

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE INSTRUCTION 24-302

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**AIR FORCE RESERVE COMMAND
Supplement 1**

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Transportation

VEHICLE MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It explains what HQ USAF expects of Vehicle Maintenance managers and describes the supporting data systems. Managers expand or revise these procedures to fit local circumstances, within the intent of this instruction. Use AFMAN 24-307, *Vehicle Maintenance Management*, in concert with this instruction. Objectives, policies and responsibilities of vehicle maintenance derive from overarching policy in DoD Regulation 4500. 36-R, *Management, Acquisition, and Use of Motor Vehicles*, July 21, 1981.

(AFRC) The OPR for this supplement is HQ AFRC/LGTV (SMSgt Wynette L. Nwaokolo). This instruction implements and extends the guidance of Air Force Instruction (AFI) 24-302, 19 May 1994. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This first publication aligns the instruction with AFD 24-3. It embeds the principles of quality, leaving much of the decision-making to the operational units. It describes why we have a program to manage vehicle maintenance, what users and using organizations do, and prescribes what we must not do.

(AFRC) This revision adds the percentage goals to apply as management indicators (paragraph 1.6); adds the submission date of Tunner 60K data and the monthly files to arrive at HQ AFRC/LGTV by COB on or before the fifth duty day of the month (paragraph 1.10.5); request the submission of PowerPoint presentation slides and the monthly files to HQ AFRC/LGTV by the 10th of each month to show vehicle sta-

tus, summary analysis indicators, and civilian and military vacancies (paragraph 1.10.6); and changes depot level repair requirements date to be submitted by 15 July each year (paragraph 1.17).

Chapter 1

GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE, AND ORGANIZATION

Section 1A—General Information and Administration

1.1. Principles of Vehicle Maintenance Management. Use economical, reliable, and up-to-date procedures to keep vehicles safe and serviceable.

1.2. Supplements. MAJCOMs can supplement this instruction to provide detailed instructions to meet their needs, if they have HQ USAF/LGTV approval prior to publication.

1.3. Changes to This Instruction. Send recommendations to improve this instruction through the MAJCOM to HQ USAF/LGTV for approval.

1.4. Maintenance Operating Instructions (MOI). Bases set and implement local guidance in the form of MOIs. Typically, MOIs are established for:

- Hours of operation, housekeeping, safety, security, and fire prevention.
- Minimum essential repairs and quality control procedures.
- Hazardous and solid waste management and pollution prevention procedures.

1.5. Use of Related Publications. See [attachment 1](#) for a list of referenced publications. Management controls, records administration, and forms documentation are described in many of these publications.

1.6. Vehicle Out of Commission (VOC) Hours. VOC is the total hours a vehicle is deadlined for parts (VDP) and maintenance (VDM). VDM hours include the time vehicles are deadlined for warranty and contract repairs. AFRD 24-3 establishes VOC as the metric which measures the support vehicle maintenance provides its customers.

1.6. (AFRC) Use AFRC Fleet vehicle in commission (VIC) goal of 90% with 5% vehicle down for maintenance (VDM) and 5% vehicle down for parts (VDP). These percentages pertain to the overall fleet and not to specific vehicle types. Contracted vehicle maintenance VIC goals are established in the Performance Work Statements (PWS), Requirements Summary (RS) of the respective contract. PWS vehicle goals are categorized by management codes (463L = 90%, 25 K-Loaders = 90%, MHE Vehicles = 90%, Refuelers = 90%, CE vehicles = 90%, A/C Tow Tractor = 90%, Security Forces vehicles = 90%, Special Purpose vehicles = 90% and the remaining Fleet is 90%). Quality Assurance Evaluators (QAE) or appropriate authority will initiate corrective action to ensure contracted vehicle maintenance VIC goals are maintained equal to or greater than AFRC goals.

1.7. Management and Equipment Evaluation Program (MEEP). The MEEP evaluates vehicles, shop equipment, tools, procedures, concepts, and techniques.

1.8. Vehicle Abuse, Incident, and Accident Reporting. The transportation squadron commander establishes local reporting procedures in accordance with AFMAN 24-307, and implements a preventative pro-

gram of controls and penalties to decrease instances of accidental, abusive, and incidental damage. Senior commanders should seriously consider transferring unit funds to transportation to pay for repair costs.

1.9. The Training Monitor. Where local management says it's required, the VMM designates a qualified 2T3XX or 2T4XX as the functional area training monitor. See chapter 5, AFMAN 24-307 for the training monitor's specific responsibilities.

1.10. Maintenance Documentation and Data Collection. The VMM sees that the day-to-day business of the vehicle maintenance activity is properly documented. Convert properly documented maintenance activity to coded information so that it can be fed to the standard maintenance data collection system, the On-Line Vehicle Interactive Management System (OLVIMS).

1.10.1. Everything the base-level vehicle maintenance manager needs to know about documentation and data collection is detailed in AFMANs 24-307 and 77-320, volume 1, *On-line Vehicle Interactive Management System*.

1.10.2. The MAJCOM vehicle management staff needs to know the same base-level requirements referenced in the preceding paragraph, as well as upward reporting requirements detailed in AFI 24-303, *Command/Air Force Vehicle Integrated Management System (CAFVIMS) and Consolidated Analysis and Reporting System (CARS)*.

