

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

**SPANGDAHLEM AIR BASE
INSTRUCTION**



24-302

11 FEBRUARY 2025

Transportation

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Joseph M. Mercurio)

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Operation, Maintenance, and Use Of Transportation Vehicles and Equipment*, and outlines definitions, responsibilities and procedures for an effective vehicle accident and abuse program at Spangdahlem Air 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 condition of Spangdahlem's vehicle fleet. This instruction is applicable to all persons operating any government owned vehicles/equipment (GOV/E) that are assigned to Spangdahlem Air Base and its geographically separated units (GSUs), which are loaded in the Defense Property Accountability System (DPAS) or in the Logistics Integrated Management-Enterprise View (LIMS-EV) Vehicle View. Refer recommended changes and questions about this publication to the OPR listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include new references to AFI 24-302, dated 21 February 2020. Included in this update are also changes to the Vehicle Accident/Abuse program. In addition, policy guidance is added regarding the vehicle idling policy, and Other Governmental Motor Vehicle Conveyances (OGMVC) policy.

Chapter 1

ACCIDENT/ABUSE PROGRAM

1.1. Responsibilities.

1.1.1. In accordance with AFI 24-302, *Vehicle Management*, organizations (owning or using) are responsible for payment of all costs associated with vehicle and equipment accident or abuse related repairs, including contract maintenance costs, regardless of determination of pecuniary liability or reimbursement made by the individual to the government. Under certain circumstances, the using organization may not be the owning organization (i.e., U-Drive-It vehicle or a loaned vehicle from another organization). When responsibility cannot be determined, the owing and/or using organizations will be held responsible for reimbursement of the repairs. **NOTE:** Vehicles Non-Mission Capable (NMC) for accident or abuse repairs will not be counted toward a unit's Mission Essential Level (MEL). Temporary vehicle replacements will normally not be issued. However, replacements can be considered on a case-by-case basis, based on mission requirements.

1.1.2. 52 LRS/LGRV will:

1.1.2.1. Thoroughly inspect the vehicle to determine if damage is caused by accident or abuse

1.1.2.2. Provide accident or abuse notification letter ([Attachment 3](#)) via e-mail to include photos, to the responsible organization's squadron commander, resource advisor (RA), vehicle control officer (VCO) with a repair estimate. Additionally, informational copies will be provided to the 52d Fighter Wing Reports of Survey Program Manager and the 52d Fighter Wing Ground Safety office.

1.1.2.2.1. Vehicle repairs will commence NLT 5 working days after notification, as established by the Vehicle Management Flight Chief unless a delay is requested in writing (email or official memo) by the owing/using organization or Report of Survey investigating official.

1.1.2.2.2. To the maximum extent possible, vehicle accident/abuse repairs will be contracted to local vendors. 52 LRS/LGRV will notify the local vendor to begin repairs once it is released by the applicable unit commander, in coordination with their RA. Payment will be made using the responsible organizations Government Purchase Card (GPC) program upon completion of repairs. If repair estimates exceed \$10,000, 52 LRS/LGRV will obtain three quotes and provide them to the responsible organization so they can process the necessary paperwork to increase their one-time purchase limit. If the repairs exceed \$25,000, the responsible organization will prepare the appropriate AF Form 9, Request for Purchase, and the necessary fund cite. Once the repairs are complete, the organization is responsible for payment to the vendor

1.1.2.2.3. The 52 LRS/LGRV may choose to perform the repairs if feasible and economical. In this case, replacement parts will be charged directly to the using organization's GPC program. 1.1.2.3. Repairs completed in-house will not be charged to the owning/using organization. In cases where reimbursement is unavoidable, the 52 LRS/RA will seek reimbursement from the using organization via the using organization's Miscellaneous Obligation Reimbursement Document (MORD).

1.1.2.4. Maintain accident or abuse repair information for a 12-month period

1.1.3. Responsible organizations will:

1.1.3.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program (see [Attachment 4](#) of this instruction).

