

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

**MINOT AIR FORCE BASE
INSTRUCTION 24-302**



13 DECEMBER 2022

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 releasable restrictions on this publication

OPR: 5 LRS/LGRV

Certified by: 5MSG/CC
(Colonel Brett T. Black)

Pages: 15

This instruction implements the provisions of Air Force Instruction 24-302, *Vehicle Management*, and Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. It provides guidance and procedures on policy and responsibilities for an effective vehicle and equipment idling program and accident and abuse program. It applies to all government motor vehicles and/or equipment (GMV) assigned to Minot Air Force Base (AFB). This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). 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.

SUMMARY OF CHANGES

This document has been substantially edited and should be reviewed in its entirety.

Chapter 1

VEHICLE OPERATOR CARE AND READINESS

Section 1A—Overview

1.1. Purpose. An effective Vehicle Control Official (VCO) program will ensure future reliability and readiness of the vehicle fleet, further empowering the mission they are assigned to at Minot AFB ND. VCOs and Operators will ensure all required steps are being taken to properly inspect, maintain, and operate vehicles safely and efficiently. Unserviceable vehicles will be turned in to 5 LRS Vehicle Management Flight for repairs. 5 LRS Vehicle Management Flight is not responsible for performing VCO and/or Vehicle Operator inspections external to their work center.

1.2. Program Objectives. The information contained within this publication will be communicated to all organizations and personnel who possess and operate any Government Motor Vehicle, (GMV) assigned to Minot AFB and maintained by the 5 LRS Vehicle Management Flight.

1.3. Definitions. The following terms will be defined within this publication as follows:

1.3.1. Vehicle Control Official (VCOs). DoD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DoD mission. The Air Force has adopted the VCO program to ensure the day-to-day management of motor vehicles permanently assigned to units and agencies. Unit commanders with assigned Accountable Property System of Record registered and/or leased vehicles will appoint a primary and alternate VCO; appointees are designated in writing utilizing AF Form 172 and forwarded to the 5 LRS Vehicle Management Vehicle Control Function. Commanders have the option of consolidating VCO program requirements of subordinate units and appoint VCO(s) at their command level.

1.3.2. Vehicle Operators. Vehicle operators are responsible to perform the required inspections, servicing, and maintenance of the vehicles they operate IAW current Air Force Instructions, Technical Orders, Operators Manual, and/or Vehicle Lesson Plans applicable to the specific make and model of the vehicle.

Section 1B—Responsibilities

1.4. Initial Procedures. Vehicle Operators will ensure required vehicle inspections/processes are completed on a daily, weekly, and monthly basis. Operators will use the applicable AF1800; *Operator's Inspection Guide and Trouble Report* to perform a full serviceability/functional check of vehicles under their control in accordance with established intervals for vehicle types, located in TO 36-1-191-WA-1, Table 3-1 see **Attachment 2**. Vehicle operators will perform a thorough visual inspection or “walk-around” prior to each use or shift. The vehicle operator checks for vehicle damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle. Ensure operator maintenance on General Services Association (GSA) leased vehicles is completed in accordance with GSA guidance. For commercially rented/leased vehicles, complete operator's maintenance in accordance with rental/lease contract. In the absence of contract guidance, complete in accordance with vehicle manufacturer recommendations. Refer to the vehicle owner's manual. Observe GSA Leased Vehicle Driver's Responsibilities.

1.4.1. VCOs will ensure that vehicles are turned in to the 5 LRS Vehicle Management Flight on or before the scheduled maintenance appointment date. Failure to do so without coordination with 5 LRS Fleet Management and Analysis before the due date will constitute vehicle abuse.

1.4.2. VCOs and/or operators will ensure vehicles parked outside will have engine block heaters plugged in to an appropriate power source when temperatures are at or below 20°F. Engine block heaters ease engine startup and shorten warm up periods. In addition, they ease the amount of current required to start the engine thus increasing longevity and reliability of the vehicle starting system. Use of a lighted extension cord is recommended to verify power is available to the vehicle engine heater power cord. When vehicles cannot be plugged in, every effort should be made to park vehicles indoors. Units must prepare and pre-position vehicles to enable ease of starting. 5 LRS Vehicle Management/Mobile Maintenance should never be solely relied upon for daily vehicle starting for cold weather operations.

1.4.3. VCOs will contact with 5 LRS Vehicle Management Mobile Maintenance if assistance is needed such as jump starts, or minor maintenance repair. 5 LRS Vehicle Management Mobile Maintenance will coordinate with VCO or operator to establish a show time and provide at least a 15 minute warning prior to arrival. VCOs will have a unit representative with knowledge of the vehicle malfunction and the vehicles AF Form 1800 standing by with the vehicle (on or off base) to meet the Mobile Maintenance team when they arrive. If a unit representative is not on site when the Mobile Maintenance team arrives, no repairs will be attempted and they will wait no longer than 5 minutes before they depart and the unit will be charged with a vehicle abuse. The VCO will ensure vehicles that have been jump started are allowed to operate for 20-30 minutes to recharge the vehicle batteries.

1.4.3.1. Organizations calling 5 LRS Vehicle Management Mobile Maintenance for assistance under false pretenses i.e., stating the vehicle is blocking an aircraft when it is not will be addressed through the chain of command.

1.4.4. VCOs and or operators will ensure every effort is made to park GMVs indoors if severe weather is imminent to mitigate wind or hail damage.

1.4.5. Vehicle operators will service fuel, engine oil, windshield washer fluid, Diesel Exhaust Fluid, (DEF), and check levels of all other accessible fluids with dipsticks or sight gauges.. Vehicle operators will go to Vehicle Management for servicing of other fluid levels not mentioned above, i.e., coolant, automatic transmission, power steering, brakes and batteries. Additionally, vehicle operators of special purpose vehicles will check and service hydraulic fluid reservoirs on special units or attachments. Vehicle operators will keep vehicles clean at all times to include the interior. Failure to do so will constitute vehicle abuse. Damage that can be attributed to operator's not inspecting vehicles (i.e. not checking engine oil, no oil) is vehicle abuse.

1.4.6. Vehicle Operators will:

1.4.6.1. Tighten loose nuts, bolts and screws, install light bulbs and windshield wiper blades (with Customer Service Center assistance). Refer to guidelines in AFI 24-302, AFMAN 24- 306, AFI 24-301, operational technical orders and commercial manuals and plans of instruction for the vehicles operated.

1.4.6.2. Follow Official Use policy.

1.4.6.3. Perform applicable operator care on all government motor and rented/leased vehicles.

1.4.6.4. The senior occupant ensures seatbelts are worn by all vehicle occupants at all times.

1.4.6.5. Ensure the security of the vehicle and cargo.

1.4.6.6. Operate vehicles in the most fuel-efficient manner.

1.4.6.7. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment.

1.4.6.8. Operate vehicles in a safe manner adjusting vehicle speed for weather, visibility, and road conditions.

1.4.7. VCOs will perform operator care inspections on 100% of their vehicle fleet annually. They will ensure vehicles are being inspected correctly by vehicle operators. They will ensure vehicle operators have knowledge of how to properly accomplish an inspection utilizing the *Operator's Inspection Guide and Trouble Report* and a vehicle manufacture checklist as a guideline. It is not Vehicle Management's responsibility to perform operator inspections/maintenance.

1.4.8. VCOs will mitigate accident and abuse mishaps in their units.

Chapter 2

VEHICLE AND EQUIPMENT IDLING POLICY

Section 2A—Overview

2.1. Purpose. The purpose of the Minot AFB idling program is to decrease fuel consumption and reduce air pollution and greenhouse gas emissions. This idling policy is to be implemented in order to decrease maintenance expenditures and extend the service life of engine assemblies.

2.2. Program Objectives. The information contained within this publication will be communicated to all personnel who possess and operate any GMV assigned to Minot AFB and maintained by the 5 LRS Vehicle Management Flight. All personnel will be familiar with this instruction prior to operating a vehicle.

2.3. Definitions. The following terms will be defined within this publication as follows:

2.3.1. Idling. Idling refers to the operation of a vehicle engine while the vehicle is not in motion or being used to operate auxiliary equipment essential to the basic function of the vehicle.

2.3.2. Vehicle and Equipment. Throughout this instruction, the terms vehicle and equipment refer to cars, trucks, sport utility vehicles (SUVs), ambulances, tractors, road graders, street sweepers, snow plows, snow brooms, snow blowers, forklifts, tow tractors, and other motorized vehicles and equipment operated by a driver and utilizing fuels such as diesel, gasoline, E-85, propane, or compressed natural gas.

2.3.3. Alternative Fuels. Alternative fuels include E-85, propane, B20 (Bio Diesel), and compressed natural gas.

Section 2B—Responsibilities

2.4. Initial Procedures. All personnel operating GMVs and equipment assigned to Minot AFB will perform initial vehicle and equipment warm up procedures in accordance with the guidelines listed below. Excessive engine idling leads to incomplete fuel combustion, oil dilution and lowered oil viscosity and oil pressure – all of which increase the risk of wear and increased oil consumption. Oil consumption in diesel engines increases in sub-zero temperatures. Engine oil must be checked for proper level daily to avoid seizing an engine due to lack of engine oil.

2.4.1. A maximum idle time of 5 minutes will be allowed during the initial warm-up period. This 5-minute idle time can be applied to subsequent times when the vehicle or equipment is being restarted after a prolonged period of shutdown that would result in vehicle conditions similar to those prior to initial shift warm-up.

2.4.2. Cold weather conditions. The maximum idle time will be extended to 10 minutes when temperatures are less than or equal to 10°F. Failure to perform a sufficient initial warm-up period may damage engine, transmission, and transaxle internal and external sealed components or assemblies.

2.4.3. Idling vehicles indoors. Overhead doors shall be open prior to starting vehicles parked indoors. Vehicles started indoors must be moved outdoors immediately following operator function check to avoid buildup of exhaust fumes and carbon monoxide. Vehicles that require indoor idling to buildup air system pressure to release parking brakes or other functional checks prior to movement should be equipped with an approved and functional vehicle exhaust removal system.

2.5. Field Operations.

2.5.1. Diesel fueled vehicles and equipment. No operator shall idle the engine of a diesel fueled vehicle that is stopped for a foreseeable period of time in excess of 5 minutes. Diesel fueled vehicles should only be turned off after enough time has passed to allow the proper circulation and cooling of engine oil (and/or other engine fluids), not to exceed 5 minutes.

2.5.2. Gasoline and alternative fueled vehicles and equipment. No operator shall unnecessarily idle the engine of an unleaded fueled car or truck that is stopped for a foreseeable period of time in excess of 5 minutes. Operators making frequent and multiple stops that require their car or truck to be stationary for time periods up to 2 minutes may idle up to 2 minutes during these circumstances.

Section 2C—Guidance and Procedures

2.6. Exceptions. Idling restrictions do not apply to the following vehicles or in the following situations:

2.6.1. Military tactical vehicles, emergency response vehicles (firefighting, ambulances, security, or law enforcement), sortie generating vehicles and vehicles directed by 5 LRS Vehicle Management Flight for maintenance purposes.

2.6.2. Where engine power is necessary for an associated power need such as, but not limited to, electrical or pressure generation, inverter or tool use, lift gate, or boom operation.

2.6.3. During window ice or frost conditions, attempts to remove ice or frost from windows with a scraper must take place before idling begins. If these attempts are unsuccessful, vehicles may then idle for the purpose of defogging, defrosting, or deicing windows. Idling must end once fog, frost, or ice conditions have been cleared.

2.6.4. Operators may idle a vehicle for the purpose of getting warm or dry if indoor accommodations are not available in the work area. Extended idling may be necessary in order to protect the well-being of the operator and passengers in extreme cold or extreme heat. However, every effort should be made to avoid excessive idling as this may cause damage to the vehicle.

2.6.5. This publication does not apply to vehicles being serviced or inspected.

2.7. Safety Guidelines. As a safety measure, the vehicle's engine should not be manually turned off when the vehicle is stopped while actively engaged in traffic (e.g., at traffic lights). Vehicles may have to move due to the approach of a security or law enforcement vehicle, fire truck, or ambulance. The time required to restart the vehicle would jeopardize the safety of the driver and public.

2.7.1. At the operator's discretion and when the safety of the operator or the general public is not affected, it is recommended the engine be turned off at the following locations:

2.7.1.1. When stopped at a railroad crossing waiting for a train to pass.

2.7.1.2. When stopped in traffic due to an accident or construction. The operator will restart the engine in time to not restrict traffic flow once traffic starts moving again.

2.7.1.3. Where safety may be compromised by shutting down the engine, vehicles may idle at the discretion of the operator.

Chapter 3

VEHICLE AND EQUIPMENT ACCIDENT AND ABUSE PROGRAM

Section 3A—Overview

3.1. Purpose. The purpose of the Minot AFB accident and abuse program is to ensure maximum life expectancy of GMV resources. Vehicle accident and abuse repair expenditures and GSA Agency Incurred Expenses (AIEs) are frequently preventable. The 5 LRS Vehicle Management Flight is not funded for accident or abuse repairs. In accordance with AFI 24-302, *Vehicle Management*, paragraph 1.11.2. all vehicle management expenditures for vehicle accident and abuse repairs, including contract costs, are reimbursable to vehicle management by the using organization. Keys to a successful accident and abuse program include operator training and care, an effective VCO program, and organizational commander involvement.

3.2. Program Objectives. The information contained within this publication will be communicated to all personnel who possess and operate any government motor vehicles or leased vehicles and/or equipment on and off Minot AFB. All personnel will be familiar with this instruction prior to operating a vehicle.

3.3. Definitions. The following terms will be defined within this publication as follows:

3.3.1. Fair Wear and Tear. Fair wear and tear is defined as the normal and expected deterioration of vehicles and equipment based on age, use, and service life expectancy. Vehicle damage not attributable to fair wear and tear will be identified as an incident, accident, or abuse by the VFM or VMS.

3.3.2. Vehicle Incident. A vehicle incident refers to any situation in which a GMV sustains damage from acts of nature, natural disaster, or a mechanical failure that could not have been prevented by action on the part of any vehicle operator or other responsible party. A notification letter will be sent to the using squadron commander for informational purposes.

3.3.3. Vehicle Accident. A vehicle or vehicular equipment accident is a result of a major or minor impact/collision with another vehicle or object.

3.3.4. Vehicle Abuse is a willful or negligent act of improper operation or care. Willful references acts which are intentional, conscious, and directed towards achieving a purpose. Negligence is a failure to use reasonable care, resulting in damage or injury to another. Examples of vehicle abuses are listed in [Attachment 3](#).

3.3.5. GSA Vehicle Accident and Abuse. Refer to AFI 24-302 para 1.11.4.

Section 3B—Responsibilities

3.4. 5th Bomb Wing Judge Advocate Responsibilities.

3.4.1. Oversee the processing of any claims against the United States filed by a Privately Owned Vehicle (POV) operator if a GMV operator is found to be at fault for a vehicle accident.

3.4.2. Oversee the processing of any claims for the United States if a POV operator is found to be at fault for a vehicle accident.

3.5. 5th Mission Support Group Commander Responsibilities.

3.5.1. Resolve all conflicts concerning the vehicle accident and abuse program.

3.6. 5th Logistics Readiness Squadron & Vehicle Management Flight Responsibilities.

3.6.1. Administers the Minot AFB Vehicle and Equipment Accident and Abuse Program to ensure unit compliance.

3.6.2. Perform vehicle repairs, release the vehicle back to the owning/using organization upon receipt of reimbursement from the owning/using organization.

3.6.3. Process requests for reimbursements on a monthly basis or as required (Resource Advisor).

3.6.4. Maintain accident, abuse, and incident case files for at least two years to track quantity and repair cost data.

3.6.5. Submit accident, abuse, and incident reports to the 5 BW and 91 MW safety offices, 5 BW/JA, and 5 CPTS as required, for potential Report of Survey (ROS) processing.

3.7. Using/Owning Organization Responsibilities.

3.7.1. Enforce an effective vehicle accident and abuse prevention program and ensure all assigned vehicle operators understand and practice safe driving guidelines.

3.7.2. Ensure vehicle accident and incident damages are reported immediately to 5 SFS Law Enforcement and/or civil authorities prior to moving the vehicle.

3.7.3. Ensure that operators involved in accidents complete a Standard Form 91, *Motor Vehicle Accident Report*, at the scene; for accidents involving GMVs and POVs, ensure that operators also complete a DD Form 518, *Accident-Identification Card*, at the scene.

3.7.4. Determine whether a ROS is needed, and conducted if required.

3.7.5. Complete an accident/abuse financial responsibility letter and email the completed letter to the 5 LRS Vehicle Management Flight, 5 BW/JA, and 5 CPTS within 2 duty days of receipt of an accident notification letter.

