

**14 JANUARY 2002**



**Transportation**

**OPERATOR CARE VEHICLE INSPECTION  
GUIDANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: TW/LGTO (Ms. Browning)  
Supersedes 36ABWI 24-301, 19 September 1999

Certified by: 36 LSS/CC (Maj Gibson)  
Pages: 10  
Distribution: F

---

This instruction implements Air Force Policy Directive 24-3, *Operation, Maintenance, and Use of Trend Western Vehicles and Equipment*. In addition, it addresses and outlines responsibilities for ensuring a proper operator care program. This instruction applies to all organizations having or using military vehicles at Andersen AFB, it does not apply to the Air National Guard (ANG) and Air Force Reserve and their units.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. PURPOSE.** The Operator Care Program focuses command attention on the care and appearance of military vehicles. Its intent is to instill pride of ownership in unit commanders, Vehicle Control Officer/Vehicle Control Noncommissioned Officers (VCO/VCNCOs), and vehicle operators; and to extend the fleet's useful life, improve overall operator care throughout the wing, maintain the appearance of the vehicle fleet, and provide a system to assess each unit's operator care program ensuring compliance with DoD directives.

**2. RESPONSIBILITIES:**

2.1. The 36 ABW/CC will provide command support to ensure satisfactory completion of the objectives of the program. The 36th Logistics Group Commander (36LG/CC) is designated as the representative of the 36 ABW/CC to take all actions relating to vehicle operator care for Andersen AFB.

2.2. Unit commanders will provide command support to ensure satisfactory completion of the objectives of this program. In association with the unit VCO/VCNCO, inspect at least 10 percent of their assigned vehicle fleet on a monthly basis. Log all inspections on AF Form 2420, **Quality Assurance**

**Inspection Summary.** Fleet management personnel will check this interest item during annual Staff Assistance Visits (SAV).

2.3. Trend Western will ensure fleet management personnel conduct semiannual wing assessment inspections on government vehicles as outlined in this instruction. The Trend Western VCO/VCNCO will monitor the group commander and higher-level staff vehicles, as well as the associated maintenance and inspection responsibilities.

2.4. Fleet management is the wing's focal point for all operator programs for the wing fleet. This section/element is responsible for:

2.4.1. Development, administration and distribution of further guidance depicting wing and squadron policies and procedures which may be used in ongoing vehicle care programs.

2.4.2. Conducting a semiannual wing assessment vehicle inspection of each unit, inspecting a minimum of 40 percent of the unit's assigned vehicle fleet.

2.4.3. Conducting an annual Staff Assistance Visit (SAV). These are provided to help the unit with the management of the vehicle control program. A schedule of the visit will be provided to the unit commander two weeks before the visit. A report of the visit will be provided to the unit commander within 15 days after the visit.

2.4.4. Conduct semiannual VCO/VCNCO meetings. These meetings are held to share important information with all parties involving the wing's vehicle fleet.

2.4.5. Establish and maintain the Mission Essential Listing (MEL) and Vehicle Priority Recall Listing.

2.4.6. Establish an Annual Priority Buy Listing for the wing's vehicle fleet.

2.4.7. Train the unit's VCO/VCNCOs on their duties.

2.5. Unit VCO/VCNCOs will administer the unit program to ensure proper care and maintenance of assigned vehicles. The VCO must devote enough time to this task to carry out all of his/her responsibilities effectively. Duties of VCO/VCNCO:

2.5.1. Serve as the unit focal point for all vehicle matters.

2.5.2. Control unit vehicles and obtain transportation services to meet mission requirements.

2.5.3. Justify requests for additional vehicle requirements and comply with vehicle rotation policies.

2.5.4. Prevent misuse, (see [Attachment 2](#) for official use guidance) abuse, and damage to unit vehicles; investigate vehicle incidents, accidents, misuses, and abuse cases; recommend corrective action to the unit commander.

2.5.5. Identify unit instructors for approval by the Trend Western Vehicle Operations Flight Manager to train and supervise special purpose vehicle operators.

2.5.6. Promptly turn in excess vehicles and vehicles identified on the priority recall list to support a higher priority mission.

2.5.7. Develop and maintain unit vehicle lesson plans.

- 2.5.8. Develop and maintain a unit VCO binder containing the information found in [Attachment 3](#).
- 2.5.9. Enforce Air Force vehicle official use policies (see [Attachment 2](#) for official use guidance).
- 2.5.10. Conduct and document monthly safety briefings. These reports are to be written out according to what was briefed and filed each month in the Continuity Book.
- 2.5.11. After a SAV is conducted the VCO is responsible to correct any discrepancies and maintain a copy of the report in the VCO binder.
- 2.5.12. Keep a wax log covering one year in the VCO binder. Units must wash each assigned vehicle at least once every two weeks and wax once every six weeks, using paste wax, not spray-on wax. Document the wax date in the wax log. Fleet management personnel will check this interest item during annual SAVs. Base washrack facilities are available behind vehicle operations (building 18040). Equipment provided by Trend Western includes: brushes, hoses, and soap.

**NOTE:** Units are responsible for providing any additional cleaning supplies such as Windex, Armour All, and wax.

- 2.5.13. Accompany the transportation squadron vehicle inspector during semiannual wing assessment vehicle inspections.
- 2.5.14. Ensure proper operator care, inspections, and maintenance is performed in a timely manner. Report routine malfunctions to vehicle maintenance within one workday. Malfunctions affecting the safe operation of the vehicle will require the vehicle be turned into vehicle maintenance immediately.
- 2.5.15. Ensure vehicles are inspected prior to operation each day or when operators change. All assigned vehicles authorized on the Vehicle Authorization Listing (VAL), regardless if operated or not, will be inspected at least once within a seven calendar day period, and annotated on the appropriate AF Form 1800, Operator's Inspection Guide and Trouble Report. Inspections will ensure damages caused by other than fair wear and tear are immediately identified and appropriate investigations ensure.
- 2.5.16. Ensure vehicles will be delivered to vehicle maintenance no later than 1000 hours the day the vehicle is scheduled for maintenance.
- 2.5.17. Ensure tire pressure and lug-nut checks are performed monthly, within the first seven days of the new month. Also, ensure the tire pressure is corrected to the established pressure which is annotated on the vehicle's data plate or stenciled on the vehicle.
- 2.5.18. Attend the semiannual VCO/VCNCO meeting. A representative from the unit must be present if the VCO/VCNCO cannot attend.
- 2.5.19. Ensure unit submits an auxiliary parking and typhoon evacuation parking letter, approved by the unit commander.
- 2.5.20. Enforce Air Force instructions concerning government vehicles:
  - 2.5.20.1. IAW AFI 40-102, *Tobacco Use in the Air Force* and AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*. When operating or riding in a GOV the use of tobacco products or the consumption of alcohol is prohibited.

2.5.20.2. IAW AFMAN 24-306. Vehicles equipped with air tanks should be drained daily to prevent condensation buildup which may cause system failure.

2.5.20.3. IAW T.O. 36M-1-141. When operating a forklift, “for better vision, drive backwards with bulky loads and also when traveling long distance.” In addition, the radiator of some forklifts is located in the rear of the vehicle. On these forklifts proper engine temperature will be maintained when operating them in a backward direction. “All objects of irregular shape, including aircraft engines, will be securely chained to the forklift’s mast frame before being raised, lowered or moved.” When the forklift is in motion, the forks must be four to six inches above the ground.

2.6. Vehicle operators will accomplish operator checks and maintenance prior to operation. Report discrepancies to the VCO/VCNCO immediately.

2.6.1. Operators will perform operator care requirements per AFMAN 24-307, *Procedures for Vehicle Maintenance*, paragraph 1.6.

2.6.2. All discrepancies will be recorded on the appropriate Air Force vehicle inspection form.

2.7. Whenever the vehicle is in operation, the AF Form 1800, Standard Form 91, Operator’s Report of Motor Vehicle Accident, and DD Form 518, Accident Identification Card, will be with the vehicle.

### 3. WING ASSESSMENT VEHICLE INSPECTION POLICY:

3.1. Fleet management personnel will conduct semiannual wing assessment vehicle inspections. **Attachment 1** of this instruction covers what will be inspected. The inspection should cover a minimum of each type of assigned vehicles (general purpose, special purpose, material handling equipment (MHE), etc.). Inspections may be performed at the fuel pumps, road blocks, or gates. A representative from the unit being inspected must be present. A rating of unsatisfactory will result in the unit being re-inspected within 30-45 calendar days. The inspection will:

3.1.1. Be conducted on a random basis

3.1.2. Be unscheduled

3.1.3. Comply with DoD regulations.

3.2. It is virtually impossible to catalog every possible operator care defect and to identify it as a major or minor discrepancy. Vehicles which have been in the fleet several years are not expected to compare with new vehicles. However, deficiencies affecting safety will not be tolerated. The applicable inspection guide and trouble report will be used as a guide to conduct the inspections.

3.3. Major discrepancies exist when the deficiency prevents the operation of the vehicle in a safe manner, or continued usage could cause further damage to the vehicle or components. Major discrepancies will be reported to vehicle maintenance immediately.

3.4. Minor discrepancies exist when the deficiencies noted are less serious in nature than those which pose an immediate safety problem, and short term use of the vehicle with the existing discrepancy will not lead to further damage of the part or component. A vehicle must be able to perform its assigned function in a safe manner, and all components should work. Windows should not be broken and should roll up and down. Doors should close safely. Instruments should work. Only a reasonable

amount of “play” should be allowed in any mechanism comparable with commercial standards. Minor discrepancies will be reported to vehicle maintenance within one duty day.

BERNARD H. FULLENKAMP, Colonel, USAF  
Commander, 36th Air Base Wing

Attachment 1

WING ASSESSMENT VEHICLE INSPECTION CHECKLIST

Unit: \_\_\_\_\_

Registration # \_\_\_\_\_

Date: \_\_\_\_\_

FORMS:

AF Form 18XX series

\_\_\_\_\_ \*open write-ups

\_\_\_\_\_ forms not properly maintained/missing/  
not signed

\_\_\_\_\_ undocumented minor damage not reported

\_\_\_\_\_ unauthorized modifications

Waiver Card

\_\_\_\_\_ forms not properly maintained/missing

Accident Forms

\_\_\_\_\_ SF 91 and or DD 518 missing

FLUID LEVELS:

\_\_\_\_\_ \*oil (below/over)

\_\_\_\_\_ \*hydraulic

\_\_\_\_\_ \*power steering

\_\_\_\_\_ \*anti-freeze/coolant

\_\_\_\_\_ \*windshield washer

\_\_\_\_\_ \*major leaks

\_\_\_\_\_ any fluid cap missing

ACCESSORIES:

\_\_\_\_\_ \*wipers inop

\_\_\_\_\_ \*washer inop

\_\_\_\_\_ \*wiper blades (worn/missing)

\_\_\_\_\_ \*horn inop

\_\_\_\_\_ \*seat belts (operational/frayed)

\_\_\_\_\_ seat adjustment inop

\_\_\_\_\_ \*fire extinguisher low

SYSTEMS:

\_\_\_\_\_ \*brakes (foot & emergency)

\_\_\_\_\_ \*tire pressure (under/over inflated) not  
accomplished

\_\_\_\_\_ \*tire wear

\_\_\_\_\_ \*tire damage

\_\_\_\_\_ \*lug nuts loose/missing

\_\_\_\_\_ valve stems not 180 degrees on dual  
tires

\_\_\_\_\_ valve stem caps missing

\_\_\_\_\_ \*mis-matched tires/tread

\_\_\_\_\_ \*air line condensation

\_\_\_\_\_ \*condensation in air tanks

\_\_\_\_\_ \*belts missing

\_\_\_\_\_ belts frayed/cracked

\_\_\_\_\_ \*heater/defroster inop

\_\_\_\_\_ air conditioner operable (if applicable)

\_\_\_\_\_ \*exhaust system

\_\_\_\_\_ \*alcohol bottle empty

\_\_\_\_\_ \*electrical connections damaged/missing

\_\_\_\_\_ battery secure

\_\_\_\_\_ battery corrosion

\_\_\_\_\_ door molding

\_\_\_\_\_ knobs missing

\_\_\_\_\_ instrument gauges inop

\_\_\_\_\_ \*steering inop

\_\_\_\_\_ tower signal decal (FAA Form 5280-7)

VEHICLE CLEANLINESS:

\_\_\_\_\_ interior

\_\_\_\_\_ \*pintle-hook (pin insert/decal)  
IAW T.O. 36-1-3

\_\_\_\_\_ exterior (wash/wax)

\_\_\_\_\_ paint oxidation

**WINDOWS & MIRRORS:**

\_\_\_\_\_ \*windshield

\_\_\_\_\_ \*rear view & drivers/passenger  
(broken/missing)

**OTHER:**

\_\_\_\_\_ discrepancies not mentioned

**LIGHTS:**

\_\_\_\_\_ \*any headlight (high or low beam)

\_\_\_\_\_ \*any brake light

\_\_\_\_\_ \*reverse light

\_\_\_\_\_ \*beacon

\_\_\_\_\_ \*hazards/emergency lights

\_\_\_\_\_ \*clearance/parking lights (any 2)