1.10.2. (AFRC) Send the quarterly files ?RAQ6T.DA1 (? = site code) via email to arrive at HQ AFRC/LGTV by COB on or before the tenth duty day of the following months: January, April, July, and October.

1.10.3. (Added-AFRC) Send the following data via e-mail to HQ AFRC/LGTV to arrive by COB on or before the tenth duty day of the each month:

1.10.3.1. (Added-AFRC) PCNSB004-23, Vehicle Master List

1.10.3.2. (Added-AFRC) PCNSB004-32, Vehicle Maintenance Management Report.

1.10.3.3. (Added-AFRC) PCNSB004-115, Automated Analysis. Forward a letter explaining areas that exceed command goals and/or contain data that is outside the upper and lower control limits within the automated analysis.

1.10.3.4. (Added-AFRC) _AFIS.ZIP file. NOTE: the first digit is the OLVIMS site code.

1.10.4. (Added-AFRC) Advise HQ AFRC/LGTV of civilian and military vacancies by COB on or before the tenth duty day of the following months: January, April, July, and October.

1.10.5. (Added-AFRC) Transfer Tunner 60K file via FTP to WR/ALC and submit a statement of compliance to HQ AFRC/LGTV via email to arrive by COB on or before the fifth duty day of the month.

1.10.6. (Added-AFRC) Use the PowerPoint presentation to advise HQ AFRC/LGTV of vehicle status, analysis indicators, and civilian and military vacancies on or before the 10th of each month. Include a letter explaining areas that don't meet command goals and/or contain data that is outside the upper and lower control limits within the automated analysis.

1.11. Wartime Readiness. It is Air Force policy to have motor vehicles, manpower, tools, facilities, and shop equipment on hand to support the *USAF War and Mobilization Plan (WMP)*.

1.12. Serviceability Standards. Minimum serviceability standards (described in TO 36-1-23) ensure Air Force vehicles are maintained in safe and serviceable condition. Adhere to the following:

- Never compromise safety.
- Do not maintain vehicles in like-new condition.

Section 1B—Types of Maintenance

1.13. Base-Level Maintenance: Base-level maintenance includes both organizational and intermediate-levels of maintenance.

1.13.1. Vehicle users do Organizational Maintenance.

1.13.2. The base vehicle maintenance flight does Intermediate Maintenance, including major and minor repairs. Normally done in fixed shops, intermediate maintenance may also be done as mobile maintenance, and includes:

- Preventive maintenance and scheduled inspections.
- Repairing, fabricating, or replacing unserviceable components.
- Refinishing, modifying (as directed by technical order), repairing accessories and auxiliary equipment, and doing structural repair.
- Furnishing technical assistance to using organizations.

1.13.3. When repair exceeds the base capability, it may be done:

- By a local off-base contract.
- At a nearby Air Force base.(Comply with AFI 25-201, *Support Agreements*, if personnel adjustments are needed.)
- Under interservice support agreement at nearby military or other government shops.(The commanders concerned decide on cost and vehicle disposition matters.)

1.13.4. The Customer Service Center (CSC) work center usually receives all work coming into the maintenance shop. It inspects the vehicle, and debriefs the vehicle operator to determine repair requirements. In addition, the CSC performs:

- Minor maintenance as required.
- Quality inspections as prescribed by the VMM.
- Road tests as needed.

1.14. Mobile Maintenance. A service truck may be used to service or repair vehicles and equipment such as bulldozers or crawler-mounted cranes which cannot practically be brought to the vehicle maintenance shop. Users coordinate needs with vehicle maintenance.

1.15. Scheduled Maintenance. TO 00-20B-5 prescribes scheduled maintenance intervals which are used to establish a scheduled maintenance plan. Do not delay scheduled maintenance.

1.15. (AFRC) Accomplish annual inspections manually if maintenance control and analysis (MC&A) is unable to obtain retrieval by registration number by date. Adjust the annual inspection schedule according to the maintenance capability anticipated for any given month.

1.16. Preventive Maintenance. Include all vehicles in the preventive maintenance program for inspection, lubrication, tests, and repairs at predetermined scheduled maintenance intervals.

1.17. Depot-Level Maintenance. This level of maintenance provides technical aid (see TO 00-25-4) and overhaul of specific vehicles (see TO 36A-1-112). WR-ALC manages depot level maintenance for Air Force needs.

