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**Transportation**

**VEHICLE OPERATIONS**

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This instruction implements AFD 24-3, *Operations, Maintenance, and Use of Transportation Vehicles and Equipment*. It provides specific guidance to organization Vehicle Control Officers/NCOs (VCOs/VCNCOs). It includes information on transportation services, VCO/VCNCO duties, local licensing procedures, the Government Motor Vehicle (GMV) Immediate Response Vehicle (IRV)/Emergency Response Vehicle (ERV) program, and official use policy. It applies to all personnel assigned, attached, or associated units to 8th Fighter Wing, Kunsan Air Base, Korea.

**SUMMARY OF REVISIONS**

This revision defines functional responsibilities under the 8th Logistics Readiness Squadron (8 LRS) organization. Updated appropriate functional office symbols and deleted paragraph 1.8., Top Wheels Program. A bar (|) indicate revision from the previous edition.

**1. Vehicle Control - VCOs.**

1.1. **Vehicle Control Program.** Department of Defense (DOD) policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency, and economy in support of the DOD mission. To ensure day-to-day management of those motor vehicles permanently assigned to units and agencies, the Air Force (AF) adopted the vehicle control program. As established in AFI 24-301, *Vehicle Operations*, each applicable organization will appoint a VCO/VCNCO. Vehicle Management and Analysis will ensure the unit VCO/VCNCO training is accomplished and the program is enforced IAW AFPAM 24-317, *Vehicle Control*.

1.2. **Vehicle Management Policy.** In light of congressional intent that DOD maintain the minimum number of motor vehicles to accomplish the mission and that their use be limited to official purposes, all management echelons must put emphasis on controlling and conserving vehicle assets. The vehicle

user is responsible for operation, conservation, and condition of vehicles used. This responsibility is enforced through the operator's supervisor, commander, and commander-appointed VCO/VCNCO.

**1.3. Base Transportation Services.** The 8th Logistics Readiness Squadron, Vehicle Management Flight (8 LRS/LGRV) provides maintenance support and transportation services not within the using agency's capability.

1.3.1. 8 LRS Vehicle Operations Element (8 LRS/LGRVO). The 8 LRS/LGRVO provides the following services:

1.3.1.1. Military Taxi Service. This service provides a quick response, point-to-point service to all requestors requiring official transportation.

1.3.1.2. UDI Service. A limited number of passenger and cargo vehicles are available to support host base organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use. **NOTE:** Support is normally limited to 72 hours.

1.3.1.3. Bus Service. A base shuttle bus service operates Monday through Friday. Service is not available on weekends, holidays, or wing down days. Service is extended to 24-hour operation during exercises and inspections.

#### **1.4. VCO/VCNCO Responsibilities.**

1.4.1. Primary liaison between their unit and the base vehicle management activity. Primary advisor to the unit commander on all government motor vehicle matters.

1.4.2. Controlling unit vehicles and obtaining transportation services required supporting unit mission requirements.

1.4.3. Receipting for permanently assigned unit vehicles from the base 8 LRS/LGRV Commander or the base REMS monitor. VCOs/VCNCOs then assign the vehicles to their respective authorized functions.

1.4.4. Defending vehicle requirements, justifying requests for additional vehicle requirements, complying with the base vehicle rotation and priority recall plans, and notifying the fleet manager when assigned vehicles are no longer required.

1.4.5. Justifying unit vehicle authorizations on an AF Form 601, *Equipment Actions Request*. The AF Form 601 is verified by the 8 LRS/LGRV Commander and approved by the 8th Mission Support Group Commander (8 MSG/CC). After approval, the 8 LRS/LGRV Commander sends the form to HQ PACAF/LGR OL-A for final action. The authorization, when approved by HQ PACAF, will be supported with the appropriate vehicle type when it becomes available. **NOTE:** Vehicles are not assigned pending approval of the authorization.

1.4.5.1. Continued retention of vehicle authorizations is predicated on continuing need and asset utilization.

1.4.6. Providing vehicle operations with mission impact statements to substantiate base vehicle buy submissions.

1.4.7. Providing justification data to support unit minimum essential vehicle levels.

1.4.8. Ensuring adequate stock of emergency equipment (i.e., chains, flares, and warning kits) is maintained and available for vehicles dispatched off base.

