

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

**30th SPACE WING INSTRUCTION
24-302**



23 FEBRUARY 2021

Transportation

**VEHICLE ACCIDENT,
ABUSE, AND FUEL/IDLING PROGRAM**

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This instruction extends guidance from AFI 24-302, *Vehicle Management*. It provides guidance and examples of vehicle accidents and abuses, other situations where a vehicle accident or abuse action may be initiated, fuel/idling program, responsibilities of the 30th Space Wing Commander (30 SW/CC), 30th Logistic Readiness Squadron Commander (30 LRS/CC), Vehicle Management Flight (30 LRS/LGRV), and procedures for vehicle repairs. This instruction is applicable to all persons operating government motor vehicles (GMV) or equipment assigned to Vandenberg Air Force Base (VAFB) which are loaded in the Defense Property Accountability System (DPAS), and Logistics Information and Mission Support-Enterprise View (LIMS-EV).

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 Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include definitions, responsibilities, policies, procedures for all suspected vehicle accidents and abuse cases and the addition of the fuel/idling program. The following attachments have been changed for the steps and reports for vehicle accidents and abuses; **Attachment 1**, is the glossary of references and supporting information; **Attachment 2**, shows examples of vehicle abuse; **Attachment 3**, shows an example of suspected vehicle accident notification

memorandum (sample); **Attachment 4**, shows an example of suspected vehicle abuse notification memorandum (sample); **Attachment 5**, shows an example of a release and acceptance of financial responsibility for a vehicle accident or abuse (sample); **Attachment 6**, shows an example of a GSA accident or abuse notification email.

1. Overview.

1.1. The purpose of this program is to deter Government Motor Vehicle accident and abuses, which jeopardizes lives and drains limited resources. Commander emphasis and direct involvement is essential to the program's success.

1.2. The goal of this instruction is to reduce the number of vehicle accidents, abuse and incident cases, reduce the risk of personal injury or death, and maximize the vehicle's service life.

2. Responsibilities:

2.1. The 30 SW/CC is the authority for establishing the installation's Vehicle Accident and Abuse Prevention Program.

2.2. The 30 LRS/CC implements and administers the installation's Vehicle Accident and Abuse Prevention Program.

2.3. The responsible unit commander or financial manager will provide all funds to cover all commercial parts and/or services completed off-base. These will be funded via Form 9/GPC. For minor repairs completed by 30 LRS/LGRV, unit will only fund parts to cover vehicle accident and abuse repair cost utilizing a Form 9/GPC.

2.4. The Vehicle Management Flight will identify and classify government owned vehicle damage as accident, abuse, incident or fair wear and tear for the purpose of repair cost funding.

2.4.1. Other responsibilities include:

2.4.1.1. Provide accident or abuse notification memorandums, photos and repair estimates to the 30 LRS/CC for notification to the squadron commander and Vehicle Control Officials (VCO) of the owning organization. Copies will also be sent to Base Ground Safety (30 SW/SE), Base Report of Survey Monitor (30 CPTS/FM) and to the Base Legal Office (30 SW/JA) when Privately Owned Vehicles (POVs) are involved or as required.

2.4.1.2. Refer cases to 30 LRS/CC if differences cannot be resolved.

2.4.1.3. Provide Vehicle Control Officials (VCO) quotes for government owned vehicle parts and/or contract repairs.

2.5. Vehicle Control Officials (VCOs) will maintain accident or abuse repair information for a period of 6-years or as required for program continuity purposes.

3. Policies:

3.1. Repair of GMVs damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and waste government funds. Commanders at every level must fully support the program and take appropriate actions to minimize accidents and avoid all instances of vehicle abuse to ensure program effectiveness.

3.2. The 30 LRS/CC establishes local reporting procedures to ensure the appropriate level of involvement in the Vehicle Accident and Abuse Prevention Program. All funds expended for GMV accident/abuse repair costs, including contract maintenance cost will be funded by the owning organization, or the using organization responsible for the damage. Where responsibility cannot be determined, the owning organization will be responsible.

3.3. The 30 LRS/CC will administer this instruction with assistance from other 30 SW agencies, including Security Forces (30 SFS), Staff Judge Advocate (30 SW/JA), Safety (30 SW/SE), Contracting (30 CONS), Comptroller (30 CPTS) and organizational financial management personnel.

