

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

**LUKE AIR FORCE BASE
INSTRUCTION 24-304**



4 MAY 2022

Transportation

**VEHICLE ACCIDENT AND ABUSE
PROGRAM**

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OPR: 56 LRS/LGRV

Certified by: 56 LRS/CC
(Lt Col Daniel P. McGuire)

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Ground Transportation Vehicles*, and interfaces with Air Force Instruction (AFI) 24-302, *Vehicle Management*; Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicle*; and AFI 91-204, *Safety Investigations and Reports*. This instruction applies to all personnel assigned or attached to the 56th Fighter Wing (56 FW). It also applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. This instruction establishes procedures for implementing and managing the 56 FW Reimbursable Vehicle Accident and Abuse Program. It sets out the responsibilities of all personnel whenever damage occurs or is discovered on government motor vehicles (GMV). It provides responsibilities to all unit commanders, vehicle maintenance elements, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO), and vehicle operators for the purpose of maximizing the service life of all vehicles under the functional control of the 56 FW. It defines authority, disposition, and reporting procedures for military vehicle accidents and incidents of abuse. 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. 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 Department of the Air Force Manual 90-191, *Publishing Processes and Procedures*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Revisions include administrative changes, Unit Report of Survey (ROS) for Vehicle Accidents with coordination to the base local safety office, updated Vehicle Accident and Abuse memorandum, and unit Government Purchase Card (GPC) funding authorization revision for vehicles, and updated reference for AFMAN 24-306. Updated Attachment 1, *Glossary of References and Supporting Information*, Attachment 2 *Vehicle Accident Case Number Memorandum*, and re-numbered attachments and paragraphs. Updated **Attachment 3**, *Vehicle Photos Damage* and **Attachment 4**, *Vehicle Repair Estimate*. Updated **paragraph 1**, *Vehicle Abuse, Accidents and Incident Maintenance*, adding paragraphs **1.1**, **1.2**, and **1.3** Updated **paragraph 3**, *Responsibilities*, adding paragraphs **3.2.3**, **3.2.4**, and **3.4.3**.

1. Vehicle Abuse, Accidents and Incident Maintenance.

1.1. Vehicle and vehicular equipment abuse damage is a willful or negligent act of improper operation or care. Willful references acts which are intentional, conscious and directed toward achieving a purpose. Negligence is failure to use reasonable care, resulting in damage or injury to another. Wind damage to vehicle doors is considered vehicle abuse. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object. Damage caused by acts of nature, natural disasters or mechanical failures are vehicle incidents.

1.2. The VFM/VMS/Civilian equivalent is the fleet management functional expert with the authority to determine what is/is not vehicle abuse, accident or an incident.

1.3. Legal Issues. This instruction outlines procedures and determinations of accidents and abuse. It does not determine personal negligence nor does it assess personal financial liability. These issues must be handled in accordance with DoD 7000.14-R, Volume 12, Chapter 7, *Financial Management Regulation*. Unit commanders may use the Report of Survey process in conjunction with an accident or abuse investigation as a tool for the determination of liability in an accident or abuse allegation. The 56th Logistics Readiness Squadron (56 LRS) will not assess pecuniary liability or assign fault. Fault will be determined by the using organization's commander.

2. Definitions.

2.1. Vehicle accident. Any collision, impact, or abrasion against a fixed or moving object, with a Government Motor Vehicle that causes damage, whether immediately noticeable or not.

2.2. Vehicle abuse. Any damage caused by willful or negligent acts of improper operation or care. AFI 24-302, paragraph 1.13. Abuses are to include but are not limited to:

2.2.1. Failure to accomplish operator maintenance.

2.2.2. Not reporting malfunctions, defects, accident damage, or safety discrepancies affecting vehicle condition to Vehicle Management (56 LRS/LGRV) in a timely manner. Safety issues must be reported immediately upon identification and all other discrepancies must be turned in within 24 hours of identification. Vehicle operators record maintenance discrepancies as they perform inspections, or when discovered. Operators record discrepancies in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report, to be reported to Vehicle Management within one normal workday. Operators do not delay discrepancy reporting on systems or devices adversely affecting the

safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed below are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible. **Note:** If the discrepancy occurs outside vehicle management duty hours, discontinue vehicle use and notify vehicle management of discrepancy the next duty day. AFI 24-302, paragraph 9.16.2

2.2.3. Tampering with speed governors or pollution control devices.

2.2.4. Operating a vehicle with improperly inflated tires not in accordance with manufacturer's recommendation or excessive tire wear, resulting in cords being exposed.

