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Logistics

VEHICLE ACCIDENT AND ABUSE



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This instruction outlines responsibilities and procedures for an effective vehicle accident and abuse prevention program with the visibility and emphasis placed at the unit level under the direct control of the unit commander. It explains examples of fair wear and tear on government owned vehicles and/or equipment (**Attachment 2**), vehicle abuse (**Attachment 3**) and prescribes procedures for reporting vehicle accident and/or abuse damage. It also describes the transfer of operation and maintenance (O&M) funds or expenses for reimbursement of vehicle accident or abuse repairs, as well as gives an example of notification/release and acceptance for financial responsibility for accident/abuse (**Attachment 4**). This instruction is applicable to all persons operating government owned/leased vehicles or equipment (GOV/E) assigned to Andrews Air Force Base (AAFB), which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS).

“The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, The Air Force Publications and Forms Management – Developing and Processing Forms, affects the publication.”

1. Responsibilities.

- 1.1. The Commander, 89th Airlift Wing (89 AW/CC) is the authority for establishing the wing’s vehicle accident and abuse prevention program. The 89 AW/CC is the final decision authority to resolve all conflicts concerning the accident and abuse program.
- 1.2. The Commander, 89th Logistics Readiness Squadron (89 LRS/CC) will coordinate with affected unit commanders on the transfer of O&M funds or expenses to cover vehicle accident and abuse repair cost.
- 1.3. The vehicle management flight, vehicle maintenance (89 LRS/LGRVM) will implement and administer the wing’s vehicle accident and abuse programs and policies. The comptroller squadron financial analysis flight (89 CPTS/FMA) transfers O&M funds or expenses to cover vehicle accident and abuse repair cost, upon request by 89 LRS.

2. Policy. IAW AFMAN 24-307/AMC1, para 2.14, “At a minimum, the owning organization will reimburse vehicle maintenance O&M accounts for funds used to repair accident/abuses.” The using organization may not be the owning organization (e.g., u-drive-it vehicle from logistics readiness or a loaned vehicle from another organization). Reimbursement will be made regardless of any administrative or pecuniary liability assessed to an individual. Reimbursement is to be accomplished through a transfer of funds from the using organization’s O&M account to logistics readiness O&M account.

3. Procedures.

3.1. 89 LRS/LGRVM will:

3.1.1. Validate with the vehicle maintenance manager/superintendent (VMM/VMS) or designated representative damage caused by accident and/or suspected abuse.

3.1.2. File a “NO DAMAGE” work order against the vehicle for documentation and historical records, if there is no damage caused by accident or abuse. The vehicle will then be released to the owning organization. [Exception: A vehicle involved in an accident with a privately owned vehicle (POV) or any other non-Air Force owned property will only be released upon authorization by the base legal office.]

3.1.3. Provide memorandum of notification/release and acceptance of financial responsibility for accident/abuse (**Attachment 4**) to the vehicle control officer of the owning organization along with the estimated repair cost and photographs of the damage. If the owning organization is not responsible for the damage (u-drive-it vehicle from logistics readiness or a loaned vehicle to another organization) it is the responsibility of the owning organization to notify the organization responsible for the damage.

3.1.4. Provide a copy of notification/release and acceptance of financial responsibility for accident/abuse (**Attachment 4**) to the VMM/VMO, vehicle management flight commander (LGRV), 89 LRS/CC and wing safety.

3.1.5. Commence repairs 3 days after the vehicle was turned in to maintenance or upon receipt of notification/release and acceptance of financial responsibility for accident/abuse (**Attachment 4**). [Exception: A vehicle involved in an accident with a privately-owned vehicle (POV) or any other non-Air Force owned property will only be released upon authorization by the base legal office.]

3.1.6. At the completion of repairs, provide the PCN-25, **Accident/Abuse and Uneconomical Repair Report**, indicating actual repair cost to LGRV for review.

3.1.7. Contact the GSA Accident Center in coordination with the VMM/VMS for repair approval on GSA assets.

3.1.8. Repair government commercially leased vehicles in accordance with the lease contract.

3.1.9. Select the source for repair based upon quality, timeliness, warranty, reliability, economy and mission needs.

3.1.10. Maintain accident and abuse log to track quantity and repair cost data.

3.1.11. Provide the AF Form 20, *Repair Cost and Repairable Value Statement*, upon request of the responsible organization

3.1.12. Track and provide monthly totals on reimbursable accident and abuse cost data to 89 LRS/CC, vehicle management flight resource advisor (89 LRS/RA), and 89 CPTS/FMA.

3.2. Using organizations will:

3.2.1. Notify security forces or civilian law enforcement (off base) of a government vehicle or equipment involved in an accident.

3.2.2. Report all vehicle accident or abuse to vehicle maintenance customer service center within 1 duty day, including vehicle with "NO DAMAGE".