3.4. When a GMV is involved in an accident with another GMV or Privately Owned Vehicle (POV), resulting in a fatality, LE will be summoned to the scene of the accident. The operator and LE personnel will complete appropriate portions of the SF 91. The operator or operator's organization will bring any GMV/equipment involved in an accident, abuse, or incident to 30 LRS/LGRV. The base legal office must release the vehicle before repairs commence. This must be accomplished the day the accident/incident occurred or no later than (NLT) next duty day for a damage assessment to determine safety and serviceability. When a GMV is involved in an accident where there is no personal injury and the GMV/POV is not disabled, the vehicle operator and personnel involved will go to the LE desk (30 SFS/S3/SFCC) and report the incident.

3.5. Upon receipt of a GMV accident report, using organizations will forward a copy to 30 LRS/LGRV.

3.6. Any organization that abuses a GMV will be financially responsible for the cost of all materials and if applicable, labor costs associated with the repair of the vehicle to include any contract maintenance cost. Abuses will be determined by 30 LRS/LGRV, VFM or VMS. Examples of GMV abuses are listed in [Attachment 2](#).

3.7. To expedite repair of GMVs involved in an accident or abuse, using organizations will have three working days from receipt of the Accident/Abuse Notification Memorandum ([Attachments 3 and 4](#)) to return the memorandum to 30 LRS/LGRV indicating acceptance of financial liability and releasing the vehicle for repairs.

3.8. If an organization disputes the accident or abuse liability, they must present their dispute in written format to the 30 LRS/CC within **three** working days of receipt of the Accident/Abuse Notification Memorandum.

3.9. Funds of repair obligations will be provide regardless of individual pecuniary liability as determined by a report of survey.

3.10. USSF and Tenant units receiving vehicle management support from the 30th Space Wing (30 SW) are expected to comply with this instruction as an understood condition of receipt of vehicle support from their host.

3.11. When accidents or abuses involve U-Drive-It (UDI) fleet GMVs, the organization to which the GMV was loaned, is considered the "using organization" and subsequently responsible for accident/abuse repair cost; even when fault cannot be determined.

3.12. All accidents/abuses involving GSA vehicles will be reported to the GSA Accident Management Center, via 30 LRS/LGRVA, GSA Liaison by phone: 606-5115 or email to 30LRS.LGRVA@US.AF.MIL. Money reimbursed for accident/abuse repair of GSA vehicles will be returned to the GSA lease account via SpeedPay/MORD from the organization or party found liable for damage.

3.12.1. GSA vehicle accidents will have the SF 91 completed and pictures of the damage will be taken by the unit VCOs and forwarded via email to 30LRS.LGRVA@US.AF.MIL.

3.12.2. The 30 LRS/CC will send an email notification to the using commander to identify the GSA vehicle that has been in an accident (**Attachment 6**).

3.12.3. All accidents/abuses involving commercial lease/rental vehicles will be reported to the leasing company. The responsible organization will be liable for the damage.

3.12.4. Replacement vehicles will not normally be provided as substitutes for suspected vehicle abuse/accident/incident cases awaiting repairs. Exceptions to this policy may be approved by 30 LRS/CC upon request from the responsible unit commander.

4. Procedures:

4.1. Owning and/or using organizations will:

4.1.1. Report all accident, abuse, and incident damage or suspected damage to reportable GMVs and equipment to 30 LRS/LGRV during the day the accident/incident occurs or NLT the next duty day.

4.2. Unit Commanders with assigned USAF GMVs will:

4.2.1. Review all vehicle accident/ abuse cases involving their assigned GMVs.

4.2.2. If applicable, appoint an investigating officer to ascertain the facts in the case and make a recommendation in accordance with DoD 7000.14-R V12, Chapter 7, Para 070204. Ensure proper guidelines for investigating and processing vehicle accident and suspected abuse cases are followed and that timely and comprehensive investigations are conducted. Investigating officer will contact 30 CPTS/FM for investigating officer training. See AFI 24-301, *Ground Transportation* and DoD 7000.14-R V12.).

4.2.3. Send a memorandum requesting the release of damaged vehicles to 30 LRS/LGRV within 3 duty days of receipt of the accident or abuse notification letter (**Attachment 5**).

4.2.4. Coordinate with 30 LRS/LGRV, if a unit needs additional time to conduct an investigation.

4.2.5. Fund all GMV repair damage attributed to accidents/abuses.

4.3. Unit Financial Managers will:

4.3.1. Financial managers for the responsible organization will arrange payment for all parts and/or repairs associated with all cases classified as an accident or substantiated abuse prior to maintenance. Normally, this will be done through GPC (up to limit of \$10,000), or AF Form 9, *Request for Purchase* dependent on circumstances. The responsible organization will initiate the AF Form 9 paperwork through their respective Budget Offices to initiate/complete the vehicle repair process. **NOTE:** End of fiscal year issues may be handled differently based on local requirements.

