instrumentation, significantly overfilling the engine crankcase, transmission or hydraulic reservoirs as applicable.
- 1.2.1.5. Failing to report vehicle malfunctions or damage to Vehicle Management or authorized lease service provider (as applicable) within required time periods.
- 1.2.1.6. Failure to bring a vehicle to Vehicle Management by the next duty day when it has a known safety discrepancy.
- 1.2.1.7. Riding or slipping clutches except when necessary to maintain control of a vehicle during backing operations.
- 1.2.1.8. Improperly operating vehicles such as lugging in high gear and shifting into reverse while traveling forward.
- 1.2.1.9. Overloading, improperly distributing or failing to properly secure loads in cargo areas of vehicles.
- 1.2.1.10. Unauthorized wiring, markings, add-on equipment or modifications to vehicles.
- 1.2.1.11. Operating a vehicle with known safety discrepancies such as inoperative lights and horn, wind damage, low engine/hydraulic/coolant/brake/transmission fluids, excessive worn/improperly inflated tires etc.
- 1.2.1.12. Failures that are not result of fair wear and tear, defective material or workmanship.
- 1.2.1.13. Operating with applied/dragging parking brake.
- 1.2.1.14. Intentional destruction or disfigurement.
- 1.2.1.15. Failure to protect painted surface(s) from removable oxidation (washing/waxing) as required IAW T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, Table 6-3 and AFI 24-302, paragraph 10.4.10.4.2.
- 1.2.1.16. Servicing fuel tanks, hydraulic reservoirs or other items with the incorrect fluids or failing to maintain the correct minimum level of Diesel Exhaust Fluid (DEF) as applicable.
- 1.2.1.17. Failure to accomplish organizational or operator maintenance IAW the manufacturer's commercial publications or applicable AFIs, AFMANs and technical orders.
- 1.2.1.18. Failure to turn in a vehicle on time for scheduled or unscheduled maintenance.

1.2.2. **Vehicle Accident.** A vehicle accident is an unintended event resulting in injury or damage involving one or more vehicles. Accidents may be attributed to inattentiveness, negligence or careless operation on the part of the operator or other motorists.

1.2.3. **Vehicle Incident.** A vehicle incident is an unintended event resulting in damage to a vehicle that cannot be classified either as an accident or abuse and is beyond the control of the operator or using organization. Typical examples of vehicle incident include damage to earth moving equipment when striking hidden objects and damage resulting from acts of nature such as hailstorms, lightning, wind blown objects and vandalism. **NOTE:** Wind damage to vehicle doors are not considered as an act of nature.

2. Vehicle Accident/Abuse Program Procedures. Repairing vehicles damaged by confirmed abuse or preventable accidents diverts limited resources from direct mission support. Since efficient resource utilization is an inherent responsibility of command, commanders at every level who have assigned government vehicles must not tolerate abusive or negligent vehicle care.

2.1. Unit Commanders will:

2.1.1. Implement vehicle care and training programs through their VCOs and/or VCNCOs to help prevent abuse and minimize accidents.

2.1.2. Ensure investigation procedures found in AFMAN 23-220, *Reports of Survey for Air Force Property*, are followed. Personally review all vehicle accident and suspected abuse investigations involving unit assigned vehicles or vehicles used by their personnel.

2.1.3. Ensure their VCO/VCNCO maintains accident (6 years from case closed) and abuse (2 years from case closed) case files for their assigned vehicle fleet and notify 377th Logistics Readiness Squadron, Vehicle Management Flight (377 LRS/LGRV) within 24 hours when Government Owned Vehicle (GOV) or GSA leased vehicle is involved in an accident or suspected abuse.

2.1.4. Coordinate the transfer of their appropriate funds to 377 LRS/LGRV or provide a written agreement to process payment via unit's Government Purchase Card (GPC) upon receipt of the accident/abuse estimate. IAW Financial Readiness Audit Improvement (FIAR) requirements, vehicles will not be repaired until the funds/GPC agreement are received. Most accident damage repairs will be outsourced to local automotive body repair facilities. The preferred method of vendor payment is through the responsible unit's GPC. In the event the cost of repairs exceeds \$2,500, the responsible unit will prepare an AF Form 9, *Request for Purchase*, in order to pay for the repairs.

2.2. 377 LRS/LGRV will:

2.2.1. Evaluate each repair action and notify the using organization's commander if accident or abuse is the suspected cause of any damage. The commander will initiate an investigation to determine the facts surrounding the case. Initial notification to unit commanders of suspected abuse or accident damage will be accomplished via memorandum and signed by the Vehicle Fleet Manager (VFM) or the Vehicle Management Superintendent (VMS). Courtesy copies of the memorandum, photographs and estimated repair cost will be forwarded to the 377th Air Base Wing Ground Safety Office (377 ABW/SEG) and 377th Air Base Wing Legal Office (377 ABW/JA).

