

**BY ORDER OF THE COMMANDER  
OKLAHOMA CITY AIR LOGISTICS  
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS  
COMPLEX INSTRUCTION 24-300**

**22 NOVEMBER 2024**



***Transportation***

**VEHICLE MANAGEMENT  
AND OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements responsibilities and procedures to provide guidance in accordance with (IAW) Air Force Instruction (AFI) 24-301, *Ground Transportation*, AFI 24-300, *Vehicle Management*, Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicles*, T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, DODI 4500.36 *Acquisition, Management, and Use of Non-Tactical Vehicles*, 29 CFR 1910.178, *Powered Industrial Trucks*, and 29 CFR, 1926.1427, *Operator Training, Certification and Evaluation*. This instruction applies to all Oklahoma City Air Logistics Complex (OC-ALC) military and civilian personnel. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule, which is located in the Air force Records Information Management System.

**1. Overview.** Official use of government vehicles requires specific actions and responsibilities that are to be met by Vehicle Control Officials (VCO), Vehicle Control Monitors (VCM), vehicle trainers, and vehicle operators. The primary goal of the Vehicle Management and Operations Program is to ensure vehicles are maintained, safe, and efficient available to support the OC-ALC's Mission. In addition, vehicles are to be clean, and operated in a safe, efficient, economical manner. Vehicle operators are to be trained, certified, and licensed for the vehicles they operate and be made aware of their responsibilities.

## **2. Responsibilities:**

### **2.1. Vehicle Control Official (VCO)**

2.1.1. VCOs will be appointed by the 76 MXSG Director via AF Form 172 *Appointment of Vehicle Control Officials*, to manage government vehicles (owned, leased, and rented) assigned to the Oklahoma City-Air Logistics Complex (OC-ALC) IAW AFI 24-301, AFI 24-300, and DAFMAN 24-306.

2.1.2. VCOs are the vehicle Accountable Property Officer and vehicle manager for the OC-ALC. Physical custodial responsibilities are delegated to the VCM for which vehicles they are assigned to. VCOs are the designated liaison with the 72d Logistics Readiness Squadron (72 LRS) for vehicle management, maintenance, and ground transportation needs unless delegated by the VCO.

2.1.3. VCOs liaises with VCMs/trainers/operators and 72 LRS Operator Records & Licensing (OR&L) Office to facilitate processing AF Form 2293's, *USAF Motor Vehicle Operator Identification Card*. VCOs serve as the certifying official on the AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*. To meet the intent of DAFMAN 24-306, para 3.3.2., VCOs will periodically send VCMs and/or licensees a license expiration notice. This allows operators time to out-process, or initiate renewal actions (AF Form 171, etc.).

2.1.3.1. Maintains vehicle operator documents mandated by AFI 24-301. 76 MXSG Training Office and 72 LRS also manages records disposition requirements.

2.1.4. VCOs will collect AF Form 1800s, *Operator's Inspection Guide and Trouble Report*, from VCM's by the 5th calendar day of each month and provide odometer/hour meter readings for assigned vehicles (leased/owned) to the 72 LRS Fleet Management and Analysis (FM&A) by the 10th calendar day of each month.

2.1.5. VCOs Liaise with 72 LRS, VCMs, and trainers to administer/obtain vehicle training.

2.1.5.1. VCOs provide administrative support to government vehicle operators, licensed and not licensed (special and general-purpose vehicles), advises VCM's and trainers on licensing requirements to facilitate vehicle training objectives.

2.1.6. VCOs will establish a semiannual inspection schedule for OC-ALC vehicles IAW AFI 24-300, and coordinate inspections with VCMs/POCs for each assigned vehicle twice per year (semiannually) and utilize criteria contained in AF Form 1800. VCOs are required to keep documentation of assessments, provide results of assessments to VCMs if applicable, and be able to present a projected schedule of assessments.

2.1.7. VCOs will provide Official Use and Safety Briefings: IAW AFMAN 24-306, 1.6.7., VCOs will provide and track an Official Use Briefing and Idle Policy annually and provide periodic Safety Briefings. IAW AFI 24-300, this can be satisfied via electronic means.

2.1.8. VCOs will collect AF Form 1800s from VCMs to maintain on file. At the time of collection, vehicle utilization (milage/hours) is collected to give to the Fleet Manager (LRS) by the 10th calendar day of each month. If discrepancies on the AF Form 1800s are noted, the VCO reports errors to the VCMs as applicable. VCMs shall ensure their personnel are briefed on correct documentation requirements to prevent discrepancy reoccurrence.

## 2.2. Vehicle Control Monitor (VCM)

2.2.1. A VCM will be designated in writing by each production group that has vehicles assigned to perform its mission. VCMs may designate an alternate POC for vehicle related matters. VCMs will be directly responsible for assigned vehicles. This includes the physical condition and maintenance required (scheduled or unscheduled). VCMs may delegate vehicle management duties to a work center supervisor or lead; however, VCM's will retain overall responsibility for vehicles assigned.

