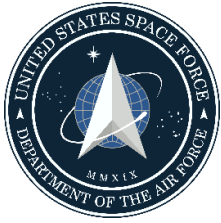


**BY ORDER OF THE COMMANDER
SPACE BASE DELTA 1**

**SPACE BASE DELTA 1 INSTRUCTION
24-302**

3 OCTOBER 2022



Transportation

**SPACE BASE DELTA 1 VEHICLE
ACCIDENT, ABUSE, AND
FUEL/IDLING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It establishes Space Base Delta 1 (SBD 1) vehicle accident, abuse, and fuel/idling program, procedures, and responsibilities. This instruction applies to all personnel assigned to units (including tenant units) and activities physically located within Peterson SFB, Schriever SFB, Cheyenne Mountain SFS, and the Colorado Springs Metro Area. This publication is applicable to the Air Force Reserve and the Air National Guard. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://afrims.cce.af.mil/afrims/rims.cfm>. This publication may not be supplemented.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. Major changes include: Base and Organization name changes, added and updated Roles and Responsibilities, updated AFI and DoDI References, and updated Alternative Fuel and Idling Program policies.

Chapter 1

GENERAL INFORMATION

1.1. General. This instruction establishes procedures and requirements for units to report vehicle accidents as well as requirements to fund accident and abuse repairs. It also establishes requirements based on local and state laws regarding use of alternative fuels and vehicles left idling.

1.2. Responsibilities.

1.2.1. The SBD 1 Commander (or equivalent):

1.2.1.1. Establishes installation vehicle idling policy.

1.2.1.2. Must institute installation vehicle abuse and accident prevention policy or program.

1.2.2. The 21st Logistics Readiness Squadron (LRS) Commander (or equivalent):

1.2.2.1. Establishes local reporting procedures for vehicle accident and abuse procedures.

1.2.3. Fleet Management and Analysis (FM&A):

1.2.3.1. Initiates the accident/abuse package for all vehicle accident/abuse cases.

1.2.3.2. Will be the action officer for accident/abuse cases.

1.2.3.3. Assigns an accident/abuse case number.

1.2.3.4. Drafts and forwards accident/abuse package for coordination to the applicable unit Commander and Vehicle Control Officer (VCO).

1.2.3.5. Notifies Base Legal, Finance, and Safety Offices as needed.

1.2.3.6. Reports all GSA accidents to the GSA Accident Control Center.

1.2.3.7. Will verify that an AF Form 406 – *Miscellaneous Obligation/Reimbursement Document* (MORD) is loaded for each General Services Administration (GSA) vehicle in SpeedPay prior to turning vehicle in for repair.

1.2.3.8. Authorizes start of actual repairs when the organization of responsibility “releases” the vehicle for repairs.

1.2.3.9. Will initiate repair action(s) with the vendor performing repairs only after the payment method is coordinated and approved.

1.2.3.10. Will notify the offending unit Commander when alternative fuel is readily available but not utilized and publish monthly reports in the weekly briefing and/or slides for 21 LRS to review.

1.2.4. Vehicle Fleet Manager and Vehicle Management Superintendent:

1.2.4.1. Determines if damage constitutes vehicle abuse.

1.2.5. Owning/Using Commander:

1.2.5.1. Has five duty days to respond once the accident or abuse letter has been received.

1.2.5.2. Owning/Using organization will provide funding (i.e., Government Purchase Card, AF Form 9, or MORD) for all costs associated with government owned, lease, and rental vehicle abuse and/or accident damage.

1.2.5.3. Will appoint an Investigating Officer to investigate accident/abuse incidences and complete a Financial Liability Investigation (formerly Report of Survey) IAW DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*, when there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle. **NOTE: Procedures must be fully supported by all commanders to have an effective accident and abuse program.**

1.2.6. Owning/Using Unit RA:

1.2.6.1. Provide FM&A with a MORD by the end of the first week of October for GSA bill backs. Provide FM&A with funding instrument to purchase parts for GOV accident/abuse cases when needed.

1.2.7. Operator:

1.2.7.1. When a GOV/GSA/rental/lease vehicle is involved in an accident, follow these procedures.

1.2.7.1.1. Stop the vehicle immediately.

1.2.7.1.2. Help injured personnel; do not move injured personnel unless it is essential for their safety.

1.2.7.1.3. Warn other motorists by using triangle reflectors or flares, especially during darkness or inclement weather conditions.

1.2.7.1.4. Notify local police and/or Security Forces about your accident.

1.2.7.1.5. Complete SF 91, *Report of Motor Vehicle Accident*. If the SF 91 cannot be prepared by the operator because of injury or death, the report will be completed by the unit VCO.

1.2.7.1.6. Complete DD Form 518, *Accident Identification Card*, if necessary (only used when a Privately Owned Vehicle [POV] is involved). All DD Form 518s must have the address and phone number of the Peterson-Schriever Garrison Legal Office: **SBD 1/JA, 135 Dover Street, Suite 1055, Peterson SFB CO 80914; Phone: 719-556-4871.**

1.2.7.1.7. Stay at the scene of the accident until advised to leave by proper authority or all parties involved in the accident agree to leave the scene.

1.2.7.1.8. Do not complete any insurance accident forms at the scene of the accident. Don't express opinions (orally or written) to claimants or their agents as to liability. This will afford the U.S. Government reasonable protection against claims filed according to The Federal Tort Claims Act, Title 28, U.S.C. 2671-2680.

1.2.7.1.9. An operator surrenders the AF Form 2293 with the SF 91 to the VCO immediately after the accident. The unit commanders may reinstate the license at their discretion.

Chapter 2

VEHICLE ACCIDENTS/ABUSE

2.1. Definitions:

2.1.1. Vehicle abuse is any damage not attributable to fair wear and tear, and is usually caused by willful or negligent acts of improper operation or care. **Note: Wind damage to a door will be considered abuse.**

2.1.2. Vehicle accident is a result of a major or minor impact/collision with another vehicle or object.

2.2. Vehicle Accident/Abuse Procedures: All accidents or vehicle abuses, regardless of damage, will be reported to FM&A office for validation within 24 hours or the next duty day if damage occurs after normal duty hours.

2.2.1. Each vehicle involved in an accident will have the following, fully filled out, documentation before turn in:

2.2.1.1. SF 91, *Motor Vehicle Accident Report* (Filled out by the vehicle operator)

2.2.1.2. DD Form 518, *Accident Identification Card* (Used only when accident involves a POV)

2.2.2. FM&A will initiate a case file for all vehicle accident and abuse cases. The case file will have all of the information required to complete the case.

2.2.2.1. GOVs will be taken to a local vendor for estimates if damage is beyond Vehicle Maintenance capabilities.

2.2.2.2. GSA vehicles will be reported to the GSA Accident Center and repair estimates will be obtained.

2.2.2.3. After all estimates have been completed, the Vehicle Fleet Manager will route an accident or abuse case file to the unit. The unit CC has **five duty** days once he/she receives the accident/abuse letter to initiate an investigation, if warranted, or release the vehicle for repair.

2.2.2.3.1. Parts and/or contracted maintenance costs to repair GOV Accidents/Abuses will need to be paid through the responsible unit's funds. Responsible unit RA will provide FM&A with funding instrument for parts order.

2.2.2.3.2. GSA accident and abuses will be charged to the MORD provided.

2.2.3. When accidents or abuses involve a U-Drive-It (UDI) fleet vehicle, the organization in possession (using organization) of the vehicle will be responsible for any accident/abuse repair cost. The owning organization will be responsible for investigating all damage not attributable to fair wear and tear IAW DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*.

2.2.3.1. The using organization will provide a MORD to FM&A after repair estimates have been obtained. Special circumstances will be worked on a case-by-case basis.

2.2.3.2. The using organization can be denied UDI vehicle requests until the accident/abuse repairs have been funded.

Chapter 3

REFUTING CHARGES

3.1. Refuting GSA Bill Back Charges: If the owning/using commander chooses to refute the charges, he/she will send a justification letter to the FM&A office. This letter must justify the vehicle damage as a result of fair wear and tear and prove it was not the result of abuse. Once FM&A receives the letter from the owning/using CC, FM&A will challenge the bill back with GSA in an attempt to have the charge reduced or eliminated on behalf of the organization.

3.2. Refuting Liability for UDI Fleet Accidents: Using organizations will be required to fund UDI accident/abuse repairs (refer to [paragraph 2.2.3](#)) regardless of who was at fault. Organizations will work with SBD 1/JA to recoup funds if a POV operator is found to be at fault.

Chapter 4

VEHICLE FUEL/IDLING

4.1. Vehicle Fuel. Unit Commanders and VCO's shall ensure maximum use of alternative fuels; E85, or other alternative fuels must be used for all vehicles capable of using them. The use of gasoline is not authorized in alternative fuel or flex fuel vehicles if alternative fuels are available. Units must also lease/rent E85 and hybrid vehicles where available, if using them within the Space Base Delta 1. This policy applies to all types and sizes of vehicles.

4.1.1. FM&A will send Unit Commanders, VCO's, and 21 LRS leadership a monthly report of what type of fuel has been issued to alternative fuel vehicles to review. Unit Commanders shall ensure appropriate corrective actions are made and VCO's conduct proper training to prevent further improper fueling of alternative fuel vehicles to all personnel.

4.2. Idling. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling. The policy for SBD 1 is 1 minute during normal conditions. During extreme cold weather, vehicles will be allowed to idle for periods not to exceed 10 minutes as long as the vehicle is monitored. Emergency and law enforcement, military tactical vehicles, and snow removal vehicles/equipment may be exempt from idling restrictions for specific emergencies, military training requirements, disaster relief/humanitarian operations, or winter storm response activities/snow removal.

DAVID G. HANSON, Colonel, USSF
Commander

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

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

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

DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen*, January 2021

Prescribed Forms

None

Adopted Forms

AF Form 9 – *Request for Purchase*

AF Form 406 – *Miscellaneous Obligation/Reimbursement Document (MORD)*

AF Form 2293 – *USAF Motor Vehicle Operator Identification Card*

DD Form 518 - *Accident Identification Card*

AF Form 847, *Recommendation for Change of Publication SF 91 - Report of Motor Vehicle Accident*

Abbreviations and Acronyms

CC—Commander

FM&A—Fleet Management and Analysis

FY—Fiscal Year

GOV—Government Owned Vehicle

GSA—General Services Administration

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SBD 1—Space Base Delta 1

UDI – U—Drive-It

VCO—Vehicle Control Officer

Terms

Vehicle Abuse—Any damage not attributable to fair wear and tear.

Vehicle Accident—A result of a collision.

O&M Funds—Operation and Maintenance money.

Owning Organization—The unit the vehicle is permanently assigned to or in possession of.

Using Organizations—The unit the vehicle is temporarily loaned out to.