1.4.9. Ensuring only qualified military, DOD employees or authorized DOD employees, who meet criteria, established IAW AFI 24-301 operates assigned motor vehicles.

1.4.10. Taking appropriate measures to prevent accident and abuse to Air Force motor vehicles to include conducting vehicle safety orientation and education briefings.

1.4.11. Ensuring under-utilized vehicles are rotated with over-utilized vehicles.

1.4.12. Justifying unit IRV/ERV requirements.

1.4.13. Ensuring IRV/ERV identification decals are accounted for.

#### 1.5. Accident Reporting/Actions.

1.5.1. VCO/VCNCO will provide vehicle operators with instructions to follow, including agencies to phone, when accidents occur.

1.5.2. The using organization commander designates an official to investigate each accident and provides results to 8 FW/SE.

1.5.3. An operator surrenders the AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, with the SF Form 91, *Operator's Report of Motor Vehicle Accident*, to the VCO/VCNCO after the accident. The unit commander may reinstate the license at their discretion.

1.5.4. Accident reporting for commercial rental vehicles is the same as reporting an accident involving a government owned vehicle.

1.5.5. When payment for damage is involved, the unit VCO/VCNCO requests a AF Form 20, *Repair Cost and Repairable Value Statement*, from 8 LRS Vehicle Maintenance Element (8 LRS/LGRVM) Maintenance Control and Analysis for actual repair cost.

#### 1.6. Utility Cart (Scooter) Management, Maintenance, and Oversight.

1.6.1. Utility carts, commonly referred to as scooters, are non-registered assets, procured as equipment, using unit funds, and accounted for on the owning unit's Custodian Authorization/Custody Receipt Listing (CA/CRL). However, official use guidance is applicable. Personnel who operate scooters must possess a valid AF Form 2293, validated for Kunsan AB.

1.6.2. All purchase requests must be routed through 8th Fighter Wing, Ground Safety Office (8 FW/SE), and 8th Security Forces per AFI 24-301 and PACAF Sup 1 first, and then to 8 LRS Vehicle Management and Analysis (8 LRS/LGRVM). 8 LRS/LGRVM will determine whether or not the cart is a suitable alternative and will satisfy the requirements of an existing vehicle authorization. 8 MSG/CC is responsible for administering 8 FW utility cart management program. Final approval for increase to BOI requires approval from HQ PACAF/LGRRE with copies to HQ PACAF/LGRWM. 8 LRS/LGRVM will maintain an inventory of scooters by owning organization.

1.6.3. Utility carts will be processed for disposal by the owning unit in the same manner as local procedures dictate for disposal of other organizationally owned government equipment.

1.6.4. Maintenance can be accomplished through contract use of Government Purchase Card, or self-help. 8 LRS is not authorized to perform work on utility carts. A civilian equipment or automotive firm must perform brake and steering system maintenance.

1.6.5. Normal scheduled maintenance will be performed IAW manufacturer's prescribed intervals. Operational inspections will be performed in the same manner as those for government motor vehicles. Units will utilize AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*, to document daily/weekly inspections. 8 LRS/LGRVM inspects scooters as part of the semiannual wing operator care inspection program.

1.6.6. The owning organization will have an annual safety inspection performed by a certified civilian equipment or automotive maintenance firm. Safety discrepancies must be repaired prior to returning the cart to service. A review of unit documentation validating the completion of annual safety inspections will be accomplished during annual unit assistance visits.

1.6.7. Disposition of scooters. Use the following procedures to process utility carts through 8 LRS/LGRSCE for disposal:

1.6.7.1. Ensure all liquids (i.e., oil, gas, etc.) are drained and purged from the utility cart.

1.6.7.2. Ensure all maintenance records are inside the utility cart.

1.6.7.3. Ensure keys are in the utility cart.

1.7. **POD.** Since it is usually more economical to use services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the installation, each base has an established POD for assigned vehicles.

1.7.1. For Kunsan Air Base, a 25-mile radius is sufficient to support most operations.

1.7.2. The following units are generally exempt from the POD due to travel requirements: Wing staff, 8 LRS, AFN Korea, 8 CES/EOD, and 8 SFS.

1.7.3. Vehicles used to support US Army (USA) missions and Air Force Office of Special Investigations (AFOSI) are also exempt from POD restrictions when performing official duties.

