

**BY ORDER OF THE COMMANDER
YOKOTA AIR BASE**

**YOKOTA AIR BASE INSTRUCTION
24-302**



10 SEPTEMBER 2024

Transportation

**VEHICLE AND
TRANSPORTATION MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 374 LRS/LGRV/LGRDDO

Certified by: 374 MSG/CC
(Colonel Burt N. Okamoto)

Supersedes: YOKOTAABI 24-302, 31 July 2020

Pages: 14

This instruction implements AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, and outlines the definitions, responsibilities and procedures for an effective vehicle accident and abuse program for Yokota Air Base, Japan, Tenant Units, and Geographically Separated Units (GSU), IAW 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 the vehicle fleet. Additionally, this instruction establishes policies for Vehicle Idling, Other Government Motor Vehicle Conveyances (OGMVC), and Official Use of Government Motor Vehicles (GMV) assigned to the Yokota Air Base, Tenant Units and GSUs, including vehicles rented or leased using appropriated funds. This policy reflects guidance outlined in DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, and AFI 24-301, *Ground Transportation*, promoting the safe operation of government vehicles. It applies to all personnel operating government vehicles assigned to Yokota Air Base, Tenant Units and GSUs. Ensure that 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 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*; using the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include new references to AFI 24-302, *Vehicle Management*, dated 14 April 2023, as well as AFI 24-301, *Ground Transportation*, dated, 22 October 2019. Additionally, policy guidance is added for vehicle idling, OGMVCs, and Official Use of GMVs.

Chapter 1

ACCIDENT/ABUSE PROGRAM

1.1. Purpose. The purpose of this program is to deter vehicle accidents and abuses, which jeopardizes lives, mission readiness and drains limited resources. Commander emphasis and direct involvement is essential to the program's success.

1.1.1. Accident Reporting Procedures.

1.1.1.1. Regardless of the location of the accident, if there are injuries then render first aid and summon medical assistance by calling 911 (on base) or 119 (off base).

1.1.1.2. Notify 374th Security Forces Squadron at DSN 225-7227 and the immediate supervisor.

1.1.1.3. Move vehicle to a safe location if needed. If the accident occurs on public roads or areas, ensure that all host nation laws are adhered to before moving the vehicle.

1.1.1.4. Immediately notify your supervisor and unit Vehicle Control Official (VCO), or for U-Drive-It (UDI) vehicles notify Ground Transportation at DSN 225-9121.

1.1.1.5. Complete AF Form 978, *Supervisor's Mishap Report*, Standard Form 91 (SF 91), *Motor Vehicle Accident Report*. Complete Department of Defense Form 518 (DD Form 518), *Accident-Identification Card*, if Privately Owned Vehicle (POV) or private property is involved.

1.1.1.6. Turn in vehicle to Vehicle Management within 24 hours if the vehicle can be driven safely. If the vehicle cannot be operated safely then contact 374th Logistics Readiness Squadron Ground Transportation (374 LRS/LGRDDO) at DSN 225-9121 to coordinate a wrecker for transporting the asset to 374 LRS Vehicle Management Flight (374 LRS/LGRV).

1.1.1.7. Report UDI or loaned vehicle damage to 374 LRS/LGRDDO within 24 hours.

1.1.2. Accidents Involving Personally Owned Vehicles (POV).

1.1.2.1. In the case of a POV/GMV accident, the vehicle operator will need to complete AF Form 978 and DD Form 518, in addition to SF 91.

1.1.2.2. The assigned or using organization will inform Vehicle Management that the damage was a result of a POV/GMV accident.

1.1.2.3. To the maximum extent possible, GMVs involved in an accident with a POV will be repaired by a contractor on the local economy, to enable the liable POV driver or their insurance provider to pay for repairs. This will include those items deemed as abuse if found to be turned in late. The 374 LRS/LGRV VFM/VMS will have final decision on this action.

1.1.3. Accident and/or Abuse Work Order Processing.

1.1.3.1. Vehicle Management will package all required accident documentation, along with pictures, an Accident or Abuse estimate, and an Accident or Abuse memorandum, which will be forwarded to the using organization's commander for review and courtesy copy to the 374th Airlift Wing Safety.

1.1.3.2. IAW DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulation*, if the accident package indicates negligence, abuse, or if a claim against the government is possible then the using organization will prepare a DD Form 200, *Financial Liability Investigation of Property Loss*. Furthermore, if an accident has an estimated cost of \$5,000 or more, then the owning unit should prepare a DD Form 200 so investigations can be performed.

1.1.3.3. The using organization's commander will have 5 duty days to either initiate a DD Form 200 to investigate the accident/abuse, or release the vehicle for repairs by signing the Accident or Abuse memorandum, as well as attaching the funding document for the 374 LRS/RA's use when processing reimbursement actions, and then returning it to 374 LRS Vehicle Management Flight Fleet Management & Analysis (UDG_374LRS.LGRV_VehicleMgmtLeaders@us.af.mil) and 374LRS.LGRVC@us.af.mil

1.1.3.4. Disputes to abuse findings will be forwarded to the 374 LRS Commander, along with the 374 LRS/LGRV Management Team (UDG_374LRS.LGRV_VehicleMgmtLeaders@us.af.mil) for review and final judgement.

Chapter 2

VEHICLE IDLING

2.1. Purpose. According to AFI 24-302, *Vehicle Management*, [paragraph 10.12.1](#), installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while the government vehicle is idling.

2.1.1. Vehicle Idling Policy.

2.1.1.1. The Japan Environmental Governing Standards (JEGS) does not include regulations governing vehicle idling, so IAW AFI 24-302, government vehicles assigned to Yokota Air Base will abide by a 5-minute idling policy.

2.1.2. Vehicle Idling Policy Exemptions:

2.1.2.1. 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.

2.1.2.2. Vehicles undergoing maintenance that are difficult to restart or require cool down procedures prior to shut-off.

2.1.2.3. Ambient temperatures are below 40 degrees or above 95 degrees Fahrenheit or black flag condition and 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).

2.1.2.4. Idling is allowed during cold weather to aid in the initial clearing of ice and/or snow from the vehicle.

2.1.2.5. Idling is necessary for operation of emergency vehicles and equipment engaged in operational activities, responding to emergency situations, and/or performing any activity directly related to public safety.

2.1.2.6. Vehicles that are required to idle in order to operate auxiliary equipment or are equipped with temperature sensitive equipment/cargo that must be kept at an appropriate temperature (e.g., SFS K-9 vehicle).

2.1.2.7. 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.

2.1.3. Unit Commanders will be responsible for upholding these standards within their respective units.

2.1.4. Using organizations with unique vehicle operating requirements must submit written justification and a list of vehicle(s) requiring exemption from this idling policy through 374 LRS/LGRV for determination.

Chapter 3

OTHER GOVERNMENT MOTOR VEHICLE CONVEYANCES (OGMVCS)

3.1. This section concerns local policies and procedures relating to. Procurement coordination, management and maintenance related to OGMVCs, Government Vehicles Other (GVO) and trailers not classified as a vehicle.

3.1.1. OGMVC/GVO Policy.

3.1.1.1. OGMVCs/GVOs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., All Terrain Vehicles (ATV), golf carts, electric stand-up transportation, etc.) that DO NOT meet specifications of 49 CFR, 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/GVO by Air Force definition.

3.1.1.2. Prior to purchasing an asset that could be classified as a vehicle (trailers, all-terrain vehicles, etc), the purchasing organization or 374 CONS, will coordinate with 374 LRS/LGRV to ensure a Vehicle/Equipment Determination is accomplished, in coordination with the 441st Vehicle Support Chain Operations Squadron (441 VSCOS) and the appropriate Robins AFB SE&V IPT Program Manager. 441st VSCOS will make a determination whether an asset is equipment or a vehicle and 374 LRS/LGRV will coordinate with the purchasing organization to ensure proper compliance as applicable.

3.1.1.3. The 374 LRS/LGRV will forward asset specifications, pictures and/or appropriate information to the appropriate Robins AFB SE&V IPT Program Manager, through the 441 VSCOS, 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.

