

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**



AIR FORCE INSTRUCTION

24-302

**RAF LAKENHEATH
Supplement**

15 OCTOBER 2019

Transportation

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 48 LRS/LGRVM

Certified by: 48 MSG/CC
(Colonel Christopher J. Leonard)

Supersedes: Lakenheath Instruction
24-301, 6 July 2012

Pages: 6

This supplement sets procedures relating to an effective vehicle accident and abuse program, vehicle cleanliness and idling procedures at Royal Air Force (RAF) Lakenheath and applies to all units assigned to the 48th Fighter Wing (48 FW). It is applicable to anyone who operates a Government Motor Vehicle (GMV) or vehicular equipment that is assigned to RAF Lakenheath and its geographically separated units (GSU) that are loaded in the Defense Property Accountability System (DPAS). This publication may not be supplemented or further implemented/extended. 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 847s from the field through appropriate functional chain of command. 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).

SUMMARY OF CHANGES

This publication has been revised from a standalone Lakenheath Instruction to a supplement.

AFI 24-302, 26 June 2012 is supplemented as follows:

1.13.6. **(LAKENHEATH)** Unit commanders may address concerns about accident or abuse notifications to the 48th Logistics Readiness Squadron Commander (48 LRS/CC), who has the final decision authority over vehicle accidents and abuses.

1.13.6.1. **(LAKENHEATH)** Damage to government assets is categorized as an abuse, accident, or incident. The initial responsibility for identifying and reporting damage to a vehicle rests with the operator. Any damage incurred must be reported to the Vehicle Management Customer Service Section no later than the following duty day from identification or occurrence. Failure to do so may result in the case being reported as an abuse. This includes both Air Force owned assets and leased vehicles.

1.13.6.2. **(LAKENHEATH)** Examples of vehicle abuse (not all inclusive).

1.13.6.2.1. **(LAKENHEATH)** Failure to accomplish operator maintenance and care, or failure to report safety discrepancies not later than the following duty day.

1.13.6.2.2. **(LAKENHEATH)** Failure to report malfunctions, defects, accident or abuse damage in a timely manner, or as otherwise prescribed.

1.13.6.2.3. **(LAKENHEATH)** Overloading, or failing to tie down, or otherwise secure cargo.

1.13.6.2.4. **(LAKENHEATH)** Tampering with vehicle components, or pollution control devices.

1.13.6.2.5. **(LAKENHEATH)** Operating vehicle/equipment with improperly inflated tires.

1.13.6.2.6. **(LAKENHEATH)** Failure to protect the painted surface from oxidation and corrosion.

1.13.6.2.7. **(LAKENHEATH)** Failure to deliver vehicles or equipment to Vehicle Management for scheduled inspections, one-time inspections, service bulletins, time compliance technical order repairs, or when recalled to support higher priority requirements.

1.13.6.2.8. **(LAKENHEATH)** Modifying vehicles or equipment without prior approval from Vehicle Management.

1.13.6.2.9. **(LAKENHEATH)** Refueling a vehicle with the incorrect fuel type.

1.13.6.2.10. **(LAKENHEATH)** Contributing to wind damage by not parking vehicles or equipment into the wind, or restraining the doors when opening them.

1.13.6.2.11. **(LAKENHEATH)** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

1.13.6.2.12. **(LAKENHEATH)** Operating vehicles or equipment using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.

1.13.6.2.13. **(LAKENHEATH)** Using a vehicle and equipment for other than its designed purpose. Example: Using a ½-ton truck to tow a 5-ton trailer.

1.13.6.2.14. **(LAKENHEATH)** Using a stop leak product in radiators.

1.13.6.2.15. **(LAKENHEATH)** Operating a vehicle in violation of the operator's manual or unit vehicle lesson plan.

1.13.6.2.16. **(LAKENHEATH)** Jumpstarting vehicles or equipment in order to avoid requesting Mobile Maintenance support from Vehicle Management. The 48th Equipment

Maintenance Squadron is exempt from this procedure only during nighttime flightline operations.

1.13.6.3. **(LAKENHEATH)** If a vehicle is involved in an accident, the operator must fill out the AF Form 1800, *Operator's Inspection Guide and Trouble Report*, SF 91, *Motor Vehicle Accident Report*, and notify their supervisor, unit Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officer (VCNCO), Security Forces and local police (if off-base). For abuses and incidents, a statement from the operator as to the circumstances surrounding the damage is required on the SF 91. After filling out the appropriate forms and contacting the required personnel, the operator must turn the vehicle and all accident, abuse, or incident documentation into the Vehicle Management Customer Service Section no later than the following duty day of the occurrence.

1.13.6.3.1. If the vehicle is involved in an accident with a privately owned vehicle (POV), the GMV operator must additionally fill out a DD Form 518, *Accident Identification Card*, and give the form to the operator of the POV. The GMV operator should obtain a report from the local police if the accident causes damage to the POV or private property off base.

1.13.6.4. **(LAKENHEATH)** Initial damage notification memorandums, which include an estimate of repair costs will be sent to the unit commander and VCO. Official damage notification memoranda, which include the final repair costs will be sent electronically from 48 LRS/LGRV to the using organization's commander with an information copy to the unit VCO, 48 LRS/CC, 48 LRS Resource Advisor (RA), 48th Security Forces Squadron (SFS), 48th Fighter Wing Legal Office (48 FW/JA) and 48 FW Safety Office (SE). 48 LRS/LGRV will provide all documents and pictures upon request to agencies with a verifiable need to know. If the using organization's commander determines there was gross negligence, they may initiate a Report of Survey (ROS) to determine liability. The 48 LRS/LGRV will hold all vehicles damaged as a result of alleged accident or abuse for no more than 3 days before initiating repair action unless the owning and/or responsible unit commander communicates repairs may initiate sooner or that he/she intends to conduct a ROS. If damage is caused by a non-DoD civilian employee, 48 FW/JA must coordinate on the reimbursement claim.

1.13.6.5. **(LAKENHEATH)** 48 LRS/LGRV will provide a final cost memorandum to the unit commander, 48 LRS/CC and 48 LRS/RA to request payment to the commercial vendor, or reimbursement to 48 LRS/LGRV once all required repairs have been satisfactorily performed. Repairs to a vehicle involved in accidents with a POV will not commence until the vehicle has been released by 48 FW/JA.

1.13.6.6. **(LAKENHEATH)** Vehicle damage repairs will be accomplished in the most economical means at the discretion of 48 LRS/LGRV leadership while ensuring unit mission requirements are upheld.

1.13.6.7. **(LAKENHEATH)** The organization responsible for causing damage will reimburse the 48 LRS/LGRV for the cost of parts and contracted repairs only. Military or civilian labor is not reimbursable. The responsible organization may not necessarily be the organization to which the vehicle is assigned, e.g. a vehicle assigned to Vehicle Operations operated by a member of another unit. The using organization will be held liable for all required repairs. Units who lend their vehicles out to other units without coordinating with Fleet Management and Analysis may be held liable for damages regardless of the responsible unit. Reimbursement to 48 LRS/LGRV will be made regardless of final determination of pecuniary liability.

1.13.6.8. **(LAKENHEATH)** The organization may pay with an AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, set up in PC code G and TV4 for funds transfer to 48 LRS/LGRV, or purchase the parts using their organizational Government Purchase Card (GPC) for 48 LRS/LGRV repairs. A unit may also use their GPC or an AF Form 9, *Request for Purchase*, to pay for contract repairs, if permitted, as long as it is coordinated with 48 LRS/LGRV.

1.13.6.9. **(LAKENHEATH)** Accident and abuse vehicles will not be counted toward a unit's mission essential level (MEL). Temporary vehicle replacements will normally not be issued, however, replacements can be considered by Vehicle Management Flight leadership on a case-by-case basis, based on mission requirements. For example, if a unit causes an accident or negligently abuses a vehicle, and it causes them to drop below their assigned vehicle MEL, they will not be considered below their MEL and will not be issued a temporary replacement vehicle, because they caused the decrease below their MEL. Vehicle Management Flight leadership will determine maintenance priority and vehicle replacements for these type of cases.

3.19.1.3.1. **(LAKENHEATH)** Vehicles will be washed IAW Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, **Table 6-3**, which states that vehicles in this region will be washed a minimum of every 180 days or more if required. Steam cleaning engines or engine compartments is considered vehicle abuse. Units may maintain a wash and wax log to document required actions. Using organizations must clean their vehicles prior to being taken to the Vehicle Management Flight for maintenance.

11.9.5.1. **(LAKENHEATH)** In accordance with host nation law, Highway Code Rule 123, enforceable through the Road Traffic Act, except in extraordinary circumstances, occupied vehicles will not be left idling more than 2 minutes. Exceptions to this are:

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

11.9.5.1.2. **(LAKENHEATH)** Idling is necessary for operation of emergency vehicles, vehicles responding to emergency situations, or performing any activity directly related to a public safety function.

11.9.5.1.3. **(LAKENHEATH)** Vehicles which 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 vehicles.

11.9.5.1.4. **(LAKENHEATH)** Idling while sitting in traffic, or waiting in line or queuing.

WILLIAM L. MARSHALL, Colonel, USAF
Commander, 48th Fighter Wing

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

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

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

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 January 2012

Prescribed Forms

None

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

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

DD Form 518, *Accident - Identification Card*

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DPAS—Defense Property Accountability System

FW—Fighter Wing

GMV—Government Motor Vehicle

GSU—Geographically Separated Unit

IAW—In Accordance With

LGRV—Vehicle Management Flight

LRS—Logistics Readiness Squadron

MEL—Mission Essential Level

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RAF—Royal Air Force

RA—Resource Advisor

RDS—Air Force Records Disposition Schedule

ROS—Report of Survey

SE—Safety Office

SFS—Security Forces Squadron

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer