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(SMS Wynnette L. Nwaokolo)
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The OPR for this supplement is HQ AFRC/LGTV (SMS Wynnette L. Nwaokolo). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 24-307, 6 August 2001. This AFMAN 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 revision removes the *Note* (paragraph **1.16.2.**); revises the "remarks" block on the AFTO Form 91 (paragraph **1.39.18.**); adds contractor-operated vehicle maintenance functions requirements (paragraph **1.45.**); adds a paragraph with the chapter title (paragraph **6.6.**); requires the submission to HQ AFRC/LGTV and the applicable NAF/LGT the summary of analysis products by COB on the tenth duty day of each month (paragraph **2.22.**); adds guidance to locate a source when repairs exceed local capability (paragraph **7.9.**); and renumbers previous attachment 11 (**Attachment 12 (Added)**). A bar (|) indicates revisions from the previous edition.

1.11.1. Obtain written approval from HQ AFRC/LGTV to retain vehicles for the purposes of parts reclamation or training.

1.16.2. AFRC Fleet vehicle in commission (VIC) goal is 90% with 5% vehicle down for maintenance (VDM) and 5% vehicle down for parts (VDP).

1.39.18. Enter the overall vehicle condition to state Excellent, Good, Fair or Bad and repair feasibility (recommendations) in the "remarks" block of AFTO Form 91

1.39.28. Authority to exceed the one-time repair cost is delegated to AFRC base commanders and tenant unit senior commanders when a replacement vehicle is not available and evaluation of the mission requirements dictate restoring vehicle serviceability, and the repair is the first major repair after the vehi-

cle has reached an uneconomical repair status. Indicate approval by signing/dating the AF Form 1823, **Vehicle and Equipment Work Order**. All additional repairs must be approved by HQ AFRC/LGT. The work order must be kept on file in the permanent record section of the historical jacket.

1.45. **Contract-Operated Base (Support Services)**. Contractor-operated vehicle maintenance functions will meet all requirements in the PWS. Contractors have the same responsibility to maintain OLVIMS reporting integrity, as do in-house operations. This responsibility includes, but not limited to; the accurate documentation of labor hours, labor costs, parts cost; vehicle in-commission reporting, delayed backlog hours; and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from OLVIMS data collection and reporting procedures require HQ AFRC/LGTV written approval.

2.2.25.3. Transfer Tunner 60K file to WR/ALC and submit a statement of compliance to HQ AFRC along with the monthly files via email to arrive at HQ AFRC/LGTV by COB on or before the fifth duty day of the month.

2.2.27.1. Submit quarterly files ?RAQ6T.DA1 (? = site code) via e-mail to arrive at HQ AFRC/LGTV by COB on or before the tenth duty day of the month.

2.14. **Vehicle Abuse Repairs**. AFRC bases/units will establish local procedures for reporting suspected vehicle abuse actions. Payment of repairs will be based on the findings of the alleged abuse investigation.

2.17.1. 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%). However, Quality Assurance Evaluators or appropriate authority will initiate corrective action to ensure contracted vehicle maintenance VIC goals are maintained equal to or greater than AFRC goals.

2.22. **Specific Performance Indicators**. Units will submit a summary of the analysis products by e-mail with AFRC goals and include a thorough, written analysis of each indicator not met. Forward the report by COB on or before the tenth duty day of each month using the sample reports in Attachment 11 (**Table A12.1. (Added)**, **Table A12.2. (Added)**, **Figure A12.1. (Added)**, **Table A12.3. (Added)**, **Figure A12.2. (Added)** and **Figure A12.3. (Added)**) to HQ AFRC/LGTV and the applicable NAF/LGT.

6.6. **Vehicle and Equipment Records** : For all AFRC Maintenance Control and Analysis Functions whose units are under (and have undergone but remained in-house) the A-76 Cost Comparison Study, the work orders, AF Form 1823, and other documents used for the collection of workload and other PWS data are retained for 12 months. For contractor operated bases, data is retained for the duration of the contract. This guidance supplements Table 6.1, rule 1, column D.

6.12.1. Document operator's inspection of vehicles (other than fire trucks, refuelers, and 463L equipment), on the appropriate AF Form 1800 on the first day of each week the vehicle is used. This inspection frequency may be increased according to requirements in the vehicle's operations manual, multiple shifts, PWS, or local driving conditions.

6.31. **General Information**. Use of the AF Form 1829, **Refueling Equipment Inspection Data Record**, is mandatory.

6.33. **General Information**. Use of the AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is mandatory

7.9. **Repairs Which Exceed Local Capability:** If required repairs exceed local capability, contact HQ AFRC/LGTV (electronically when possible) for assistance on locating a source of repair and guidance for reporting vehicle status.

Attachment 12 (Added)

FLEET/MANPOWER STATUS

Table A12.1. (Added) Sample Special Purpose VDP/VDM.

| VEHICLE FLEET STATUS | | | |
|-------------------------|-------------------|---------------------|---------------------|
| VEHICLE GROUP | ASSIGNED VEHICLES | AUTHORIZED VEHICLES | VEHICLE EQUIVALENTS |
| GENERAL PURPOSE | 128 | 132 | 195.7 |
| SPECIAL PURPOSE | 48 | 52 | 202.1 |
| BASE MAINTENANCE | 53 | 46 | 191.1 |
| MATERIAL HANDLING | 27 | 28 | 132.2 |
| REGISTERED VEHICLES | 256 | 258 | 721.1 |
| NON-REGISTERED VEHICLES | 27 | --- | 15.7 |
| TOTAL FLEET | 283 | --- | 736.8 |

Table A12.2. (Added) Sample Replacement Code Status.