2.2.2. Notify the organization's VCO/VCNCO of the accident or suspected abuse. The VFM/VMS are the fleet management functional expert with the authority to determine what is/is not classified as an incident, accident or abuse.

2.2.3. Ensure repair work does not begin until written authorization is received from the organization's commander (or his/her appointed investigation official) releasing the damaged vehicle from further investigation requirements and that payment has been arranged. This applies to both AF owned and GSA vehicles. Where responsibility cannot be determined, owning organizations are responsible for reimbursement.

2.2.4. Provide repair invoices to record estimated or actual (final) repair costs (IAW AFI 24-302, para 1.13.2). Unit commanders (or their appointed investigating officials) will be provided these records for any Report of Survey (ROS) action IAW AFI 23-101, *Air Force Materiel Management*, when there is evidence of gross negligence, willful misconduct or deliberate unauthorized use. Vehicle Management will notify (by letter) the applicable commander or equivalent and VCO/VCNCO of the unit involved along with Base Legal, Finance and Base Safety Office. (T-1)

2.2.5. Close accident /abuse cases when all actions have been completed and maintain all related documents in 377 LRS/LGRV historical records for the required timeframe. 377LRS/LGRV will keep related documents for accidents (6 years from case closed) and abuses (2 years from case closed) in an independent file.

2.3. 377 LRS Vehicle Fleet Manager (VFM) will:

2.3.1. Attempt to resolve all conflicts concerning the vehicle accident and abuse program. If an organizational commander believes the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 377 LRS/VFM. If the 377 LRS/VFM agrees, the case will be dropped. If not, the case will be forwarded to the 377 LRS/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.

3. Vehicle Accident/Abuse Notification and Processing:

3.1. **AF Registered/Other Government Owned/Leased Vehicle Procedures:** The vehicle operator must bring the vehicle to Vehicle Management within 24 hours of discovery of accident/abuse or the next duty day when accident/abuse is discovered on the weekend, federal holidays or authorized down days. If the vehicle cannot be safely operated, the operator will contact 377 LRS Vehicle Dispatch Section (DSN: 246-2297) and request a wrecker service to Vehicle Management. The vehicle will be turned into LGRV Customer Service Section. Upon turn-in, the operator must sign the vehicle in and document the accident on a Standard Form (SF) 91, *Motor Vehicle Accident Report*. The VFM/VMS will make determination how to process the accident/abuse/incident.

3.2. **GSA Vehicle Procedures:** The vehicle operator must bring the vehicle to Vehicle Management within 24 hours of discovery of accident/abuse next duty day when accident/abuse is discovered on the weekend, federal holidays or authorized down days. If the vehicle cannot be safely operated, the operator must contact GSA Accident Management Center to request a tow service to Vehicle Management by calling their toll-free number. The vehicle will be turned into LGRV Customer Service Section for damage assessment. Upon

turn-in, the operator must sign the vehicle in and document the accident on a SF 91, *Motor Vehicle Accident Report*. The VFM/VMS will make determination on how to process the accident/abuse/incident. When determination is made, Fleet Management and Analysis (FM&A) will submit the SF 91 to GSA Accident Management Center for repair approval. Once approved, FM&A will notify the VCO/VCNCO and they will pick up the vehicle from LGRV and bring the vehicle to the approved repair facility. When repairs are completed, the VCO/VCNCO will pick up the vehicle and bring it to LGRV Customer Service Section for inspection to ensure that proper repairs were accomplished. The vehicle is released back to the unit when repairs are approved by a Vehicle Management representative. If repair estimates are required, Vehicle Management will approve a temporary release of the vehicle to the unit VCO/VCNCO to bring the vehicle to approved local vendors to attain estimates for the required repairs.

3.3. Repairs cannot commence if the SF 91 is not received by FM&A and the vehicle is not signed into LGRV Customer Service Section.

3.4. Organizations signing out U-Drive-It (UDI) vehicles from Vehicle Operations are considered “using organization” and are held accountable for costs to repair any accident/abuse damages that occurred while the vehicle was in their custody.

4. Vehicle Accident Procedures involving Private Insurance Companies:

4.1. Vehicle Management must immediately notify the Base Legal Office when a government owned or GSA leased vehicle is involved in an accident with a privately owned or contractor owned vehicles to resolve liability issues that may arise between the government and the private insurance companies. GOV and GSA vehicles will not be released for repairs without the approval of the Base Legal Office.