1.1.3.2. Report all vehicle damage to 52 LRS/LGRV within 24 hours or the next duty day if during a weekend or holiday.

1.1.3.3. Report U-Drive-It or loaned vehicle damages to 52d Logistics Readiness Squadron Ground Transportation.

1.1.3.4. Initiate Report of Survey as required in accordance with AFMAN 23-220, Reports of Survey of Air Force Property

1.1.3.5. Obligate funds to execute all costs associated with the accident/abuse repairs.

1.1.3.6. Pay all bills associated with repairs prior to release of vehicles from 52 LRS/LGRV. Note: If payment is not received in a timely manner, the responsible organization may incur additional storage charges.

1.1.4. The VCO or VCNCO will ensure that copies of accident report as well as any photographs are submitted to the staff judge advocate (SJA) no later than 1 duty day for all accidents involving GOV and privately-owned vehicles (POV) with GOV involvement. The SJA will provide guidance to the investigating officer(s) and commander(s), and conduct legal reviews of formal reports

1.1.5. The initial responsibility to identify and report accidents rests with the vehicle operator. The damage must be reported immediately to the 52d Security Forces Squadron prior to moving the vehicle.

1.1.5.1. Accidents with game animals (i.e., small deer, red deer, wild boar, fox, etc.) must be reported any time even without causing vehicle damage

1.1.6. 52d Mission Support Group Commander is the final deciding authority to resolve all conflicts concerning this program.

Chapter 2

VEHICLE IDLING.

2.1. Roles and Responsibilities. The following is wing-specific guidance regarding vehicle idling shall:

2.2. The vehicle operator has the primary responsibility to reduce fuel consumption and engine wear of Spangdahlem Air Base assigned vehicles while simultaneously promoting environmental protection, in response to prescribed initiatives outlined in Executive Order 13693, Planning for Federal Sustainability in the Next Decade. 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 Spangdahlem Air Base, IAW AFI 24-302, **Paragraph 10.12.**

Figure 2.1. Goals directed by Executive Order 13693.

E.O. section 3 (g): *If the agency operates a fleet of at least 20 motor vehicles, improve agency fleet and vehicle management efficiency and management*

Goal: Reduce greenhouse (GHG) emissions by improving fuel efficiency and fleet management

Target: 30% reduction in fleetwide per-mile greenhouse gas emissions by 2025

Milestones: (A) not less than 4% by the end of Fiscal Year 2017; (B) not less than 15% by the end of Fiscal Year 2021; and (C) not less than 30% by the end of Fiscal Year 2025

Baseline: FY 14

Metric: Reduction in fleetwide per mile GHG emissions

Note: see Implementing Instructions of E.O. 13693, sections 3 (g) (i-vi)

2.3. 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 and avoidable exhaust pollution by German Road Traffic Regulation § 30 Environmental protection, Sunday and holiday driving ban & § 35 Special rights. When not in traffic, operators of GOVs will turn off vehicle engines if the vehicle is stationary, unless a waiver or an exemption has been granted by installation commander.

2.4. This policy does not apply when:

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).

2.4.4. Idling during cold weather to aid in the initial clearing of ice and/or snow or during extreme cold weather as approved by the installation commander.

2.4.5. Idling is necessary for operation of emergency vehicles and equipment actively engaged in operational activities, responding to emergency situations

2.4.6. Vehicles are required to idle to operate auxiliary equipment or are 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. Using organizations with unique vehicle operating requirement must submit, in writing, a list of vehicles(s) requiring exemption from this idling policy, along with a full justification. All requests exemption shall be routed through Vehicle Management for determination.

Chapter 3

OTHER GOVERNMENT MOTOR VEHICLE CONVEYANCE (OGMVCS)/ALL-TERRAIN VEHICLES (ATVS)/TRAILERS NOT CLASSIFIED AS A VEHICLE

3.1. This section concerns local policies and procedures relating to procurement coordination and maintenance related to OGMVCs, ATVs, and trailers not classified as a vehicle.

3.2. OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i. e., golf carts, electric motor conveyance, etc.) that DO NOT meet specifications of 49 code of federal regulations, [Part 571](#), Federal Motor Vehicle Safety Standards, or have been determined as such, by the appropriate Integrated Product Team (IPT) Program Manager at Robins AFB Support Equipment and Vehicles (SE&V) Division, to be an OGMVC by Air Force definition.

3.2.1. Vehicle/Equipment Determination will be conducted by Vehicle Management, in coordination with the proper agencies. Vehicle Management will review all purchase requests for nonregistered vehicles to ensure the asset is not a registered vehicle.

3.2.2. When needed, Vehicle Management will forward trailer specifications, pictures and/or appropriate information to the appropriate Robins AFB SE&V IPT Program Manager, through 441 Vehicle Support Chain Operation Squadron, for determination to ensure the desired asset is not a centrally procured registered vehicle or trailer. The IPT Program Manager makes the final vehicle/equipment determination

3.3. Trailers centrally procured by Robins AFB SE&V (to include military design (tactical) trailers) are classified and managed as a registered vehicle IAW AFI 24-302. Any trailers meeting all elements of following criterion will also be classified and managed as a registered vehicle IAW Air Force standard. Robins AFB SE&V is the only authorized purchasing agent for Air Force registered vehicles.

3.3.1. Measuring 6'x12' (width/length) or larger.

3.3.2. Has Department of Transportation (DOT) approved lighting?

3.3.3. Has at least two axles

3.3.4. Has towing vehicle braking system or surge brakes

3.3.5. Has a Gross Vehicle Weight Rating of over 6,999 lbs.

3.4. Trailers not meeting all “registered vehicle” criteria established in AFI 24-302, Paragraph 1.2.6, will be identified as an equipment item.

3.4.1. Note: With regards to registered trailers, Vehicle Management is only responsible for the management and maintenance of the vehicle portion. All equipment item on the trailer that has a specific organizational use is maintained by the using organization.

3.4.2. Exception: Trailers classified as Construction, Mining, Excavating and/or Highway Maintenance Equipment in Federal Stock Class Group 3800 (e.g., concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers) will be classified as a vehicle.

3.5. The following trailers will not be classified as vehicles regardless of the criteria established in AFI 24-302, Paragraph 1.2.6.1, horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stages.

3.6. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFD 64-1, The Contracting System, and they will manage them IAW AFI 23-101, Air Force Material Management, and AFI 91-207, Air Force Traffic Safety Program.

3.6.1. Purchase requests for OGMVCs will be processed through the Wing/Base Occupational Safety Office (coordination), Contracting (coordination), Vehicle Management (coordination) and LRS Equipment Accountability Office (approval) prior to purchase. Wing Occupational Safety will review each purchase of OGMVCs reportable IAW Air Force Pamphlet (AFPAM) 91-210, Contract Safety.

3.7. Maintenance and Organizational Responsibility.

3.7.1. Upon written request, and with the approval of the VFM/VMS, Vehicle Management may provide maintenance support to organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle.

3.7.1.1. All maintenance parts required for repairing these assets will be procured by the owning/using organization.

3.7.1.2. Services rendered for these assets will be on a “manpower/mission permitting” basis.

3.7.1.3. Recharging and installation of recharging stations for OGMVCs with electric motors.

3.7.2. If the VFM/VMS approves maintenance support, the following will be provided by Vehicle Management. 52 LRS/LGRV FM&A will:

3.7.2.1. Request an “X”-registration number via the Air Force Vehicle Management Neighborhood’s “X/Z” Registration Request tool.

3.7.2.2. Establish Vehicle Historical Record for each asset

3.7.2.3. Notify the owning organization of pending maintenance action due dates.

3.7.2.4. Request a “Z”-registration number via the Vehicle Management Neighborhood’s “X/Z” Registration Request tool, when OGMVCs, ATVs and/or trailers not classified as a vehicle are not maintained by Vehicle Management.

