

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 24-302**



14 JULY 2023

Transportation

**VEHICLE ACCIDENT/ABUSE, LOW
SPEED VEHICLE (LSV), AND OTHER
GOVERNMENT MOTOR VEHICLE
CONVEYANCES (OGMVC)
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, and establishes policies and procedures for Vehicle Accident/Abuse, OGMVC, NVE, trailers not classified as vehicles, NON-REMS reportable LSVs, vehicle idling, and vehicle markings. This instruction also includes changes to DAFI 24-302, *Vehicle Management*. Additionally, it provides clarification for inspection and maintenance responsibilities and accountability of other OGMVCs on Little Rock AFB. This instruction applies to the 19th Airlift Wing, 314th Airlift Wing, 913th Airlift Group and tenant units. This instruction does not apply to Air National Guard or any other associate organization assigned or attached to Little Rock AFB. 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 with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed in its entirety.

1. Vehicle Accident/Abuse Policy:

1.1. Objective: The ultimate goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses at LRAFB, protect Air Force personnel from injury and/or death and eliminate unnecessary expenditure of limited monetary resources. Commander emphasis and direct involvement is the key to successfully reducing accidents and abuse, by maintaining high standards of vehicle operator training and discipline and making their personnel aware of the high costs associated with these repairs.

1.2. Responsibilities: Commanders are ultimately responsible for the vehicles assigned to their units. Using organizations are responsible for organizational maintenance IAW AFI 24-302, as well as purchasing and maintaining an ample supply of windshield washer fluid, Diesel Exhaust Fluid when applicable, applicable engine oil(s) for “top-offs”, and adequate assembled spare wheels/tires/tools on hand to support their requirements; the 19th Logistics Readiness Squadron Vehicle Management Flight (19 LRS/LGRV) is responsible for all other maintenance and fluids. Vehicle operators are responsible for preventing vehicle and vehicular equipment abuse/accidents. Vehicle operators will report any vehicle damage immediately to their unit VCO. The unit VCO will immediately report any suspected abuse or accidents to 19 LRS/LGRV. Unreported damage to an Air Force vehicle indicates the vehicle operator or VCO is not inspecting vehicles properly. 19 LRS/LGRV is responsible for documentation and tracking of accident/abuse damage.

1.3. Definitions.

1.3.1. Vehicle Accident: Any collision, impact or abrasion against a fixed or moving object regardless of GOV status (Blue Fleet or GSA) vehicle. Report all vehicle accidents by contacting the Fleet Management & Analysis (FM&A) office. Hours of operation are 7:00 A.M. to 4:00 P.M. (CST), Monday through Friday. To contact the FM&A office, call 501-987-5535/5533. If you require additional assistance, please email UDG_19LRS_LGRVVMA@us.af.mil. Additionally, for GSA vehicles, the Accident Management Center (AMC) will also need to be contacted. Hours of operation are 6:00 A.M. to 6:00 P.M. (CST), Monday through Friday. To contact the AMC, call 866-400-0411 and select option 2. If you require additional assistance, please email fleet.operations@gas.gov.

1.3.2. Vehicle Abuse: A willful or negligent act of improper operation or care. Willful references acts that are intentional, conscious and directed toward achieving a purpose. Negligence is failure to use reasonable care, resulting in damage or injury to another. This includes any acts that has caused, or may cause damages not attributed to fair wear and tear under normal use, that may result in early failure of components and/or affect the safe operation of a GOV. 19 LRS/LGRV is funded and staffed to provide preventive periodic maintenance and repairs due to fair wear and tear, but not for Accident/Abuse repairs; money to repair Accident/Abuse damage will be taken from using organization funds.