4.3.2. Financial managers will ensure payment to vendors for locally contracted repairs. Labor costs over \$2,000 will require an AF Form 9.

4.4. The 30 LRS/CC will make the final decision regarding organizational fault or negligence of suspected abuse/accident cases that cannot be resolved by 30 LRS/LGRV.

5. Vehicle Fuel/Idling:

5.1. 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 an alternative fuel or flex fuel vehicle if alternative fuels are available. Units must also lease/rent E85, and hybrid vehicles where available if using them within the VAFB. This policy applies to all types and sizes of vehicles.

5.2. Installations will adhere to state, local or host nation air quality regulation which govern vehicle operations while the government vehicle is idling. Vandenberg AFB will follow the state regulation of 5 minute during normal conditions. During extreme cold/hot 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 wildland response vehicles/equipment may be exempt from idling restrictions for specific emergencies, military training requirements, disaster relief/humanitarian operations.

ANTHONY J. MASTALIR, Colonel, USAF
Commander

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

AFI24-301, *Ground Transportation AFI 24-302, Vehicle Management*, 22 Oct 2019

AFMAN24-306, *Operation of Air Force Government Motor Vehicles* 30 Jul 2020

DoD7000.14-R V12, *Financial Management Regulation*

Terms

Government Motor Vehicle—Include all Air Force GMVs, both owned (blue fleet) and leased (GSA/rental)

Vehicle Fair Wear and Tear—Acceptable damage caused by normal use.

Vehicle Accident—A car accident, also referred to as a “traffic collision,” or a “motor vehicle accident,” occurs when a motor vehicle strikes or collides with another vehicle, a stationary object, or pedestrian. While some car accidents result only in property damage, others result in severe injuries or death.

Incidents—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. The Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) is the fleet management functional expert with the authority to determine what is/is not classified as an incident. Such repairs will not be categorized as an accident or abuse. Using organizations are not required to reimburse for damage caused by incidents. Letters of explanation will accompany vehicles turned in for incident damage.

Vehicle Abuse—Vehicle and vehicular equipment abuse is considered damage caused by willful or negligent acts of improper operation or care. Examples of vehicle abuse are listed in **Attachment 2**.

Vehicle Accident Report—A written report completed by Law Enforcement (LE) that details a vehicle accident and typically assesses responsibility for the accident or the operator’s inscribed Standard Form (SF) 91, *Motor Vehicle Accident Report*. State law and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, require that law enforcement be summoned to a vehicle accident.

Using Organization—The organization that was using the GMV at the time of the accident/abuse/incident.

Owning Organization—The organization that is authorized and assigned the GMV.

Attachment 2

EXAMPLES OF VEHICLE ABUSE

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

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants or failure to check levels according to established requirements, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

A2.1.5. Using a vehicle for other than its intended designed purpose (e.g., 6K F/L used to transport a 10,000 pound pallet).

A2.1.6. Failure to clean or maintain vehicle's interior and or exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, modification or added special equipment in or on vehicle.

A2.1.8. Operating a vehicle with improperly inflated tires.

A2.1.9. Operation of a vehicle or equipment in conflict with published Department of Defense (DOD), Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA) standards, Air Force Instructions, Manuals, and Technical Orders or Public Law concerning vehicle safety.

A2.1.10. Improper operations of a vehicle resulting in damage (e.g., Not utilizing a spotter IAW AFMAN 24-306 Para 4.14).

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

A2.2.1. Failure to report malfunctions, defects in or damage to a vehicle to Vehicle Maintenance within 24 hours or the next duty. A pre-approved delay of this action to satisfy immediate mission needs is authorized, unless it is a safety related malfunction or defect then it is not authorized.

A2.2.2. Failure to bring a vehicle or equipment to Vehicle Maintenance for scheduled preventative maintenance before an overdue condition exists. Pre-approved rescheduling due to mission requirements is acceptable.

Attachment 3

ACCIDENT NOTIFICATION MEMORANDUM (SAMPLE)

Figure A3.1. Accident Notification Memorandum (Sample).