3.7.3. If the VFM/VMS does not approve maintenance support, organizations owning OGMVCs, ATVs and/or trailers not classified as a vehicle will:

3.7.3.1. Manage their asset as an equipment item.

3.7.3.2. Fund and manage all aspects of initial procurement, maintenance, and replacement.

3.7.3.3. Work to secure and fund a local maintenance agreement for asset maintenance above the operator level. Additionally, owning organizations will ensure assets are

maintained IAW manufacturer recommended intervals and will have a complete safety and serviceability inspection conducted at least annually.

3.7.3.4. Coordinate purchase of license plate(s) with 52 LRS/LGRV FM&A.

3.7.3.4.1. Owning organizations will fund all license plate purchases.

3.7.3.5. Ensure assets that operate on public roads, off an installation, comply with the following

3.7.3.5.1. Affix two license plates per asset, one front and one rear as per United States General Services Administration Federal Management Regulation 102-34.130, License Plates: Exception: This does not apply to two-wheeled motor vehicles and trailers, which require rear license plates only.

3.7.3.6. Owning organizations will process assets for disposal IAW local Defense Logistics Agency-Disposition Service (DLA-DS) procedures. Federal Prison Industry (UNICOR) procured license plates will be turned into Vehicle Management for disposition as “accountable items” and returned to UNICOR for destruction.

KEVIN M. CROFTON, Colonel, USAF
Commander, 52d Fighter Wing

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

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

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

AFMCI 163-101, *Air Force Technical Order System Implementing Policy*, 6 April 2022

AFPD 33-3, *Information Management*, 21 June 2016

DODI 5025.01, *DOD Issuances Program*, 1 August 2016

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, 9 February 2011, Incorporating Change 1, September 7, 2017

DODM 5200.01 Volume 1 *DoD Information Security Program: Overview, Classification, and Declassification*, 28 July 2020

DODM 5200.01 Volume 2 *DoD Information Security Program: Marking of Information*, 28 July 2020

DODM 5200.01 Volume 3 *DoD Information Security: Protection of Classified Information*, 28 July 2020

DODM 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2017

HOI 33-3, *Correspondence Preparation Control, and tracking*, 23 August 2022

Prescribed Forms and Adopted Forms

AF Form 9, *Request for Purchase*

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

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

DAF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident Identification Card*

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

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

ATV—All-Terrain Vehicles

DAFI—Department Air Force Instruction

DLA-DS—Defense Logistics Agency-Disposition Service
DOD—Department of Defense
DOT—Department of Transportation
DPAS—Defense Property Accountability System
F/L—Forklift
GHG—Greenhouse gas
GOV—Government Owned Vehicles
GOV/E—Government Owned Vehicles/Equipment
GSU—Geographically Separated Unit
IAW—In Accordance With
IPT—Integrated Product Team
LIMS-EV—Logistics Integrated Management-Enterprise View
POV—Privately Owned Vehicle
RDS—Air Force Records Disposition Schedule
SE&V—Support Equipment and Vehicles Division
SFS—Security Forces Squadron
SJA—Staff Judge Advocate
T.O—Technical Order
UNICOR—Federal Prison Industry
O&M—Operation and Maintenance
OGMVC—Other Governmental Motor Vehicle Conveyances
OSHA—Occupational Safety and Health Act
OPR—Office of Primary Responsibility
VCO—Control Commissioned Officer
VSCOS—Vehicle Support Chain Operations Squadron

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, i.e., resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation from the unit or individual will accompany vehicles in this category turned-in for maintenance to explain the cause of the incident damage(s). Examples of incidents are: (1) A rock thrown through the windshield of a vehicle being followed, (2) 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 may be initiated for vehicle or equipment damage or failure resulting from but not limited to:

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

A2.1.2. Using a vehicle for other than its intended or designed purpose (i.e., 6K forklift used to transport 10,000 pounds).