2.2.2. VCMs provide the previous month's AF Form 1800s for all assigned vehicles to the VCO by the 5th calendar day of each month and posts new AF Form 1800s in all assigned vehicles each month prior to use. VCMs ensure AF Form 1800s is filled out correctly. This includes validating tire pressure is checked, adjusted as applicable, and signed off on the AF Form 1800 by the 10th calendar day of each month IAW T.O. 36-1-191. Tire pressure checks/adjustments may be delegated to the Vehicle Operator.

2.2.3. VCMs ensure only qualified operators use assigned government vehicles and provide support to the VCO as needed for the effective management of their assigned vehicles. VCMs, identify the vehicles an operator needs, and collaborates with unit assigned trainers to facilitate licensing objectives.

## 2.3. Vehicle Trainers

2.3.1. Vehicle Trainers shall be appointed by their respective unit commander/director via AF Form 170, *Appointment of Vehicle Trainers*. VCOs submit the form to 72 LRS (OR&L), who will perform background investigations through Security Forces prior to trainers conducting any training. Trainers will remain on file with 72 LRS (OR&L) and must use Standardized Vehicle Lesson and Qualification Training Plans (AFQTP) IAW DAFMAN 24-306.

2.3.2. Trainers liaise with VCOs and trainees to facilitate licensing as required. If the trainer/operator takes no action to renew, it is presumed the license is no longer required upon expiration and will be dropped from OR&L's system of record (OLVIMS).

2.3.3. Trainers shall provide trainee with an AF Form 171 with the associated vehicle management codes for which training is being conducted which serves as a learner's permit IAW DAFMAN 24-306 for the duration of training. The Trainer must be present in the immediate area and always maintain communication with student operator. **NOTE:** IAW DAFMAN 24-306, DoD contractors shall not be issued AF Form 2293 or AF Form 171.

2.3.3.1. Upon training completion, the Trainer and Trainee sign the AF Form 171. The Trainee submits the signed AF Form 171 to the VCO for certification IAW DAFMAN 24-306.

2.3.3.2. Trainers will conduct recertification training and administer a performance test IAW the Vehicle Qualification Training Package for Powered Forklift Trucks and Materiel Handling Equipment (MHE) initially and every 3 years thereafter IAW Occupational Safety and Health Administration (OSHA) 29 CFR 1910.178, *Powered Industrial Trucks*.

2.3.3.3. The evaluation shall include, but not be limited to, changes in types of equipment in use, change in operating environment, direct observation of performance, reportable mishaps, and reports of near-misses, complaints regarding an operator's bad driving habits, and other indications that an operator is not capable of safely performing assigned duties. (T-0) A record of each operator's evaluation will be kept on file for review.

## 2.4. Vehicle Operators

2.4.1. Vehicle Operators must possess the proper credentials to operate government motor vehicles required to perform their duties. It is important they maintain currency (Civilian Driver's License, AF Form 2293, CAC Expiration, etc.) and take the appropriate actions to obtain/maintain qualifications and/or renew licenses as appropriate. In addition to possessing a valid AF Form 2293, operation of government vehicles requires possession of a valid Department of Defense issued Common Access Card (CAC) and a valid state motor vehicle operator's license IAW DAFMAN 24-306.

2.4.1.1. Trainees are responsible to submit AF Form 171 to the VCO for processing through 72 LRS (OR&L). Upon completion of processing, the VCO will return the license (AF Form 2293) to the licensee. Licensee is responsible to print and sign prior to operating applicable vehicles. **NOTE:** IAW 24-301, "On the day of issuance, the AF Form 2293 expiration date will be the same date as the member's Common Access Card or state issued driver's license, whichever expires first."

2.4.2. The Vehicle Operator is responsible for the physical and mechanical condition of the vehicle they are operating. Vehicle Operators will review the vehicle's Permanent Waiver Card, if applicable, to identify previously reported damage. IAW AFI 24-300, Vehicle Operators then use the AF Form 1800 as a checklist to perform a visual inspection or "walkaround" prior to each use or shift, then annotate the AF Form 1800. The vehicle operator is checking for non-identified vehicle damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle, etc. Identified damage must be reported to 72 LRS Vehicle Maintenance within 1 day.

2.4.3. Vehicle Operators will be knowledgeable of accident response procedures and accident form preparation as outline in DAFMAN 24-306, *Section 8F* and *Section 8G*.

2.4.4. IAW DAFMAN 24-306, Vehicle Operators will check/service fuel levels and fill with appropriate fuel types as required. They are responsible for checking/maintaining operational oil levels, windshield solution, and diesel exhaust fluid as applicable.