	Date
MEMORANDUM FOR XXX/CC FROM: 30LRS/CC	
SUBJECT: Vehicle Accident, Case No. XXXXXX (Asset ID)	
<p>1. On DD MM YYYY, Air Force vehicle XXXXXXXXX was turned in to Vehicle Management with accident damage. During the inspection it was found that <i>Description of damage</i>.</p> <p>2. IAW AFI 24-302, paragraphs 1.11. This is considered an accident due to the vehicle having a minor collision with another vehicle. Lastly, all Vehicle Management O&M funds expended for this repair will be reimbursed by the owning organization responsible for the damage.</p> <p>a. Estimated material cost: \$000.00 b. Estimated labor hours: 00.0 c. Estimated labor cost: \$000.00 d. Estimated total: \$000.00</p> <p>3. If you decide to initiate an investigation, the guidance is contained in DoD 7000.14-R V12, Chapter 7, Para 070204.</p> <p>3.1. If you would like to conduct an investigation please utilize the DD Form 200 and please notify 30 LRS/LGRV at 30LRS.LGRVA@us.af.mil. Otherwise repairs will be started within 3 working days after initial email</p> <p>4. Any questions concerning repairs, release, general inquiries and/or investigations, can be referred to Fleet Management & Analysis at DSN: 276-5115 or via email at 30LRS.LGRVA@us.af.mil.</p>	
FIRST M.I. LAST, Rank, USAF Commander	

Attachment 4

SUSPECTED VEHICLE ABUSE NOTIFICATION MEMORANDUM (SAMPLE)

Figure A4.1. Suspected Vehicle Abuse Notification Memorandum (Sample).

	Date
MEMORANDUM FOR XXXX/CC FROM: 30LRS/CC	
SUBJECT: Vehicle Abuse, Case No. XXXXX (Asset ID)	
<p>1. On DD MM YYYY, Air Force GMV XXXXXXXXX was turned in to Vehicle Management for <i>insert explanation of abuse scenario to include regulation guidance if applicable</i>.</p> <p>2. IAW AFI 24-302, paragraphs 1.11 and 9.16. This is considered an abuse due to the unreported damage that cannot be attributed to fair wear and tear and for not turning in the vehicle within one normal workday of finding the discrepancy. Lastly, all Vehicle Management O&M funds expended for this repair will be reimbursed by the owning organization responsible for the damage.</p> <p>a. Estimated material cost: \$000.00 b. Estimated labor hours: 00.0 c. Estimated labor cost: \$000.00 d. Estimated total: \$000.00</p> <p>3. If you decide to initiate an investigation, the guidance is contained in DoD 7000.14-R V12, Chapter 7, Para 070204.</p> <p>3.1. If you would like to conduct an investigation please utilize the DD Form 200 and please notify 30 LRS/LGRV at 30LRS.LGRVA@us.af.mil. Otherwise repairs will be started within 3 working days after initial email</p> <p>4. Any questions concerning repairs, release, general inquiries and/or investigations, can be referred to Fleet Management & Analysis at DSN: 276-5115 or via email at 30LRS.LGRVA@us.af.mil.</p>	
<p>FIRST M.I. LAST, Rank, USAF Commander</p>	

Attachment 5

**MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY
(SAMPLE)****Figure A5.1. Memorandum of Release/Acceptance of Financial Responsibility (Sample).**

	Date
MEMORANDUM FOR 30 LRS/LGRV	
FROM: (Assigned/Using Organization)	
SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility	
Vehicle (Reg Num), (which is assigned to our organization/was used by our organization), was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.	
I understand the cost associated with these repairs, to include materials and/or contract costs, will be transferred from our unit's operations and maintenance (O&M) account to the 30 LRS/LGRV O&M account.	
FIRST M.I. LAST, Rank, USAF VCO/VCNCO/Unit Commander	

Attachment 6**GSA ACCIDENT/ABUSE NOTIFICATION EMAIL (SAMPLE)****Figure A6.1. GSA Accident/Abuse Notification Email (Sample).**

XXXX/CC,

This is to inform you that our local GSA representative was notified of a vehicle accident case on the date listed below:

(Asset ID) – DD-MM-YYYY

The case was reported to the GSA Accident Management Center for processing IAW AFI 24- 302, Para 1.11. The damage repair costs will be paid by your organization via SpeedPay.

If you decide to initiate an investigation for financial liability, the guidance is contained in DoD 7000.14-R V12, Chapter 7, Para 070204.

Any questions concerning this matter can be referred to your unit VCO/VCNCO.

V/r,

FIRST M.I. LAST, Rank, USAF
Commander, 30th Logistics Readiness Squadron Vandenberg AFB, CA
COMM: (XXX) XXX-XXXX DSN: (XXX) XXX-XXXX