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

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

A2.1.5. Over-filling the engine crankcase, transmission or hydraulic reservoirs or servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.6. Failure to protect the painted surface(s) from corrosion and/or oxidation or failure to clean, wax or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.

A2.1.7. Operating a vehicle with brakes applied or dragging parking brakes.

A2.1.8. Unauthorized wiring, marking or modification/add-on of a vehicle (modifications or add-ons must be processed in writing through the VCO or VCNCO and approved through Vehicle Management).

A2.1.9. Tire wear beyond minimum acceptable safe tread depth. Tire wear that exposes the cord, renders tire unsuitable to be recapped or re-grooved and is unsafe or operating a vehicle with broken tire chains or improperly inflated tires.

A2.1.10. Intentional destruction or disfigurement of vehicle.

A2.1.11. Operating a vehicle or equipment that conflicts with published safety Department of Defense (DoD) publications, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction (DAFI), Air Force Manual (AFMAN), Technical Order (T.O.) or German laws concerning vehicle safety.

A2.1.12. Allowing water to accumulate in the vehicle interior.

A2.1.13. Not restraining doors when opening or closing in excessive wind.

A2.1.14. Failure to report any malfunctions, defects or damages on a vehicle to 52 LRS/LGRV within 24 hours or failure to report any damages occurred outside of normal working hours and/or the weekend by the next duty day. Any reporting delays to support mission requirements must be coordinated with 52 LRS/LGRV.

A2.1.15. Failure to bring vehicle(s) or equipment to 52 LRS/LGRV for scheduled maintenance before an overdue condition exists. Prior to becoming overdue coordinate with 52 LRS/LGRV FMA section to reschedule service must occur.

A2.1.16. Failure to accomplish proper operator care and maintenance stated in DAFI 24-302.

Attachment 3

SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER

Figure A3.1. Sample Accident or Abuse Notification Letter.

DEPARTMENT OF THE AIR FORCE
52D FIGHTER WING (USAF)

MEMORANDUM FOR 52 CES/CC

FROM: 52 LRS/LGRV

SUBJECT: Vehicle Accident Case Number FY20-095, Asset ID 17D...XXX

1. On XX Sep 20, vehicle registration number 17D...XXX assigned to your squadron got turned in for maintenance with damages that cannot be attributed to fair wear and tear. The gutter broom & mounting bracket had damages that were determined to be the result of an accident. The estimated repair cost for returning this vehicle to its original equipment manufacturer (OEM) standard is \$\$\$\$\$ (parts only). If you disagree with this accident assessment, you have five (5) working days from the MFR signing to file a dispute. If you choose to dispute this accident decision, your organization will be responsible for conducting an independent investigation and any collected evidence that proves otherwise. Vehicle repairs for this GOV will begin five (5) working days from the signing of this MFR unless released for repairs earlier by you.

a. Damage: gutter broom and mounting bracket

2. As outlined in *AFI 24-302 Vehicle Management, chapter 1, para 1.11.2*, all Vehicle Management Operation & Maintenance (O&M) expenditures for accident and abuse repairs, including contract cost, are reimbursable to Vehicle Management by the owning/using organization or the organization responsible for the damage if not the owner. To alleviate delay in reimbursement to Vehicle Management, local policy requires the liable owning or using organization pay for all accident and abuse repairs using their organization's Government Purchase Card (GPC) upon completion of the associated repairs.

3. If responsibility for the accident cannot be determined, the owning organization will be held liable for reimbursing the repair costs. An investigating officer will investigate accident/abuse cases and complete a Report of Survey (ROS) *IAW DoD Financial Management Regulation (DoDFMR) Program 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 or when the vehicle property records must be adjusted (i.e., loss of a vehicle). Vehicle Management will notify the applicable commander or equivalent and Vehicle Control Officer of the unit involved, along with base legal, finance, and safety offices as applicable.

