

1 June 1998

Transportation

**PROCESSING OF ABUSED OR ACCIDENT
DAMAGED VEHICLES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 434 LSS/LGTM (Mr. Phillip Rexroad)

Certified by: 434 LG/CC
(Lt. Col. C. Faylene Wright)

Pages: 3

Distribution: F

This instruction implements AFD 24-3, *Operation, Maintenance, Use of Transportation Vehicles and Equipment*. This instruction establishes procedures which applies to all Grissom Air Reserve Base Personnel.

1. References:

- 1.1. AFI 24-302, *Vehicle Maintenance Management*
- 1.2. AFMAN 24-307, *Procedures for Vehicle Maintenance Management*
- 1.3. AFMAN 23-220, *Reports of Survey for Air Force Property*.

2. Investigation/Fact Finding.

- 2.1. Any vehicle turned into vehicle maintenance that has been involved in an accident and/or suspected abuse will have a work order opened to determine the amount of damage and to provide a cost estimate.
- 2.2. The vehicle maintenance superintendent will have two estimates accomplished by an off base agent, if repairs are accomplished by contract. One internal estimate will be provided by the vehicle maintenance superintendent.
- 2.3. The vehicle maintenance superintendent will notify the transportation officer of the accident and/or suspected abuse. The vehicle maintenance superintendent will notify the respective group commander via form letter (Attachment 1). Ensure that the unit investigates the accident and/or suspected abuse in accordance with AFMAN 24-307, AFRC Supplement paragraph 1.28, and AFMAN 23-220.
- 2.4. Organizational commanders with the coordination with their squadron Vehicle Control Officer/ Vehicle Control Non Commissioned Officer (VCO/VCNCO), will determine if the member(s)

involved in the accident(s) or suspected abuse will surrender their AF Form 2293, **Air Force Motor Vehicle Operator Identification Card**.

2.5. Replacement vehicles will not be furnished for any vehicles under investigation for an accident or suspected abuse.

2.6. Upon completion of the investigation, if vehicle abuse is confirmed or the driver determined to be responsible for the accident, the operator will surrender their AF Form 2293 to 434 LSS/LGTO dispatcher.

3. Reports:

3.1. The respective group commander will return the report to the vehicle maintenance superintendent.

3.2. Vehicle maintenance will not start any repairs on the vehicle until the vehicle is released for repair by the vehicle maintenance superintendent.

3.3. When the Department of Defense (DOD) police make an incident/accident report, the DD Form 1569, **Incident Complaint Report**, and DD Form 1315, **Accident Report**, will be filed with the accident investigation report.

4. Reimbursement:

4.1. The transportation maintenance control and analysis section will forward an AF Form 20, **Repair Cost and Repairable Value Statement** with estimates attached to wing finance for reimbursement of funds necessary to repair the vehicle from the owning organization's funds.

4.2. Coordination for the use of an IMPAC card purchase for items under \$2500.00 will be required between the owning organization requiring the purchase and the contracting office.

4.3. For the repair/purchase of items requiring the use of an AF Form 9, **Request for Purchase**, 434 ARW/FM will use the respective owning organizational funds code on the Form 9.

4.4. The responsible organization commander will determine if further corrective action is warranted.

ANTHONY TASSONE JR., Colonel, USAFR
Commander

Attachment 1

SAMPLE FORM LETTER

Date

MEMORANDUM FOR 434 ARW/CC

FROM: 434 LSS/LGTM

SUBJECT: Suspected Vehicle Accident/Abuse

1. A vehicle assigned to your unit, "registration number _____", has damage, which has been identified as other than normal "fair wear and tear". An investigation and written report from your unit is required within ten (10) days for this vehicle incident. Your comments and recommendations shall be included.
2. Your VCO/VNCO must complete and forward a SF Form 91, **Operators Report of Motor Vehicle Accident** which must also include the following information:
 - a. Was the operator at fault?
 - b. Was there willful misconduct, negligence or deliberate unauthorized use?
 - c. Recommended measures to prevent recurrence?
 - d. Photographs, witness statements, and any other pertinent information and documentation that the unit may wish to submit.
3. Your report must be returned to 434 LSS/LTGM. LGTM will distribute copies to the 434 ARW/CCJ, 434 ARW/SE, and 434 ARW/FM.
4. Your unit vehicle control officer (VCO) is your liaison and representative in these matters unless you appoint another independent official.

SAMMIE JONES, SMSgt, USAFR

Vehicle Maintenance Superintendent

cc:

434LG/CC

434 ARW/SE

434 LSS/LGTO