2.2.5. Keep vehicles clean at all times to include the interior. Operators will not steam clean engines or engine compartments. Wash vehicles as needed and IAW TO 36-1-191, Table 6-3. Wax vehicles often enough with a manual application type wax to preserve the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes. Vehicle management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization should clean the vehicle prior to being accepted in the CSC. AFI 24-302, paragraph 2.30.9.

2.2.6. Failing to turn in vehicle for scheduled maintenance at the appointed date and time.

2.2.7. Adding on equipment or modifying a vehicle without written permission from the LGRV Vehicle Fleet Management or Vehicle Management Superintendent. Modification requests must be routed through Vehicle Management and approved from MAJCOM prior to physically modifying the asset.

2.2.8. Refueling a vehicle with incorrect type of fuel.

2.2.9. Operating a vehicle in violation of operator's manual or its intended purpose.

2.2.10. Operating a vehicle with insufficient lubrication or coolant, resulting in mechanical failure or adding incorrect oils and fluids that results in mechanical degradation.

2.2.11. Operating a vehicle with the parking brake applied, resulting in mechanical damage.

2.2.12. Overloading a vehicle or failing to correctly secure cargo or towed equipment.

2.2.13. Operating a vehicle beyond the tongue weight or towing capacity of the vehicle.

2.3. Fair Wear and Tear. The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

2.3.1. Avoidable. Any damage that could have been avoided by any action on the part of the operator or unit.

2.3.2. Unavoidable. Damage or actions incurred on the part of the operator or unit. Weather conditions are acceptable unavoidable circumstances.

3. Responsibilities.

3.1. Objectives. The objective of this instruction is to provide 56 FW personnel with a comprehensive program to extend the service life of assigned vehicle assets. The overall responsibility for managing vehicle training and daily inspections rests with each squadron commander and designated VCO/VCNCO.

3.1.1. Follow guidance as outlined in AFMAN 24-306 Section 8F, *Initial Accident Response Procedures*. All suspected vehicle accident and abuse cases will be repaired by local vendor when feasible. Vehicle Management will coordinate delivery and pick up of all affected vehicles. They will also ensure a repair estimate is completed prior to any repair actions being done.

3.2. Compliance. All squadron commanders and staff agency chiefs are responsible for compliance with this instruction. All GMV operators have the primary responsibility for preventing accidents and abuses. Secondary responsibility rests with the unit VCO or VCNCO, who should be inspecting the unit operators and vehicles properly. Documentation, tracking, and repair of accident and abuse damage are the responsibility of 56 LRS/LGRV.

3.2.1. Ensure an active GMV Accident and Abuse Prevention Program is part of the unit's safety program.

3.2.2. Ensure all GMVs are utilized only for their intended purpose and reasonable care is exercised during their use to maximize service life.

3.2.3. Where abuse responsibility cannot be determined, owning organizations are responsible for reimbursement. Owning/using organization may appoint an investigating official when a Report of Survey is appropriate.

3.2.4. An operator surrenders the AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* with the SF 91, *Motor Vehicle Accident Report* to the VCO/VCNCO after the accident. Unit commanders may reinstate the license at their discretion.

3.3. Program Managers/Monitors. The appointed VCO or VCNCO within each organization with GOVs assigned will act as a liaison between the using organization and 56 LRS/LGRV.

3.4. Unit Commanders will:

3.4.1. Ensure the 56 LRS is reimbursed for repairs of GMVs damaged due to accident or abuse while being operated by personnel assigned to their organization.

3.4.2. Resolve all disputes concerning classification of GMV damage and fund transfer.

3.4.3. The using organization commander designates an official to investigate each accident and provides results to Host base safety office.

3.5. Other responsibilities. Using organizations may be different from the assigned organization when damages occur. For example, U-Drive it vehicles, a vehicle on loan from another organization, etc.

3.5.1. When the member assigned to the 56 FW is operating the GMV, transfer of unit funds applies to the using organization.

3.5.2. When TDY personnel are operating the vehicle, 56 FW performs all required maintenance and repairs. Funds will be transferred by the TDY organization for total cost of damage.

3.5.3. Using Organization will: Coordinate payment as established according to the awarded repair estimate signed for in the release for repairs and funds availability memorandum.

3.5.4. Exceptions: None.

4. Procedures.

4.1. Documentation. A DD Form 518, *Accident Identification Card*, must be filled out at the scene of an accident, even if the accident is minor, or is not the fault of the operator. Additionally, the operator must report an accident on an SF Form 91, *Motor Vehicle Accident Report*. Guidance for the proper preparation of the DD Form 518 and SF Form 91 may be found in AFMAN 24-306, Section 8G, *Preparation of Accident Forms*.

4.1.1. Upon notification of an accident or suspected abuse, 56 LRS/LGRV will send initial accident/abuse notification to VCO/VCNCO and unit CC see [Attachment 2](#). Once proper documentation is received a work order is initiated, estimating the cost of repairs for parts and labor. Photographs may be taken of the vehicle damage to further aid the investigation. A memorandum identifying the accident or abuse case will be signed by 56 LRS/CC and forwarded to the responsible organization's commander see [Attachment 3](#).

4.2. The owning squadron commander or VCO/VCNCO will sign a letter to release the vehicle for repairs. Upon release of the vehicle for repairs the owning squadron commander or unit resource management office must release funds for repairs. If the vehicle incident involves a POV and death or personal injury, the 56 FW/JA will be responsible for release of the vehicle for repairs. Incident will also be reported to MAJCOM.

4.3. The 56 LRS/LGRV will initiate the contract process for all repairs requiring an outside agency.

4.4. The 56 LRS/LGRV will forward repair invoices to the Resource Management (56 LRS/LGROR) office. The 56 LRS/LGROR will coordinate with the using organization's RA office for unit funding. The 56 LRS/LGROR will forward the funding requirement through the 56 MSG/RA office.

GREGORY KREUDER
Brigadier General, USAF
Commander, 56th Fighter Wing

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

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

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

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

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

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

DoD 7000.14-R, Volume 12, Chapter 7, DoD Financial Management Regulation, May 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

DD Form 518, *Accident Identification Card*

SF Form 91, *Motor Vehicle Accident Report*

Optional Form 1017-G, *Journal Voucher*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CARC—Chemical Agent Resistant Coating

COCOM—Combatant Commander

CPTS—Comptroller Squadron

FMA—Financial Management Analysis

FW—Fighter Wing

GMV—Government Motor Vehicles

GPC—Government Purchase Card

MSG—Mission Support Group

OGMVC—Other Government Motor Vehicle Conveyances

RA—Resource Advisor

Attachment 2

SAMPLE LETTER FOR VEHICLE ACCIDENT CASE NUMBER

Figure A2.1. Sample Letter on Vehicle Accident Case.

MEMORANDUM FOR 56 XXX/VCO/VCNCO

FROM: 56 LRS/FM&A |

SUBJECT: Notification of Vehicle Accident

1. The objective of this memorandum is to provide 56 XXX Vehicle Control Program officials and leadership advanced notification that a vehicle assigned to your Unit has been involved in an accident or has deficiencies not attributed to normal wear and tear. Please use this notification to ready your team and provide these critical documents in an effort to make this process as transparent and efficient as possible:

- a. 19B0000 Must be turned into Vehicle Management CSC within 24 hours or is subject to Vehicle Abuse IAW *LAFBI 24-304 para 2.2.2*
- b. SF 91 Must be completed by the operator and turned in with the vehicle.
- c. All equipment/personnel gear should be removed from the vehicle.
- d. Owinging Commander will determine need for ROS and allocate funds for repairs.
- e. The Accident/Abuse release letter following this notification must be returned to 56 LRS/CC within 5 days of receipt. (Exception: If POV was involved, Legal will sign)
- f. Estimate of repairs, narrative of violation/damage with photos will be included in the release letter package.

2. The following items below are required by Vehicle Management within three working days in order to process the Accident/Abuse work order. Items not marked with an "X" have not been turned into Vehicle Management. Failure to comply will result in notification of Unit Commander.

- a. AF Form 1800 X b. Motor Vehicle Accident Report SF 91 X

3. Any questions or concerns can be directed to Fleet Management and Analysis commercial line at 623-856-3204/3205.

RUSSELL A. LINDEN, MSgt, USAF
Vehicle Fleet Manager

Attachment 3

SAMPLE LETTER FOR VEHICLE ACCIDENT CASE NUMBER

Figure A3.1. Sample Letter on Vehicle Accident Case.

