

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AIR FORCE BASE**

**MOUNTAINHOME AIR FORCE BASE**

**INSTRUCTION 24-302**

**30 JANUARY 2019**

**Vehicle Management**

**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](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 366 LRS/LGLOC

Certified by: 366 LRS/CC  
(Lt Col Lee A. Holfert)

Supersedes: MOUNTAINHOMEAFBI24-  
302, 23 Dec 2015

Pages: 8

---

This instruction implements Air Force Instruction (AFI) 24-302, Vehicle Management. It establishes local policies and procedures for implementing and managing the wing's vehicle accident, abuse, and incident program; the vehicle idling program; renting/leasing vehicles and vehicular equipment; and procedures for procuring/managing Other Government Motor Vehicle Conveyances (OGMVC) and trailers that are not classified as vehicles. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents, abuse, and incidents. This instruction applies to all squadron commanders, tenant units, Vehicle Control Officers/Vehicle Control Noncommissioned Officers (VCO/VCNCO), and vehicle operators assigned to or on temporary duty (TDY) to Mountain Home AFB (MHAFB), including Air National Guard units and Air Force Reserve Command personnel. *EXCEPTION:* The 726th Air Control Squadron (726 ACS) and the 266th Range Squadron (266 RANS) are self-sustaining units. As such, they will manage their own accidents, abuses, and idle policies in accordance with (IAW) AFI 24-302. 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). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a *Glossary of References and Supporting Information*.

## 1. Responsibilities:

1.1. **Vehicle Management.** When vehicles are brought to Vehicle Management, the Vehicle Management Customer Service representative will inspect vehicles for unreported damage. Vehicle Management Flight leadership will determine categorization of damage as accident, abuse, or incident and will report such cases to using organization commanders. Fleet Management and Analysis Section is responsible for the documentation and tracking of damage repair.

1.2. **Using Organization.** The using organization is the organization that is responsible for the vehicle at the time and may not necessarily be the organization that the vehicle is assigned to. For example, U-Drive-It vehicles assigned to Vehicle Operations that are signed out to another unit are the responsibility of the borrowing unit (using organization).

1.2.1. Unit commanders are charged with maintaining high standards of vehicle operator training and discipline. Consequently, units will transfer expenses for the actual cost to repair accident and abuse damage to vehicles operated by their personnel.

1.2.2. Reporting damage to a government owned or leased vehicle is the using organization's responsibility. Using organizations must report all damage to the Vehicle Management Customer Service Section within 1 duty day, regardless of severity.

1.2.3. Using organizations are required to initiate internal investigations into circumstances surrounding vehicle damage not attributed to fair wear and tear IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.2.4. The using organization is responsible for any additional photographs or accident reports required for their own investigation.

1.2.5. The using organization responsible for the damage will reimburse Vehicle Management for all Operation and Maintenance (O&M) funds expended for vehicle accident and abuse repairs, including contract cost.

1.3. Unit commanders may address concerns regarding accident, abuse or incident notifications to the 366 LRS/CC.

## 2. Procedures:

2.1. The following paragraphs outline the required documents and procedures for vehicle accidents, abuses, or incidents.

2.1.1. Government Owned Vehicle (GOV): If a vehicle is involved in an accident, the operators must fill out the Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*, and notify their supervisor(s), Security Forces and local police (if off-base). Additionally, the using organization must submit a copy of the SF 91 to Vehicle Management Flight.

2.1.2. General Services Administration (GSA): The using organization of a GSA vehicle involved in an accident, abuse, or incident must contact the GSA Accident Control Center listed on the vehicle's fleet credit card to coordinate recovery and/or repair of the vehicle. Additionally, the using organization must submit a copy of the SF 91 to Vehicle Management Flight.

2.1.3. Privately Owned Vehicle (POV): If a GOV or GSA vehicle is involved in an accident with a POV, the GOV/GSA operator must additionally fill out a DD Form 518, *Accident Identification Card*, and give the form to the POV operator. Information on the POV and its operator must be documented on the SF 91 and a copy must be turned in to Vehicle Management Flight.

2.2. All abuse and incident cases must be accompanied by a completed AFTO Form 91 from the operator regarding the circumstances surrounding the damage.

2.3. After filling out the appropriate forms and contacting the required personnel (VCO/VNCO, Security Forces, supervisor, etc.), the operator must turn in the vehicle and all the accident, abuse or incident documentation (see paragraph 2.1.) to the Vehicle Management Customer Service Section within 1 duty day of occurrence.