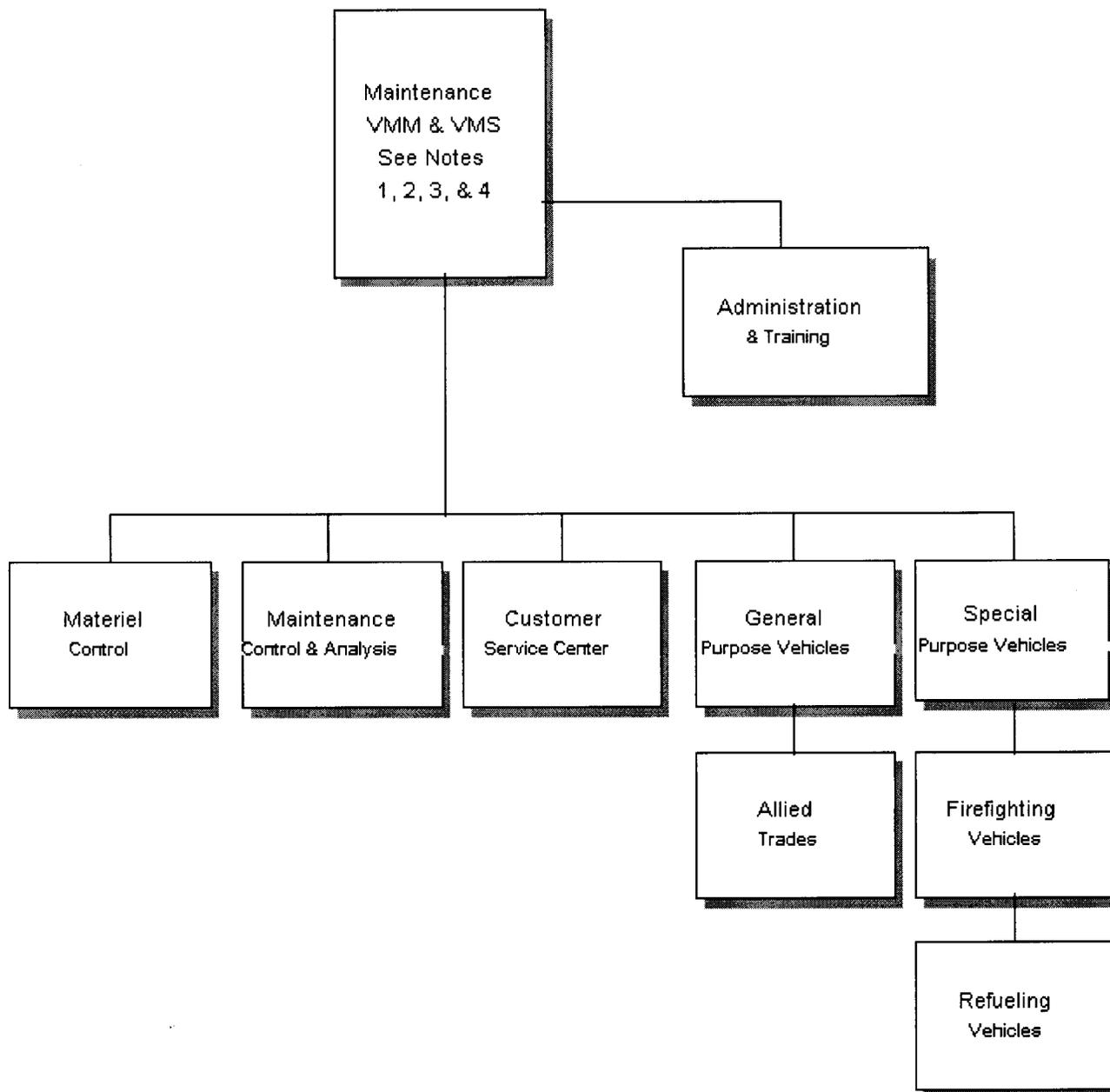
1.17. (AFRC) Submit long-range depot-level repair requirements to arrive at HQ AFRC/LGTV by 15 July each year. See T.O. 36-1-191 chapter 9.

Section 1C—Vehicle Maintenance Flight Organization

1.18. How We Organize Vehicle Maintenance. Organize the vehicle maintenance shop according to AFI 38-101, *Air Force Organizational Structures* (formerly AFR 26-2). Follow the guidance in AFI 38-101 if directed to contract vehicle maintenance. (See [figure 1.1](#) for a typical shop organization chart.)

1.19. Why We Have Work Centers. Set up work centers as focal points for the labor, parts, and tools needed to do the job. Decide the number of work centers by the mix of vehicles to be worked on and the location of shop buildings.

Figure 1.1. Sample Vehicle Maintenance Organization Chart.



NOTES:

- 1.Except where approved by HQ USAF/LGTV, consolidate all vehicle maintenance functions under the vehicle maintenance manager (VMM). *EXCEPTION:* Mobile units with organic maintenance capability.
- 2.The VMM typically establishes minor maintenance, lubrication, mobile maintenance, tire repair, and battery shop work centers.

3.The total number of work centers required depends on facilities, staffing and type of vehicles.

4.If needed, the VMM can place other work center supervisory responsibilities under MCA.

Chapter 2

RESPONSIBILITIES AND WHAT CAN AND CANNOT BE DONE

Section 2A—Vehicle Maintenance Responsibilities

2.1. HQ USAF/LGTV:

- Sets policy for maintaining vehicles and equipment.
- Facilitates MAJCOM programming and funding requests for vehicle shop plants.
- Manages personnel, training, and manpower matters for the career field.
- Analyzes, improves, and implements vehicle automated management systems.

2.2. Warner Robins Air Logistics Center WR-ALC/LV). WR-ALC/LV provides vehicle maintenance aid in wartime for Air Force forces worldwide when needs are beyond the MAJCOM capability. They implement procedures to meet spare parts and technical order shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations.