\_\_\_\_\_ clearance/parking lights (any 1)

\_\_\_\_\_ \*turn signal

\_\_\_\_\_ spot light

\_\_\_\_\_ interior dome light

\_\_\_\_\_ license plate

\_\_\_\_\_ cracked lenses

**STARTING POINTS = 100**

**95-100%      OUTSTANDING**

**80-94%      EXCELLENT**

**70-79%      SATISFACTORY**

**60-69%      MARGINAL**

**0-59%      UNSATISFACTORY**

DEDUCTIONS: Major discrepancy is noted by  
an asterisk (\*)

**A major write-up = 50 points**

**A minor write-up = 15 points**

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspector:** \_\_\_\_\_

**VCO/VCNCO:**

\_\_\_\_\_

## Attachment 2

## GENERAL VEHICLE OFFICIAL USE RULES

RULE	Official/Relative Requesting Transportation	And transportation is required for:	Then transportation is:
1	Permanent party military members, DoD civilian employees, approved contractors using government provided vehicles	Personal errands, sight seeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc.	Not Authorized. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. AFI 24-301 & DoD 4500-36R
2	Permanent party military members, DoD civilian employees, approved contractors using government provided vehicles	Traveling to and from on or off-base quarters.	Authorized only when the military member or DoD civilian employee is authorized domicile-to-duty transportation. AFI 24-301 & DoD 4500-36R
3	Spouses of military members or DoD civilian employees	Traveling with military member to or from an official function where he/she will participate in the ceremony	Authorized when there is space available and the size of the vehicle is no larger than that required for the performance of the official business AFI 24-301 & DoD 4500-36R
4	Spouses of military members or DoD civilian employees	Traveling independently to or from an official function when it is impractical for the official to accompany the spouse enroute.	Authorized only when the military member or DoD civilian employee is authorized domicile-to-duty transportation AFI 24-301 & DoD 4500-36R.

R U L E	Official/Relative Requesting Transportation	And transportation is required for:	Then transportation is:
5	Spouses/Dependents of military members or DoD civilian employees	Traveling to or from medical outpatient or dental appointments.	Authorized only when travelling on a regularly scheduled base mass transportation service on a Space-A basis. AFI 24-301 & DoD 4500-36R
6	Military members or DoD civilian employees on Permissive TDY status	Any purpose	Personnel on Permissive TDY are not authorized dedicated transportation support. Space-A transportation services may be used. AFI 24-301
7	Military members or DoD civilian employees on funded TDY status	Travel between billeting and duty location(s) required to conduct official business.	Authorized. AFI 24-301 & DoD4500-36R.
8	Military members or DoD civilian employees on funded TDY status	Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging.	Authorized. AFI 24-301 & DoD4500-36R
9	Military members or DoD civilian employees on funded TDY status	To or from any off-base entertainment or recreational facilities.	Not Authorized. AFI 24-301 & DoD 4500-36R
10	Military members or DoD civilian employees on funded TDY status	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	Authorized. AFI 24-301 & DoD4500-36R

**Attachment 3****VCO GUIDEBOOK INDEX****A3.1. Index**

- A3.1.1. SECTION I – VCO/VCNCO appointment letter(s) and documentation of training
- A3.1.2. SECTION II – AFI 24-301, AFI 24-302, AFMAN 24-306, AFPAM 24-317, 36 ABWI 24-301, and VCO/VCNCO Handbook
- A3.1.3. SECTION III – Hand receipt for the VCO Handbook
- A3.1.4. SECTION IV – Hand receipt for organizational vehicles
- A3.1.5. SECTION V – Latest copy of Staff Assistance Visits reports and replies
- A3.1.6. SECTION VI – Copies of semiannual wing assessment vehicle inspections for the last year
- A3.1.7. SECTION VII – VCO meeting minutes for the last year
- A3.1.8. SECTION VIII – Copy of the approved vehicle trainer letters
- A3.1.9. SECTION IX – Copies of approved organizational lesson plans
- A3.1.10. SECTION X – VCO monthly vehicle inspections for the last year
- A3.1.11. SECTION XI – VCO monthly safety briefings for the last year
- A3.1.12. SECTION XII – Base Minimum Essential Listing and nuclear certified vehicle listing
- A3.1.13. SECTION XIII – Unit vehicle modification letters
- A3.1.14. SECTION XIV – Wax log for every assigned vehicle for the past year
- A3.1.15. SECTION XV – Auxiliary parking & typhoon evacuation parking letters
- A3.1.16. SECTION XVII – Miscellaneous information