1.3.3. Accidents/Abuses will not count against a unit's minimum essential level (MEL).

1.3.3.1. Some examples of Vehicle Abuse are wind damage, unauthorized markings, etc. Furthermore, using organizations who fail to ensure adequate assembled spare wheels/tires/tools are on hand to support their requirements, operate vehicles with tires worn to or below 1/32" tread as measured in a major tread groove, fail to meet or reschedule their assigned scheduled inspections/maintenance, etc., may also be considered for vehicle abuse. Scheduled inspections/maintenance ensures a safe and serviceable vehicle fleet. These inspections are time critical and must be completed at specific intervals to meet manufacturer and Air Force serviceability criteria.

1.4. Vehicle Accident/Abuse Procedures:

1.4.1. In the event of a GOV accident, always stop and assist unless operating under definite orders not to stop. If off base, state laws require that police will be summoned to all motor vehicle accidents. The using organization will contact the 19 SFS/LE Desk 501-987-3223 and 19 AW Safety, 501-533-9347. The reporting party shall complete the DD Form 518, Accident Identification Card, and Standard Form 91, Motor Vehicle Accident Report, and record the name and rank of the responding Security Forces' individual in block 81 of the Standard Form 91.

1.4.2. All Blue Fleet GOVs involved in an accident, or found to have damage not previously reported, will be turned into 19 LRS/LGRV as soon as possible, but no later than the next duty day. The Standard Form 91 and must be completed with all pertinent information and provided to 19 LRS/LGRV upon vehicle turn-in. The DD Form 518 will need to be filled out and handed to the driver of a civilian vehicle in the event an accident occurs between a GOV & POV. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. 19 LRS/LGRV shall initiate an Accident/Abuse work order and prepare an Accident/Abuse package. The Accident/Abuse package (containing an Accident/Abuse notification letter signed by the 19 LRS/CC, photographs of the damages and a repair quote) will be routed to the appropriate using organization commander for approval and repair authorization. Vehicle Management will commence with repairs within 10 duty days, unless notified by the owning/using organization or Report of Survey investigating official. In the event a POV is involved, 19 LRS/LGRV will submit the package to 19 AW/JA prior to normal routing procedures.

1.4.3. The using organization will be granted 3-duty days from receipt of Accident/Abuse package to gather additional information. The using organization shall return a signed Accident/Abuse notification letter to 19 LRS/LGRV, containing the using organizations Resource Advisor and/or GPC holder contact information and signature, to proceed with repairs. FM&A will coordinate transportation of the vehicle to an authorized vendor for repairs upon receipt of the signed Accident/ Abuse notification letter. If a commander disagrees with the Accident/Abuse notification letter, they may appeal to the 19 LRS/CC. The intent to appeal shall be coordinated with 19 LRS/LGRV/FM&A within 10-duty days from the vehicle turn-in date. If the 19 LRS/CC does not support the appeal, the appeal package will be forwarded through the 19 MSG/CC to the 19 AW/CV for final determination.

1.4.4. The using organization commander will use unit funds to pay for repairs attributed to Accident/ Abuse for vehicles and vehicular equipment operated by their personnel, to include U-Drive-It and GSA vehicles. Government Purchase Card payment authorization is required upon request from 19 LRS/ LGRV/FM&A. If timely payment is not received after repairs are complete, the vehicle will remain at the contracted facility; any/all additional storage charges shall be paid by the using organization.

1.4.5. Commanders shall initiate a DD Form 200, Financial Liability Investigation of Property Loss, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost in accordance with DoDFMR 7000.14-R, Volume 12, Chapter 7, Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.

1.5. Repair Reimbursement Procedures:

1.5.1. To the maximum extent possible, Accident/Abuse repairs will be contracted to local vendors due to limited manning/resources. However, there may be cases where local vendors cannot accomplish the necessary repairs, such as in the case of military-specific vehicles. If the vehicle is repaired by 19 LRS/LGRV, the using organization is charged all associated costs. Funding for parts and repairs will be provided to 19 LRS/LGRV from the squadron/unit (owner of the accident/abuse). The funds are for maintenance of the vehicle and are not authorized as 19 LRS O&M funds. Charges for labor cost will not apply.