2.3. WR-ALC/LV Primary Responsibilities. WR-ALC is the prime air logistics center for:

- Supporting central logistics of registered vehicles and equipment.
- Implementing warranty policy and managing its result.
- Implementing manufacturer defect notification and measuring its impact.
- Managing depot level maintenance for Air Force vehicle needs

2.4. San Antonio Air Logistics Center (SA-ALC). SA-ALC provides the central logistics support of registered vehicle-type support equipment (W200 series management code).

2.5. MAJCOMs :

- 2.5.1. Develop supplemental guidance and plans for vehicle maintenance to support contingency operations in their specific theater of operation.
- 2.5.2. Equip and train their transportation units to fulfill their wartime vehicle mission requirements.
- 2.5.3. Program for manpower, facilities, shop equipment, technical manuals, and tools to support organizational and intermediate maintenance concepts for all vehicles committed to wartime missions.
- 2.5.4. See that enough spare parts are available to support contingency operations for a minimum of 30 calendar days. Specifically address spare parts support concept for both initial and follow-on parts support to the theater of operations. As required, supplement table 7.1, "Mission Critical Vehicle List" in AFMAN 24-307.
- 2.5.5. Manage WRM vehicle assets according to AFI 25-101, *War Reserve Materiel (WRM) Policy* (formerly AFR 400-24), as supplemented.
- 2.5.6. Request vehicle repair assistance, as necessary, from WR-ALC according to TO 00-25-115.

2.5.7. Assign overall primary responsibility for WRM vehicle management to a single office within the headquarters.

2.5.8. Establish minimum reporting requirements to identify on hand vehicle assets and to identify shortages, bad vehicle in-commission rates, and supply support problems.

2.5.9. Provide vehicle maintenance, and spare parts support for tenant forces identified in OPlans where MAJCOMs have host base responsibilities.

2.5.10. Support significant force structure change in mission additives during a contingency. The owning MAJCOM provides supplemental manpower, TMSK and MRSP spares, specialized equipment, and technical data for additive vehicles to the host base

2.6. Vehicle Maintenance Flight Responsibilities:

2.6.1. The vehicle maintenance flight provides maintenance for:

- All vehicles purchased with appropriated funds, bearing US Air Force registration numbers.
- Miscellaneous or nonregistered vehicles and equipment listed in the "Help Function" of OLVIMS which exceed a purchase price of \$10,000.

2.6.2. The vehicle maintenance flight may assist owning organizations with maintenance of:

- Miscellaneous or nonregistered vehicles and equipment listed in attachment to AFMAN 24-307 which cost less than \$10,000.
- Certain bits, pieces, or attachments to either registered or nonregistered vehicles and equipment.

2.7. Base Level and Deploying Activities:

2.7.1. Maintain WRM vehicles according to guidelines established in chapter 7, AFMAN 24-307, and related Air Force vehicle maintenance publications and technical orders, as supplemented by the MAJCOM.

2.7.2. Comply with TO 36-1-5, *Processing of Motor Vehicles for Storage and Shipment*, TO 36-1-23, *Serviceability Standards for USAF Vehicles*, and other shipping instructions directed by WR-ALC.

2.7.3. Develop local guidance, by MAJCOM direction, for vehicle maintenance wartime concept of operations.

2.7.4. Determine vehicles best suited for deployment based on parts availability, interchangeability, age, and ease of maintenance.

2.7.5. Become familiar with current DOC statement, OPlans, and base support plans.

2.7.6. Remain prepared to provide an intermediate maintenance capability to support wartime use of vehicular equipment when deployed to MOBs, COBs, FOLs, APOD/Es, and SAIs.

2.7.7. Deploy with enough skilled personnel and equipment resources to satisfy contingency wartime requirements at MOBs, COBs, FOLs, APOD/Es, and SAIs. See attachments in AFMAN 24-307 for lists of recommended vehicle maintenance equipment and shop tools for contingencies.

2.7.8. Provide follow-on spare parts support (following initial mobilization). Also provide spare parts assistance to the host MAJCOM to satisfy their command's vehicle-specific and peculiar spare parts requirements.

2.8. Using Organizations. The vehicle maintenance flight does not maintain everything on the base with wheels and an engine. Upkeep of certain miscellaneous items of ground support equipment (GSE) or vehicle attachments is the responsibility of the unit that owns or uses it. See the attachment, "maintenance responsibility—primary and assistance" in AFMAN 24-307 for maintenance responsibility on nonregistered vehicles and equipment. Using organizations are generally responsible for:

- Servicing of miscellaneous ground support equipment and attachments not maintained by the vehicle maintenance flight.
- Contracting out maintenance of nonregistered equipment and attachments not maintained by the vehicle maintenance flight. The owning or using activity budgets for and executes contract work on this equipment.
- Maintaining locally procured, vehicle-mounted equipment and attachments costing less than \$10,000 per item.
- Purchasing and replacing wire rope/cables on assigned vehicles. Vehicle maintenance may provide technical assistance as necessary.
- Performing organizational maintenance (operator maintenance) on all assigned vehicles and equipment.
- Reporting deficiencies on their vehicles which are maintained by the vehicle maintenance flight as soon as possible. In no case will deficiencies which compromise safety or which will lead to further damage be delayed. Otherwise, when the mission dictates, and with prior agreement between the VMM, supervisors of vehicle operators or the Vehicle Control Officer (VCO) may delay reporting minor deficiencies.

