

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE (AMC)**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**



24-302

**MCCONELL AIR FORCE BASE
Supplement**

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VEHICLE MANAGEMENT

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This instruction establishes policies and procedures for an effective Vehicle Management program at McConnell Air Force Base (AFB) and implements Air Force Instruction (AFI) 24-302, *Vehicle Management*, and Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Ground Transportation Vehicles*. This publication outlines definitions, responsibilities and procedures for an effective accident/abuse program with the visibility and emphasis placed at the unit level and the direct responsibility of the unit commander. It also establishes the vehicle idling guidance and Vehicle Control Official/Appointment for the wing. This instruction is applicable to all persons operating government-owned/leased vehicles/ equipment assigned or attached to McConnell AFB, supported by the 22d Logistics Readiness Squadron (22 LRS). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of IAW with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This revision includes the following changes: **Paragraphs 1.2** “Vehicle Control Officer/Non-Commissioned Officer (VCO/VCNCO)” changed to “Vehicle Control Official program.” **Paragraphs 2.1** “Vehicle Operations” changed to “Ground Transportation”, “VCO/VCNCO” changed to Vehicle Control Official (VCO)”. Paragraphs 2.2 “Vehicle Operations” changed to “Ground Transportation”. Paragraphs , 1.2, 2.1, 2.2, 2.3, 2.4, 2.7, 3.1, 3.5, 4.1, and 5.1.1 have been rephrased.

1. Policy and Objective.

1.1. The 22 LRS Vehicle Management Flight (LGRV) is not funded for accident and abuse repairs. Using organizations fund repairs resulting from these incurred costs, regardless of the determination of pecuniary liability. Visibility and emphasis are placed at the unit level and the direct responsibility of the unit commander to foster better operator care and condition of McConnell AFB’s vehicle fleet. Unit commanders and flight chiefs will ensure compliance with this instruction for vehicles managed and/or maintained by the 22 LRS/LGRV.

1.2. The objective of this policy is to ensure maximum life expectancy and efficient use of limited government vehicle resources. Vehicle accident and abuse repair expenditures are preventable nearly all the time. The key to a successful program is an effective Vehicle Control Official program, with the organizational commander’s involvement. Operator training and care is essential in preventing needless repairs or expenses.

2. General.

2.1. Owning/using organizations will accomplish reimbursement through Journal Voucher (JV) funds transfer from their operation and maintenance (O&M) account to the 22 LRS/LGRV-designated O&M account. Alternatively, units may purchase the repair parts as determined by the 22 LRS/LGRV. Additional required parts, discovered through the repair process, will also be the responsibility of the unit. Units purchasing parts will provide a copy of the vendor’s receipt to the 22 LRS/LGRV. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Using organizations include temporary duty (TDY) units utilizing the Ground Transportation U-Drive-It (UDI) fleet or recalled vehicles from McConnell AFB’s vehicle fleet. TDY units will be pursued by owning organizations for reimbursement on accidents/abuses. Organizations with General Services Administration (GSA) vehicles will provide GSA Speed Pay data, to the 22 LRS/LGRV, NLT the 15th working day of the new Fiscal Year (FY). The Vehicle Control Official (VCO) should provide their respective resource advisor with a copy of the completed accident repair.

2.2. The vehicle involved in accidents/abuses will remain in the 22 LRS/LGRV compound unless a vendor estimate or repair is required, or is otherwise released by the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS). The using organization is not authorized a replacement vehicle from the 22 LRS Ground Transportation Dispatch (22 LRS/LGRDDO) UDI vehicle fleet, unless approved by the VFM or the VMS. Accident/abuse cases will not count towards the unit’s mission essential levels (MELs) and priority repairs will be looked at on a case-by-case basis by the VFM or VMS and will considered based on current workload.

2.3. Upon occurrence of an accident or notification of suspected vehicle abuse, the unit commander or designated representative will initiate an investigation, to determine the need for a Reports of Survey to determine any financial liability.

2.4. If a government owned vehicle (GOV) or leased vehicle/equipment is involved in an accident with a privately owned vehicle (POV) the appropriate civil law enforcement authority or the 22d Security Forces Squadron (22 SFS) will be notified to investigate the incident. If investigation determines the responsible party to be the GOV operator, the GOV's owning organization is responsible for reimbursement of repair costs for the GOV or leased vehicle/equipment. The 22d Air Refueling Wing's Judge Advocate Office (22 ARW/JA) will oversee the processing of any claims against the United States filed by the POV operator. If a GOV or leased vehicle/equipment is involved in an accident with a POV, and evidence indicates that the POV operator is the responsible party, the 22 LRS/LGRV will coordinate with the 22 ARW/JA in all actions, if any, to obtain payment for damages from the POV operator or the POV operator's insurance company. If the operator of the POV is uninsured, the 22 LRS/LGRV will coordinate repairs on the GOV vehicle/equipment at no cost to the owning/using organization and 22 ARW/JA will oversee any actions, if any, to pursue reimbursement for non-GSA assets. If a GSA-leased vehicle/equipment is involved in an accident with a POV, GSA Accident Control Center will coordinate or pursue all actions, if any, against the POV operator or POV operator's insurance to obtain payment for damages. If the operator of the POV is uninsured and GSA Accident Control Center cannot recover the accident cost, then the owning organization will be charged the repair cost through an agency incurred expense. The 22 LRS/LGRV will assist owning organizations in coordinating with the 22 ARW/JA to pursue reimbursement for GSA accident charges from POV faulted accidents. It is vital all available information is documented on the Standard Form 91 (SF91), *Motor Vehicle Accident (Crash) Report*, provided to the GSA Accident Management Center when involving a POV accident.