2.4. **Repair Actions.** The Vehicle Management Customer Service Section will coordinate with the Vehicle Management, Vehicle Body Repair Shop to initiate a work order and estimate repair costs. Fleet Management & Analysis will send damage notifications electronically, including the work order, photos, and accident report/abuse statement along with an AF Form 20, *Repair Cost Reparable Value Statement*, detailing the accident or abuse damage to the responsible organization's commander. A courtesy copy will be sent to 366 LRS/CC, 366 LRS/LGLOR (Resource Advisor), 366 FW/SE (Safety), and the wing ROS manager.

2.4.1. **Repairs to GSA Vehicles.** Repairs to GSA vehicles will be accomplished by the vendor chosen by the GSA Accident Control Center. The using organization of GSA vehicles is responsible for all repair costs associated with incidents. Note: Repairs to GSA vehicles in accidents involving POVs must be coordinated with the Accident Control Center regarding the POV operator's insurance.

2.4.2. **Repair Decisions.** Vehicle damage repairs will be accomplished by the most economical means that supports the mission. Accident, abuse and incident repairs will not take priority over other maintenance actions. Vehicle Management will determine if the repairs will be accomplished by 366 LRS/LGRV or by an off-base repair facility. Final repair decisions will be at the discretion of Vehicle Management. Note: Repairs to vehicles involved in accidents with POVs cannot be made until released by the base legal office.

2.4.3. **Repair Reimbursement or Payment.** The organization responsible for causing damage will reimburse the 366 LRS/LGRV for the cost of parts or contract repairs only. Military/civilian (USAF) labor is not reimbursable. The using organization will be held liable for any/all required repairs. Organizations who lend their vehicles to other units without coordinating with Vehicle Management may be held liable for damages, regardless of the responsible unit. Reimbursement to 366 LRS will be made regardless of final determination of pecuniary liability.

2.4.3.1. The organization may pay with an AF IMT 406, *Miscellaneous Obligation Reimbursement Document (MORD)*, for funds transfer to 366 LRS/LGRV or purchase the parts using their Government Purchase Card (GPC) for repairs made by 366 LRS/LGRV.

2.4.3.2. Vehicle Management determines if it is more economical or beneficial to the mission to repair a vehicle at an off-base repair facility. If a vehicle is repaired at an off-base repair facility, the using organization may use their GPC to pay for contract repairs, if permitted, as long as it is coordinated with 366 LRS/LGRV.

2.5. **Minimum Essential Level (MEL).** Accident and abuse vehicles will not be counted as “out of service” when computing a unit’s minimum essential level (MEL). Normally, temporary vehicle replacements will not be issued. However, replacements can be considered by the Vehicle Management Fleet Manager (VFM) or the Vehicle Management Superintendent (VMS) on a case-by-case basis. For example, if a unit causes an accident or abuses a vehicle and this causes them to drop below their MEL, the unit will not be considered below their MEL and will not be issued a temporary replacement vehicle because the unit is at fault for the decrease in their vehicle availability. Vehicle Management Flight leadership will determine maintenance priority for these cases.

### 3. Vehicle Idling:

3.1. **Idling Policy.** In order to reduce fuel consumption, fuel costs, engine wear, maintenance costs, and emissions, vehicle idling will be kept to a minimum. Government vehicles must be shut down when not in use. Vehicles will not be left idling for more than 5 minutes except under the following conditions:

3.1.1. Idling is permitted (while being occupied/monitored) when the temperature/wind chill is below freezing for as long as necessary for a unit to complete the mission.

3.1.2. Idling is permitted (while being occupied/monitored) when the temperature is above 90 degrees for as long as necessary for a unit to complete the mission.

3.2. The term “occupied” refers to a person being physically in the vehicle. The term “monitored” refers to a qualified operator being able to visually and audibly observe and respond to a malfunction with the vehicle.

3.3. Note: Severe engine or transmission damage can occur if the vehicle is idling in a drive gear against the park brake. Ensure vehicles are in Park or Neutral while idling.

### 4. OGMVC and Trailer Procurement:

4.1. Units will route all requests to procure Other Government Motor Vehicle Conveyances (OGMVCs) and trailers through 366 LRS, Vehicle Management Flight for evaluation prior to submitting to the Contracting Squadron for purchase.

4.2. Units will account for all OGMVCs and trailers not classified as vehicles on the unit’s equipment account (R-15) and maintain all procurement and licensing documents.

4.3. Units will ensure OGMVCs and trailers are maintained IAW manufacturer’s guidelines and/or T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. Units will maintain a copy of all maintenance documentation.