3.7.6. Reimburse the 5 LRS Vehicle Management Flight or contracted vendors for all vehicle parts, materials, and contract repair costs for vehicles involved in abuses or accidents when the organization is determined to be the responsible party.

Section 3C—Procedures**3.8. Accident, Abuse, & Incident Procedures.**

3.8.1. The using organization will immediately report all vehicle damage to the 5 SFS Law Enforcement Desk and/or civil authorities prior to moving the vehicle.

3.8.2. The using organization will report any vehicle damage to a U-Drive-It or loaned vehicle to the 5 LRS Ground Transportation element no later than the next duty day.

3.8.3. The using organization will turn in vehicles involved in accidents, abuses, or incidents to the 5 LRS Vehicle Management Flight no later than the next duty day along with the vehicle's AF Form 1800, *Operator's Inspection Guide and Trouble Report*, and a completed Standard Form 91, *Motor Vehicle Accident Report*.

3.8.4. The VFM/VMS will determine the following:

3.8.4.1. Whether to initiate accident, abuse, or incident actions

3.8.4.2. Whether to have the vehicle repaired on or off base

3.8.4.3. Where responsibility cannot be determined, the using/owning organization will be responsible for reimbursement.

3.8.4.4. The 5 MSG/CC will serve as the final decision making authority for any conflicts regarding responsibility or reimbursement.

3.8.5. When informed of an accident, abuse, or incident, the 5 LRS Vehicle Management Flight will send a notification letter to the using/owning organization VCO and commander. A courtesy copy will be sent to the 5 LRS Commander, 5 BW/JA, and 5 CPTS. The letter will include estimated repair costs and digital photographs of the vehicle damage.

3.8.6. For incidents, the 5 LRS Vehicle Management Flight will initiate the repair process after the notification letter is sent. No further action is required of the using/owning organization.

3.8.7. For accidents and abuses, the using/owning organization must complete a financial responsibility letter and email the completed letter to the 5 LRS Vehicle Management Flight within two duty days of receiving the notification letter.

3.8.7.1. Vehicle Management will initiate the repair process after the second duty day of the notification letter being sent, unless the using/owning organization requested an extension prior to the deadline.

3.8.7.2. Upon notification of a vehicle accident or abuse, the using/owning organization commander may elect to conduct a ROS investigation. When individual payment for GMV damage is anticipated, the organization will request that 5 LRS Vehicle Management Flight document the repair costs using an AF Form 20, *Repair Cost and Repairable Value Statement*. After repairs are completed, Vehicle Management will provide the completed form to the organization.

3.8.8. Priority repairs on accidents/abuses will be considered on a case-by-case basis by the VFM/VMS.

3.8.9. Upon completion of repairs, the 5 LRS Vehicle Management Flight will notify the using/owning organization if payment is required. Organizations are responsible for all parts, materials, and contract repair costs for vehicles involved in accidents or abuses.

3.8.9.1. Payment for accident and abuse costs will typically be accomplished by reimbursement through funds transfers from the responsible organization.

3.8.9.2. Alternately, the responsible organization may coordinate to pay parts, materials, and contract repair costs directly to the vendors.

3.8.10. Upon receipt of reimbursement from the responsible organization, 5 LRS Vehicle Management will release the vehicle back to the owning/using organization.

3.8.10.1. At the discretion of the VFM/VMS, vehicles may be released to the using/owning organization upon completion of repairs and prior to reimbursement as long as the asset meets the safety and serviceability standards set forth in T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

3.9. GSA Vehicle Accident/Agency-Incurred Expense Procedures.

3.9.1. When required, owning/using organizations will report all damage to leased GSA vehicles to the GSA Accident Control Center, the 5 LRS Vehicle Management Flight, the 5 BW/JA, and the 5 BW or 91 MW Ground Safety Office no later than the next duty day.

3.9.2. Using/owning organizations are responsible for obtaining repair estimates from local vendors and providing a copy of the estimates to GSA and 5 LRS Vehicle Management.

3.9.3. Accidents/AIEs to GSA-leased assets require repair approval through the GSA Accident Control Center. GSA will determine the required repairs and direct which vendor will conduct the repairs. Owning/using organizations are subject to bear all costs of GSA AIEs and accidents at the discretion of the GSA Accident Control Center.

3.9.4. The using/owning organization delivers and picks up all leased vehicles from local vendors for damage estimate or repair.