1.5.2. If the vehicle is repaired by a contractor, the unit will be charged with all associated repair costs, (parts and labor) which shall be paid with their GPC upon acceptance. Upon acceptance a final quality control inspection will be conducted by authorized 19 LRS/LGRV personnel prior to returning the vehicle to the using organization. The using organization commander or designated representative shall ensure payment is made to the contractor.

1.5.3. In the event contract repair cost exceeds the \$10,000 GPC threshold, an AF Form 9, Request for Purchase, will be required. The using organization will be responsible to process the AF Form 9 through 19 CONS to justify the mission impact if the repairs are not accomplished. 19 LRS/LGRV will provide the available vendors and quotes for repairs to the using organization.

2. OGMVC, Non-Vehicular Equipment (NVE), trailers not classified as vehicles, and NON-REMS reportable LSVs:

2.1. OGMVCs, e.g., golf carts, ATVs, quad-runners, etc., not meeting specifications of Title 49 CFR 571.500 Federal Motor Vehicle Safety Standards shall be categorized as OGMVCs. Note: Skid steer loaders and mini excavators made by Bobcat or similar manufacturers are classified as registered vehicles and shall be managed as vehicles under the category of Base Maintenance/Construction Equipment.

2.2. Trailers centrally procured by Warner Robins Air Logistics Complex, (to include military-design tactical trailers) shall be classified and managed as registered vehicles IAW with AFI 24-302. Any trailers meeting all the pertinent criteria in AFI 24-302 shall also be classified and managed as registered vehicles.

2.3. NVE items are optional, often larger items that provide an additional use for a vehicle, which did not originally come with, or as part of the vehicle. Examples of NVE include life sustaining or support equipment for medical units, jack-hammer attachments for excavators, forklift attachments for bucket loaders, etc. NVE items do not include radios, shelving/bins, fire extinguishers, etc. Installation of NVE should not require modification to a vehicle's configuration. Before purchasing any NVE items a unit needs to first contact 19 LRS/LGRV to validate modifications are not required.

2.4. NON-REMS reportable LSVs will no longer be procured; existing assets shall be managed by owning organizations as equipment items. A LSV is a vehicle whose maximum speed is greater than 19 MPH but less than 25 MPH.

2.5. Procuring an OGMVC, NVE, or trailer not classified as a vehicle: Before an organization procures an OGMVC, NVE, or trailer not classified as a vehicle, a purchase request letter ([attachment 2](#)), specification sheet with pictures, and an approval letter from the requesting unit commander shall be coordinated through 19 AW Safety 501-533-9347, 19 CONS 987-3303, 19 LRS/LGRV 987-6671, and the 19 LRS Equipment Management Section 987-6660 for approval. 19 LRS/LGRV shall determine the appropriate classification for the asset. The purchase request letter shall be placed in the purchase pending file. Once the asset is approved and procured by the unit, the equipment custodian shall add the item to the CA/CRL and manage the asset IAW with Air Force Materiel Management policy and procedures. The organization shall ensure there is an equipment account already established to add an asset to the CA/CRL. If an equipment account is not established, the organization commander shall establish an account.

2.6. Maintenance policy for OGMVC, NVE, and trailers not considered vehicles: Owning units will work to secure and fund a local maintenance agreement for all asset maintenance above operator level. Owning organizations will ensure assets are maintained IAW manufacturers recommended intervals and will have a complete serviceability inspection, to include all safety related systems, at least annually. Additionally, owning units are responsible for obtaining and funding any/all service, maintenance, repairs, fuel, and annual safety inspections.

3. Vehicle Idling Policy:

3.1. IAW AFI 24-302, vehicles operated on LRAFB shall not idle for longer than 5 minutes unless they are providing mission essential support to base operations. Excessive idling will only occur for a period long enough to ensure the safety of vehicle operators and passengers, and only when Command Post has established one of the weather conditions below exists:

3.1.1. During warm weather conditions, when outdoor ambient temperature is at or above stage 3 (85 - 87.9 F WBGT).

3.1.2. During cold weather conditions, when outdoor ambient temperature is at or below 40 degrees with or without wind chill.