4.2. When the government is not found liable, damage estimates will be obtained and the repairs must be coordinated with the owner and/or the private insurance company. The private insurance company is responsible for all repair costs. Vehicle Management will inspect the repair work to ensure that U.S. Air Force standards are met. **NOTE:** If a government owned or GSA vehicle caused a fatality or was involved in a fatality, the Base Legal Office must release the vehicle before any repairs can commence.

5. Other Government Motor Vehicle Conveyances (OGMVC).

5.1. General Information.

5.1.1. If an organization still owns a Non-Registered Equipment Management System (Non-REMS) reportable Low Speed Vehicle (LSV), the organizations may continue to manage these assets as equipment items until they have reached their life expectancy and will be disposed of IAW AFI 23-101. Unit's Equipment Custodians must account for Non-REMS reportable LSVs on their Custody Account/Custody Receipt Listing (CA/CRL). After items have reached the end of their life cycle, cycle units will no longer procure assets of these types. Proper management and maintenance of OGMVCs ensures both safe operation and full life expectancy from AF equipment. Trailers not meeting all registered vehicle criterions established in AFI 24-302, paragraph 1.1.3. will be identified as an equipment item and if locally procured, will be accounted for on the owning unit's CA/CRL. Some examples of OGMVCs are: Golf carts, Polaris Ranger, Honda Pioneer, Yamaha Wolverine, and Viking models.

5.2. Responsibilities:

5.2.1. The Materiel Management Flight (377 LRS/LGRC) will ensure all OGMVCs are added to the owning organization's CA/CRL. Geographically Separated Units (GSUs) will ensure all OGMVCs are added to their organization's CA/CRL through the LRS Materiel Management Flight that manages their equipment account.

5.2.2. IAW AFI 91-207, *The US Air Force Traffic Safety Program*, paragraphs 2.2.5 and 2.3.2, the installation commander must approve OGMVCs for base use prior to procurement. In addition, a formal risk assessment must be completed by the using organization's VCO/VCNCO and provided to the 377 ABW/SEG. 377 LGRV/VFM will coordinate/approve all OGMVC and trailers not classified as "vehicle" purchase requests and ensure owning organizations have made financial arrangements to service and maintain the assets to manufacturer's specifications. The 377 LGRV/VFM will also verify the asset is classified as an equipment item versus an actual vehicle.

5.2.3. Individual units will maintain documentation, ensure accountability, arrange for maintenance and ensure proper disposal of each OGMVC under their control.

5.2.4. Unit commanders will appoint a VCO/VCNCO as the OGMVC Equipment Account Custodian who will:

5.2.4.1. Maintain a record file for each OGMVC in their unit. The file will contain as a minimum:

5.2.4.1.1. A copy of the Equipment Action Request and purchase documentation.

5.2.4.1.2. The manufacturer's owner's manual.

5.2.4.1.3. Records of all annual safety inspections and receipts of contracted maintenance repairs for the life of the OGMVC asset.

5.2.5. Unit VCO/VCNCOs with OGMVCs are also responsible for the following:

5.2.5.1. Ensure the vehicle is placed on the unit's CA/CRL by coordinating with the unit equipment custodian prior to purchase of any new OGMVCs.

5.2.5.2. Develop and maintain lesson plans to properly train personnel on unit specific OGMVC or Non-REMS reportable LSV operation as applicable. The lesson plan must include where OGMVCs can and cannot (e.g. troop walks) be operated. If the vehicle or equipment is not equipped with signaling capability, proper arm signals must be included in the plan. If operated during the hours of darkness, OGMVCs must be equipped with headlights, tail lights and reflectors. All unit lesson plan training must be documented on AF Form 55, *Employee Safety and Health Record*. All personnel shall receive training prior to operating one of these vehicles. The unit point of contact (POC) will maintain an independent listing of all personnel trained along with the training dates.

5.2.5.3. Ensure all OGMVCs receive a complete annual inspection by a certified inspector IAW manufacturer's specifications.

5.2.6. Prior to operating an OGMVC, operators must complete a pre-inspection of the equipment and document the inspection on AF Form 1800, *Operator's Inspection Guide and Trouble Report*, if not already documented for the day. OGMVC inspections shall be documented weekly regardless of use.

5.3. Acquisition Procedures.

5.3.1. For those LSVs purchased with unit funds prior to June 2006, organizations will continue to manage these assets as equipment items on the unit CA/CRL until their end of life cycle. Non-REMS reportable LSVs will longer be procured as vehicle replacement when life expectancy is reached. Procure all OGMVCs IAW procedures in AFI 24-302, paragraph 3.17.2 and AFI 23-101, Volume II, Part 2, Chapter 22. Operation and Maintenance (O&M) funds will be used to procure and maintain OGMVCs.