3.10. Privately Owned Vehicle Accident Procedures.

3.10.1. If a GMV or GSA-leased vehicle is involved in an accident with a POV, the using/owning organization will notify Security Forces or the appropriate civil law enforcement authority to conduct an investigation.

3.10.2. If investigation determines that the GMV or leased vehicle operator is the responsible party, then the owning/using organization is responsible for reimbursement of repair costs for the GMV or GSA-leased vehicle. The 5 BW/JA will oversee the processing of any claims against the United States filed by the POV operator.

3.10.3. If investigation determines the POV operator is the responsible party in an accident involving a GMV, the 5 LRS Vehicle Management Flight will coordinate with the 5 BW/JA to obtain payment for damages to the GMV from the POV operator or the POV operator's insurance provider. If the POV operator is uninsured, the 5 LRS Vehicle Management Flight will coordinate repairs on the GMV at no cost to the owning/using organization.

3.10.4. If investigation determines the POV operator is the responsible party in an accident involving a GSA-leased vehicle, the GSA Accident Control Center will coordinate any claims against the POV operator or POV operator's insurance provider to obtain payment for damages. If the operator of the POV is uninsured and the GSA Accident Control Center cannot recover the accident cost, the owning organization will be charged the repair cost through an AIE. GSA will coordinate to pursue reimbursement from the owning organization.

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

AFI 24-302, *Vehicle Management*, 20 Feb 2020

Air Force Manual (AFMAN) 33-363, *Management of Records*

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 4 December 2020

Prescribed Forms

None

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009 AF Form 978, *Supervisor's Mishap Report*, 9 April 2014

AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 April 2010 DD Form 518, *Accident-Identification Card*, 1 October 1978

SF 91, *Motor Vehicle Accident Report*, 1 February 2004

Abbreviations and Acronyms

AIE—Agency-Incurred Expense

AFRIMS—Air Force Records Information Management System

GMV—Government Motor Vehicle

GSA—General Services Administration

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

MEL—Mission Essential Level

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SUV—Sports Utility Vehicle

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

VCO—Vehicle Control Official

Attachment 2

VEHICLE AND EQUIPMENT INSPECTION AND SERVICE INTERVALS

Table A2.1. From TO 36-1-191-WA-1.

Table 3-1. Vehicle and Equipment Inspection and Service Intervals

Type Equipment/Inspection/Test	Type Inspection/Interval			
	Operator Inspection (Reference Paragraph 3.12)	Daily/Weekly (See Note 5)	PM&I (Reference Paragraph 3.13 through Paragraph 3.15) (See Notes 1 and 6)	Vehicle Condition Inspection (Reference Paragraph 3.16)
1. Vehicles, Vehicular Equipment, Construction and Heavy Equipment to include Alternative Fuel Vehicles	Operator Inspection: Monthly, use AF Form 1800	Visual Tire Inspection (Chapter 4) Ambulance Stretcher Hangar Inspection (See Note 3)	500 hours (hrs)/7,500 miles (mi)/12,000 kilometers (km)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
2. Firefighting Vehicles/Fuel Servicing Vehicles including hose carts/Materials Handling Equipment (MHE) and 463L Equipment	Daily when used and monthly when not used, use Operator Inspection Guide (See Note 2)	Visual Tire Inspection (Chapter 4)	500 hrs/7,500 mi/12,000 km, 18 months for assets without odometer/hour meter. (See Notes 4 and 7)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
3. Trailers, semi-trailers and other non-powered equipment for which vehicle management has primary responsibility. (See AFI 24-302)	Operator Inspection: Monthly, use AF Form 1800	Visual Tire Inspection (Chapter 4)	18 months (Reference Paragraph 3.20.1)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
4. War Reserve Materiel (WRM) Stored Vehicles & Vehicular Equipment (Level A Storage)	Not Applicable (N/A)	N/A	500 hr/7,500 mi/12,000 km or 60 months (Chapter 8)	Every time a vehicle enters the shop or 12 months, whichever comes first. Use AF Form 4355, Vehicle Incoming Inspection, to document.
<p>NOTE 1. Vehicles in storage will be inspected and serviced according to Chapter 8.</p> <p>NOTE 2. Operators will remove, inspect, and clean nozzle strainers every 30 days. Nozzle strainers will be replaced as required. This inspection will be entered manually on AF Form 4427. Use reverse side of forms if necessary.</p> <p>NOTE 3. Medical personnel/vehicle operators will ensure ceiling stretcher hangars are operating correctly daily and prior to use.</p> <p>NOTE 4. Follow Periodic Maintenance Tables in TO 36M2-3-35-12 for the Tunner 60K Aircraft Loader.</p> <p>NOTE 5. Tire pressure will be checked, adjusted, and documented by vehicle/equipment operators on the appropriate 1800-Series form not later than the 10th day of the month.</p> <p>NOTE 6. Follow manufacturer's recommended lubrication, oil and filter change (PM&I) intervals during vehicle warranty period; after warranty period continue to follow manufacturer's mile/hour/kilometer intervals or intervals listed in Table 3-1, whichever is less frequent.</p> <p>NOTE 7. Follow Periodic Maintenance Tables in TO 36M2-3-45-2 for the Halvorsen 25K Aircraft Loader.</p>				

