

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**

**MAXWELL AFB INSTRUCTION 24-301**

**5 JANUARY 2017**



**Transportation**

**VEHICLE OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 24-301 *Vehicle Operations*, AFI 24-302 *Vehicle Management*, and AFMAN 23-220 *Reports of Survey for Air Force Property*. It applies to all units that operate government owned or leased vehicles managed by the 42d Air Base Wing (42 ABW). It establishes policies and procedures for implementation and managing the Vehicle Operations Program. This publication applies to all military and civilian personnel assigned to Maxwell AFB who operate a government motor vehicle (GMV). It includes specific guidance that addresses the definition authority, disposition, reporting procedures and reimbursement of funds for repairs of military vehicle accidents and abuse. Waivers to this publication are not authorized. Subordinate units may not issue implementing publications. 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 Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## 1. OVERVIEW.

1.1. AFI 24-301, paragraph 1.5.1.1, mandates installation commanders establish a written policy governing official use of government motor vehicles (GMV) specific to the installation (Maxwell Air Force Base to include Gunter Annex).

1.2. The intent of this instruction is to clearly articulate the local procedures that are not defined in AFIs.

## 2. LOCAL OFFICIAL USE PROGRAM.

2.1. Permissible operating range for an assigned GMV is a radius of 100 miles and the range for the U-Drive-It vehicle is 25 miles from Maxwell AFB. U-Drive-It vehicles authorizations are designed to support personnel coming TDY to Maxwell AFB, and not designed to be used to take personnel TDY from Maxwell AFB.

2.1.1. The 42 LRS/CC must approve any assigned GMV and/or U-Drive-It GMV operating past the stated permissive operating range with the following exceptions:

2.1.1.1. Unconditional exemption applies to: Air University Commander (AU/CC); 42d Air Base Wing Commander (42 ABW/CC); 42d Force Support Squadron (42 FSS) Mortuary and Honor Guard; General Services Administration (GSA) leased vehicles; emergency aircraft recovery efforts; official business to NEXRAD stations; 42d Logistics Readiness Squadron (42 LRS) trips to Defense Logistics Agency-Disposition Services located at Ft. Benning, GA and Eglin AFB, FL; 25th Aerial Port Squadron in support of air drop missions to Ft. Benning, GA, Dobbins ARB, GA, Robins AFB, GA, Hurlburt Field, FL, Rome, GA, and Hattiesburg, MS; and 908th Airlift Wing to recover non-mission-capable aircraft.

2.2. For personnel on Temporary Duty, a GMV can be used off-base for sustenance, but the GMV is restricted to a radius of 25 miles from Maxwell AFB.

2.3. Approved mission-specific authorizations are limited to Emergency Response Forces (first-responders) using GMVs to travel to on-base eating establishments and base gymnasium when on alert status and for personnel securing carry-out meals in bulk from on-base military dining facilities or flight kitchen.

2.4. Transportation to the local Montgomery civilian airport is only authorized for official non-DoD visitors when officially invited and approved by the installation commander, and for DoD personnel traveling in groups of four or more based upon cost benefit analysis; see Attachment 2.

2.4.1. Transportation to Atlanta or other airports is not authorized.

2.4.2. Justification to transport personnel to terminals will not be based solely on reasons of rank, position, prestige, or personal convenience.

2.5. The 42 LRS will not provide services that compete with commercial services. Exemptions will be considered on a case-by-case basis due to training, proficiency, or military necessity.

2.6. Consistent with applicable laws and regulations, vehicles, while being monitored, may remain idling during hot weather for air conditioner use in accordance with this instruction and AFI 24-302, paragraph 11.9.4.

2.7. Operate vehicles in accordance with AFI 91-207\_MAXWELLAFBSUP, *The US Air Force Traffic Safety Program*. Limit operators to driving no more than 10 hours in a duty period. Drivers shall take breaks of at least 15 minutes every 2-3 hours of consecutive driving. Provide operators the opportunity for 8 consecutive hours of rest during any 24-hour period.

**3. DELEGATION.** The 42d Mission Support Group Commander is delegated authority to approve in writing the use of GMVs for:

3.1. Official non-DoD visitors fare-free travel between commercial transportation terminals and visitation point (limited to local area travel) to take part in base activities in the interest of community relations.