1.7.4. The units listed above must notify 8 LRS Vehicle Dispatch (8 LRS/LGRVO) when they will travel beyond the POD. This information will be used for the purposes of vehicle recovery should the need arise.

## 2. Local Government Motor Vehicle Licensing.

2.1. **Driving in Korea.** Driving in Korea is a challenge. Traffic congestion and aggressive driving are two of the most common hazards found. Additionally, there are many pedestrians in Korea and they believe they have as much right to road usage as vehicles. This behavior presents a hazard to vehicle operators.

2.2. **Local Orientation/Driver's License Issuance.** Upon arrival to Kunsan AB, 8 FW/SE provides a local condition briefing. The unit initiates an AF Form 171, *Request for Driver's Training and Addition to US Government Driver's License*. The unit VCO will brief the member on Air Force policy regarding official use, accident reporting procedures, vehicle abuse, and discrepancy reporting. The member presents the AF Form 171 to the 8 LRS/LGRVO ORL staff who establishes an AF Form 2296, *Vehicle Operator Information (Part 3)*, and issues the AF Form 2293. When TDY members drive government vehicles on base, they must carry a valid AF Form 2293 and a copy of their TDY orders.

2.3. **Off-Base Authorization Testing.** Because of the potentially hazardous driving conditions off base, all personnel whose duties require them to operate government vehicles off base must pass the UFSK driver's test. This includes all members TDY to Kunsan, regardless of TDY length. The unit initiates an AF Form 171. The member must take this form to the local orientation briefing and examination. Questions for this examination are compiled from USFK Pamphlet 385-2, *Guide to Safe Driving in Korea*. 8 LRS/LGRVO ORL administers the examination and annotates the AF Form 171 when the member has successfully completed the briefing and passed the examination (**NOTE:** Exception, 8 SFS trains and tests their personnel). "VALID IN KOREA" is annotated on the reverse of the AF Form 2293.

### 3. Initial Response Vehicle/Emergency Response Vehicle (IRV/ERV) Program.

3.1. **Authority.** The 8 FW/CC has the authority to establish an IRV/ERV program. IRV/ERV is not command and control or domicile-to-duty authority. Personnel operating an IRV/ERV will not park at facilities such as the Commissary, Base Exchange, AAFES dining facilities, the Loring Club, Fitness Center, Post Office, Golf Course, or personal quarters unless conducting official business. However, personnel may park in designated IRV/ERV parking areas while conducting personal business at facilities of this nature. Utility carts (scooters) are subject to the official use guidelines for government motor vehicles. **NOTE:** 8 FW/CC has command and control authority.

3.2. **IRV Program.** The IRV program is designed to provide key and essential personnel access to government motor vehicles to facilitate their immediate response to emergency situations (i.e., Disaster Control Group on-scene commander). Personnel requiring an IRV will be kept to a minimum and will not go below the squadron commander/agency chief level.

3.3. **ERV Program.** The ERV program is designed to provide emergency standby personnel a means to respond to emergencies (i.e., 8th Civil Engineers responding to a gas line leak). **NOTE:** Activities that operate on a 24-hour basis (i.e., 8 CES Fire Protection Flight, 8th Security Forces, etc.) will not receive ERV authorizations.

3.4. **Responsibilities.** The 8 FW/CC is the approval authority for all installation IRV/ERV requests.

3.4.1. 8 LRS/LGRV manages the IRV/ERV program:

3.4.1.1. Annually consolidates all installation IRV/ERV authorization requests for the 8 FW/CC review and approval/disapproval.

3.4.1.2. Maintains a current listing of all installation IRV/ERV authorizations.

3.4.1.3. Creates controls and issues IRV/ERV unique identification decals for units with approved IRV/ERV authorizations. **NOTE:** These decals are non-transferable and accountable to the authorized vehicle registration number.

3.4.2. Unit commanders:

3.4.2.1. Annually submit IRV/ERV justifications through their group commander to 8 LRS/CC. Justifications should fully describe the personnel and function the vehicle is required to perform. The vehicle registration number for the requested vehicle is included in this letter.

3.4.2.2. Ensure IRV/ERV identification decals are affixed to the lower left corner of the vehicle compartment's rear window. The decal must be visible, but not in a position to create a safety consideration.