3.2.3. Notify vehicle operations, chief dispatcher of vehicle damage to a u-drive-it vehicle.

3.2.4. Notify base legal (89 AW/JA) of all GOV/E accidents involving a POV or any other non-Air Force property within 1 duty day and provide a copy of the police report.

3.2.5. Forward a reply to the accident/abuse notification releasing the vehicle when it is no longer needed for investigative actions, or within 3 days of vehicle being turned in to vehicle maintenance.

3.2.6. Investigate the accident and/or abuse according to procedures outlined in AFMAN 23-220, *Reports of Survey for Air Force Property*.

3.3. LGRV will:

3.3.1. Review PCN-25 indicating actual repair cost prior to 89 LRS/CC certification.

3.4. 89 LRS/CC will:

3.4.1. Certify PCN-25 indicating actual repair cost is correct.

3.4.2. Forward the certified PCN-25 to 89 LRS/RA, who will transfer funds from the responsible organization to the 89 LRS O&M account.

3.4.3. Review reimbursable accident and abuse repair cost monthly.

3.5. 89 LRS/RA will:

3.5.1. Contact the resource advisor of the responsible organization to obtain a fund cite (may not be the owning organization). Upon receipt of the fund cite the 89 LRS/RA will initiate AF Form 1269 (Request for Load/Change in Fund Targets) with 89 CPTS/FMA, which will transfer funds from the responsible organization to the 89 LRS O&M account (**At a minimum reimbursement will include direct civilian labor, materials and or contract repair costs**).

3.6. 89 CPTS/FMA will:

3.6.1. Transfer O&M funds from the appropriate account into the 89 LRS O&M account.

3.7. 89 AW/JA will:

3.7.1. Coordinate with the civilian insurance company to repair GOV/E damaged by a POV or other non-Air Force property.

3.7.2. Provide vehicle maintenance with written or electronic instruction to repair a damaged vehicle.

3.8. Vehicle Operations (89 LRS/LGRVO) will:

3.8.1. Withhold replacement vehicle for vehicles involved in accident and abuse actions until a release is received from the owning/using organization by 89 LRS/LGRVM.

DAVID S. GRAY, Brigadier General, USAF
Commander, 89th Airlift Wing

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

AFMAN 23-220, *Reports of Survey for Air Force Property*
AFI 24-302, *Vehicle Maintenance Management*
AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*
AFMAN, 24-307, *Procedures for Vehicle Maintenance Management*
AFPAM 24-317, *Vehicle Control*
AFMAN 31-201V7, *Security Forces Administration and Reports*
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*
AFPD 51-5, *Military Legal Affairs*
AFI 51-502, *Personnel and Government Recovery Claims*
AFI 91-202, *The US Air Force Mishap Prevention Program*
AFI 91-204, *Safety Investigations and Reports*

Abbreviations and Acronyms

AAFBI—Andrews Air Force Base
89 AW/JA—89th Airlift Wing Judge Advocate
89 AW/CC—89th Airlift Wing Commander
89 LRS/CC—89th Logistics Readiness Squadron Commander
89 CPTS/FMA—89th Comptroller Squadron Financial Analysis Flight
89 LRS/RA—89th Logistics Readiness Squadron Resource Advisor
GOV/E—Government Owned Vehicle or Equipment
LGRV—Vehicle Management Flight Commander
LGRVM—Vehicle Management Flight Vehicle Maintenance
OLVIMS—On-Line Vehicles Interactive Management System
O&M—Operation and Maintenance
POV—Privately Owned Vehicle
VMM—Vehicle Maintenance Manager
VMS—Vehicle Maintenance Superintendent
VMO—Vehicle Maintenance Officer

Terms

Fair Wear and Tear—The normal expected deterioration of the vehicle or equipment based on its age, usage and life expectancy. Some examples of fair wear and tear are listed in [Attachment 2](#).

Vehicle Abuse—Any act or omission that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident or incident. Some examples of vehicle abuse are listed in [Attachment 3](#).

Vehicle Accident—Any situation where a GOV/E strikes or is struck by another vehicle, object, structure and or animal where action by any vehicle operator could have prevented the outcome.

Vehicle Incident—Any situation where a GOV/E sustains damage where the action by any participating vehicle operator could not have prevented the outcome (damage caused by “Acts of God” e.g. storms, falling debris).

Attachment 2

EXAMPLES OF FAIR WEAR AND TEAR ON GOVERNMENT VEHICLES/EQUIPMENT

A2.1. This list is not all-inclusive and assumes that the damage has been reported to vehicle maintenance before causing further damage to the GOV/E.

A2.1.1. Damage resulting from defective materiel

A2.1.2. Unavoidable minor scratches and dents caused by normal duties.

A2.1.3. Interior stains that all efforts to clean have been exhausted.

A2.1.4. Worn tire with visible remaining tread and no exposed cords.

A2.1.5. Minor wear and tear on interior items such as dashboard, carpet and seats.

Attachment 3

EXAMPLES OF GOVERNMENT VEHICLE/EQUIPMENT ABUSE

A3.1. Following is a list of vehicle abuse. This list is not all-inclusive. Vehicle abuse may occur when an individual operator or organization:

- A3.1.1. Tamper with governors or distributors.
- A3.1.2. Operates with insufficient oil or coolant because of failure to check levels according to established requirements.
- A3.1.3. Fails to monitor dash instrumentation.
- A3.1.4. Over-fills the engine crankcase, transmission or hydraulic reservoirs.
- A3.1.5. Operates with parking brakes applied/dragging.
- A3.1.6. Overloads, improperly distributes load, fails to secure loads properly in cargo areas or does not follow published loading/unloading procedures.
- A3.1.7. Uses GOV for other than intended or designed purpose (e.g. using a 6K forklift to transport a 10,000 pound pallet).
- A3.1.8. Fails to clean/maintain interior surfaces to prevent permanent stains or damage.
- A3.1.9. Fails to protect gloss or semi-gloss painted surfaces from corrosion and/or oxidation by waxing.
- A3.1.10. Performs unauthorized modifications, to include wiring, marking or add-ons
- A3.1.11. Operates with improperly inflated tires.
- A3.1.12. Wears vehicle tires to exposed cords, rendering tire unsuitable for recapping.
- A3.1.13. Performs intentional destruction/disfigurement.
- A3.1.14. Operates in conflict with published guidance.
- A3.1.15. Services the fuel tank, hydraulic reservoirs and other fluid reservoirs with incorrect fluids.
- A3.1.16. Fails to report vehicle discrepancies to vehicle maintenance. Discrepancies involving safety items must be reported immediately. Non-safety related items must be reported within 1 duty day or on first available duty day.
- A3.1.17. Fails to obtain routine maintenance intervals by not providing the vehicle to maintenance on scheduled due date.

Attachment 4

**NOTIFICATION OF VEHICLE ACCIDENT/ABUSE
RELEASE AND ACCEPTANCE OF FINANCIAL RESPONSIBILITY LETTER
(SAMPLE E-MAIL)**

DD Month YYYY

MEMORANDUM FOR UNIT/VCO

FROM: 89 LRS/LGRVM
3320 Pennsylvania Avenue
Andrews AFB MD 20762

SUBJECT: Notification of Accident/Release and Acceptance of Financial
Responsibility for Accident/Abuse – Vehicle Registration: **94B2801**

1. Subject vehicle assigned to your organization has been turned into Vehicle Maintenance on **DD Month YYYY** with damage from an apparent accident or damage not attributed to fair wear and tear. Attached are photographs illustrating the damage.

2. Request you initiate an investigation IAW AFMAN 23-220, Report of Survey for Air Force Property, par. 3.1.19, and provide the results of that investigation to this office. To aid in this investigation, the following information is provided:

- a. Case Number: **AC4353**
- b. Vehicle Registration: **94B2801**
- c. Type Vehicle: **Bus 44 Passenger**
- d. Estimate repair cost: **\$4,443.51**

3. Maintenance repairs will commence 3 days after the vehicle is turned in to maintenance or upon reply/receipt releasing the vehicle for repairs.

4. Vehicle accidents and or abuses to GSA/commercial leased assets require repair approval through the vendor or GSA accident center in coordination with the vehicle maintenance manager/superintendent.

5. Thank you in advance for your cooperation and if you have any questions contact Vehicle Maintenance Control & Analysis.

Fleet Manager
89 LRS/LGRVM

Attachment:

Photos of Damage

cc:

89 LRS/CC, 89 LRS/LGRV, 89 AW/SEG, 89 CPTS/FMA

1st Ind, **Unit/VCO, Date**, Notification of Accident/Release and Acceptance of Financial Responsibility for Accident/Abuse – Vehicle Registration: **94B2801**

MEMORANDUM FOR 89 LRS/LGRVM

1. The following vehicle was involved in an accident on DD Month YYYY. All investigative actions have been completed and I release the vehicle to 89 LRS Vehicle Maintenance for repairs.

REGISTRATION NUMBER	YEAR/MAKE	MODEL
XXXXX	2002 CHEVROLET	MULTI-STOP VAN

2. I understand the cost associated with these repairs, to include direct civilian labor, materials and or contract costs, will be transferred from our unit's operations and maintenance (O&M) account to Logistics Readiness O&M account.

3. If you have any questions or concerns, please contact the undersigned at extension xxx-xxxx.

Unit VCO

Organization