3.2. Invited civilian organizations when officially invited to participate in an Air Force activity, in order to transport civilian organizations (non-reimbursable) to military installations (limited to local area travel) to take part in base activities in the interest of community relations. This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar function. Space-available provisions apply.

3.3. The support of personnel invited to speak at social events by civilian organizations, when he or she is acting in a capacity that represents the Air Force. Other invitees may accompany on a space-available basis. Larger vehicles will not be provided to accommodate space-available passengers. (T-1). Authorized transportation support is to/from a duty location unless the member is authorized domicile-to-duty.

3.4. Bus transportation in support of DoD-authorized Morale, Welfare, and Recreation (MWR) programs, community activity programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the DoD mission. This service is limited to full support of Category A MWR activities, substantial support of Category B MWR activities, and some limited support of Category C MWR activities. The categories of MWR activities and funding support authorized are contained in AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIS)*. All requests for support must be coordinated through the LRS commander and FSS commander. (T-1). Assets may be used in support of military community activities only after mission requirements have been met.

**4. VEHICLE MISUSE.**

4.1. Report suspected misuses to LRS Vehicle Operations. Vehicle Operations conducts an initial technical assessment of the incident to determine if regulatory official use guidance may have been violated. **Note:** AF/A4LR will serve as the primary point of contact for misuses or reckless vehicle operation allegations reported to GSA.

4.2. Vehicle Operations will collect the information and conduct a technical assessment for review. Technical assessments will include at a minimum the date, time and location of incident as well as the vehicle's make, model and vehicle registration number. Technical assessments will also clearly state the alleged offense and applicable official use guidance addressed in the suspected misuse.

4.3. Forward allegations along with the technical assessment to the LRS commander within 5 duty days of receiving the complaint. The LRS commander will forward suspected misuse technical assessment requiring investigation to the appropriate unit commander within 5 duty days of receipt. Commanders have 15 calendar days to respond to the LRS commander's assessment and identify actions taken to prevent further occurrences (if appropriate). Unit commander responses will include address requirements identified in AFI 24-301 paragraph 3.3.

4.4. Annually, the LRS commander will provide their respective group commander with detailed results of pending and completed vehicle misuse investigations with recommendations to improve official use of GMVs.

## **5. ACCIDENT AND ABUSE PROCEDURES.**

5.1. When an accident occurs, the vehicle operator will stop the vehicles and render aid to the injured. The operator will then notify Security Forces or proper state and local authorities if accident occurred off base, Wing Safety, Alert Photographer, and his/her supervisor or Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCO/VCNCO). The vehicle operator will make no reference to liability. The vehicle operator must complete a Standard Form 91, *Motor Vehicle Accident Report*, and furnish copies to the VCO/VCNCO, Vehicle Maintenance, Wing Safety, and the Investigating Officer immediately following the accident.

5.2. After the on-scene investigation is completed, the vehicle should be taken directly to Vehicle Maintenance. A notification letter will be sent by the LRS/CC to the commander of the organization with vehicle involved in the accident/abuse. The VCO/VCNCO will ensure that a copy of the notification is forwarded to: Security Forces, Wing Safety, Finance, Legal, and the Reports of Survey (ROS) Program Manager if required. Vehicle Maintenance will initiate repairs immediately unless otherwise notified by the using organization or ROS Investigating Official. Using organizations will fund for all costs associated with Accident/Abuse repairs.

5.3. The Investigating Officer will make a written recommendation on whether or not to pursue an ROS to the unit commander or the approving authority, IAW AFMAN 23-220, paragraph 18.4.

## **6. RECORDS AND LICENSING.**

6.1. Military/Civilian Personnel; Operation of non-tactical Air Force GMVs where gross vehicle weight rating (GVWR) is less than 10,000 pounds, and the vehicle is designed to transport 8 passengers or less requires only a valid State motor vehicle operator's license for the class of passenger vehicle being operated and valid DoD issued Common Access Card (CAC). No further licensing is required. Operation of all other Air Force GMVs requires additional training/certification and licensing.