2.8.1. Additional, more specific user responsibilities:

- Fire truck users maintain and replace accessory fire fighting equipment such as power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first aid equipment, and portable lights or lighting systems.
- Medical personnel maintain and replace nonvehicular medical equipment such as life sustaining or support equipment, oxygen systems, and rescue and first aid equipment.
- Organizations assigned tracked vehicles procure and replace track shoes.
- Base fuels funds for and initially procures nozzles, connectors, and adapters required for fuel system equipment modifications other than TCTO compliance. They also repair and replace static ground reels.
- Base communications or contract maintenance (arranged for by the using organization) repairs two-way mission radio and intercom systems.

2.8.2. The Vehicle Control Program (VCP) is the unit's voice for the vehicle support it needs. Vehicle maintenance uses the VCP as POC to ensure it's providing the right degree of support.

2.8.3. Funding responsibility for spare tires, wheels, and tire chains is a MAJCOM option. If user-funding is selected, all new vehicles received with spare tires and jacks must have them turned over to the using activity. Mounting spare tires on wheels is the responsibility of vehicle maintenance.

2.8.3. (AFRC) Funding for spare tires is the responsibility of the using organization.

2.9. The Civil Engineering Squadron: See AFMAN 24-307 for details on vehicle related responsibilities. At a minimum, the base civil engineer:

- Funds for, and maintains real and non-real property equipment assigned on the Civil Engineering Equipment Authorization Inventory Data (EAID) and tenant equipment assigned to civil engineering according to AFI 25-201 agreements. This includes mobile (wheeled or skid-mounted) engine-driven utility-type generator sets, pumps, air compressors, liquid gas generators, house and office trailers, and so forth, to which USAF/AFEMS vehicle registration numbers have not been assigned.
- Stores and inspects seasonal equipment not in possession of vehicle maintenance every month during off-season months, using the proper AF Form 1800, **Operator's Inspection Guide and Trouble Report**. Operationally check motorized equipment during this inspection.

2.10. Host-Tenant Relationships. Host-tenant agreements spell out responsibilities of the host and tenant. The host base VMM assigns the priorities and services detailed in the agreement. See AFI 25-201 for details on development of host-tenant agreements, AFI 65-601V1, *USAF Budget Policy Procedures* (formerly AFR 172-1V1 and AFR 172-8), for budget and reimbursement guidance, and AFMAN 24-307 for detailed maintenance flight procedures and guidance.

Section 2B—What Can and Cannot Be Done

2.11. What the Vehicle Maintenance Flight Must Not Do:

2.11.1. Do not service, repair, or garage the following vehicles in an Air Force appropriated fund facility:

- Vehicles disposed of as uneconomically repairable, and transferred to the Defense Reutilization and Marketing Office (DRMO). *EXCEPTION:* Civil Air Patrol vehicles as outlined in AFI 36-5001, *Support for Civil Air Patrol* (formerly AFR 46-6).
- Privately owned or nonappropriated fund (NAF) motor vehicles. *EXCEPTION:* National Forest Service vehicles.

2.11.2. Do not use government owned tools, equipment, or supplies purchased from appropriated funds to service or repair NAF or private vehicles. *EXCEPTION:* Those authorized by HQ USAF/LGTV.

2.11.3. Do not park privately owned motor vehicles in the vehicle maintenance compound. *EXCEPTION:* Written approval of the transportation commander.

2.12. What the Vehicle Maintenance Flight May Do—Cannibalization, Reclamation, Redistribution, and Modification. The VMM controls:

2.12.1. Cannibalization of components from active fleet vehicles when the deadline of a recipient-vehicle seriously affects the user's mission; cannibalization from vehicles pending disposition only after coordinating with the MAJCOM or WR-ALC.

2.12.2. Reclaiming components or complete vehicles only to meet mission needs, and only with concurrence of the MAJCOM or WR-ALC. Rules for withdrawing vehicles from DRMO are in AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1, volume II, part two).

2.12.3. Vehicle redistribution rules, restrictions, and guidance is provided in TO 00-25-249 and AFMAN 24-307.

2.12.4. Modify vehicles in accordance with AFR 57-4 (Air Force policy on modifications for multiple commodities and systems) and AFMAN 24-307 (specific rules for vehicle modifications).

NOTE: Adding special equipment to meet an operational need if the vehicle is still used for its original purpose is not a modification. Installing a commercial optional part or accessory that serves the same need as the original item (but does not alter the basic vehicle) is neither a modification nor a configuration change.