5.3.2. The unit VCO/VCNCO must first prepare the purchase paperwork necessary for each OGMVC. Paperwork must include: photo of vehicle, price, warranty information, specifications and justification of need for the equipment. The unit VCO/VCNCO must also prepare the risk assessment paperwork necessary for each OGMVC. The paperwork must include: identifying where these vehicles will be used in traffic, industrial or pedestrian environments and by type, design and authorized operating areas. IAW AFI 91-207, paragraph 2.2.5, a formal risk assessment must be completed using all elements and requirements listed in paragraphs 2.2.5.3 through 2.2.5.6.

5.3.3. OGMVC requests will be routed to the 377 ABW/SEG for coordination/evaluation of safety features and review of the formal risk assessment. Where available as a procurement option, equip OGMVCs with safety monitoring devices (remote tracking and diagnostic monitoring systems) to support monitoring of safe vehicle operation, influence driving behavior and facilitate vehicle accident/abuse mishap investigations/statistical analysis.

5.3.4. Route purchasing paperwork to FM&A section for coordination and review by VFM/VMS. **NOTE:** All OGMVC purchase request paperwork should include proof of extended maintenance agreement.

5.3.5. Prior to purchase approval, FM&A and VFM/VMS will ensure the VCO/VCNCO has provided a formal risk assessment to the installation commander and has been approved to operate the requested OGMVC on the base IAW AFI 91-207 paragraphs 2.3.2, 2.2.5.3 and 2.2.5. For assistance with completing the formal risk assessment, refer to AFI 90-802, *Risk Management*.

5.3.6. Vehicle Management will review the OGMVC and trailer purchase request form. If unable to locally determine if a trailer is classified as a vehicle or equipment item, Vehicle Management will forward specifications, pictures and/or appropriate information to Robins AFB support equipment and vehicles (SE&V) Integrated Product Team (IPT) Program Manager through 441 Vehicle Support Chain Operations Squadron (VSCOS) for determination to ensure the desired asset is not centrally procured registered vehicle trailer. The IPT Program Manager makes the final vehicle of equipment determination.

5.3.7. Upon approval, units may procure the OGMVC using the GPC or AF Form 9, through Base Contracting.

5.3.8. Provide a copy of the receipt to the unit supply's Equipment Management section so the asset can be loaded on the unit's CA/CRL.

5.3.9. The FM&A section will request "X" or "Z" registration numbers from 441 VSCOS.

5.4. OGMVC Maintenance.

5.4.1. Owing organizations will work to secure and fund a local maintenance agreement for all asset maintenance above the operator level. Additionally, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection, to include all safety related systems at least manually. In the event of depleted unit O&M funds, the required safety inspections/service cannot be delayed or postponed. The OGMVC must be parked, disabled and secured until unit funding levels are restored and maintenance can be accomplished. 377 ABW/SEG will be notified by the VCO/VCNCO of the parked OGMVCs for their situational awareness and tracking to prevent use of unsafe/unserviceable OGMVCs on KAFB.

5.4.2. Owing organizations will reimburse all expenditures on Non-REMS trailers and OGMVCs that have been grandfathered in prior to the establishment of KIRTLANDAFBI 24-302.

5.5. OGMVC Inspections.

5.5.1. Use a unit safety checklist or a modified AF Form 1800 to document the driver checks/inspections. Check lights, brakes, turn signals, horn etc. as required for any AF vehicle.

5.5.2. Owing organizations will ensure annual safety inspections are accomplished and that proof is maintained in the VCO/VCNCO binders. This will be an inspectable item for the unit during Inspector General (IG) compliance inspections. See paragraphs 5.2.6.3 and 5.2.5.1.3 of this instruction for reference.

5.6. Salvage Procedures.

5.6.1. Owing units will process OGMVCs in the same manner as local procedures dictate for disposal of other organizationally owned government equipment. Notify 377 LRS/LGRC Equipment Management section if there is a turn-in to ensure units update their CA/CRL.

5.6.2. Units will return assigned license plates to FM&A to ensure accountability and compliance with the Department of Homeland Security (DHS) requirements as well as guidance in T.O. 36-1-191, paragraph 2.31.3.

6. Vehicle Idling Instruction.

6.1.1. This anti-idling instruction limits the amount of time vehicles can idle their engines. Exhaust from idling vehicles contains dangerous air pollutants including carbon monoxide, nitrogen oxides and volatile organic compounds which contributes to global climate change due to the formation of ozone smog, poisonous carbon monoxide and harmful particulate matters. Excessive vehicle idling also wastes fuel and increases wear and tear on the vehicle's engine.