4.4. Units are not authorized to purchase Low Speed Vehicles.

**5. Renting and Leasing Vehicles:**

5.1. The LRS/CC is the approving authority for any vehicle rental or lease actions to replace or supplement the base fleet IAW AFI 24-302, para 4.29.10. Units must coordinate with 366 LRS/LGRV, Fleet Management Section, on all rental or lease requests prior to submitting the request to the 366th Contracting Squadron or obligating funds. Coordination with Vehicle Management for all vehicle rentals and leases ensures cost effective transportation is procured within established guidelines.

5.2. Vehicle Management will verify government asset availability or non-availability and track rental and leasing activity for compliance and reporting purposes as required.

5.3. The wing is authorized vehicles based on steady-state mission requirements. TDY units will coordinate their support requests with FW/XP prior to arrival at Mountain Home AFB. Vehicle Management will arrange support to the greatest extent possible without jeopardizing the wing's assigned, steady-state mission. TDY units should be prepared to rent or lease vehicles to meet their needs.

JOSEPH D. KUNKEL, Col, USAF  
Commander, 366th Fighter Wing

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

AFI 24-302, *Vehicle Management*, 26 June 12, *Incorporating Change 1*, 25 July 2016

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

AFMAN 33-363, *Management of Records*, 1 March 2008

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 January 2016

***Prescribed Forms***

No forms prescribed are prescribed by this publication.

***Adopted Forms***

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

AF Form 406, *Miscellaneous Obligation Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

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

DD Form 518, *Accident Identification Card*

SF 91, *Operator's Report of Motor Vehicle Accident*

***Abbreviations and Acronyms***

**ACS**—Air Control Squadron (726 ACS)

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**CC**—Commander

**DD**—Department of Defense

**FW**—Fighter Wing

**GOV**—Government Owned Vehicle

**IAW**—In Accordance With

**LGRV**—Vehicle Management Flight (366 LRS/LGRV)

**LRS**—Logistics Readiness Squadron (366 LRS)

**MEL**—Minimum Essential Level

**MHAFB**—Mountain Home AFB

**POV**—Privately-Owned Vehicle

**RA**—Resource Advisor

**ROS**—Report of Survey

**SE**—Safety (366 FW/SE)

**SF**—Standard Form

**TDY**—Temporary Duty

**VCO/VCNCO**—Vehicle Control Officer/Vehicle Control Noncommissioned Officer

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

**VM&A**—Vehicle Management and Analysis

### *Terms*

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

**Abuse**—Damage caused to a vehicle by willful or negligent acts of improper operation or care. Refer to Attachment 2, Types of Vehicle Abuse, for examples of vehicle abuse.

**Incident**—The intent of the term “Incident” is different for USAF and GSA vehicles.

USAF definition: Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could not have been avoided by safe operation or adequate vehicle care during non-use. The VFM/VMS is the fleet management functional expert with the authority to determine what is/is not classified as an incident. (Wind damage to vehicle doors is not an act of nature.)

GSA definition: an incident is any vehicle encounter not classified as an accident, such as striking a deer, striking a stationary object, vandalism, theft, vehicle misuse, abuse, neglect, and acts of nature.

**OGMVC**—Other Government Motor Vehicle Conveyance. Self-propelled assets providing a basic transportation capability (i.e., golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR Part 571 (FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-585-6195 in AFEMS, AS 036).

**Attachment 2****EXAMPLES OF POTENTIAL VEHICLE ABUSE****A2.1. Examples of Potential Vehicle Abuse:**

- A2.1.1. Failure to accomplish operator maintenance IAW AFI 24-302 paragraph **3.19** resulting in damage to the vehicle that was otherwise preventable.
- A2.1.2. Not reporting maintenance discrepancies that affect vehicle safety or mission capability, or not reporting accident damage within 1 duty day, or not reporting safety discrepancies as soon as possible (if after duty hours, the next duty day).
- A2.1.3. Overloading the vehicle or failing to tie down or otherwise secure cargo.
- A2.1.4. Tampering with governors or pollution control devices.
- A2.1.5. Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A2.1.6. Failure to protect the painted surface from oxidization and corrosion.
- A2.1.7. Modifying a vehicle/equipment without written permission from the VFM/VMS.
- A2.1.8. Refueling a vehicle with incorrect fuel type, that is, diesel instead of gas or vice versa.
- A2.1.9. Causing wind damage to the door hinges, fenders, and related hardware by not parking vehicle into the wind or restraining doors when opening.
- A2.1.10. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A2.1.11. Operating vehicles using improperly selected gears, such as over-accelerating the engine in a low gear (driving at high speeds in a low gear), lugging the engine in a high gear (driving at low speeds in a high gear), and shifting into reverse when traveling forward.
- A2.1.12. Using a vehicle for other than its designed purpose.