2.13. Modification Policy. Bases must get MAJCOM approval before modifying controlled vehicles. MAJCOMs must get approval for such modification from the prime Air Logistics Center (WR-ALC for REMS reportable vehicles or SA-ALC for support equipment). Controlled vehicles are:

- Aircraft and ground support equipment tow tractors.
- Major crash fire rescue vehicles
- 463L Materials handling equipment
- Aircraft refuelers
- Compressed gas servicing equipment
- Special aircraft and missile cranes
- Personnel lifting mechanisms on high reach trucks or cranes
- M-Series tactical vehicles
- Support equipment in the W-series USAF management codes
- Munitions materials handling equipment

2.13.1. The prime ALC reviews proposals for modification to determine acceptability and whether or not the modification can be made by intermediate maintenance, depot maintenance, or by other means.

2.14. What the Vehicle Maintenance Flight Must Do:

2.14.1. Schedule work according to base-established priorities. Minimum essential levels (MELs) govern the number of vehicles, by type, that can be in the shop at one time without seriously affecting the user's mission and aid in establishing work priorities for day to day operations.

2.14.2. Field organizations and commands propose MEEP projects to help solve maintenance problems or save resources. (See AFI 24-305 and AFMAN 24-307).

2.14.3. Prepare seasonal equipment for use at the start of the operating season. Any local procedures must comply with MAJCOM guidance.

2.14.4. Prepare vehicles for the right level of storage in the correct way as prescribed by TO 36-1-5.

2.14.5. Use warranty services and execute defect reporting as prescribed in TO 36-1-42 and TO 00-35D-54.

2.14.6. Allow the use of AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card** (operator permits) for "maintenance use only" for the category of vehicles the mechanic main-

tains. Use these permits for moving a vehicle (with an open work order) within a work site, to or from remote maintenance facilities, for system run-up and diagnostic tests, and for road tests on approved routes.

2.14.7. Record operating and maintenance (O&M) data on Air Force vehicles used by contractors. Report fleet data to the support base.

2.14.8. Paint and mark vehicles following guidance in TO 36-1-3.

2.14.9. Use TO 00-25-249, Section IV to determine the logistic supportability of obsolete vehicles. Perform a limited technical inspection and make a repair decision when logistics supportability is in question.

2.14.10. Promote safety, occupational health, and fire prevention. Refer to AFI 91-202, *The USAF Mishap Prevention Program*, for vehicle maintenance safety standards, practices, and procedures. Maintain an AF Form 55, **Employee Safety and Health Record**, for all personnel as required by AFI 91-302, *Air Force Occupational Safety, Fire Prevention and Health Program*. As a minimum, the VMM:

- Schedules meetings to discuss safety and hazards.
- Ensures surveys of shop noise levels, lighting, fumes, and exhaust extraction systems are performed by the Base Bioenvironmental Engineering Section at least annually as required by regulation, or whenever a major change in shop operations occurs that creates a hazardous condition.
- Ensures at least two persons are in the work center when repairing vehicles. When repairs are required after duty hours, a qualified vehicle operator for the type of vehicle being repaired satisfies the two-person requirement when the mechanic is a five skill level or higher.

2.14.11. Demand environmental pollution control compliance. In every aspect, the vehicle maintenance flight complies with policies, standards, and responsibilities for environmental pollution control, as set by AFI 32-7040, *Air Quality Compliance*, AFI 32-7080, *Pollution Prevention Program*, and AFI 32-7106, *Environmental Compliance Assessment and Management Program*. Specifically, for vehicles, the VMM ensures that:

- A program of regularly scheduled diagnostic tests exists and is followed to ensure all engines comply with manufacturer specifications.
- Technical directives for vehicle emission control devices are available and observed, so that these devices are maintained according to manufacturer recommendations, and state, local, and host nation laws.
- Statutes and Rulings on Clean Air Act and Amendments (CAA and CAAA) are instituted in shop practices, and monitored for compliance on a regular basis. For example: Only certified equipment operated by certified mechanics is used to service motor vehicle air conditioning (MVAC) systems; where so implemented, comply with state Inspection and Maintenance (I/M) programs for emission testing and certification; and, as appropriate, comply with the urban bus retrofit or rebuild program.
- Waste oils and other hazardous materials are managed and disposed of in an appropriate manner.

2.15. Productivity Measurement: Congressional guidance to implement productivity enhancements for all federal activities exists. The Office of Assistant Secretary of Defense (OASD) issues guidance to mea-

sure and monitor productivity within vehicle maintenance activities. See AFMAN 24-307 for guidance and implementing procedures

2.16. Vehicle Discrepancies. Use the following procedures and cautions to record discrepancies and delay maintenance:

2.16.1. Vehicle operators record maintenance discrepancies as they perform weekly or daily inspections. Operators record discrepancies in the *Vehicle/Equipment Discrepancy and Maintenance Report* section of the proper AF 1800, **Operator's Inspection Guide and Trouble Report**, to be reported to maintenance.

2.16.2. Operators do not delay discrepancy reporting on systems or devices, adversely affecting the safety of personnel or the operation of equipment. Do not delay reporting on maintenance reporting, nor let the vehicle or equipment item continue in service, for the discrepancies listed below.

- Tires
- Brakes
- Steering mechanisms
- Operating levers controlling power transmission, hoisting, dumping, and tripping devices.
- Warning lights such as turn signals, brake lights, emergency, and rotating flashers.
- Headlights, reflectors, and clearance lights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).
- Windshield wipers and defrosters (when weather conditions require them to be operated).
- Other similar safety and warning equipment and devices peculiar to special purpose units.