6.1.1. All tactical vehicles regardless of vehicle GVWR.

6.1.2. All vehicle combinations (prime mover with trailer combination added together) with combined GVWR over 26,000 lbs.

6.1.3. All forklifts and material handling equipment.

6.1.4. Vehicles identified as 9 passengers or more.

6.2. Operator Certification: Public Law 99-570, Title XII, *Commercial Motor Vehicle Safety Act of 1986*, establishes minimum national standards for licensing commercial motor vehicle drivers. The act requires testing and licensing standards for truck and bus operators to ensure operators have a working knowledge to safely operate those vehicles. Vehicle Operations Section serves as the sole commercial equivalent vehicle certification authority on the installation. The certification program ensures Air Force licensed operators comply with the previously mentioned standards and provides certification services for all personnel assigned to the installation. Members with a commercial driver's license (CDL) do not require further certification for vehicles covered on the member's CDL. The installation certification program should not be confused with a training program. Operator training remains a unit responsibility.

6.3. Contractor Personnel: DoD contractor employees assigned to operate either government owned/leased equipment in performance of their contract shall be certified by the contractor and at the contractor's expense as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the administrative contracting officer before any contract employee engages in any mode of equipment operation. This letter will be updated as necessary and remain on file with Operators Records and Licensing (OR&L) and the administrative contracting officer.

6.4. Training and certification requirements for vehicles referenced in paragraph 5.1 are listed in AFI 24-301, **Chapter 11**.

**7. ADHERENCE TO HOURS OF OPERATION.** Per the performance work statement, vehicle operations hours of operations are to provide support to meet the installation's mission requirements. Recommended hours for duty days: 0500 – 2100 and Weekends, Federal holidays, and other non-duty days 0700-1900.

ERIC K. SHAFI, Col, USAF  
Commander, 42d Air Base Wing

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

Public Law 99-570, Title XII, *Commercial Motor Vehicle Safety Act of 1986*

AFPD 23-1, *Material Management*, 4 March 2010

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 24-301, *Vehicle Operations*, 5 May 2016

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

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

AFI91-207\_ MAXWELLAFBSUP, *The US Air Force Traffic Safety Program*, 13 August 2014

***Adopted Forms***

SF 91, *Motor Vehicle Accident Report*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**AFI**—Air Force Instruction

**AU**—Air University

**CAC**—Common Access Card

**CDL**—Commercial Driver's License

**DoD**—Department of Defense

**FSS**—Force Support Squadron

**GMV**—Government Motor Vehicle

**GSA**—General Services Administration

**GVWR**—Gross Vehicle Weight Rating

**LRS**—Logistics Readiness Squadron

**MWR**—Morale, Welfare, and Recreation

**OR&L**—Operators Records and Licensing

**ROS**—Report of Survey

**TDY**—Temporary Duty

**VCO/VCNCO**—Vehicle Control Officer/Vehicle Control Non-Commissioned Officer

**Attachment 2**  
**COST BENEFIT ANALYSIS**

**Table A2.1. Cost Benefit Analysis.**

	<i>Sedan</i>		<i>7 Pax Van</i>		<i>15 Pax Van</i>		<i>48 Pax Bus</i>
<b>Hourly Pay</b> (See Note 1)	22.11		22.11		22.11		22.11
<b>Time In Service</b>	1.5		1.5		1.5		1.5
<b>Manpower Cost</b>	<b>\$33.17</b>		<b>\$33.17</b>		<b>\$33.17</b>		<b>\$33.17</b>
<b>Total Miles</b>	22		22		22		22
<b>Cost Per Mile</b>	0.13		0.28		0.21		0.53
<b>Vehicle Cost</b>	<b>\$2.86</b>		<b>\$6.16</b>		<b>\$4.62</b>		<b>\$11.66</b>
<b>Total per trip</b> (See Note 2)	<b>\$36.03</b>		<b>\$39.33</b>		<b>\$37.79</b>		<b>\$44.83</b>
Note 1: Hourly Rate based on Military Equivalent E-4.							
Note 2: Taxi Charge/Maxwell to Montgomery Airport = \$20.00/person.							