### 3. General Guidance.

#### 3.1. Vehicle Care

3.1.1. Cleanliness. Vehicle exteriors/interiors are to be kept maintained and clean.

3.1.1.1. IAW T.O. 36-1-191, Table 6-3., Units with vehicles assigned must wash them at a minimum, every 180 days. VCMs and/or Operators may increase frequency at their discretion based on use and environmental conditions.

3.1.2. IAW DAFMAN 24-306, government vehicles (owned/rented/leased) must have the following forms: AF Form 1800, *Operator's Inspection Guide and Trouble Report*, Permeant Waiver Card *if applicable*, DD Form 518, *Accident Identification Card*, SF 91, *Motor Vehicle Accident Report*. If the vehicle has the potential to operate off base, it must also include an SF 94, *Statement of Witness*.

3.1.3. All vehicle maintenance is required to be coordinated through the OC-ALC VCO. **NOTE:** IAW AFI 24-300, Excessively Dirty vehicles may not be accepted by 72 LRS's Vehicle Maintenance personnel for Scheduled or Unscheduled Maintenance.

3.1.3.1. Scheduled Maintenance. Scheduled maintenance requirements are tracked/coordinated by 72 LRS Vehicle Maintenance with assistance from the VCO based upon the vehicle's recorded mileage and preventative maintenance schedule weekly. The VCO coordinates with VCMs and/or vehicle POCs for specific instructions. General Purpose vehicles **MUST** be dropped off the following Monday-Wednesday between 0700-1100 or 1200-1600 hrs. 4K & 6K MHE will be picked up by 72 LRS Vehicle Maintenance. Larger MHE will be driven to the vehicle maintenance facility by the owning organization. 72 LRS Vehicle Maintenance will identify in-field maintenance requirements at their discretion. VCM's may request a one-time one-week extension, but it must be pre-arranged to prevent vehicle abuse allegations or revocation of fuel access.

3.1.3.2. Un-Scheduled Maintenance. Vehicle users may go directly to the 72 LRS Vehicle Maintenance for emergency issues, or work through the VCO to coordinate drop off/vehicle recovery. Unscheduled maintenance identified by the vehicle user should be reported to the VCO for traceability.

3.1.4. To procure QR Codes for fuel, coordination must be made through 72 LRS/LGRF Fuels Management via <[72LRS.LGRF.Fuels.Management@us.af.mil](mailto:72LRS.LGRF.Fuels.Management@us.af.mil)>

3.2. Permissible Operating Distance (POD) Requirement.

3.2.1. IAW AFI 24-301, the POD is 120 miles. However, the 72 LRS Commander [Director] holds the authority to provide POD waivers on a case-by-case basis upon request.

#### 3.3. Vehicle Authorization Change Request

3.3.1. Vehicle Justifications are used to validate an existing vehicle's current assignment, facilitate a replacement upon a vehicle's end-of-life, or request a new vehicle authorization.

3.3.2. IAW AFI 24-300, when workload or manpower needs necessitate a change in vehicle support, or when requesting an end-of-life replacement and/or new vehicle authorization, the VCM submits an Authorization Change Request (ACR) to the VCO, who validates the request provides supporting justification (i.e., supporting documentation, quantitative data, tech data references, etc.). The VCO then submits the ACR to the 72 LRS Fleet Manager for processing.

3.3.3. Vehicle Procurement post ACR: VCM liaises with VCOs in conjunction with their Resource Advisor (RA) to ensure authorizations and adequate funding are secured.

#### 3.4. Vehicle Add-Ons / Modifications

3.4.1. Government vehicle add-on/Modification requests are to be made from the owning VCM to the OC-ALC VCO. The VCO will review/forward requests to 72 LRS for review and/or approval. **NOTE:** Modifications and add-on actions will NOT be completed without prior 72 LRS approval.

3.4.1.1. At a minimum, the Add-On/Modification letter must include the vehicle registration number, Equipment to be installed, extent of proposed work, mission impact if denied, availability of funding, who is responsible for funding, proposed installation facility/method, VCM and VCO endorsements.

3.4.1.2. For nuclear certified (NCE) vehicle “modification” and “Add-On” guidance refer to DAFI 63-125, *Nuclear Certification Program*. Unapproved modifications to nuclear certified vehicles can result in the vehicle classification changing to restricted use.

3.4.1.3. IAW 72 LRS Vehicle Maintenance procedures, add-on request letters are only valid for 2 months. If the requested work is not completed within 2 months from the date of request, a new add-on/modification letter will be required.

3.4.2. Financial liability for equipment/accessory add-on will be the responsibility of the owning organization. The item or equipment installation will be by 72 LRS Vehicle Maintenance, local vendor or the work center determined by 72 LRS in collaboration with the VCO.