3.5. **Designated IRV/ERV Parking Areas.** The following areas are approved IRV/ERV parking areas for Kunsan AB:

- 3.5.1. Unit compounds.
- 3.5.2. Area No. 1. Located by Wing Headquarters, Building 1305.
- 3.5.3. Area No. 2. Located across from Buildings 950 and 1401.
- 3.5.4. Area No. 3. Located parking lot across from Loring Club.
- 3.5.5. Area No. 4. Located next to the Base Chapel, Building 501.
- 3.5.6. Area No. 5. Located across from the 8 MDG Clinic, next to Buildings 201 and 202.
- 3.5.7. Area No. 7. Located parking lot in front of Building 1418.
- 3.5.8. Area No. 8. Located parking lot between Buildings 387 and 393.
- 3.5.9. Area No. 9. Located parking lot in front of Building 611.
- 3.5.10. Area No. 10. Located parking lot adjacent to Building 1050.

3.6. **Dining Facilities.** Specific guidance can be found in AFI 24-301. The 8 FW/CC may also authorize additional personnel to take government owned vehicles to dining facilities when necessary to meet mission requirements. Written authorization is approved using justification provided by the requesting unit. The justification is routed through 8 LRS/LGRVM, who in turn will review and process through appropriate channels for 8 FW/CC approvals.

#### 4. Official Use Policy

4.1. **Official Use – Assigned Personnel.** One simple rule applies with respect to official use of government motor vehicles: Restrict the use of all DOD motor vehicles to official purposes only. Providing a motor vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted. Report all suspected misuses to 8 LRS/LGRVO ORL. All suspected misuses would be forwarded to the applicable unit commander for investigation. Misuse or failure to prevent misuse of government owned or leased vehicles are punishable under Title 31, United States Code, and Section 1349.

#### 4.2. Vehicle Misuse:

- 4.2.1. Vehicle misuse is defined as any use of a government procured vehicle, which is not for official purposes. Use of government procured vehicles, to include rental vehicles and utility carts (scooters), is restricted to official purposes only.
- 4.2.2. Use of government vehicles for personal reasons is a violation of public law, DOD regulatory guidelines, and Air Force Instructions, and will result in disciplinary actions taken against violators.
- 4.2.3. Vehicles consistently misused are subject to deletion from the respective unit's vehicle authorizations.

4.3. **Official Use of Government Vehicles – TDY Personnel.** The following motor vehicle operation guidelines apply to personnel TDY to Kunsan AB:

4.3.1. TDY vehicles must display a current TDY decal (provided by vehicle dispatch when vehicle is picked up).

4.3.2. TDY vehicles may NOT be driven to off base eating establishments, parked at/near the base gates, or driven to "A-Town."

4.3.3. TDY vehicles may be driven between duty locations and billeting.

4.3.4. TDY vehicles may be driven between duty locations or Lodging and the Base Bowling Center, Loring Club, Fitness Center or any on-base Non-Appropriated Fund activity (i.e., Golf Course, etc.) facilities required for the comfort or health of the member.

4.4. **Policy for Government Directed Moves.** IAW AFI 24-301, paragraphs 2.7.6 and 2.7.6.1, military members may NOT use GOVs for government directed moves between dormitories (i.e., dormitory renovation moves) and on-base temporary Lodging (i.e., personnel out-processed from dormitories) on Kunsan AB. Use of GOVs are NOT authorized for moves to or from off base (i.e., personnel moving out of a dormitory to off base apartment). Members still have the option of using their entitlement to use Do-It-Yourself (DITY) moves (i.e., hire a cab or rent a vehicle) or a contractor (i.e., TMO move) to move their personal property for government directed moves. For information on DITY or contractor moves contact 8 LRS Personal Property Section (8 LRS/LGRT). In unusual circumstances or emergency conditions, the 8 FW/CC may make exceptions to this policy, as set forth in Title 37 U.S.C. Section 406(e).

4.5. **Services Support.** U-Drive-It (UDI) bus service in support of base services programs may be provided, on a reimbursable or non-reimbursable basis, when such transportation can be made available without detriment to the Wolf Pack mission. The 8 FW/CC is the approval authority for this type of transportation support. See AFI 24-301, Chapter 9, paragraph 9.8, for specific guidance on categories of support authorized.