3.2. IAW AFI 24-302, emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment, as well as any other vehicles supporting emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal, are exempt from idling control regulations. Vehicles undergoing maintenance, along with vehicles being exercised during cold weather conditions are also exempt from idling control regulations.

4. Vehicle Markings:

4.1. Radio Call Sign Markings: In order to provide better identification during low visibility conditions, Wing and Group leadership vehicles are authorized to display Radio Call Signs procured and applied by 19 LRS/LGRV. Markings shall meet the requirements set forth in TO 36-1-191.

4.2. Special Activity Markings: Special Activity Markings are not authorized without 19 AW/CC written approval. This document authorizes the 19 AW/SE and 19 OSS/OSAA to apply Special Activity Markings. If approved, markings shall be applied in a manner to which it can be removed without causing damage to the vehicle.

ANGELA F. OCHOA, Colonel, USAF
Commander

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

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

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 24-301, *Ground Transportation*, 22 October 2019

DoDFMR7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, June 2021

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 20, *Repair Cost and Repairable Value Statement*

AF Form 847, *Recommendation for Change of Publication*

Standard Form 91, *Motor Vehicle Accident Report*

DD Form 518, *Accident Identification Card*

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

Abbreviations and Acronyms

CA/CRL—Custodian Authorization/Custody Receipt Listing

FM&A—Fleet Management and Analysis

GOV—Government Owned Vehicle

GPC—Government Purchase Card

GSA—General Services Administration

LSV—Low Speed Vehicle

OGMVC—Other Government Motorized Vehicle Conveyances

NON-REMS—Non-Registered Equipment Management System

NVE—Non-Vehicular Equipment

POV—Privately Owned Vehicle

ROS—Report of Survey

VCO—Vehicle Control

VFM—Vehicle Fleet Manager

Attachment 2

OGMVC, NVC, OR TRAILER PURCHASE REQUEST LETTER

Figure A2.1. OGMVC, NVC, Or Trailer Purchase Request Letter.

(Current Wing Letterhead)

MEMORANDUM FOR 19 LRS/LGRV

FROM: (Your Unit/Office Symbol)

SUBJECT: Request to Purchase a (OGMVC, NVE, or Trailer (Choose One)) (Make/Type)

1. (Your Sq/Flight) requests to purchase a (OGMVC, NVE, or Trailer (Choose One)) (Make/Type) for (Your Sq/Flight). This vehicle will be used for (details what vehicle is used for).
2. All parts and equipment shall be purchased and maintained with squadron funds. IAW AFI 24-302, owning organizations shall ensure assets are maintained IAW manufacturer recommended intervals, and ensure a complete serviceability inspection is conducted, to include all safety related systems, at least annually.
3. If you have any questions, please contact (Your name) at (Your extension).

(Your VCO, Rank, USAF) (Title)

1st Ind, (Sq/Flight)

MEMORANDUM FOR (Office Symbol for 2d Indorsement)

Approved/Disapproved

(Your SQ/CC, Rank, USAF)
(Title)

2d Ind, 19 LRS/LGRV

MEMORANDUM FOR (Office Symbol for 3d Indorsement)

Concur/Non-concur

(Vehicle Management Flt Chief)

3d Ind, (Originator), (date), request to purchase a (OGMVC, NVE, or Trailer ((Choose One))

19 AW/SE

MEMORANDUM FOR (4th Indorsement Official)

Concur/Non-concur

Occupational Safety

4th Ind, 19 CONS

MEMORANDUM FOR (5th Indorsement Official)

Concur/Non-concur

Contracting

5th Ind, 19 LRS/LGRMCE

MEMORANDUM FOR (Originator)

Approved/Disapproved

Equipment Management