

Administrative Change to OO-ALCI24-302, *Government Motor Vehicle Operations*

OPR: 309 MXSG/MXDSM

To bring the instruction into compliance with DAFMAN90-161, *Publishing Processes and Procedures*, paragraph 4.5.10.

The publication signature block is hereby changed to:

“RICHARD W. GIBBS, Brigadier General, USAF; Commander, Ogden Air Logistics Complex.”

24 JANUARY 2023

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 24-302**



20 OCTOBER 2022

Transportation

**GOVERNMENT
MOTOR VEHICLE OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction applies to Ogden Air Logistics Complex (OO-ALC) organizations operating and managing Air Force (AF) motor vehicles (owned, leased, or rented) and Other Government Motor Vehicle Conveyances (OGMVC), and augments Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*, Air Force Instruction (AFI) 24-302, *Vehicle Management*; AFI 24-301, *Ground Transportation*; Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicles*; Department of the Air Force (DAFI) 13-213, *Airfield Driving*; DAFI 13-213_Hill Air Force Base Supplement (HILLAFBSUP), *Airfield Driving*, HILLAFBI 24-302, *Hill AFB Vehicle Maintenance Management*, Department of Defense (DoD) 7000.14-R, Volume 12, Chapter 7, *Financial Management Regulation; Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*, AFI 91-207, *The US Air Force Traffic Safety Program*. Personnel assigned to the 309th Aircraft Maintenance and Regeneration Group (AMARG), Davis-Monthan Air Force Base (AFB) are exempt from this instruction. 309 AMARG personnel are to comply with the 355th Logistics Readiness Squadron Government Motor Vehicle Operations directed by Davis-Monthan AFB. Personnel assigned to the 583d Missile Maintenance Squadron geographically separated units located at Malmstrom AFB, Minot AFB, F.E. Warren AFB, Vandenberg AFB and 575th Aircraft Maintenance Squadron, Randolph AFB, are exempt from this instruction. Personnel assigned to these locations are to comply with the host base Logistics Readiness Squadron (LRS) guidance. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication is set forth in the applicable Privacy Act System Notices, F024 AF IL C, *Motor Vehicle Operator's Records*, and F031 AF SP L, *Traffic Accident and Violation Reports*, available online at:

<http://dpcl.d.defense.gov/Privacy/SORNS/>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of In Accordance With (IAW) the AF Records Disposition Schedule which is located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Changes include removal of OO-ALC Vehicle Program Manager (VPM) responsibility to assist with the coordination of sub-assignments of vehicles to different groups and updates references. It also adds responsibilities of OGMVC requests under group VPM duties in section 2.4 and removes reference to Optional Form 345. Incorporated safety and training requirements in section 2.4.

1. General Information. This instruction provides guidance and assigns responsibilities to the OO-ALC personnel operating and controlling Air Force motor vehicles.

2. Responsibilities.

2.1. OO-ALC Commander/Director:

2.1.1. Appoints an OO-ALC VPM, civilian or military, to administer the OO-ALC Vehicle Program (VP).

2.2. OO-ALC group commanders/directors:

2.2.1. Appoints a group-level VPM, civilian or military, to administer their group's VP.

2.2.2. Supports the group VPM in the replacement vehicle buy program.

2.2.3. Supports the Air Force Vehicle Misuse, Abuse, and Accident Prevention Policy.

2.2.4. Ensures the vehicles utilized by the groups are safe and serviceable before operation through the VPM.

2.3. OO-ALC VPM:

2.3.1. Is responsible for providing program policy guidance, and regulation interpretation for the OO-ALC.

2.3.2. Provides reports and analysis to higher management reflecting status, potential problem areas, and recommendations concerning the program.

2.3.3. Maintains a signed vehicle authorization list from the group VPMs.

2.3.4. Compiles OO-ALC yearly reports and briefings from information provided from the group VPMs.

2.3.5. Liaisons between groups, 75th Logistics Readiness Squadron (75 LRS) Vehicle Fleet Management, and Air Force Materiel Command (AFMC) headquarters.

2.3.6. Reviews justification for additions or changes in vehicle requirements submitted by the group VPMs.

2.3.7. Disseminates goals and policies to support group vehicle control programs.

2.3.8. Coordinates vehicle support for real world events and exercises with group VPMs.

2.3.9. Oversees the OO-ALC Flight Line Driver's Program in conjunction with the 75th Operations Support Squadron and IAW DAFI 13-213_HILLAFBSUP. A qualified group VPM administers and completes the Airfield Driving Training Documentation and Certification Checklist, which includes a controlled test, license issuance, and input flight line license records into the air field manager's computer program.

2.3.9.1. Provide direction for groups without a flight line driver program options to fulfill flight line driving requirements.

2.3.10. In coordination with the group VPMs, defends OO-ALC vehicle needs to the 75 LRS Fleet Management and 441st Vehicle Support Operations Squadron, during reviews and revalidations.

2.3.11. Inspects vehicles and VPM office files semiannually (in conjunction with vehicle fleet function), or set up a separate inspection date agreed upon between group and OO-ALC VPM.

2.3.12. Identifies vehicle assets per AFI 24-302.

2.3.13. Ensures the group VPM completes Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*, SF 94, *Statement of Witness*, if applicable, and maintains a copy on file as required per AFI 24-302.

2.4. Group VPM:

2.4.1. Develops and implements an internal operating instruction (OI) if there are group unique or specific requirements not specified in AFI 24-302.

2.4.2. Works issues concerning government owned vehicles/equipment (GOV/E) and OGMVCs within the group's chain of command for resolution.

2.4.3. Facilitates organization and management of GOV/E resources to ensure optimum responsiveness, efficiency, and economy in support of the respective missions.