4.6. **Specific Guidance.** The 8 LRS Vehicle Management Flight Commander (8 LRS/LGRV) can provide guidance in specific cases where the official nature of vehicle usage is in question.

## 5. Vehicle Recall Procedures.

5.1. **Vehicle Recall Initiation.** 8 LRS/LGRVO initiates a vehicle recall to backfill a wing organization when it falls below its approved Minimum Essential Level (MEL) for a particular type of vehicle. Recalls are also used when special vehicle requirements exceed 8 LRS capabilities (i.e., EET or IG teams). Vehicles will be prioritized according to how they support the mission. As reflected in the MEL, there are three categories of support: Priority one (operational) used by operational mission activities directly involved with the launch and recovery of aircraft or primary mission. Priority two (mission) used to provide essential support to operational activities or functions. Priority three (administrative) primarily used to support administrative functions and the first to be recalled. In order to ensure agencies requiring these vehicles receive them in a timely manner, it is imperative that the following procedures be adhered to upon recall of any GOVs:

5.1.1. Upon notification of recall, units must deliver vehicle(s) to 8 LRS/LGRVO, Building 960, within two hours. Scooters cannot be substituted for the vehicle type being recalled without 8 LRS/LGRVO written approvals.

5.1.2. Vehicle(s) will be clean (inside and out), with fuel tanks full, all required forms (SF Form 91, DD Form 518, AF Form 1800 and Permanent Waiver Card) all fluid levels full (i.e., oil, transmission, brake, power steering, and windshield fluids), and fuel key.

5.1.3. Vehicle(s) will not have any open discrepancies annotated on the AF Form 1800 and the AF Form 1800 must be signed off for the day.

5.1.4. During winter months, ice scrapers must be included with all vehicles being recalled.

5.1.5. The vehicle operator(s) must stay with the vehicle(s) until completely inspected and accepted by the vehicle dispatch office.

5.1.6. VCO/VCNCO must ensure the vehicle recall is accomplished in the most expedient manner possible.

5.1.7. Vehicle(s) recalled will be returned to the owning organization in the same condition as received by vehicle operations.

ROBIN RAND, Colonel, USAF  
Commander

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

AFPD 24-3, *Operations, Maintenance, and Use of Transportation Vehicles and Equipment.*  
AFI 24-301, *Vehicle Operations*  
AFI 24-301, PACAF Sup 1, *Vehicle Operations*  
AFI 24-302, *Vehicle Maintenance Management*  
AFPAM 24-317, *Vehicle Control*  
AFI 31-201, *Security Police Standards and Procedures*  
AFJMAN 24-306, *Manual for the Wheeled Vehicle Operator*  
DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*  
USFK Pamphlet 385-2, *Guide to Safe Driving in Korea*  
AF Form 20, *Repair Cost and Repairable Value Statement*  
AF Form 171, *Request for Driver's Training and Addition to US Government Driver's License*  
AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*  
AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*  
AF Form 2296, *Vehicle Operator Information (Part 3)*  
SF Form 91, *Motor Vehicle Accident Report*

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFN**—American Forces Network  
**AFMAN**—Air Force Manual  
**AFJMAN**—Air Force Joint Manual  
**AFOSI**—Air Force Office of Special Investigations  
**BOI**—Basis of Issue  
**CA/CRL**—Custodian Authorization/Custody Receipt Listing  
**DITY**—Do-It-Yourself  
**DOD**—Department of Defense  
**DVCC**—Dedicated Vehicle Crew Chief

**EET**—Exercise Evaluation Team

**EOD**—Explosive Ordinance Disposal

**ERV**—Emergency Response Vehicle

**GMV**—Government Motor Vehicle

**GP**—General Purpose

**IAW**—In Accordance With

**IRV**—Immediate Response Vehicle

**MC&A**—Maintenance Control & Analysis

**MEL**—Minimum Essential Level

**OPR**—Office of Primary Responsibility

**ORL**—Operator Records and Licensing

**POD**—Permissive Operating Distance

**REMS**—Registered Equipment Management System

**SP**—Special Purpose

**TDY**—Temporary Duty

**UDI**—U-Drive-It

**USA**—United States Army

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer