

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

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



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VEHICLE MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles* and AFI 24-302 *Vehicle Management*. This instruction outlines definitions, responsibilities and procedures for an effective vehicle accident and abuse program, management Other Government Motor Vehicle Conveyances (OGMVC), reportable trailers, non-vehicular equipment items and the Installation Idle Policy at Robins Air Force Base in accordance with (IAW) Air Force Instruction (AFI) 24-302, *Vehicle Management*. Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and management of Robin's vehicle fleet. This instruction is applicable to all persons operating and/or managing government owned vehicles/equipment (GOV/E) that are assigned to Robins Air Force Base and its geographically separated units (GSUs), Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 form the field through the appropriate functional's chain of command. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval

authority for all compliance items within this publication are at Wing Level (Tier T-3). See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF CHANGES

This release of RAFBI 24-302 is in response to customer feedback, process improvements, reorganizations, and changes in AFI 24-302. It updates and clarifies the accident and abuse program, management of OGMVC, reportable trailers, non-vehicular equipment items and the Installation Idle Policy. Lead Command guidance, inherently governmental functions, publication series descriptions based on recent reorganization actions, coordination tables, and additional considerations for use of digital signatures on forms, removes duplicative material, and incorporates approved recommendations from the SAF/AA Compliance Statement Review action.

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Chapter 1

ACCIDENT/ABUSE PROGRAM

1.1. Responsibilities.

1.1.1. Overview: In accordance with AFI 24-302, *Vehicle Management*, the owning organization or the organization responsible for damage to vehicles and equipment will reimburse the 78th Logistics Readiness Squadron Vehicle Management Flight (78 LRS/LGRV) for all Operation and Maintenance (O&M) funds expended to repair accident and abuse-related damage, to include contract maintenance costs. Under certain circumstances, the using organization may not be the assigned organization (i.e., U-Drive-It vehicle or a loaned vehicle from another organization). Reimbursement will be made regardless of determination of pecuniary liability or reimbursement made by the individual to the government. Reimbursement is to be accomplished through a transfer of funds from the using organization's O&M account to 78 LRS/LGRV. The operator or owning/using organization must report all accidents involving commercial rental/lease and GSA vehicles, regardless of damage IAW agency instructions or GSA policy. GSA lease vehicles that fall under "Billing Office of Account Code 5738SY," owning/using organizations will be responsible for adding their line of accounting and funding document information into the accident billings portion of the General Services Administration's SpeedPay system at the beginning of each fiscal year for payment. **NOTE:** If a government vehicle causes a fatality or an accident involves private property, the base legal office must release the vehicle before repairs commence.

1.2. 78 LRS/LGRV responsibilities:

- 1.2.1. Thoroughly inspect the vehicle to determine if damage is caused by accident or abuse.
- 1.2.2. Provide accident or abuse notification letter via e-mail to the squadron commander, vehicle control official (VCO) of the assigned organization with a repair estimate and also provide information only copies to the 78 Air Base Wing Ground Safety office. NOTE: If reimbursable costs are under \$150.00, then 78 LRS/LGRV has the option to send an information only memorandum to the using organization.
- 1.2.3. Commence repairs NLT 5 calendar days after notification unless a delay is requested in writing by the owning/using organization or Report of Survey investigating official.
 - 1.2.3.1. Repair vehicle and when released (or 5 calendar days), provide the actual repair cost, to the reimbursing organization.
 - 1.2.3.2. Maintain accident and abuse repair log.

1.3. Assigned or using organizations responsibilities:

- 1.3.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program.
- 1.3.2. Report all vehicle damage to 78 LRS/LGRV within 24 hours or if during a weekend or holiday notify the next available duty day.

1.3.3. Report U-Drive-It or loaned vehicle damages to 78 LRS/LGRDDO and 78 LRS/LGRV.

1.3.4. Initiate Report of Survey as required in accordance with DoD 7000.14-R Financial Management Regulation; Volume 12/Chapter 7: Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen and SAF/FM Memo – Reports of Survey Program – Policy Memo (for Installation ROS Managers)

1.4. VCO Responsibilities: Ensures that copies of accident reports (SF 91/SF94/DD Form 518/police report) as well as any photographs available are turned into 78 LRS/LGRV. Coordinates with 78 LRS/LGRV to submit required information to the staff judge advocate (78 ABW/JA) for all accidents involving private property with government or leased vehicle involvement. The 78 ABW/JA will provide guidance to the investigating officer(s) and commander(s), and conduct legal reviews of formal reports.

1.4.1. VCO ensures that the operators identify and report accident damage immediately to the 78th Security Forces Squadron or local law enforcement as applicable.

1.5. Operators Responsibility: Report all accidents or suspected abuse damage to 78 LRS/LGRV, the unit VCO, 78 SFS and when applicable, the local authorities. Fill out the AF Form 1800, Operator's Inspection Guide and Trouble Report or AF Form 4427, Operator's Inspection Guide and Trouble Report (Fuels Support Equipment). If the damage can adversely affect the safety of personnel or the operation of vehicles/equipment, the operator discontinues use, record discrepancy and report the damage to Vehicle Management, VCO and law enforcement as soon as possible. If the damage occurs outside Vehicle Management duty hours and it adversely affect the safety of personnel or the operation of vehicles/equipment, discontinue vehicle use, record discrepancy and notify Vehicle Management the next duty day. For all others, report the damage within 72 hours or first workday of work after the damage occurs.

1.6. 78MSG/CC: The final deciding authority to resolve all conflicts concerning this program.

Chapter 2

VEHICLE IDLING

2.1. Vehicle Idling Policy

2.2. Overview: Unnecessary engine idling is the single greatest contributing factor to fuel waste by vehicle fleets and is also the primary cause of premature engine wear and/or failure. Furthermore, vehicle exhaust gases from idling vehicles contribute greatly to air pollution. When not in traffic, operators of GOVs will turn off vehicle engines if the vehicle is stationary for more than 5 minutes, unless a waiver or an exemption has been granted by the installation commander IAW [Paragraph 2.5](#) of this publication.

2.3. Operator Responsibilities: The vehicle operator has the primary responsibility to reduce fuel consumption and engine wear of Robins Air Force Base assigned vehicles while simultaneously promoting environmental protection. Operators of government owned, rented or leased vehicles are required to adhere to engine idle restrictions while operating vehicles within or outside the confines of Robins Air Force Base, IAW AFI 24-302, Paragraph 2.12.2, 10.12.

2.4. Exemptions:

2.4.1. Idling to verify that the vehicle is in safe operating condition (operator inspection) and/or to bring vehicle to operating temperature or build air pressure for air operated vehicle systems.

2.4.2. Vehicles undergoing maintenance that are difficult to restart or require cool down procedures prior to shut off.

2.4.3. When operators are in the vehicle and not reasonably able to wait in a climate-controlled facility (e.g., flight line personnel awaiting their next call to service an inbound aircraft) during extreme temperatures; such as those associated with Wind Chill Index and flag colors “yellow” and “red,” or Heat Category flag colors “red” or “black,” in accordance with Air Force Pamphlet (AFPAM) 48-151, Thermal Injury Prevention Program.

2.4.4. Idling to a maximum of 5 minutes during cold weather to aid in the initial clearing of ice and/or snow from the vehicle.

2.4.5. Idling associated with operation of emergency vehicles and equipment that are actively engaged in operational activities, including responding to emergency situations.

2.4.6. Idling of vehicles to operate auxiliary equipment and vehicles equipped with temperature sensitive equipment that must be kept at an appropriate temperature (e.g., Security Forces K-9 vehicle).

2.4.7. Idling while waiting in line or queuing (e.g., dump trucks waiting to receive loads from another vehicle). However, vehicles queuing should not idle while waiting for the transferring vehicle to retrieve the load.

2.5. Waiver Request: Using organizations with unique vehicle operating requirements not exempted must submit, in writing, a list of vehicle(s) requiring exemption from this idling policy, along with a full justification. All requests for exemption shall be routed through 78 LRS/LGRV for 78 ABW/CC approval/disapproval.

Chapter 3

OGMVC, NON-VEHICULAR TRAILOR/ EQUIPMENT ITEMS

3.1. Other Government Motor Vehicle Conveyances (OGMVC) Definition: OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, electric stand-up, etc.) that DO NOT meet specifications of 49 CFR Part 571 (FMVSS) or have been determined as such, by 441st Vehicle Support Chain Ops Squadron (VSCOS) to be classified as an OGMVC.

3.2. Trailers Not Classified as Vehicles. Definition: Trailers not meeting all registered vehicle criteria listed in AFI 24-302 paragraph 1.2.5 will be managed as an equipment item, and will be accounted for on the owning unit's Custodian Inventory Report (CIR).

3.3. Vehicle/Equipment Determination: All purchase requests for equipment which has the potential to be categorized as a vehicle will be routed through 78 LRS/LGRV and when required, in-turn sent to 441st Vehicle Support Chain Ops Squadron (VSCOS) for final determination (examples: *trailers, golf carts, ATVs, loaders, etc...*). Only those assets categorized as equipment will be managed IAW this chapter. Requests which are determined to be a vehicle must be procured and managed IAW AFI 24-302. **NOTE:** Organizations will not purchase Low Speed Vehicles (LSV).

3.4. Safety:

3.4.1. OGMVCs and trailers not classified as a vehicle will be routed through Ground Safety Office for determining minimum safety requirements.

3.4.2. Accident Reporting: Accidents involving OGMVCs/Trailers Not Classified as Vehicles will follow reporting procedures involving government owned/leased/rented equipment. OGMVCs/Trailers Not Classified as Vehicles maintained by 78 LRS/LGRV, will follow the additional procedures as outlined in AFI 24-302 and this publication.

3.4.3. OGMVCs are not authorized to travel on Robins AFB roads with a speed limit posted exceeding 25 MPH unless approved by the Robins AFB Installation Commander. They are authorized to cross at intersections which have signal lights or other traffic control devices in place. Exception: They may be operated on Robins Parkway – between Richard Ray Blvd and First Street for access to fuel station. Slow moving electric conveyances are prohibited from Robins Parkway at all times without an escort vehicle.

3.5. Procurement:

3.5.1. OGMVCs and trailers not classified as a vehicle must be processed through unit Vehicle Control Official (when applicable), Equipment Custodian, Ground Safety Office, 78 LRS/LGRV, and 78 LRS/LGRM. These assets when purchased or found on base (FOB) will be picked up on Custodian Inventory Report (CIR). Purchasing assets classified as "vehicles" with funds other than Appropriated Funds Category of 3080 is prohibited by law and is in violation of the Anti-Deficiency Act (ADA).

3.5.2. When procuring an OGMVC/ trailer not classified as a vehicle, units should secure a maintenance agreement prior to purchasing that include Preventive Maintenance Inspection (PMI), warranty repairs and services IAW manufactures manuals. 78 LRS/LGRV doesn't provide maintenance for items classified as "equipment" unless approved by the Flight Chief. If approved, all maintenance cost (parts/labor) will be reimbursed to 78 LRS/LGRV. If requesting organization is requiring the asset to be utilized off the installation, on public roads, they must request a "Z" registration number and license plate from 78 LRS/LGRV; see [para 3.8](#)

3.5.3. When requisitioning for GPC purchases, the AF Form 2005, Green Procurement Statement, and 78 LRS/LGRV Non-Vehicular Equipment Purchase Checklist will be submitted to 78 LRS/LGRMCE for approval and accountability. The request(s) will include purchase price, part number, supply account, source, make, model, manufacture, maximum speed, optional equipment, and installed safety equipment. The unit requisition asset(s) requiring a "Z" registration number/license plate for off base travel will annotate the Non-Vehicular Equipment Purchase Checklist Part I, block 5 as "Yes". 78 LRS/LGRV will request the "Z" number and notify 78 LRS/LGRMCE when number(s) are received. This "Z" number will be sent to 78 LRS/LGRMCE and will be placed into the "serial number" on the CIR, Example of "Z" registration: 20Z00001.

3.5.4. All OGMVCs and other non-registered assets purchase request checklists, forms and manufacture's data will be routed through, Ground Safety Office (coordination), 78 LRS/LGRV (coordination) and 78 LRS/LGRM (approval).

3.5.5. All OGMVCs will have a CIR record established in DPAS. The record will include: serial number, part number, Commercial and Government Entity (CAGE) code, manufacturer's name, acquisition date, acquisition cost, fund designator and "Z" registration number (If applicable).

3.6. Turn-in Procedures

3.6.1. OGMVCs and trailers not classified as a vehicle will follow equipment turn in procedures IAW AFI 23-101, Air Force Material Management. Equipment Custodians must ensure that all "Z" license plate have been turned into 78 LRS/LGRV for destruction prior to turn-in to Defense Logistics Agency (DLA). LGRV will notify LGRMCE in writing when the license plate is received from the Equipment Custodian/VCO. The notification will include "Z" registration number and the account the asset is assigned to.

3.6.2. 78 LRS/LGRMCE will verify the CIR listing with the custodian to ensure that assets with "Z" registration number(s) in the "serial number" has been signed off by 78 LRS/LGRV. (DLA will not accept any assets that has license plate still attached). Equipment custodian must turn in license plate(s) to 78 LRS/LGRV prior to turn-in to DLA for destruction/resale. If asset is too large the Equipment Custodian will coordinate with DLA for pick-up. After validation is complete DLA will sign receipt for equipment.

3.6.3. Equipment Custodian returns validated and signed Air Force Form 2005 to Equipment Account Manager.

3.7. “X”/“Z”- asset ID numbers (license plates):

3.7.1. 78 LRS/LGRV may request “Z”- asset ID numbers, when Other Government Motor Vehicle Conveyances, utility trailers and other non-vehicular equipment are not maintained by Vehicle Management, but require Federal Prison Industries (UNICOR) “white” plate(s) for public road (off the installation) travel/operation (refer to paragraph 4.13). The owning/using unit funds UNICOR “white” plate procurement/replacement.

3.7.2. UNICOR “white” plate(s) are controlled items which are registered utilizing Federal Motor Vehicle Registration System (website <https://fmvrs.fas.gsa.gov>) to manage and update vehicle and Air Force license plate status in accordance with GSA directives, under the authority of the Department of Home Land Security.

3.7.3. “Z” License plate accountability: The equipment custodians and unit VCO (when applicable) will sign for “Z” license plates when they are installed on the asset. LGRV will notify EAE of the new “Z” registration number. EAE will add the “Z” registration number to the CIR in the serial number location of the Equipment Custodians equipment account in DPAS. The custodian will inspect the license plates for legibility and expiration date during their annual inventory. Discrepancies will be reported to 78 LRS/LGRV.

3.7.4. Lost/Stolen UNICOR “Z” Plates: Units are responsible for notifying 78 LRS/LGRV and local authorities (SF and OSI) for lost or stolen plates immediately. 78 LRS/LGRV will coordinate with units to report lost/stolen plates thru Federal Motor Vehicle Registration System and report the status to UNICOR. UNICOR cannot remake or reissue duplicate pre-stamped plates until such time the original plates are returned to UNICOR.

3.7.5. “X” Asset ID: Vehicle Management will obtain “X” asset ID numbers, via the VM Neighborhood for assets that (VFM/VMS/COR) has agreed to provide maintenance support. All maintenance and parts support will be reimbursed by the owning unit to 78 LRS. Parts and lubricants may be provide by the owing organization. Maintenance for these assets will be managed IAW AFI 24-302.

3.8. License Plate removal and disposition is required when assets are:

- 3.8.1. Transferred to Defense Logistics Agency -Disposition Services.
- 3.8.2. Transferred to another agency or component for other than repair and return, i.e.
- 3.8.3. GSA, Excess approved transfers.
- 3.8.4. Transferred to Military Assistance Program.
- 3.8.5. Converted to a training aid.

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Commander

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

49CFR, Part 571, *Federal Motor Vehicle Safety Standards, current edition*

AFI 23-101, *Air Force Material Management*, 12 December 2016, Incorporating Change, 9 September 2019

AFI 24-301, *Vehicle Operations*, 22 October 2019

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

AFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

AFMAN 33-363, *Management of Records*, 21 July 2016

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

AFPD 64-1, *The Contracting System*, 06 November 2018

DoD 7000.14-R *Financial Management Regulation; Volume 12/Chapter 7: Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*

DoDI 6055.04, *DoD Traffic Safety Program, 20 April 2009, Incorporating Change*, 31 August 2018

Executive Order 13834, *Efficient Federal Operations*. 17 May 2018

United States General Services Administration Federal Management Regulation 102-34.130, License Plates, Last Reviewed 4 February 2020

SAF/FM Memo – *Reports of Survey Program – Policy Memo (for Installation ROS Managers*

Adopted Forms

AF Form 9, *Request for Purchase*

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

AF Form 2005, *Issue/Turn-In Request*

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

AF Form 4427 *Operator's Inspection Guide and Trouble Report (Fuel Support Equipment)*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1348-6 *DoD Single Line Item Request Document*

DD Form 518, *Accident Identification Card*

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

Standard Form 91, *Motor Vehicle Accident Report*

Standard Form 94, *Statement of Witness*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFEMS—Air Force Equipment Management System

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFMAN—Air Force Manual

CFR—Code of Federal Regulations

CIR—Custodian Inventory Report

COR—Contracting Officer Representative

DD—Department of Defense

DLA—Defense Logistics Agency

DOT—Department of Transportation

DPAS—Defense Property Accountability System

DRMS—Defense Reutilization and Marketing Service

FAR—Federal Acquisition Regulation

FM&A—Fleet Management and Analysis

FMVSS—Federal Motor Vehicle Safety Standard

GPC—Government Purchase Card

GMV—Government Motor Vehicle

IAW—In Accordance With

IG—Inspector General

LSV—Low Speed Vehicle

MPH—Miles Per Hours

OGMVC—Other Government Motor Vehicle Conveyances

O&M—Operations and Maintenance

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PPLAN—Provisional Plan

PMI—Preventive Maintenance Inspection

RDS—Records Disposition Schedule

SII—Special Interest Item

TO—Technical Order

VCO—Vehicle Control Official

VFM—Vehicle Fleet Manager

VMS—Vehicle Management Superintendent

VSCOS—Vehicle Support Chain Ops Squadron

VIN—Vehicle Identification Number