

2 FEBRUARY 2004



Transportation

**VEHICLE CONTROL PROGRAM
(SHARP WHEELS)**

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OPR: 90 LRS/LGRVM
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Supersedes 90 SWI 24-3, 7 Sep 00

Certified by: 90 LRS/CC (Lt Col Lawrence)

Pages: 9
Distribution: F

This instruction establishes policies and procedures for the management of the 90th Space Wing Vehicle Control Program (VCP). It implements the provisions of AFSPCI 24-301, *Sharp Wheels Program*, and outlines procedures for conducting the vehicle control awards program. This instruction establishes the policies and procedures for implementing and managing the vehicle accident, abuse, and misuse program, and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents and incidents of abuse. This instruction applies to all squadron commanders, tenant units, vehicle control officers (VCO), vehicle control NCOs (VCNCO), and vehicle operators assigned to Francis E. Warren Air Force Base, Wyoming (FEW). Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

IAW AFI 33-360, V1, 90 SW Sup 1, paragraph 1.10.1.2., the 90 SW/CC designates the 90th Mission Support Group approval authority official for this publication. The signature block remains that of the 90th Space Wing Commander.

SUMMARY OF REVISIONS

This publication is revised throughout to change office symbols due to the reorganization of the 90th Logistics Readiness Squadron. It changes **Table A2.1.**, Vehicle Inspection Standards, Area 4y, Windshield Wipers, from “cracked or frayed” to “blades cracked or frayed” and adds the following forms at Area 6e, SF Form 94 (GSA) and Area 6f, Statement of Witness (GSA).

1. General. The Vehicle Control Program (VCP) is an initiative to focus command attention on the base vehicle fleet and its care. The purpose of this program is to increase the life cycle of the vehicle fleet by instilling pride of ownership in vehicle operators and to improve the quality of management and care given to government vehicles. Units are responsible for the following unless specified in a *Letter of Agreement* with Vehicle Management:

2. Responsibilities.

2.1. The Vehicle Maintenance Superintendent (VMS) and Vehicle Management Flight Chief will:

2.1.1. Provide technical assistance with vehicle inspections.

2.1.2. Develop a plan to maintain the highest professional appearance of the base vehicle fleet.

2.2. Units will:

2.2.1. Maintain sufficient supplies and equipment to encourage frequent operator care, cleaning and servicing.

2.2.2. Develop procedures to encourage operator pride in vehicle care responsibilities.

2.2.3. Wax vehicles as often as necessary to maintain vehicle appearance and prevent surface deterioration. Ensure all squadron personnel are familiar with their responsibilities as vehicle operators and the intent of this instruction.

3. Semi-annual VCP Awards. The awards process will involve all aspects of vehicle management; i.e., notice and no-notice quarterly vehicle inspections results (depending on individual vehicle fleet size), VCO meeting attendance, overdue vehicle maintenance reports and scheduled safety inspections.

3.1. Three categories will be established based on unit fleet size: small units (less than 10 vehicles assigned), medium units (11 to 40 vehicles assigned), large units (more than 40 vehicles assigned).

3.2. Semi-annual competition winners will be determined as follows:

3.2.1. Base score will come from vehicle inspections percentage results. Inspection criteria and standards are found in [Attachment 1](#) and [Attachment 2](#) respectively.

3.2.2. A percentage point will be added to vehicle inspection percentage score for each VCO and VCNCO attending VCO meetings (2 percentage points maximum per meeting).

3.2.3. A percentage point will also be added to vehicle inspection percentage score for each satisfactory review of the semi-annual vehicle control function assistance visits (1 percentage point maximum per visit).

3.2.4. One-half of a percentage point will be deducted from the vehicle inspection percentage score for each unit vehicle listed as overdue scheduled safety maintenance inspection, accident, abuse, or misuse.

4. Recognition Program. Semi-annual VCP winners will be presented a traveling trophy awarded by the wing commander. Place of presentation will be at the wing commander's discretion. The VCO/VCNCO and chosen operators should receive the trophy for the unit.

5. Vehicle Appearance Standards. Maintenance/repair decisions regarding appearance take into consideration factors such as age, overall condition, replacements/due-ins and the owner/user of the vehicle. Good operator care is imperative if the fleet is to present a well-maintained appearance. Frequent washing, waxing and general clean up are keys to a professional look.

6. Vehicle accident/abuse definitions, responsibilities, and procedures.

6.1. Vehicle Accident. Any collision, impact, or abrasion against a fixed or moving object with a government vehicle which causes damage, whether immediately noticeable or not.