2.5. Report UDI or loaned vehicle damage to 22 LRS/LGRDDO and 22 LRS/LGRV within 24 hours.

2.6. (Added) Vehicle damage occurring during special events and/or non-routine functions or operations from agencies or users outside the 22 ARW will be the responsibility of the owning organization. When warranted, owning organizations may seek reimbursement, through their chain of command, in cases of gross negligence. Cost will be capped at \$10,000 per vehicle, with damage costing above the cap being decided by the 22d Mission Support Group Commander (22 MSG/CC). Exception: The designated event program or project manager may predetermine funding guidance prior to the event. Guidance in-turn will be provided to the 22 LRS/CC.

2.7. 22 MSG/CC is the final decision authority to resolve any conflicts concerning this program.

3. Procedures.

3.1. The using organization reports all vehicle damage to the 22 SFS immediately. No later than the next duty day, damage is reported to the 22 LRS/LGRV and the GOV is turned into the Vehicle Management Flight, building 710. The vehicle must be accompanied by the appropriate *Operator's Inspection Guide and Trouble Report*, *Wavier Card* and a completed SF91. A Security Forces accident form or statement of accident should be turned in with the vehicle, if available. GSA vehicle damage is also reported to the GSA Accident Management Center within the same time frame. **(Added)** Owing/using organizations will not waiver accident damage to GSA

vehicles without the explicit approval of the GSA Accident Management Center, the GSA Fleet Service Representative or the 22 ARW GSA Vehicle Liaison.

3.2. The VFM/VMS will decide whether or not to initiate accident, abuse or incident action on the vehicle. All accident and abuse cases will be forwarded to the 22 LRS/CC, who will make the final determination.

3.3. The using organization will be responsible for obtaining repair estimates from a local vendor for GSA vehicles and copy will be provided to GSA.

3.4. The Vehicle Management Flight will provide the commander of the using organization a letter of accident/abuse notification. If responsibility cannot be determined, the letter will be sent to the owning organization.

3.5. Using/owning organizations will submit a vehicle release letter within 5 calendar days from the date of the accident/abuse, unless the owning organization, in coordination with VFM/VMS, determines more time is needed. GOV maintenance repairs will commence after the 5th calendar day of the vehicle being reported to the 22 LRS/LGRV. Accidents/abuses to GSA-leased assets require repair approval through the GSA Accident Control Center with notification to the 22 LRS/LGRV. GSA will determine what repairs are required to vehicles and where the unit will take the vehicle for repairs.

3.6. The using organization will deliver and pick up all leased vehicles from local vendors for damage estimate or repair.

4. GSA Agency Incurred Expense (AIE).

4.1. An AIE is billed from GSA and is a cost outside those paid for in the GSA lease agreement. Normally this is a repair or expense not attributed to fair wear and tear or affecting the run ability of the vehicle.

4.2. Owing/using organizations are subject to bear all costs of GSA AIEs.

4.3. Attachment 2 provides, but is not limited to, a list of examples of when an AIE may be billed to an agency. For further information, contact your GSA Fleet Service Representative.

5. Vehicle Idling Policy.

5.1. All personnel operating vehicles owned/leased by the 22 ARW will adhere to the “5 minute” idle policy IAW AFI 24-302, *Vehicle Management*, with the following exemptions.

5.1.1. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment are exempt for emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal. Additionally, any vehicle will be exempt if the engine must idle for proper operation of life/property saving accessories or for public safety.

5.1.2. All vehicles will be attended while idling during inclement weather and may exceed the “5 minute” idling policy under the following conditions.

5.1.2.1. Air conditioner use when the heat category flag colors are “red” or “black.”

5.1.2.2. Heater use when temperatures are 40 degrees or less, with or without wind chill factors.

6. (Added) VCO Appointment.

6.1. **(Added) Unit commanders, with vehicles/equipment managed by the 22 LRS/LGRV, will appoint a primary and an alternate VCO using the AF Form 172 (AF172), *Appointment of Vehicle Control Officials*.** At the commander's discretion, a second alternate may be appointed. Every attempt should be made to ensure the primary VCO is on a different deployment cycle than their alternate(s).

