

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**



**AIR FORCE INSTRUCTION 24-302
VANCE AIR FORCE BASE
Supplement**

21 MARCH 2018

Certified Current 1 MAY 2025

Transportation Management

**PROCEDURES FOR VEHICLE
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 71 ISS/LGRQT

Certified by: 71 ISS/CC
(Maj Keith W. Carson)

Supersedes: AFI 23-302_Vance
Supplement 1, 26 Nov 07

Pages: 4

This supplement implements and extends the guidance of Air Force Instruction 24-302, *Vehicle Management*, 26 June 2012. It provides guidance and procedures for vehicle maintenance management on Vance Air Force Base. It applies to all Air Force military, civilian, and contractor personnel under contract by the Department of Defense assigned to or tenants on Vance AFB. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by Title 10, United States Code, Section 8013 and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons Social Security Number). System of records notice F031 AF SP L, Traffic Accident and Violation Reports, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule, located at https://afrims.amc.af.mil/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. (Air Force Form 847 is prescribed in Air Force Instruction 11-215, *USAF Flight Manuals Program*. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Changes titles for specific duties.

1.20.5. **(Added)** Vehicle Control Officers will report all accidents involving military or contractor-owned vehicles to the Transportation Manager. The Manager will notify HQ AETC/LGTV by phone, E-mail or fax, followed by message, of any government/contractor-owned vehicle accidents involving aircraft, extraordinary circumstances, hospitalization, loss of life, and accidents, which may exceed the one-time repair limits.

1.20.5.1. **(Added)** The vehicle operator will report any vehicle accident on base to Security Police, 580-213-7415, as soon as possible after the accident. The operator is required to make immediate notification to his/her supervisor, director, or next in charge.

1.20.5.2. All accidents that involve government vehicles requires the operator to notify Wing Safety at 580-213-7233 at the time of the accident.

1.20.5.2.1. **(Added)** Vehicles will not be moved until released by Security Forces or local authorities, unless it is necessary for removal of the injured, or to prevent another accident.

1.20.5.3. **(Added)** When accidents occur during non-duty hours, report the following information to the Transportation Manager:

1.20.5.3.1. **(Added)** Date, time, and location of accident.

1.20.5.3.2. **(Added)** Type of vehicles involved and registration numbers.

1.20.5.3.3. **(Added)** The vehicles will be taken to Vehicle Maintenance the same day of the accident, or the next duty day if it occurs after duty hours. If the vehicles cannot be driven for safety reasons, notify Vehicle Maintenance for wrecker assistance.

1.20.5.4. Results of the military unit investigation and completing actions are reported to the Reports of Survey Monitor. The Reports of Survey Monitor then submits a report to the 71 FTW Vice Commander In Accordance With Air Force Manual 23-220_Vance Supplement 1.

1.20.5.5. **(Added)** The vehicle operator must submit a completed Standard Form 91, *Motor Vehicle Accident Report*, to unit Vehicle Control Officer/Vehicle Control Non-commissioned Officer with original to Transportation Manager and a copy to Wing Safety Office within 24 hours following the accident. If fatality or property damage to personal property occurs Base Legal is supposed to be informed "1.13.5 Air Force Instruction 24-302" Contractor vehicles will use a Company SF91 equivalent.

1.20.5.6. **(Added)** Complete Department of Defense Form 518, *Accident Identification Card*, and give it to others involved in accident. If vehicle is parked, place in vehicle or secure to windshield.

1.20.5.7. **(Added)** The operator will report off-base accidents in accordance with state laws. The operator will immediately notify Security Forces and any other law enforcement agency that has jurisdiction.

1.20.5.8. **(Added)** Notify Command Post at 580-213-7384 that a military or contractor-owned vehicle has been involved in an off-base accident.

1.20.5.9. **(Added)** Investigating law enforcement authority may be provided information on circumstances of the accident, but do not admit to negligence or responsibility.

DARRELL F. JUDY, Colonel, USAF
Commander, 71st Flying Training Wing

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

Air Force Instruction 34-150, *Air Force Libraries*

Air Force Manual 33-363, *Management of Records*

Prescribed Forms

VANCEAFB21, *Interlibrary Loan Request*

VANCEAFB25, *Library Registration Card*

VANCEAFB46, *Commercial Publication Request*

VANCEAFB101, *Library Computer Sign-In Log*

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 673, *Electronic Air Force Publication/Form Action Request.*

Standard Form 91, *Motor Vehicle Accident Report*

Department of Defense Form 518, *Accident Identification Card*

Air Force Form 847, *Recommendation for Change of Publication*