6.2. Vehicle Abuse. An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse occur when an individual operator or organization:

6.2.1. Fails to accomplish proper care.

6.2.2. Does not report malfunctions, defects, accident damage, or safety discrepancies affecting vehicle maintenance in a timely manner.

6.2.3. Overloads or fails to tie down or otherwise secure cargo.

6.2.4. Tampers with governors or pollution control devices (to include CNG switches).

6.2.5. Operates a vehicle with broken tire chains or improperly inflated tires.

6.2.6. Fails to protect the painted surface from oxidation and corrosion.

6.2.7. Fails to provide a vehicle or piece of equipment for scheduled maintenance.

6.2.8. Modifies a vehicle without written permission from the Vehicle Management Flight Chief.

6.2.9. Refuels a vehicle with incorrect type of fuel, e.g., diesel instead of mogas.

6.2.10. Operates a vehicle in violation of operator's manual or accepted driving practices.

6.3. Responsibilities. The vehicle operator has the primary responsibility to prevent vehicle accidents/abuse. Any damage should be immediately reported to Vehicle Maintenance. The secondary responsibility rests with the unit VCO/VCNCO who should be inspecting unit vehicles periodically for unreported damage and inspecting each vehicle being turned in for repairs. Reporting damage to an Air Force vehicle is the unit's responsibility. Documentation and tracking of the accident/abuse damage repair process is the responsibility of Vehicle Maintenance.

6.4. Procedures. Upon determination of significant vehicle damage as a result of accident or abuse:

6.4.1. Vehicle maintenance will initiate a work order estimating the cost of repairs. The work order along with a letter identifying details of the accident or abuse damage will be signed by the Commander, 90th Logistics Readiness Squadron (90 LRS/CC), and sent to the using organization's commander. Additionally, Vehicle Maintenance will ensure photos of damaged areas are taken prior to repair actions. At the request of the using organization commander, an AF Form 20, *Repair Cost and Repairable Value Statement*, will be prepared by 90 LRS/LGRVM depicting actual costs expended to repair the vehicle. The AF Form 20 is required if liability is assessed in the ROS process.

6.4.2. Repairs may begin within 5 duty days after turn in to 90 LRS/LGRVM (Vehicle Maintenance). Initiation of repairs may be delayed up to 10 duty days at the request of the using unit's commander in cases where there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use. This delay is meant to facilitate an investigation where the using unit commander has determined a ROS is warranted. The using organization is responsible for any additional photographs or accident reports required for their investigation.

7. Vehicle Misuse. Use of a government vehicle for personal reasons. Do not use government vehicles for personal business, personal convenience, or pleasure at any time.

7.1. Reporting Vehicle Misuse. Report vehicle misuse cases to 90 LRS/LGRVM, Fleet Management. Fleet management will initiate a misuse case file and route it through the 90th Logistics Readiness Squadron Commander to the using organization commander for investigation. The using organization VCO/VCNCO may assist in investigations as technical experts. Findings of the investigations will be forwarded to the 90th Logistics Readiness Squadron Commander for closure.

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Commander, 90th Space Wing

Attachment 1**VEHICLE INSPECTION CRITERIA**

A1.1. Each vehicle is worth four points. Four times the number of inspected vehicles equals total available points. One point will be subtracted for each minor discrepancy and four points for each major discrepancy (only four points can be subtracted for each vehicle). Subtract the total points for discrepancies from the available points for total score. Divide the points scored by the total points available for the rating percentage.

A1.2. EXAMPLE: 90 LRS has 5 vehicles inspected (a total of 20 available points; $5 \times 4 = 20$). One vehicle has a major discrepancy and another has one minor (subtract a total of 5 points) which leaves a score of 15 points. 15 divided by the 20 available = 75%, which is a “satisfactory” rating.

A1.3. The ratings will be distinguished as follows:

OUTSTANDING: 100-95%

EXCELLENT: 94.5-85%

SATISFACTORY: 84.5-70%

MARGINAL: 69.5-50%

UNSATISFACTORY: 49.5-0%

A1.4. All inspections resulting in marginal or unsatisfactory ratings will be routed through the 90th Logistics Readiness Commander, the 90th Mission Support Group Commander, the inspected organization's group commander, to the squadron commander. A written reply of corrective actions must be sent to 90th Logistics Readiness Vehicle Management Flight and a repeat inspection will be conducted within 30 - 45 days.