2.16.3. Using organizations ensure that delayed discrepancies do not affect the vehicle's safety or mission.

2.17. Transient Vehicles and Equipment Maintenance. Give transient vehicles maintenance priority according to their mission or circumstance, regardless of whether vehicle maintenance is done in-house or by contract.

JOHN M. NOWAK,, Lt General, USAF
DCS/Logistics

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

The following publications contain specific instructions that are frequently used to establish and operate an Air Force vehicle maintenance shop: (Not all documents must be on hand; however, if publications are not in the shop file, they should be readily accessible.)

Air Force Policy Directive

AFPD 24-3 Operation, Maintenance, and Use of Transportation Vehicles and Equipment

Air Force Catalog

AFCAT 36-2223 Formal Schools Catalog (Policy, Responsibilities, General Procedures, and Course Announcements)

Air Force Instructions

AFI 24-301 Vehicle Operations

AFI 24-303 Command/Air Force Vehicle Integrated Management System (CAFVIMS) and Consolidated Analysis and Reporting System (CARS)

AFI 24-305 Procedures for the Management and Equipment Evaluation Program (MEEP)

AFI 32-7040 Air Quality Compliance

AFI 32-7080 Pollution Prevention Program

AFI 32-7106 Environmental Compliance Assessment and Management Program.

AFI 36-2202 Developing Military Training Programs

AFI 91-202 The USAF Mishap Prevention Program

AFI 91-302 Air Force Occupational Safety, Fire Prevention and Health Program

AFI 65-601V1 USAF Budget Policy and Procedures

AFM 77-320 On-Line Vehicle Interactive Management System

AFMAN 23-110 USAF Supply Manual (formerly AFM 67-1)

Vol II, Part XIII Standard Base Supply Customer's Guide

AFMAN 24-306 Manual for the Wheeled Vehicle Driver

AFMAN 24-307 Procedures for Vehicle Maintenance Management

AFR 177-111 Reports of Survey for Air Force Property

Technical Orders

00-5-1 Air Force Technical Order System

00-20B-5 USAF Motor Vehicle and Vehicular Equipment Inspection

00-25-115 AFMC Maintenance Engineering Management Assignments

00-25-246 Selection, Inspection, Service, and Control of Motor Vehicle Tires

00-25-249 Maximum Repair Allowance, Replacement Codes, and Priority Buy Program for USAF Vehicles

00-35D-54 Materiel Deficiency Reporting and Investigating System

36-1-3 Painting, Marking, and Lighting Requirements for USAF Vehicles

36-1-5 Processing of Motor Vehicles for Storage and Shipment

36-1-23 Serviceability Standards for USAF Vehicles

36-1-42 Policies Governing Warranty and Deficiency Reporting Procedures for Air Force Vehicles

36A-1-112 Intermediate and Depot Repair of USAF Vehicles and Vehicle Components

Abbreviations and Acronyms

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

APOD/E—Aerial Port of Debarkation/Embarkation

ARC—Air Reserve Components

ALC—Air Logistics Center

AV—Audio-Visual

CFETP—Career Field Education and Training Plan

COB, COBs—Collocated Operating Base, Bases

COPARS—Contractor-Operated Parts Store

CSC—Customer Service Center

DOC—Design Operational Capability

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

DRU—Direct Reporting Unit

EAID—Equipment Authorization Inventory Data

FOA—Field Operating Agency

FOL, FOLs—Forward Operating Location, Locations

GSE—Ground Support Equipment

MAJCOM—Major Command

MC—Materiel Control

MCA—Maintenance Control and Analysis

MEEP—Management And Equipment Evaluation Program

MOB, MOBs—Main Operating Base, Bases

MOI—Maintenance Operating Instruction

MRSP—Mobility Readiness Spares Package

NAF—Nonappropriated Funds

OJT—On-The-Job Training

OLVIMS—On-Line Vehicle Interactive Management System

PME—Precision Measuring Equipment

PME—Professional Military Education

PMS—Pipeline Management System

REMS—Registered Equipment Management System

SA-ALC—San Antonio Air Logistics Center

SAI, SAIs—Sea And Air Interface, Interfaces

TCTO—Time Compliance Technical Order

TMSK—Temporary Mission Support Kit

TO—Technical Order

VCP—Vehicle Control Program

VDM—Vehicle Deadlined For Maintenance

VDP—Vehicle Deadlined For Parts

VIC—Vehicle In-Commission

VIWG—Vehicle Improvement Working Group

VMM—Vehicle Maintenance Manager

VOC—Vehicle Out-Of-Commission

WR-ALC—Warner Robins Air Logistics Center

WRM—War Reserve Material

Terms

Accessory—A part or assembly attached to or installed in a vehicle or piece of equipment; it is not essential to the operation or safety of the end item.

Accident Repairs—Repairs required as a result of collision.(In some instances, damage can be categorized as vehicle abuse or incident.)

Activity—A unit physically in existence, with personnel assigned.

Bench Stock—A stock of fast-moving, parts and materials kept in the working area to speed vehicle repair. The stock does not normally exceed a 30-day supply.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Contractor Operated Parts Store (COPARS)—A source of automotive parts operated by a commercial vendor, normally located in the vehicle maintenance shop.