MEMORANDUM FOR 56FW XXX/CC

FROM: 56 LRS/CC

SUBJECT: Vehicle Accident Case Number: xx-xxx

1. A Chevy Multistop (03B00000) assigned to (56 FW UNIT) was turned in to Vehicle Maintenance on (DATE). (Description of the damage sustained). The operator was (brief explanation from SF91 detailing how the damage occurred). The estimated repair cost for damages is (\$ Total est. cost). Please note that estimated costs for repairs are subject to change in the event of any unforeseen damages, or additional parts and material procurement incurred during the repair process.
2. In accordance with AFI 24-302, *Vehicle Management*, Para 1.13.1 all Vehicle Management operation and maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract costs, will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner.
3. The 56 LRS will not assess pecuniary liability or assign fault. Fault will be determined by the using organization's commander. A Report of Survey process may be executed in conjunction with your investigation to determine liability in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. No repairs will be performed until all necessary funds have been allocated. If funds are not available, it is the unit's responsibility to notify Vehicle Management when they are, so that repairs can begin.
4. The vehicle assigned to your organization is a valuable resource that affects mission accomplishment. Please return this memorandum within 5 duty days of receipt.
5. Direct questions to the FM&A office at 6-3204.

ROBINSON R. MATA, Lt Col, USAF
Commander, 56th Logistics Readiness Squadron

1st Ind to 56 LRS/CC, Vehicle Accident Case Number: xx-xxx

56 FW UNIT/CC

MEMORANDUM FOR 56 LRS/CC

- 1. Request release of vehicle registration number 03B00000 for repairs.
- 2. A Report of Survey (please check one) will ___/will not ___ be initiated to determine liability. The Report of Survey Inquiry/Inquiry/Investigation Number is _____.
- 3. We accept pecuniary responsibility for all damages. We will provide funds on Impact Card/GPC/Form 9.

RELEASING OFFICIAL VCO/VCNCO:

Rank/Name: _____ Duty Phone: _____

UNIT RESOURCE ADVISOR:

Funds are ___ / are not ___ available for repairs. If funds are not available, VM&A will inquire periodically regarding availability.

Rank/Name: _____ Duty Phone: _____

JOHN C. HANCOCK, Lt Col, USAF
Commander, 56th Aircraft Maintenance Squadron

2 Attachments:

- 1. Photographs of Damage
- 2. Repair Estimate

Attachment 4
VEHICLE PHOTOS OF DAMAGE

Figure A4.1. Photos of Damage.



Attachment 5

VEHICLE REPAIR ESTIMATE

Figure A5.1. Repair Estimate.

