

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

AIR FORCE INSTRUCTION

24-302



**SCOTT AIR FORCE BASE
Supplement**

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Transportation

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Ryan M. Hengel)

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AFI 24-302, *Vehicle Management*, is supplemented as follows: This supplement establishes repair and reimbursement processes for damage to vehicles resulting from accident or abuse, and assigns responsibility for the cost of those repairs. This supplement establishes the installation idling policy. This supplement applies to all units and tenant units at Scott AFB to include the 932d Airlift Wing (AFRES). This supplement does not apply to the 126th Air Refueling Wing (ARW) (ANG). Ensure 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Process for reporting damage for government-owned and leased vehicles and installation idling policy.

1.11. Vehicle Abuse, Accidents, and Incident Maintenance.

1.11.2. Installation Procedures. All vehicle management operation & maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to vehicle management by the owning organization or the organization responsible for the damage. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Upon notification or identification of damage resulting from an accident or suspected abuse (defined as other than normal wear and tear), the following procedures must be accomplished by the operator of the government-owned vehicle (GOV) at the time the vehicle acquired the damages:

1.11.2.1. **(Added)** Complete an SF 91, *Motor Vehicle Accident Report*. **Note:** If accident occurs off base, a police report from the local authority is required.

1.11.2.2. **(Added)** Annotate the AF Form 1800, *Operator's Inspection Guide and Trouble Report*, and if necessary, complete a DD Form 518, *Accident Identification Card*.

1.11.2.3. **(Added)** The vehicle, SF 91/police report and AF Form 1800 must be turned in to vehicle management no later than 1 duty day from notification or identification of damage resulting from an accident or suspected abuse.

1.11.2.4. **(Added)** The 375th Logistics Readiness Squadron Vehicle Management (LRS/LGRV) Customer Service Center (CSC) will obtain an accident or abuse determination from the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) for all damaged vehicles. Accident-damaged or abused assets will remain in the vehicle management compound until repairs have been made.

1.11.2.5. **(Added)** CSC will initiate an AF Form 4355, *Vehicle and Equipment Work Order*, to estimate the cost of repairs.

1.11.2.6. **(Added)** The VFM or VMS will review estimates and forward a completed accident/abuse package to the 375 LRS/CC and Resource Advisor (RA). The package will include an accident/abuse notification, SF 91, pictures, repair estimate, and an unsigned "Vehicle Release Letter" (**Attachment 5**). The 375 LRS/CC will review, sign the notification letter, and send the completed package to the commander of the owning organization or organization responsible for the damage. The owning/responsible unit commander must return the vehicle release letter within 5 duty days; unless 375 LRS/LGRV is notified by owning unit commander he or she needs access to the vehicle for an investigation of the vehicle accident or abuse. Upon receipt of the signed letters or after 5 duty days, whichever occurs first, repairs will commence and the owning unit will be billed accordingly. Once repairs are complete, Fleet Management and Analysis (FM&A) will notify the respective unit and maintain related correspondence in the vehicle's history file.

1.11.3.1. For General Services Administration (GSA) leased vehicles that fall under "Billing Office of Account Code 5738SY," owning/using organizations are responsible for adding their line of accounting and funding document information into the accident billings portion of the GSA SpeedPay system at the beginning of each fiscal year. The following procedures must be accomplished by the operator of the GSA leased vehicle at the time it was involved in an accident, to include any vehicle that falls under a different Billing Office of Account Code than listed above and are assigned to Scott AFB:

1.11.3.2. **(Added)** Complete an SF 91. **Note:** If accident occurs off base a police reports from the local authority is required.

1.11.3.3. **(Added)** Annotate the AF Form 1800 and if necessary, complete a DD Form 518.

1.11.3.4. **(Added)** The vehicle, SF 91, police report, and AF Form 1800 must be turned in to vehicle management no later than 1 duty day upon notification or identification of damage resulting from an accident or unreported damage.

1.11.3.5. **(Added)** The vehicle will remain in the vehicle management compound until approval is received from the GSA Accident Center for repairs.

1.11.3.6. **(Added)** For GSA vehicles, the owning organization will obtain repair estimates from local GSA-approved vendors within 7 duty days of turning the vehicle into vehicle management. Damages of \$2,500 or less require one estimate; damages exceeding \$2,500 require three estimates.

1.11.3.7. **(Added)** FM&A will obtain estimates to document, track, and control discrepancies. For GSA-leased vehicles, FM&A will forward estimates to GSA for written authorization and appointment of a local vendor to accomplish repairs. Once an estimate is approved, the vehicle must be delivered to the approved vendor for repairs within 30 calendar days or by the expiration date of the approved estimate, whichever occurs first. Failure to do so will require the owning organization to renew estimates and re-submit to GSA.

1.11.3.8. **(Added)** 375 LRS/LGRV will forward a completed accident package to the 375 LRS/CC and RA. The package will include an accident notification, SF 91, pictures, repair estimate. The 375 LRS/CC will review, sign, and send the compiled package to the commander of the owning organization or the organization responsible for the damage if not the owner. Due to GSA being the only approving authority for GSA-leased vehicles, the completed package is just a notification and requires no further action. GSA-leased vehicle repairs will be reimbursed through SpeedPay using a line of accounting certified by both 375 LRS/RA and all units RAs with GSA assets assigned.

10.12. **Vehicle Idling Policy.**

10.12.1. Installations will adhere to state, local or host nation air quality regulations that govern vehicle operations while the government vehicle is idling.

10.12.1.1. **(Added)** In general, gasoline vehicles will adhere to idling no longer than 5 minutes. However, vehicles may remain idling up to 15 minutes when temperatures are at or below 32 degrees Fahrenheit or at or above 80 degrees Fahrenheit. Diesel fuel vehicles operating on Scott AFB will generally adhere to the idling policy in accordance with the regulation for St. Clair County, Illinois. <https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=101-0319&GA=101>.

10.12.1.2. **(Added)** Any vehicle left idling will be secured and monitored.

10.12.7. Emergency, law enforcement, military tactical, and snow removal vehicles, as well as equipment engaged in an official capacity are exempt from the idling policy.

CHRISTOPHER M. ROBINSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

CSC—Customer Service Center

GOV—Government Owned Vehicle

RA—Resource Advisor

Attachment 5 (Added)
SAMPLE VEHICLE RELEASE LETTER

Figure A5.1. Vehicle Release Letter.

<p style="text-align: center;">LETTERHEAD</p> <p style="text-align: right;">DATE</p> <p>MEMORANDUM FOR 375 LRS/CC</p> <p>FROM: ORGANIZATION</p> <p>SUBJECT: VEHICLE ACCIDENT/ABUSE RELEASE LETTER</p> <p>1. Please release Reg Number for repairs; an accident/abuse investigation is completed and/or the vehicle is no longer required for investigation. Please choose one of the options below for payment.</p> <p style="padding-left: 40px;">_____ The following MORD number _____ has been established for funds transfer.</p> <p style="padding-left: 40px;">_____ Repairs will be paid using _____ Government Purchase Card. (insert unit/section)</p> <p>2. This letter supersedes all previous letters, same subject. If there are questions contact the Organization Resource Office at DSN _____.</p> <p style="text-align: right; padding-right: 100px;">Commander's official signature block & signature</p>