Attachment 3

VEHICLE ABUSE AND AGENCY-INCURRED EXPENSE EXAMPLES

A3.1. Vehicle abuse action will be initiated in the following situations.

- A3.1.1. Tampering with governors or distributors.
- A3.1.2. Operating a GMV with insufficient oils or coolants due to failure to monitor dash instrumentation or failure to check levels according to established requirements.
- A3.1.3. Operating a GMV with applied or dragging parking brakes.
- A3.1.4. Improper distribution of loads, failure to follow established loading or unloading procedures, or failure to secure loads properly in the cargo areas of a GMV.
- A3.1.5. Using a GMV for other than its intended or designed purpose (e.g., using a 6K forklift to transport a 10,000 pound pallet or using a bobtail tow-tractor to transport passengers).
- A3.1.6. Failure to clean or maintain a GMV interior or exterior to meet corrosion control and appearance requirements.
- A3.1.7. Unauthorized wiring, marking, or modification to a GMV.
- A3.1.8. Adding unauthorized special equipment in or on a GMV.
- A3.1.9. Operating a GMV with tires that are not inflated in accordance with the manufacturer's recommended inflation pressure as marked on the vehicle, or operating a vehicle with tires that are worn beyond recoupable limits (e.g., cord exposed).
- A3.1.10. Operating a GMV without mandatory qualifications or training.
- A3.1.11. Intentional destruction or disfigurement of the interior or exterior of a GMV.
- A3.1.12. Operating a GMV in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force, or Air Force Occupational Safety and Health regulations, instructions, manuals, or technical orders or North Dakota law concerning vehicle safety.

A3.2. Vehicle abuse action may be initiated in the following situations.

- A3.2.1. Failure to report malfunctions, defects, or damage to a vehicle to the 5 LRS Vehicle Management Flight within 24 hours of discovery. Delays of this action may be requested to satisfy immediate mission needs, but all requests must be coordinated and preapproved by the Vehicle Management and Analysis section.
- A3.2.2. Failure to bring a GMV to 5 LRS Vehicle Management Flight 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.
- A3.2.3. Wind damage to vehicle doors.
- A3.2.4. Unreported accident damage or other unreported damage not attributed to an incident or accident.
- A3.2.5. Vehicle damage or system failures not attributed to fair wear and tear.

A3.2.6. Excessive vehicle speed over posted speed limit(s) or the vehicles maximum speed.

A3.3. GSA vehicle AIE actions may be initiated in the following situations.

A3.3.1. Body damage, glass damage, or missing vehicle parts.

A3.3.2. Premature tire wear.

A3.3.3. Overdue scheduled maintenance.

A3.3.4. GMV add-on or modification not directed or authorized by GSA.

A3.3.5. Failure to perform operator's care or safeguard the vehicle.

A3.3.6. Improper use of a vehicle's fleet card, including:

A3.3.6.1. Unauthorized or unidentifiable purchase of items or services.

A3.3.6.2. Improper fuel grade or excessive purchases of oil and other authorized fluids.

A3.3.6.3. Purchases not authorized by the GSA maintenance control center.

A3.3.6.4. Failure to provide receipts to the GSA Fleet Service Representative.

A3.3.7. GMV deterioration exceeding fair wear and tear upon termination.

A3.3.8. Failure to remove add-on equipment required to be removed by GSA prior to resale or damage caused by add-on equipment. **NOTE:** the examples above are not an all-inclusive list of vehicle abuses/AIEs.