Attachment 2

VEHICLE INSPECTION STANDARDS

A2.1. The items in **Table A2.1.** will be inspected during the semi-annual no-notice inspections. Items are labeled with a major or minor criteria due to importance. All items labeled major are safety items and will cause the vehicle to fail the inspection. Minor write-ups are discrepancies, which, if neglected, could result in a vehicle abuse. All inspection items on the vehicle are important and operator care is expected to be enforced by the squadron commander and VCO.

Table A2.1. Vehicle Inspection Standards.

AREA	MAJOR	MINOR	REASON FOR WRITE-UP
1. Cleanliness			
a. Exterior		X	Severe paint oxidation/needs waxing, excessive dirt or mud buildup, trash in cargo area
b. Interior		X	Excessive dirt or mud buildup, trash, rocks, or dirt, paper in ash tray
2. Fluid Levels:			
a. Oil level	X		Oil level is below add mark or it is more than one-half inch above the full mark
b. Radiator	X		Fluid level is 3 inches below the cap, no fluid is in the overflow tank or the core is exposed inside radiator
c. Washer Fluid	X		Tank is empty or broken
		X	Less than one-fourth full
d. Power Steering	X		No fluid on dipstick
		X	Below add mark or one-fourth full
e. Alcohol Bottle	X		Empty or missing
		X	Less than one-fourth full
f. Fluid Caps		X	Any missing
g. Leaks		X	Any leaks/drip/lubrication
h. Belts	X		Missing
		X	Frayed or more than 1-inch play at the center between pulleys

AREA	MAJOR	MINOR	REASON FOR WRITE-UP
3. Battery	X		Fluid level below plates in any cell
		X	Cables loose
		X	Corrosion
		X	Not secured
4. Vehicle Items:			
a. Door	X		Cannot open from inside or out
b. Window Cranks/ Door Handle	X		Broken or missing
		X	Movement is binding or restricted
		X	Window regulator is inoperative
c. Brake/Clutch Pad	X		Missing, needs secured or not intact
d. Clutch Adjustment		X	Free play is not noticeable
e. Gauges	X		Inoperative or improper operation
f. Engine	X		Will not start
g. PTO Inter-lock	X		Inoperative
h. Emergency Door	X		Inoperative
i. Fire Extinguisher	X		Missing from a vehicle that requires one
	X		Over- or under-charged
		X	Seal is missing
j. Steering	X		Excessive free play in column
k. Four-Wheel Drive	X		Engaged on a dry road
l. Exhaust	X		Audible/visible leaks under passenger/engine compartment
m. Horn	X		Inoperative
n. Warning Buzzer	X		Air brake warning light or buzzer inoperative
o. Air Tanks		X	Excessive water in air tanks when draining
p. Headlights	X		Both inoperative
		X	One inoperative
q. Tail Lights	X		Both inoperative
		X	One inoperative

AREA	MAJOR	MINOR	REASON FOR WRITE-UP
r. Marker/Clearance Light		X	Inoperative
s. Turn Signals		X	Inoperative
t. Brake Lights	X		Both inoperative
		X	One inoperative
u. Dome Lights		X	Inoperative or cover missing
v. License Plate Light		X	Inoperative
w. Heater/A.C.		X	Inoperative
x. Defroster	X		Inoperative
y. Windshield Wipers	X		Inoperative
		X	Does not clean window
		X	Blades cracked or frayed
5. Tires:			
a. Appearance		X	Uneven tire wear to any single part of tread when unreported to Vehicle Maintenance
		X	Minor cuts; bruises in tire
	X		Side-wall damage or bubbles unreported to Vehicle Maintenance
	X		Tread at 2/32" wear bar unreported to Vehicle Maintenance
b. Inflation:	X		Flat tire
	X		Spare flat
	X		10 pounds over- or under-inflated
		X	Tire pressure not annotated on the AF Form 18XX by the 7th day of the month
c. Valve Stem		X	Unauthorized metal caps on tires or missing caps
		X	Incorrectly directed valve stems inside duals
c. Mismatch Tires	X		Different size and type tires on a vehicle

AREA	MAJOR	MINOR	REASON FOR WRITE-UP
6. Forms			
a. AF Form 18XX	X		Current month is not in packet
		X	Not signed off in the required period
		X	Not signed off for operation day
b. Waiver Card		X	Not serviceable or maintained as current
c. DD Form 518		X	Not blank or serviceable, missing
d. SF Form 91		X	Not blank or serviceable, missing
e. SF Form 94 (GSA)		X	Not blank or serviceable, missing
f. Statement of Witness (GSA)		X	Not blank or serviceable, missing