2.4.4. Acts as liaison between the group and the 75 LRS Vehicle Fleet Management to facilitate vehicle repairs or to obtain additional transportation. For "U-Drive" services contact Vehicle Operations.

2.4.5. Ensures only qualified and properly licensed military, DoD employees, or authorized DoD contractor personnel operate GOV/Es IAW AFI 24-301 and AFI 91-207 (1.3.4.10 and 4.7) ensuring the development and implementation of vehicle-specific training for operators of government-owned motor vehicles and are briefed on use/misuse guidelines specific to the applicable group, base and local policy.

2.4.6. Ensures local hands-on-training is provided for special purpose GOV/E by qualified trainers who are, appointed by the group commander/director, and approved by the 75 LRS licensing office. Training will be accomplished IAW AFI 91-207, A5.2. Traffic Safety Training Checklist.

2.4.6.1. "Trainers shall complete Attend the Air Force Trainer Course (AFTC), CTEMAS0000500SU AFMC Structured On-the-Job Training Course, or MHPMAO9803500SU On-the-Job Training (OJT) Task Trainer Responsibilities and Procedures Course- OO-ALC, IAW AFI 36-2650_AFMCSUP."

2.4.7. Ensures driver has a valid state driver's license at time of issue, the appropriate training, and a license record if required based on GOV/E being operated.

2.4.8. Ensures requests for new GOV/Es and OGMVCs within a group are submitted to the group VPM to include:

2.4.8.1. An AF Form 601, *Authorization Change Request*, for vehicle support. A copy of the group VPM vehicle support documents submitted to the 75 LRS is provided to the OO-ALC VPM office. This enables the OO-ALC VPM to support requests in-house first, and act as liaison to the 75 LRS Fleet Management and headquarters if questions arise to the OO-ALC VPM office.

- 2.4.8.2. Identify a Customer Authorization/Custody Receipt Listing equipment account number to record the new OGMVCs, IAW AFI 23-101, *Materiel Management Policy*.
- 2.4.9. Maintains a copy of the Vehicle Control Officer handbook, provided by the 75th Logistics Readiness Squadron/Vehicle Management Flight (75 LRS/LGRV), for reference.
- 2.4.10. Accompanies the 75 LRS Fleet Management representative during inspections of the group fleet.
- 2.4.11. In coordination with supervisors, identifies drivers to be licensed for flight line areas. Establishes local hands-on driver trainers. Provides recommended forms and coordinates forms for group commander's signature. Ensures the Airfield Driving Qualification Training Checklists are provided to the OO-ALC VPM for scheduled test and issue of flight line license (AF Form 483, *Certificate of Competency*, numbered and signed by air field manager). **NOTE:** Group OIs specify group points of contact, initial process, and renewal procedures.
- 2.4.12. Ensures organizational vehicle maintenance is completed.
- 2.4.13. When necessary, addresses the following in the group OI:
- 2.4.13.1. Licensing procedures and changes in status of licensed drivers.
 - 2.4.13.2. Repair reporting procedures for General Services Administration (GSA) and Air Force vehicles.
 - 2.4.13.3. Group fleet in-service and out-of-service listing of GSA and Air Force vehicles.
 - 2.4.13.4. Vehicle accident and incident reporting procedures.
 - 2.4.13.4.1. VPM forwards accident package SF 91, police report on or off base, work order with cost of repairs, and available SF 94, if applicable, to the appropriate closure office. **NOTE:** If a privately owned vehicle is involved, forward to the 75th Air Base Wing Legal office. If other government vehicle or property are involved, forward a completed Financial Liability Investigation Report (formerly Report of Survey), per DoD 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*, to the 75th Comptroller Squadron Financial Liability Investigation office.
 - 2.4.13.5. Group procedures for securing vehicles and vehicle keys:
 - 2.4.13.6. Group vehicle inspection process to include, cleanliness, tires, fluids, fire extinguishers, warning lights, windshield wipers, hydraulic hoses, as well as other required processes.
 - 2.4.13.7. Operator's maintenance and supplies.

2.4.13.8. Process of turning in vehicles to the Hill AFB Vehicle Transportation or GSA contracted services;

2.4.13.9. VPMs identify supervisor and driver responsibilities.

RICHARD W. GIBBS, Brigadier General, USAF
Commander, Ogden Air Logistics Complex

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

DAFI 13-213, *Airfield Driving*, 4 February 2020

AFSCMAN 21-102_OO-ALCSUP, *Depot Maintenance Management*, 24 August 2021

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 14 December 2017

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

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

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2650_AFMCSUP, *Maintenance Training*, 15 November 2019

DAFI 13-213_HILLAFBSUP, *Airfield Driving*, 22 March 2021

HILLAFBI 24-302, *Hill AFB Vehicle Maintenance Management*, 20 August 2020

DOD 7000.14-R, Vol 12, Chapter 7, *Financial Management Regulation; Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*, January 2021

Prescribed Forms

None

Adopted Forms

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

AF Form 483, *Certificate of Competency*

AF Form 601, *Authorization Change Request*

DAF Form 847, *Recommendation for Change of Publication*

SF 91, *Motor Vehicle Accident (Crash) Report*

SF 94, *Statement of Witness*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DoD—Department of Defense
GOV—Government Owned Vehicle
GOV/E—Government Owned Vehicle/Equipment
GSA—General Services Administration
HAFBSUP—Hill Air Force Base Supplement
IAW—In Accordance With
OGMVC—Other Government Motor Vehicle Conveyances
OO-ALC—Ogden Air Logistics Complex
OI—Operating Instruction
OPR—Office of Primary Responsibility
SF—Standard Form
VP—Vehicle Program
VPM—Vehicle Program Manager
75 LRS—75th Logistics Readiness Squadron