

**BY ORDER OF THE COMMANDER
RAMSTEIN AB (USAFE)**

**RAMSTEIN AIR BASE INSTRUCTION
24-302**

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VEHICLE POLICY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and use of Transportation Vehicles* and outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program at Ramstein Air Base (AB) in accordance with Air Force Instruction (AFI) 24-302, *Vehicle Management* and establishes local policy regarding official use of government vehicles in accordance with AFI 24-301, *Vehicle Operations*. This instruction is applicable to all persons operating any Government Owned Vehicle/Equipment (GOV/E) that is assigned to Ramstein AB and its geographically separated units (GSU), which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers.

SUMMARY OF CHANGES

This document integrates vehicle idling policy, emergency response forces, and official use of GMVs.

1. Vehicle Accident & Abuse Policy. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care and cannot be attributed to fair wear and tear. Willful or negligent acts are not limited to acts that directly result in damage to the vehicle; failing to turn in a vehicle for a regularly scheduled preventative maintenance is considered neglect and is therefore considered vehicle abuse (see [Attachment 2](#) for a detailed list of items considered as abuse). A vehicle accident is basically a result of a collision between the vehicle and another object.

1.1. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. Classification of incidents may also include damage resulting from normal use for the vehicle's intended purpose (e.g., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents.

1.2. All Vehicle Management O&M funds expended for vehicle accidents and abuse repair costs, including contract cost, will be reimbursed to 86th Vehicle Readiness Squadron, Vehicle Management Flight (86 VRS/LGRVM) by the owning organization, or the organization responsible for the damage if not the owner. In such cases reimbursement is to be accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account to the 86 VRS O&M account.

1.3. 86 VRS/LGRVM will:

1.3.1. Identify vehicle damage caused by accident or abuse.

1.3.2. Provide Vehicle Damage Notification Letter (see [Attachment 3](#) of this instruction) and e-mail detailing required unit actions (see [Attachment 4](#)), SF 91 *Motor Vehicle Accident Report* and photos (if available) to the squadron commander and vehicle control officer (VCO) or vehicle control noncommissioned officer (VCNCO) of the assigned organization (may not be the unit responsible for damage) with a repair estimate. Copies are also sent to the 86th Airlift Wing, Ground Safety office (86 AW/SEG). See paragraph 1.5.3 for details on completing the accident and abuse notification letter.

1.3.3. Repair asset and release to the unit. **NOTE:** Repairs will commence after 3 calendar days unless the using organization's commander requested the asset be held pending investigation (by selecting Option 1 in the Accident or Abuse Notification letter, [Attachment 3](#)). Additionally, the asset will not be released to the unit until the required documentation (see para.1.4.4) is received from the using organization.

1.3.4. Provide AF Form 20, *Repair Cost and Repairable Value Statement*, to the assigned or using organization.

1.3.5. Maintain accident or abuse repair information IAW the Air Force Records Disposition Schedule (RDS).

1.3.6. Track and provide a listing of those costs to be reimbursed (sorted by organization) to 86th Comptroller Squadron, Financial Management Analysis (86 CPTS/FMA) each month indicating the cost of refund/reimbursement required in each case. Due to the amount of labor involved in the transfer of funds, repairs under \$150 will

be consolidated and billed once the unit total has exceeded \$150. The VRS Resource Advisor (RA) will prepare an AF Form 406 *Miscellaneous Obligation/Reimbursement Document* (MORD) for turn-in to 86 CPTS/FMA. In turn, the owing unit will obligate the billed amount with a MORD of their own. Once both MORDs are accomplished (with the exception of our "sister services"; they submit DD Form 448, *Military Interdepartmental Purchase Request* (MIPR). VRS' RA submits both MORDs, a billing summary, and a Journal Voucher to Defense Finance and Accounting Service (DFAS) for processing.

1.3.7. Notify USAFE/A4RV if the following conditions exist:

1.3.7.1. All Class A, B, or C vehicle mishaps as identified in AFI 91-204, Safety Investigations and Reports, paragraph 1.10 through 1.10.3. **NOTE: contact Wing Safety to determine accurate mishap class cost thresholds.**

1.3.7.2. All vehicle mishaps where assets involved are identified in AFI 24-302, Table 2.1, priority one vehicles, and firefighting, Explosive Ordnance Disposal (EOD) vehicles identified in Table 2.2, priority two vehicles (to include MRAP) meeting the minimum Class C threshold.

1.3.7.3. When reporting; information must include date, time, and location of accident; type of vehicles involved; estimated cost of accident damages; and any additional information necessary (such as injury, death, property damages, aircraft damages, etc.) to include Accident Form SF91. Digital photographs of vehicles involved will be part of the reporting package. **Note: if accidents occur during non-duty hours, report required information the next duty day.**

1.4. Assigned and using organizations will:

1.4.1. Turn-in all vehicles damaged due to accidents or incidents within 24-hours of the incident to 86VRS/LGRVM; this includes U-Drive-it and loaned vehicles.

1.4.2. Complete the Accident or Abuse Notification Letter. The VCO/VCNCO will review and route the document to the unit commander for electronic signature. Additionally, the using organization's resource advisor will establish an AF Form 406, *Miscellaneous Obligation Reimbursement Document* (MORD) for the required reimbursement amount indicated on the Accident and Abuse Notification Letter and return the document(s) to the 86 VRS at the following email address: vrs.accidentabuses@us.af.mil. **NOTE: The asset will not be released to the unit regardless of its repair status until a MORD is established and the documentation is provided to the 86 VRS.**

1.4.3. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. The using organization investigates all damage not attributed to fair wear and tear IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.4.4. The VCO or VCNCO will ensure that copies of accident reports as well as any photographs are submitted to the Staff Judge Advocate (SJA) via the 86 AW/JA org box (86.AW.JA@us.af.mil) within 5 duty days for all accidents involving government-owned vehicles (GOV) and privately owned vehicles (POV). The SJA will provide

guidance to the investigating officer(s) and commander(s), and conduct legal reviews of formal reports.

1.4.5. The primary responsibility to identify and report accidents rests with the vehicle operator. The 86th Security Forces must be immediately notified of vehicle damages. Do not move the vehicle(s) prior to notification.

1.5. 86 VRS/CC will monitor the vehicle accident and abuse program and up-channel reports on significant trends as well as the effectiveness of the program to the 86th Logistics Readiness Group (LRG) and 86th Airlift Wing leadership as deemed necessary. 1.6. The 86 LRG/CC is the final deciding authority to resolve all conflicts concerning this program.

2. Vehicle Idling Policy. IAW AFI 24-302, Para. 11.9., the purpose of this policy is to reduce fuel consumption and engine wear for government vehicles, while promoting environmental protection. Additionally, IAW LImSchG (Federal Immission Control Act) and Section 30 of the StVO (German Road Traffic Licensing Regulations) states: "When operating a vehicle it is forbidden to produce undue noise and avoidable air pollution from exhaust fumes. Especially prohibited is the unnecessary idling of engines."

2.1. Vehicles operating on Ramstein AB should be turned off when not in use, unless idling is essential to conduct the unit's mission. Emergency and law enforcement vehicles, military tactical vehicles, and snow removal vehicles and equipment are exempted from idling control regulations during specific emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal.

2.2. Vehicles may remain idling (while being monitored) when ambient temperatures are below 32 degrees or above 95 degrees Fahrenheit for air conditioning use.

3. Emergency Response Forces Policy. IAW AFI 24-301, Para. 3.9., GMVs with an emergency or rapid response capability are allowed to travel to on-base dining facilities and base gymnasium when on-duty. This includes Military Dining Facilities and NAF/AAFES/DECA operated eating establishments. Personnel are prohibited from using GMVs for travel to and from their private quarters under this provision.

3.1. The following units are approved emergency responders:

3.1.1. 86 SFS (Patrol Vehicles Only) & 569 USFPS (Patrol Vehicles Only)

3.1.2. 86 CES (Emergency Response Vehicles Only)

3.1.3. 86 OSS (Emergency Response Vehicles Only)

3.1.4. 86 MDG (Emergency Response Vehicles Only)

3.1.5. 86 MXS (Emergency Response Vehicles Only)

3.1.6. 435 SFS (Emergency Response Vehicles Only)

4. Ramstein Official Use of GMV Policy

4.1. Terminal Transportation: 86 VRS, Vehicle Operations Flight may pick up/drop off TDY personnel from Frankfurt International Airport (FIAP) and FIAP-Hahn if there are 10 or more passengers or in cases where members are required to carry weapons. When additional armed escorts are required the supported unit will provide. Personnel may not be transported to or from their domicile under any circumstances.

4.2. Protocol Support: All requests for Distinguished Visitors support will be routed through the supporting protocol office. The size and type of vehicles used to support DVs is determined by Vehicle Operations and is based on vehicle availability and number of official passengers.

JON T. THOMAS, Brigadier General, USAF
Commander

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 24-301, *Vehicle Operations*, 1 Nov 2008

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

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

AFMAN 23-220_USAFESUP1, *Report of Survey for Air Force Property*, 12 Sept 1997

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for the Change of Publication*

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

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

DD Form 448, *Military Interdepartmental Purchase Request*

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFOSH—Air Force Occupational Safety and Health

AFRIMS—Air Force Records Information Management System

DFAS—Defense Finance and Accounting Service

EOD—Explosive Ordnance Disposal

GOV—Government Owned Vehicle

GOV/E—Government Owned Vehicle/Equipment

GSA—General Services Administration

GSU—Geographically Separated Unit

IAW—In Accordance With

MAJCOM—Major Command

MORD—Miscellaneous Obligation/Reimbursement Document

MIPR—Military Interdepartmental Purchase Request

POV—Privately Owned Vehicle

OLVIMS—On-Line Vehicle Interactive Management System

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

RA—Resource Advisor

RDS—Records Disposition Schedule

SJA—Staff Judge Advocate

T.O—Technical Order

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Commissioned Officer

Terms

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

Motor Vehicle Accident:—Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse:—An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in [Attachment 2](#) of this instruction.

Vehicle Incident:—Repairs required as a result of damages beyond the control of an individual, which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation from individual will accompany vehicles turned in to explain any incident damage. Examples of incidents are: (1), a rock thrown through the windshield by the tire of a vehicle being followed; (2), a wind carried object striking a vehicle or (3), hail or other inclement weather damage.

U—Drive-It: Vehicle available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use. Support is normally limited to 72-hours.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

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

A2.1.1. Improper cargo distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading and unloading procedures.

A2.1.2. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).

A2.1.3. Tampering with governors, distributors or pollution-control devices.

A2.1.4. Operating vehicles with insufficient oil or coolant; failure to check fluid levels according to established requirements or failure to monitor dashboard instrumentation.

A2.1.5. Operating vehicle with parking brake applied or "riding" the brakes while vehicle is in motion.

A2.1.6. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A2.1.7. Failure to clean, wax or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.

A2.1.8. Unauthorized wiring, marking or modification of a vehicle (modifications must be processed in writing through the VCO or VCNCO and Vehicle Management for approval).

A2.1.9. Vehicle being operated by an unqualified or untrained operator without an instructor present.

A2.1.10. Operating a vehicle with broken tire chains or improperly inflated tires; i.e., not IAW manufacturer recommendations.

A2.1.11. Tire wear beyond minimum acceptable safe tread depth. Tire wear that exposes the cord, renders tires unsuitable to be recapped or re-grooved and is unsafe.

A2.1.12. Intentional destruction or disfigurement of vehicle interior or exterior.

A2.1.13. Operating a vehicle or equipment in conflict with published safety Department of Defense (DoD) publication, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction (AFI), Air Force Manual (AFMAN), Technical Order (T.O.) or German laws concerning vehicle safety.

A2.1.14. Allowing water to accumulate in the vehicle interior as a result of washing with a hose, or the excessive accumulation of water from a storm, due to leaving windows open.

A2.1.15. Over-filling the engine crankcase, transmission or hydraulic reservoirs.

A2.1.16. Servicing the vehicle fuel tank, hydraulic reservoir or other fluid systems with incorrect fuel, oils or fluids.

A2.1.17. Not restraining doors when opening in excessive wind.

A2.1.18. Operating a vehicle in violation of operator's manual or accepted driving practices.

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

A2.2.1. Failure to report any malfunctions, defects or damages on a vehicle to 86 VRS/LGRVM within 24 hours. A pre-approved delay of this action can be authorized by 86 VRS/LGRVM to support mission requirements.

A2.2.2. Failure to bring vehicle or equipment to 86 VRS/LGRVM for scheduled maintenance before an overdue condition exists. Prior to becoming overdue, pre-approved rescheduling due to mission requirements is exempt.

A2.2.3. Failure to accomplish proper operator care and maintenance stated in AFI 24- 302, paragraph 3.19.

Attachment 3

FIGURE A3.1 SAMPLE VEHICLE DAMAGE NOTIFICATION

86 VRS Vehicle Damage Notification

For Official Use Only

Our records indicate the vehicle below is either (1) assigned to your organization (2) was operated by someone within your organization or (3) was damaged due to suspected fault of someone in your organization. I.A.W. AFI 24-302, Para 1.13.

The vehicle below was turned into vehicle maintenance for damage which cannot be attributed to fair wear and tear. A MORD must be established to pay for these repairs. Repairs will begin after 3 days from the date of this letter, unless the form indicates to wait and is received within that time line.

Today's Date Vehicle Type: Date Reported

Registration # Estimated Repair Cost \$

Damage Synopsis:

Will property records need adjusted? *Required Report of Survey if "Yes"

1. Unit CC Review

Please select one of the following options:

- The above vehicle must stay in its current condition for investigative purposes. Do not begin repairs until notified by unit.
- The damaged vehicle is not required to conduct my investigation. The vehicle is released to Vehicle Maintenance for repairs.

**Funds must be loaded to cover the maintenance costs associated with this vehicle. Your unit RA will need to establish a MORD for the estimated repair costs prior to VRS releasing vehicle back to the unit.*

Commander

2. Unit RA Review

MORD Number Date Established Amount \$

RA E-mail Address DSN

****Please send completed form to vrs.accidentabuses@ramstein.af.mil**

Attachment 4

FIGURE A4.1 SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER

MEMORANDUM FOR XXXXXXX

FROM: 86 VRS/CC

SUBJECT: Vehicle ACCIDENT/ABUSE Notification and Funds Request

AFI 24-302, Para 1.20, stipulates the using organization must pay for all accident/abuse repairs. Also, a preliminary investigation is required for any damage to a GOV, regardless of cost, to determine whether or not a *Reports of Survey for Air Force Property* (ROS) will be required per AFMAN 23-220.

Please complete the attached documents and return to the org box, vrs_accidentabuses@ramstein.af.mil.

For questions regarding this damaged vehicle please contact the VRS org box referenced above. For Report of Survey questions in reference to this vehicle please contact the ROS Pgm Mgr at kmc.rosmanager@ramstein.af.mil.

SIGNATURE BLOCK