Deficiency—A condition which prevents a vehicle from meeting its designed operational requirements.

End Item—A final combination of end products, component parts, or materials which is ready for its intended use, e.g., ship, tank, mobile machine shop, aircraft.[For our use, a vehicle.]

Equipment—In logistics, all nonexpendable items needed to outfit or equip and individual or organization.

Host—The major commander having jurisdiction over land and other real estate that provides tenants with facilities or services; also, an organization designated by the major command or by HQ USAF to furnish support.(Reference AFR 11-4).

Incident Damage—Damage occurring despite all reasonable precautions having been taken.

Limited Technical Inspection (LTI)—An inspection using AFTO Form 91, **Limited Technical Inspection Motor Vehicle** to determine the current condition of a vehicle or equipment item.(Reference TO 00-20B-5).

Maintenance—All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, cannibalizing, and reclaiming parts, accessories, and end items. This maintenance includes organizational, intermediate, and depot maintenance, plus the following:

- 1.*Commercial Repair*--Maintenance of vehicles or equipment accomplished by contract with an approved commercial organization on either a one-time or a continuing basis.
- 2.*Delayed Maintenance*--Maintenance that can be delayed without damage to the vehicle or a compromise of safety.
- 3.*Interservice Maintenance*--(other government agencies).Maintenance performed by one government agency for another.
- 4.*Intraservice Maintenance*--Maintenance performed by one organization, base, or station for another within the same governmental department or agency.
- 5.*Mobile Service or Repair*--Service or repair performed away from the vehicle maintenance shop by a mobile maintenance unit equipped and staffed to provide this support.
- 6.*Preventive Maintenance*--The care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.
- 7.*Recurring Maintenance*--Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control, or material failure.

8. *Scheduled Maintenance*--Periodic prescribed inspections or servicing of equipment, accomplished on a calendar, mileage, or hours-of-operation basis.
9. *Unauthorized Maintenance*--Repair or service on civilian or nonappropriated fund vehicles; recurring repair or service on non-Air Force vehicles, except as covered by valid interservice agreements or contract provisions; or repair on an uneconomically repairable vehicle without proper approval.
10. *Unscheduled Maintenance*--Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

Management—A process of establishing and attaining objectives to carry out responsibilities. Management consists of those continuing actions of planning, organizing, directing, coordinating, controlling, and evaluating the use of people, money, materials, and facilities to accomplish missions and tasks. Management is inherent in command, but it does not include as extensive authority and responsibility as command.

Management and Equipment Evaluation Program (MEEP)—A program established to evaluate and study new concepts, procedures, techniques, vehicles, and shop equipment.(See AFI 24-305).

Materiel or Quality Deficiency Report (MDR)—A report of material failure, equipment malfunction, design deficiency, unsafe, or otherwise unsatisfactory condition.(See TOs 00-35D-54 and 36-1-42.)

Modification—A change in the configuration or functional characteristics of a system or item of equipment.

Motor Vehicle—Any item of equipment mounted on wheels, or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Registered Vehicle—A vehicle assigned a USAF registration number.

Obsolete Vehicle—A vehicle that because of age or design can no longer be supported and is declared obsolete by the item manager.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

Requirement—A need or demand for personnel, equipment, supplies, facilities, or services expressed in specific quantities for specific periods and time.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation, and maintenance of equipment.[Services provided to Air Force activities' vehicles and equipment by the support air logistics center or the mobility service offices (MSO), on a reimbursable basis.(Reference TOs 00-25-107 and 00-25-122.)]

Technical Order—An Air Force publication that gives specific technical direction and information for inspection, storage, operation, modification, and maintenance of Air Force motor vehicles.

Technical Order Compliance (TOC)—An inspection, calibration, test, or modification to improve vehicle safety or serviceability.

Tenant (on base or a supported installation)—Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host command or that occupies real property under its own jurisdiction but requires support from another Air Force installation in the same locality. A

tenant may belong to the same command as the host organization.

Time Compliance Technical Order (TCTO)—An authorization directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Transient Vehicle—A vehicle belonging to an Air Force activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

USAF Management Code—A code assigned to a vehicle for identification purposes.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—VCP is the management control function established for those base activities with assigned vehicles on recurring dispatch.(Reference AFI 24-301, and AFI 24-206.)

Vehicle Deadlined for Maintenance (VDM)—A vehicle placed in an outofcommission status for maintenance.

Vehicle Deadlined for Parts (VDP)—A vehicle placed in an outofcommission status due to the nonavailability of parts.

Vehicle In-Commission (VIC)—The total time a vehicle is available to the user.

Vehicle Maintenance Manager (VMM)—Individual charged with managing and directing the vehicle maintenance activity.

Vehicle Out-of-Commission (VOC)—The total time a vehicle is outofcommission for maintenance and parts (VDM plus VDP).

Warranty—A contractor guarantee against defective parts or workmanship for a specified period of time. (Reference TO 36-1-42).

Work Center—A separate section within vehicle maintenance that performs service, repair, administrative, or support functions.

Work Order—A specific or blanket authorization to perform certain work.