3.1.1.4. 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, Paragraph 1.2.5. Any trailers meeting all elements of applicable criterion in paragraph 1.2.5 will also be classified and managed as a registered vehicle IAW Air Force standards. Robins AFB SE&V is the only authorized purchasing agent for Air Force registered vehicles. **Note:** With regards to “registered trailers”, 374 LRS/LGRV is only responsible for the management and maintenance of the vehicle portion. All equipment on the trailer that has a specific organizational use is maintained by the using organization.

3.1.2. Maintenance and Organizational Responsibility. 374 LRS/LGRV is not staffed or funded to provide maintenance for OGMVCs/GVOs, so maintenance requests are not routinely approved.

3.1.2.1. Organizations that desire maintenance support for OGMVCs/GVOs and/or trailers not classified as a vehicle, must submit a written request for review/approval by the 374 LRS/LGRV Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS).

- 3.1.2.1.1. If approved, all maintenance/parts support for these assets will be on a reimbursable basis.
- 3.1.2.1.2. Any service provided to these assets will be on a “manpower/mission permitting” basis.
- 3.1.2.2. If the VFM/VMS approves maintenance support, then the following will apply:
 - 3.1.2.2.1. The 374 LRS/LGRV will request an “X”-registration number from 441 VSCOS.
 - 3.1.2.2.2. The 374 LRS/LGRV will establish a Vehicle Historical Record for each asset.
 - 3.1.2.2.3. The 374 LRS/LGRV will notify the owning organization of pending maintenance action due dates.
- 3.1.2.3. If the VFM/VMS does not approve maintenance support, then the following will apply:
 - 3.1.2.3.1. The 374 LRS/LGRV will request a “Z”-registration number from 441 VSCOS for OGMVCs/GVOs that operate on public roads and/or off the installation only. **Note:** OGMVCs/GVOs and trailers not classified as vehicles, that solely operate on the installation do not require a license plate but may request a locally fabricated license plate from 374 LRS/LGRV.
 - 3.1.2.3.2. Owing organizations will coordinate with 374 LRS/LGRV for and fund all license plate purchases.
 - 3.1.2.3.3. Owing organization will ensure that assets operating on public roads and/or off the installation have a license plate affixed to the front and rear of the vehicle, IAW Federal Management Regulation Title 41, subpart 102-34.130, License Plates. **Exception:** This does not apply to two-wheeled motor vehicles and trailers, which require rear license plates only.
 - 3.1.2.3.4. Owing organization will manage their asset as an equipment item, IAW AFI 23-101. Conduct annual floor-to-book and book-to-floor inventory of organization’s OGMVCs/GVOs.
 - 3.1.2.3.5. Owing organizations will fund and manage all aspects of initial procurement, maintenance, and replacement of the equipment item.
 - 3.1.2.3.6. Owing organizations will budget for and establish a tentative maintenance agreement with a local vendor prior to procurement of OGMVCs/GVOs. Additionally, organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete safety and serviceability inspection conducted at least annually. Owing organizations will maintain 3 years of maintenance history for all assigned OGMVCs/GVOs.

3.1.2.3.7. Owning organizations will process OGMVCs/GVOs and trailers not classified as a vehicle for disposal IAW local Defense Logistics Agency-Disposition Service (DLA-DS) procedures and DAFI 23-101, *Matériel Management*. After turn-in, UNICOR procured license plates will be turned in to 374 LRS/LGRV for disposition as “accountable items” and returned to UNICOR for destruction. Owning organizations will maintain 3 years of maintenance history for all assigned OGMVCs/GVOs.

3.1.3. Owning organizations will be responsible for OGMVC/GVO training. Units will establish local plans, operating procedures, and safety guidelines IAW manufacturer guidelines. **Note:** Training can be recorded in Job Safety Training Outline (JSTO) or AF Form 55, *Employee Safety and Health Record*.

3.2. 374 AW/SE Role.

3.2.1. 374 AW/SE will conduct inspections on proper training, maintenance and procurement during the units Annual Safety Assessment and Facility inspection.