SS AUTO BODY		Stephan Shelton SS AUTO BODY 7384 N 140th dr. Glendale, AZ 85335 Business Phone: 623-738-7443 shelton1320@gmail.com			Estimate Est #67, ID #5261955	
Vehicle Info		VIN	Color Ext. / Int.	License (St.)	Miles In / Out	
2003 Chevrolet G3500 Chevy Express Cargo Van 135" WB 2WD 6.0L 8 Cyl Gas Injected		1GBHG31U431222027	/		0 / 0	
Owner ALLIED TRADES vincent.barbere@us.af.mil						
Description	Part #	Price	Qty	Labor	Paint	Other
INFORMATION LABELS						
Replace INFORM LABEL ODOMETER REPAIR	10443718	\$8.28	1			
GRILLE						
R&L GRILLE	22816424			0.4 Body hrs.		
FRONT LAMPS						
R&L L HEADLAMP ASSEMBLY	15879433			0.5 Body hrs.		
R&L L PARK/SIGNAL/MARKER LAMP ASSEMBLY	23284114			0.2 Body hrs.		
FRONT FENDER						
R&L L LWR FENDER PANEL EXTENSION	25937756			0.2 Body hrs.		
Blend L FENDER PANEL	89025252				1.0 hrs.	
ROCKER/PILLARS						
Replace L SECTION CENTER PILLAR	0			18.5 Body hrs.	3.0 hrs.	
1.4hrs. Clearcoat , 0.5hrs. Edging					3.4 hrs.	
Repair set up & pull (floor)						
				2.5 Body hrs.		
ROCKER/PILLARS						
R&L L COWL/DASH GARNISH	25794945			0.1 Body hrs.		
R&L L COWL/DASH PILLAR FILLER	22833029			0.2 Body hrs.		
R&L L FRT ROCKER SILL PANEL	25897299			0.5 Body hrs.		
R&L L LWR CTR PILLAR TRIM PANEL	ORDER FROM DEALER			0.4 Body hrs.		
R&L L UPR CTR PILLAR TRIM PANEL	ORDER FROM DEALER			0.3 Body hrs.		
R&L L COWL/DASH PILLAR TRIM PANEL	15104257			0.3 Body hrs.		
R&L R COWL/DASH PILLAR TRIM PANEL				0.3 Body hrs.		
R&L L FRT DOOR OPENING WEATHERSTRIP	15797051			0.4 Body hrs.		
R&L L FRT ROOF WEATHERSTRIP	23345353			0.2 Body hrs.		
R&L L REAR ROOF WEATHERSTRIP	25867740			0.2 Body hrs.		
FRONT SEAT						
R&L DRIVER SIDE SEAT ASSY	ORDER FROM DEALER			0.3 Body hrs.		
SEAT BELTS						
R&L L FRT SEAT BELT	ORDER FROM DEALER			0.6 Body hrs.		
R&L L FRT SEAT BELT BUCKLE, Included in DRIVER SIDE SEAT ASSY	19181643			0.2 Body hrs.		
FRONT DOOR						
Replace L FRT DOOR SHELL	0	\$620.00	1	4.4 Body hrs.	2.8 hrs.	
-0.3 hrs. Overlap, 1.1hrs. Clearcoat					-0.3 hrs. Overlap	1.1 hrs.
R&R L FRT ADD TO R&R/R SIDE AIR BAG SENSOR				0.3 Mechanical hrs.		
Replace L FRT DOOR REAR VIEW MIRROR	0	\$52.85	1	0.3 Body hrs.		
R&L L FRT DOOR MIRROR MOUNT COVER	15235074			0.2 Body hrs.		
R&L L FRT OTR DOOR BELT MOULDING	15753759			0.2 Body hrs.		
R&L L FRT DOOR TRIM PANEL ASSY	20993930			0.5 Body hrs.		
R&L L FRT INR DOOR PULL HANDLE	10388389			0.1 Body hrs.		

Figure A5.2. Repair Estimate Continued.

SS AUTO BODY	Stephan Shelton SS AUTO BODY 7384 N 140th dr. Glendale, AZ 85335 Business Phone: 623-738-7443 shelton1320@gmail.com	Estimate Est #67, ID #5261955
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R&I L FRT INR DOOR HANDLE PLATE	ORDER FROM DEALER	0.2 Body hrs.
R&I L FRT DOOR GARNISH MOULDING	25746820	0.1 Body hrs.
R&I L FRT DOOR REAR GARNISH MLDG	22780335	0.1 Body hrs.
R&I L FRT DOOR SPEAKER	23450623	0.2 Body hrs.
R&I L FRT DOOR GLASS RUN CHANNEL	25759241	0.2 Body hrs.
R&I L FRT DOOR MOVEABLE GLASS	20999991	1.0 Glass hrs.
Refinish R FRT DOOR MOVEABLE GLASS		

ROOF		
Repair loosen for access to repair FRT ROOF HEADLINER	ORDER FROM DEALER	1.0 Body hrs.
Refinish spot section ROOF PANEL	15012694	1.0 hrs.
0.2hrs. Clearcoat, -0.4hrs. Adj. Deduct.		-0.2 hrs.

Replace tire info label	⓪	\$54.25	1
Replace vehicle weigh info label		\$48.32	1
Other Hazardous Waste Remove	⓪	\$2.00	1
Other Undercoating	⓪	\$12.00	1
Other Car Cover	⓪	\$12.00	1
Other Remove Old Adhesive	⓪	\$0.50	1

Totals

Type	Hours	Rate/hr	Total	Taxable
OEM Parts			\$56.60	✓
⓪ LKQ Parts			\$672.85	✓
⓪ Other Parts			\$80.75	✓
Body Labor	33.3	\$46.00	\$1,531.80	
Paint Labor	9.4	\$46.00	\$432.40	
Mechanical Labor	0.3	\$80.00	\$24.00	
Glass Labor	1.0	\$46.00	\$46.00	
Paint Supplies	12.1	\$30.00	\$363.00	✓
Taxable Amount			\$1,173.20	
Tax	9.200%		\$107.93	
Nontaxable Amount			\$2,034.20	
Grand Total			\$3,315.33	
Net Total			\$3,315.33	