6.1.2. Anti-idling instructions 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, we will use less fuel, save money and help reduce greenhouse gases.

6.1.3. 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 to perform primary duties. The vehicle should only remain idling during the hourly warming cycle IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern. It is at the operator’s discretion if he/she feels the need to have a vehicle idling longer for the purpose of warming to prevent hypothermia, frostbite, etc.

6.1.4. 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 to perform primary duties. The vehicle should only remain idling during the hourly rest/cooling cycle IAW AFI 48-151. Safety is the number concern.

6.1.5. Operators must use their own discretion in certain situations. This idling instruction does not apply to the following vehicles, equipment or situations:

6.1.5.1. Vehicles undergoing maintenance/diagnostics procedures and flight line operations such as loading and unloading an aircraft.

6.1.5.2. Emergency vehicles and equipment are exempt from this instruction while engaged in operational activities such as fire, police and ambulance services or vehicles assisting in an emergency activity/military exercise. In addition, Security Forces vehicles transporting police working dogs (K-9s) are exempt.

6.1.5.3. Where engine power is necessary for an associated power needs such as, but not limited to electrical power, compressed air and various power take-off devices such as auxiliary hydraulics/wrecker/deicer operations.

6.1.5.4. Where safety may be compromised by shutting down the engine at the discretion of the operator.

6.1.5.5. During passenger loading/unloading of buses.

6.1.5.6. When Mission Oriented Protective Posture (MOPP) I-IV conditions, vehicles may remain idling for air conditioning use to prevent heat exhaustion unless otherwise directed.

6.1.6. Vehicles will not be left unattended while idling. **(T-3)**

6.1.7. Unless otherwise specified, a “**5-minute**” idling instruction is in effect on KAFB. **(T-3) NOTE:** Reports of vehicles idling past five minutes will be reported as a misuse of a government vehicle and will be reported to respective unit commanders.

RICHARD W. GIBBS, Colonel, USAF
Commander

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

AFI 24-302, *Vehicle Management, Incorporating Change 1*, 25 July 2016
AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013
AFI 90-802, *Risk Management*, 11 February 2013
DoDI 4500.36, *Acquisition, Management and Use of Non-Tactical Vehicles*, 11 December 2012
AFMAN 33-363, *Management of Records*, 01 March 2008
AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996
AFI 23-101, *Air Force Materiel Management*, 12 Dec 2016
AFI 48-151, *Thermal Injury Prevention Program*, 07 April 2016
TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 January 2012 Change 7 (31 January 2016)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 9, *Request for Purchase*
AF Form 55, *Employee Safety and Health Record*
AF Form 1800, *Operator's Inspection Guide and Trouble Report*
SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

377 ABW/JA—377th Air Base Wing Legal Office
377 ABW/SEG—377th Air Base Wing Ground Safety Office
377 LRS/CC—377th Logistics Readiness Squadron Commander
377 LRS/LGRC—377th Logistics Readiness Squadron, Materiel Management Flight
377 LRS/LGRV—377th Logistics Readiness Squadron, Vehicle Management Flight
58 SOW—58th Special Operations Wing
AFGSC—Air Force Global Strike Command
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFRC—Air Force Reserve Command
AFRL—Air Force Research Laboratory

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CA/CRL—Custodian Authorization/Custody Receipt List

DEF—Diesel Exhaust Fluid

DHS —Department of Homeland Security

DoDI—Department of Defense Instruction

DTRA—Defense Threat Reduction Agency

FIAR—Financial Improvement Audit Readiness

FM&A—Fleet Management and Analysis

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GSA—General Services Administration

GSU—Geographically Separated Unit

IAW—In Accordance With

IG—Inspector General

IPT —Integrated Product Team

K-9 –Canine, Military Police Working Dog

KAFB—Kirtland Air Force Base

LRS—Logistics Readiness Squadron

LSV—Low Speed Vehicle

MOPP—Mission Oriented Protective Posture

Non-REMS –Non-Registered Equipment Management System

OGMVC—Other Government Motor Vehicle Conveyance

OPR—Office of Primary Responsibility

O&M—Operations and Maintenance

POC—Point of Contact

RDS—Records Disposition Schedule

ROS—Report of Survey

SE&V—Support Equipment and Vehicles

UDI—U-Drive-It

USAF—United States Air Force

VCNCO –Vehicle Control Non-Commissioned Officer

VCO—Vehicle Control Officer

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

VSCOS—Vehicle Support Chain Operations Squadron