6.2. **(Added) Unit commanders will appoint a replacement official(s) within 30 days of a current individual's Permanent Change of Station, Permanent Change of Assignment or separation.**

6.3. **(Added) In the absence of a qualified VCO or alternate, actions requiring a VCO request or signature may be accomplished by the unit commander.**

6.4. **(Added)** Unit commanders will ensure their personnel receive VCO training from the 22 LRS/LGRV. Personnel who have not completed the training within 90 days of appointment will be deleted from the position and a new AF172 will be required.

6.5. **(Added) Unit commanders will ensure VCO(s) and alternate(s) will adhere to the requirements outlined in AFI24-302 and this instruction.**

GEORGE N. VOGEL, Colonel, USAF
Commander

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

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

AFMAN 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 13 December 2017

DAFMAN, 90-161, *Publishing Process and Procedures*, 14 April 2022

Prescribed Forms

AF Form 172, *Appointment of Vehicle Control Officials*, 24 February 2020

Standard Form 91, *Motor Vehicle Accident (Crash) Report*, September 2020

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AIE—Agency Incurred Expense

ARW—Air Refueling Wing

CC—Commander

GOV—Government Owned Vehicle

GSA—General Services Administration

IAW—In Accordance With

JV—Journal Voucher

LGRDDO—Vehicle Operations Dispatch

LGRV—Vehicle Management Flight

LRS—Logistic Readiness Squadron

MEL—Mission Essential Level

MSG—Mission Support Group

NLT—No Later Than

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

SFS—Security Force Squadron

TDY—Temporary Duty

UDI-U—Drive-It

VCO—Vehicle Control Official

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

Terms

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

Vehicle Accident—Any situation where a GOV strikes, or is struck, by another GOV, commercial vehicle, POV and/or object, structure or animal.

Vehicle Abuse—Damage caused by willful or negligent acts of improper operation or care. An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear, a vehicle accident or a vehicle incident. Some examples of vehicle abuse are listed in [Attachment 2](#).

Vehicle Incident—Any situation where a GOV sustains damage where the actions of the vehicle operator could not have prevented the outcome (i.e., act of nature). **Note: Wind damage is not an act of nature; users have control over the opening and closing of doors.**

GSA Agency Incurred Expense—A cost billed by GSA outside those paid for in the GSA lease agreement. Normally this is a repair or expense not attributed to fair wear and tear or is affecting the run ability of the vehicle.

Attachment 2

EXAMPLES OF VEHICLE ABUSE AND AIEs (NOTE: The examples below are not an all-inclusive list of vehicle abuses.)

A2.1. Vehicle reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.

A2.1.3. Operating a vehicle with applied/dragging parking brakes.

A2.1.4. Improper weight distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

A2.1.5. Using a vehicle for other than it is intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).

A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, modification or adding special equipment unauthorized in or on vehicles.

A2.1.8. Operating a vehicle with improperly inflated tires (not in accordance with the manufacturer's recommended inflation pressure as marked on the vehicle) or tire wear that is beyond recoupable limits (i.e., cord exposed).

A2.1.9. A vehicle being operated by an unqualified/untrained operator.

A2.1.10. Intentional destruction/disfigurement of vehicle interior/exterior.

A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders or Kansas law concerning vehicle safety.

A2.2. Other situations where vehicle abuse action may be initiated:

A2.2.1. Failure to report malfunctions, defects in or damage to a vehicle to 22 LRS/LGRV within 24 hours of discovery. A preapproved delay of this action to satisfy immediate mission needs can be authorized, but must be coordinated through the Fleet Management and Analysis section.

A2.2.2. Failure to bring a vehicle/equipment to 22 LRS/LGRV for scheduled maintenance before an overdue condition exists. Preapproved rescheduling for early accomplishment of scheduled maintenance in order to meet urgent mission requirements can be accomplished to prevent this condition from occurring.

A2.2.3. Wind damage.

A2.2.4. Unreported accident damage or other damage not attributed to an incident or accident.

A2.2.5. Vehicle damage or system failures not attributed to fair wear and tear.

A2.3. Situations where a GSA AIE may be initiated:

A2.3.1. Body or glass damage or missing vehicle parts.

A2.3.2. Premature tire wear.

A2.3.3. Premature or overdue schedule maintenance.

A2.3.4. Vehicle add-on or modification not directed or approved by GSA.

A2.3.5. Purchases with the vehicle's fleet card, which does not affect the run ability of the vehicle. Unauthorized or unidentifiable purchase of items or services. Improper fuel grade or excessive purchases of oil and other authorized fluids. Purchases not authorized by the maintenance control center or receipts not provided to the GSA Fleet Service Representative.

A2.3.6. Failure to perform operator's care or safeguard the vehicle.

A2.3.7. Vehicle deterioration above fair wear and tear upon termination. This includes damage or add-on equipment required to be removed, by GSA, prior to resale.