3.2.2. Owning organization Commanders will submit their risk assessments to the 374 AW Safety Office for approval. 374 AW/SE will assist in clarifying requirements to ensure compliance with established safety standards.

3.3. OGMVC/GVO Procurement Process.

3.3.1. Owning organizations will coordinate all OGMVC/GVO purchase request on an AF Form 1768, *Staff Summary Sheet*, (see **Figure 3.1**) in the following order:

3.3.1.1. Step 1. Unit Vehicle Control Official (VCO) will gather asset specifications, photos and obtain a quote. Unit Commander’s signature is required before coordinating purchase request with 374 LRS/LGRV.

3.3.1.2. Step 2. 374 LRS/LGRV section will coordinate the Vehicle/Equipment determination with the proper agencies and return to the requesting unit.

3.3.1.3. Step 3. 374 LRS/LGRMCC Equipment Accountability Element will coordinate with the requesting unit to ensure an equipment account is created, the custodians complete Block III training and are appointed in writing by their unit Commander.

3.3.1.4. Step 4. 374 AW/SE Occupational Safety will validate all previous coordination. Additionally, Occupational Safety will verify that the requesting unit has local maintenance agreement and a tentative training plan (training plan must be finalized by owning unit once assets are purchased and on-hand).

3.3.1.5. Step 5. (If applicable) 374 CONS/PKB must approve all OGMVC/GVO purchases over the Micro Purchase Threshold (MPT = \$10,000). **Note:** Purchases under the MPT do not need 374 CONS approval and can be executed with the GPC as long as steps 1 – 4 are followed.

3.3.1.6. Step 6. After the asset is purchased, send copies of all purchasing documents to the Equipment Accountability Element. The Equipment Accountability Element will only establish the authorization detail in the Defense Property Accountability System (DPAS) after the OGMVC/GVO purchase is made and purchase documents are received.

3.3.2. Requestor must ensure the following attachments are included in the AF Form 1768, Staff Summary Sheet, before the request is sent to the 374 AW/SE (step 4):

- 3.3.2.1. Tab 1. OGMVC/GVO Quote
- 3.3.2.2. Tab 2. OGMVC/GVO Photos
- 3.3.2.3. Tab 3. Tentative Maintenance Agreement
- 3.3.2.4. Tab 4. Tentative Training Plan.

Figure 3.1. AF Form 1768, Staff Summary Sheet.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Requesting Unit CC	Coord		6			
2	374 LRS/LGRV	Approve	Fleet Management & Analysis 	7			
3	374 LRS/LGRMCC	Approve		8			
4	374 AW/SEG	Approve		9			
5	374 CONS/PKB	Approve	If Applicable 	10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
VCO			XXXX	225-XXXX	OQ	20190830	
SUBJECT						DATE	
OGMVC Purchase - 374 CS						20190530	
SUMMARY							
Attachments							
<p>1. The 374 CS requests approval to purchase 3 Other Government Motor Vehicle Conveyances (OGMVC). The information below is required for the new OGMVC(s) being purchased:</p> <p>Purchase will be made through: DLA, Honda, John Deere (Example)</p> <p>Asset Name: Utility Terrain Vehicles (Example)</p> <p>Manufacture: Polaris Industries, Inc. (Example)</p> <p>Model/Type: Ranger Crew XP 900 (Example)</p> <p>Qty: 3 ea (Example)</p> <p>Estimated Cost: \$16,495.00 (Example)</p> <p>2. The 374 CS will comply YABI 24-302, Chapter 3, Organizations owning OGMVCs, or trailers not classified as vehicles, will manage as equipment items IAW AFI 23-101. Additionally, they will fund and manage all aspects of procurement and replacement, secure and fund a local maintenance agreement for all asset maintenance above the operator level and ensure proper training is administer to all operators. Furthermore, owning organizations will ensure assets are maintained IAW manufacturer recommended intervals and will have a complete serviceability inspection performed, to include all safety related systems, at least annually.</p> <p>3. RECOMMENDATION: All applicable Action Officers coordinate and approve this purchase request by signing above on this eSSS.</p> <p>Attachments: Tab 1. OGMVC Quote Tab 2. OGMVC Photos Tab 3. Tentative Maintenance Agreement Tab 4. Tentative Training Plan</p>							