3.4.3. The VCM is responsible to research the accessory and provide information to the VCO pertaining to which vehicle the accessory request is for and why it is necessary. The VCM will validate funding and coordinate through their internal procurement process to execute the purchase once authorized by the 72 LRS Fleet Manager. The VCM will coordinate and/or schedule vehicle accessory installation and/or modifications and provide status updates to VCO upon request.

#### 3.5. Loaned and Borrowed Vehicles

3.5.1. Loaning OC-ALC vehicles outside of associated agencies is NOT AUTHORIZED unless coordinated through the VCO for accountability.

3.5.2. Loaning of vehicles between work centers is at the discretion of the VCM or may otherwise be directed by the VCO. Mission requirements must be considered when allowing a vehicle to be moved within the organization and managed through leadership as needed. The loaning VCM shall ensure the vehicle provided is in good and clean condition. The borrowing VCM shall also ensure the vehicle is maintained and returned in the same condition it was received or better.

### 3.6. Vehicle Assignment and Management

3.6.1. VCMs/Operators are required to document the vehicle's end of month mileage or hours in Item 36 of the AF Form 1800 Page 2 "Items to Be Checked". Vehicle mileage in conjunction with the annual justification is used to validate the effective use of vehicles assigned to work centers.

3.6.2. Vehicles will be rotated as required to ensure effective and equitable use at the direction of the VCO, or at the discretion of the VCM.

### 3.7. Crane Training, Operation, and Certification

3.7.1. IAW AFI 24-301, "Operation of Air Force GMVs or equipment designed for off-road construction in the following classes: vibratory and pneumatic rollers, paving machine, trencher, and cranes do not require licensing on the AF Form 2293."

3.7.2. IAW 29 CFR, 1926.1427, *Operator Training, Certification and Evaluation.*" Units requiring crane operators may have initial and recurring training provided by a certified outside agency. **NOTE:** Processing/approval is outside the scope of the VCOs responsibilities.

### 3.8. Vehicle Abuse, Accidents, Incidents, and Misuse

3.8.1. IAW DAFMAN 24-306, Operators of government motor vehicles are subject to corrective action by commanders (directors) for incidents of abuse, misuse, and damage to unit-assigned vehicles.

3.8.2. IAW AFI 24-300, *Vehicle Management*, Vehicle Abuse is considered "Damage caused by willful or negligent acts off improper operation or care". A vehicle "accident" is a result of a major or minor impact/collision with another vehicle or object that was unintentional. Damage caused by acts of nature, natural disasters or mechanical failures are vehicle "incidents." **NOTE:** The using organization is financially liable for damages incurred. If liability cannot be established, the owning unit is financially liable for repairs.

3.8.3. IAW DoDM 4500.36, official vehicle use must be essential to the completion of a DoD function, activity, program or operation. Vehicle use must be consistent with the purpose for which the vehicle was acquired and must be the most cost-effective method of satisfying the requirement. Use inconsistent with official use is Vehicle Misuse.

3.8.3.1. Report all suspected misuses to 72 LRS Vehicle Maintenance utilizing the AF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report.*

### 3.9. Vehicle Idling Policy

3.9.1. IAW AFI 24-300, the 72 ABW/CC established the following policy regarding vehicle idling. Gas and Diesel Vehicles may idle up to 5 minutes after initial warm up. During periods of extreme temperatures (Wind Chill, Heat Index), vehicles may idle up to 15 minutes. **NOTE:** This guidance does not apply to vehicles during routine maintenance, especially where safety will be compromised.

BRIAN R. MOORE  
Brigadier General, USAF  
Commander

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

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

**DAFI 63-125**, *Nuclear Certification Program*, 25 February 2024

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

**DAFI 24-300**, *Vehicle Management*, 14 April 2023

**29 CFR 1910.178**, *Powered Industrial Trucks*, 1 August 2024

**29 CFR 1926.1427**, *Operator Training, Certification and Evaluation*, 1 August 2024

**DODI 4500.36**, *Acquisition, Management, and Use of Non-Tactical Vehicles*, 1 February 2023

**T.O. 36-1-191**, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 7 February 2019

***Adopted Forms***

AF Form 170, *Appointment of Vehicle Trainers*

AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*

AF Form 172, *Appointment of Vehicle Control Officials*

AF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report*.

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

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident Identification Card*

SF 91, *Motor Vehicle Accident Report*

SF 94, *Statement of Witness*

***Abbreviations and Acronyms***

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**CFR**—Code of Federal Regulations

**GSA**—General Services Administration

**IAW**—In Accordance With

**LRS**—Logistics Readiness Squadron

**OPR**—Office of Primary Responsibility

**POD**—Permissible Operating Distance

**VCO**—Vehicle Control Official

**VCM**—Vehicle Control Monitor