4. If you have any questions regarding these repairs, please contact our Fleet Management & Analysis (FM&A) office at DSN 452-7444.

JOHN A. DOE, MSgt, USAF
Vehicle Fleet Manager

Attachment: Photo(s)

cc:
52 LRS/CC
52 FW/JA
52 FW/SE

Attachment 4**SAFE DRIVING GUIDELINES**

A4.1. The goal of a vehicle accident prevention program is to reduce the number and severity of vehicle accidents. All units should ensure a viable vehicle accident prevention program is part of the unit's safety program. One way to accomplish this is by incorporating driver safety into your weekly safety briefings. The following are examples of topics to be included in these briefings:

A4.2. Regular Vehicle Inspections (at least monthly or more frequently as needed).

- A4.2.1. Tires. Check tire pressure and visually check for damage/abnormalities.
- A4.2.2. Lights. Visually check for proper operation.
- A4.2.3. Leaks. Visually check for fuel, brake, oil or coolant leaks.
- A4.2.4. Engine oil and coolant. Visually check levels.
- A4.2.5. Battery. Visually check cleanliness and security of hold-down.
- A4.2.6. Drive belts. Visually check for fraying or cracking.
- A4.2.7. Safety devices. Functionally check operation of seat belts, headrests and warning lights.
- A4.2.8. Instrument panel, horn and windshield wipers. Functionally check for operation.
- A4.2.9. Brakes and steering. Functionally check responsiveness and effectiveness.
- A4.2.10. Note any unusual occurrences such as noise, odor and erratic instruments or operation.

A4.3. Safe Driving.

- A4.3.1. Use a 4-second following distance during normal driving conditions and an 8-second following distance during inclement weather.
- A4.3.2. Never over-drive the distance you can see lit by your headlights.
- A4.3.3. Signal your intentions at least 100 feet ahead of an intersection. Not signaling your intentions well in advance causes other drivers to make last-minute decisions.
- A4.3.4. When backing up a vehicle use a spotter when available. If a spotter is not available exercise extreme caution. Use mirrors to monitor your surroundings.
- A4.3.5. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment; use spotters when you cannot see.

A4.4. Expecting the Unexpected.

- A4.4.1. Be constantly aware of surroundings and watch for other vehicles.
- A4.4.2. Be attentive to situations that may come up while driving.
- A4.4.3. Always drive defensively and expect other drivers to do something unexpected.

A4.4.4. Be extra cautious when approaching major roadways, intersections and areas where vehicles are entering and exiting the roadway. High-traffic areas pose a greater risk to all drivers.

A4.4.5. Don't become complacent in familiar areas. Most accidents happen within 50 miles of your home; knowing the area is not an excuse for not paying attention to your surroundings.

A4.5. Always monitor and adjust your driving to reflect current weather and road conditions.

A4.5.1. Road surfaces can have damaged areas; be prepared for them.

A4.5.2. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or under construction.

A4.6. Rules of the Road.

A4.6.1. Pay attention to traffic signs and obey them.

A4.6.2. Follow posted speed limits.

A4.6.3. Follow directional arrows in parking lots.

A4.7. Use of Seat Belts.

A4.7.1. Seat belt use is MANDATORY for all drivers and passengers.

A4.8. Following these tips will greatly reduce the likelihood of being involved in an accident. Also remember that fatigued drivers are more likely to be involved in an accident. Get the rest that you need. Driving tired has the same effect as driving under the influence of alcohol; your reaction times increase making it more difficult to cope with incidents on the road.

Figure A4.1. Sample Transfer of Funds Letter.

MEMORANDUM FOR 52 CPTS/FMA

FROM: 52 LRS/LGLOR

SUBJECT: Transfer of Funds

Request the transfer of funds in the amount of _____ from (using organization) RC/CC, to (52 LRS/LGRV) RC/CC _____ to reimburse repair costs on Vehicle registration number XXX, accident abuse case number _____.

SIGNATURE BLOCK
Resource Advisor