Chapter 4

OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES (GMV)

4.1. The Permissible Operating Distance (POD) applies to. All government owned or leased motor vehicles assigned or attached to Yokota Air Base. The following POD is based on recurring dispatches to the geographical locations depicted below:

- 4.1.1. North: 10 miles to support Iruma Communications site.
- 4.1.2. South: 58 miles to support Commander Fleet Activities Yokosuka.
- 4.1.3. West: 75 miles to support Camp Fuji.
- 4.1.4. East: 75 miles to support requirements at Narita International Airport.
- 4.1.5. Travel to Misawa AB, Marine Corps Air Station Iwakuni and Commander Fleet Activities Sasesbo.

4.2. The POD. Is essential for normal vehicle support to Yokota Air Base and operating locations within the Kanto Plain. Request to exceed the POD will be submitted in writing from the unit VCO to 374 LRS/LGRDDO for GTOC Supervisors review and approval. The following units have routine need to exceed the established POD and are hereby exempt from obtaining clearance for each occurrence.

- 4.2.1. 374 CS/SCOIT
- 4.2.2. 374 FSS/FSCVO
- 4.2.3. USAF Courier Transfer Stations
- 4.2.4. Armed Forces Courier Service
- 4.2.5. Air Force Bands
- 4.2.6. Air Force Academy
- 4.2.7. Air Force Office of Special Investigations
- 4.2.8. If an emergency or critical mission dictates the standard be exceeded, a thorough Operational Risk Management assessment will be documented and coordinated to the squadron commander for approval.

RICHARD F. McELHANEY, Colonel, USAF
Commander, 374th Airlift Wing

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

40 U.S.C. § 491, *Motor Vehicle Pools and Transportation Systems*, 22 January 2002

49 CFR, Part 571, *Federal Motor Vehicle Safety Standards*, 1 October 2017

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 24-302, *Vehicle Management*, 29 June 2023

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 14 April 2020

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 14 December 2017

DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulation*, March 2012

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 07 July 2015

General Services Administration Federal Management Regulation 102-34.130, *License Plates*, 27 January 2009

Adopted Forms

AF Form 55, *Employee safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor's Mishap Report*

AF Form 1768, *Staff Summary Sheet*

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

DD Form 518, *Accident-Identification Card*

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

ATV—All-Terrain Vehicle

DLA-DS—Defense Logistics Agency-Disposition Service

DOT—Department of Transportation

DPAS—Defense Property Accountability System

DTD—Domicile-To-Duty

GMV—Government Motor Vehicles

GPC—Government Purchase Card
GSU—Geographically Separated Units
GVO—Government Vehicle Other
IPT—Integrated Product Team
JEGS—Japan Environmental Governing Standards
JSTO—Job Safety Training Outline
MPT—Micro Purchase Threshold
OGMVC—Other Government Motor Vehicle Conveyances
OPR—Office of Primary Responsibility
POD—Permissible Operating Distance
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
SCP—Special Command Position
SE&V—Program Manager at Robins AFB Support Equipment and Vehicles
TDY—Temporary Duty
UDI—U—Drive-It
VCO—Vehicle Control Official
VFM—Vehicle Fleet Manager
VMS—Vehicle Management Superintendent
VSCOS—Vehicle Support Chain Operations Squadron

Terms

Fair Wear and Tear—The deterioration of items attributed to normal usage of a vehicle or equipment based on its age, usage and life expectancy.

Vehicle Accident—A result of a collision, impact, or abrasion against a fixed or moving object with a motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse—Damage caused by willful or negligent acts of improper operation or care. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are:

- Failure to report malfunctions, defects, or damage affecting the mechanical condition and safe operation of the vehicle.
- Defacing of any kind to a vehicle.
- Operation of vehicle with insufficient oils and coolants.
- Operation of vehicle with improperly inflated tires.
- Operation or use of vehicle for other than designed or intended purposes.
- Failure to deliver vehicle for scheduled or non-scheduled maintenance.

-Wind damage to doors.

Vehicle Incident—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.