| REPLACEMENT CODE STATUS | | | | |
|-------------------------|--------------------|------|------|------------------------------------|
| REPLACE- MENT CODE | NUMBER VEHICLES | % | % | |
| A | | | 22.7 | A T H R U J |
| B | | | | |
| C | | | | |
| D | | | | |
| G | 2 | 0.8 | | |
| H | 55 | 21.5 | | |
| J | 1 | 0.4 | | |
| K | | | 4.7 | K THRU M |
| L | 12 | 4.7 | | |
| M | | | | |

| REPLACEMENT CODE STATUS | | | | |
|-------------------------|--------------------|------|------|------------------------------------|
| REPLACE- MENT CODE | NUMBER VEHICLES | % | % | |
| N | 1 | 0.4 | 72.6 | N T H R U U |
| P | 15 | 5.8 | | |
| Q | 1 | 0.4 | | |
| R | 42 | 16.4 | | |
| S | 1 | 0.4 | | |
| T | 89 | 34.8 | | |
| U | 37 | 14.4 | | |
| TOTAL | 256 | N/A | N/A | |

Table A12.3. (Added) Manpower Status.

Give complete status of all active (civilian or military) and Reserve Forces assigned to the base transportation unit (Veh Maint., Veh Ops., Traffic Mgt.).

| Active Force | | (All Trans Personnel) |
|---------------|-------|-----------------------|
| AFSC | GRADE | AUTH/ASGN |
| Reserve Force | | (All Trans Personnel) |
| AFSC | GRADE | AUTH/ASGN |

Figure A12.1. (Added) Sample Special Purpose VDP/VDM.

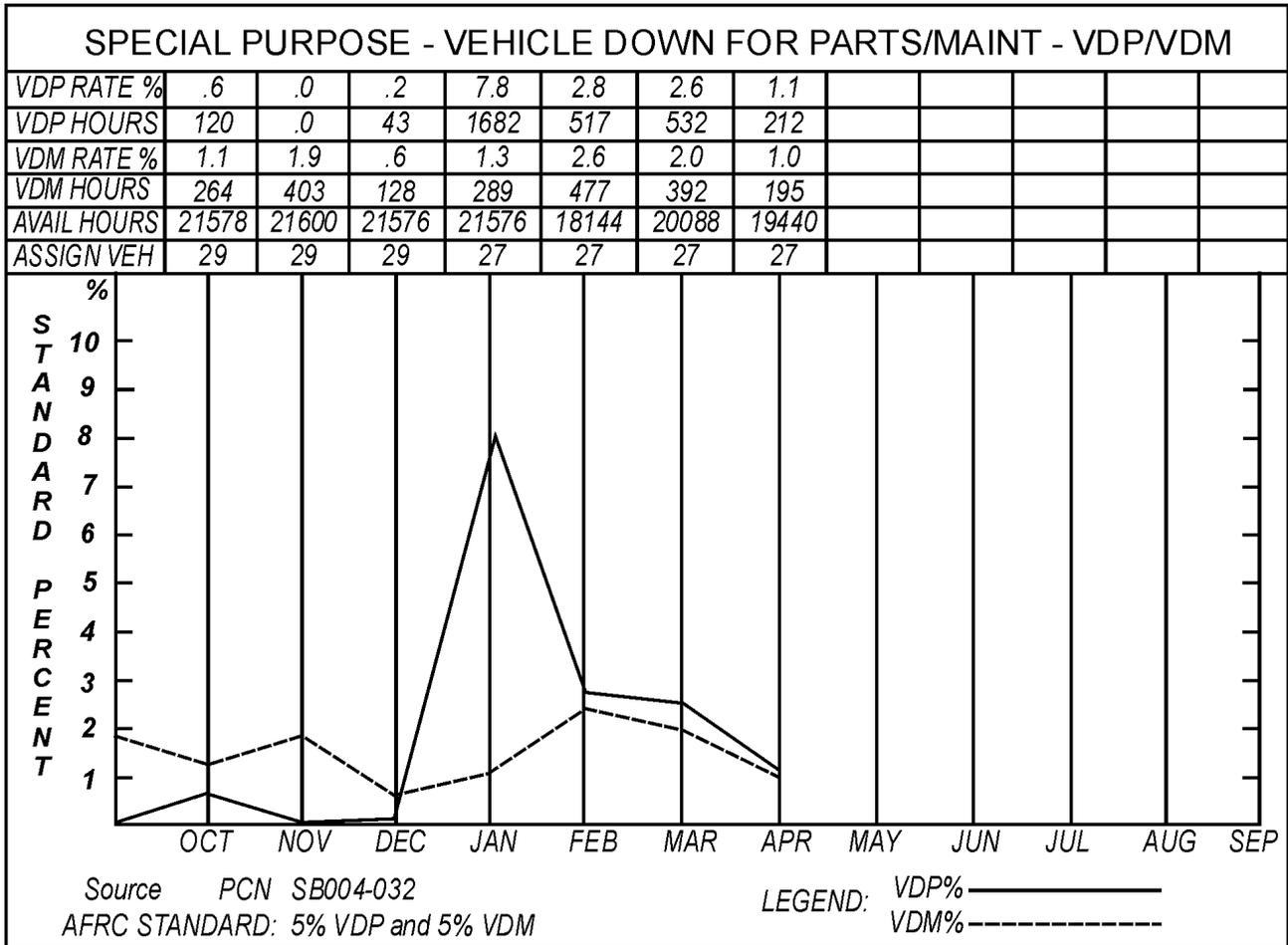


Figure A12.2. (Added) Sample Total Fleet VOC.

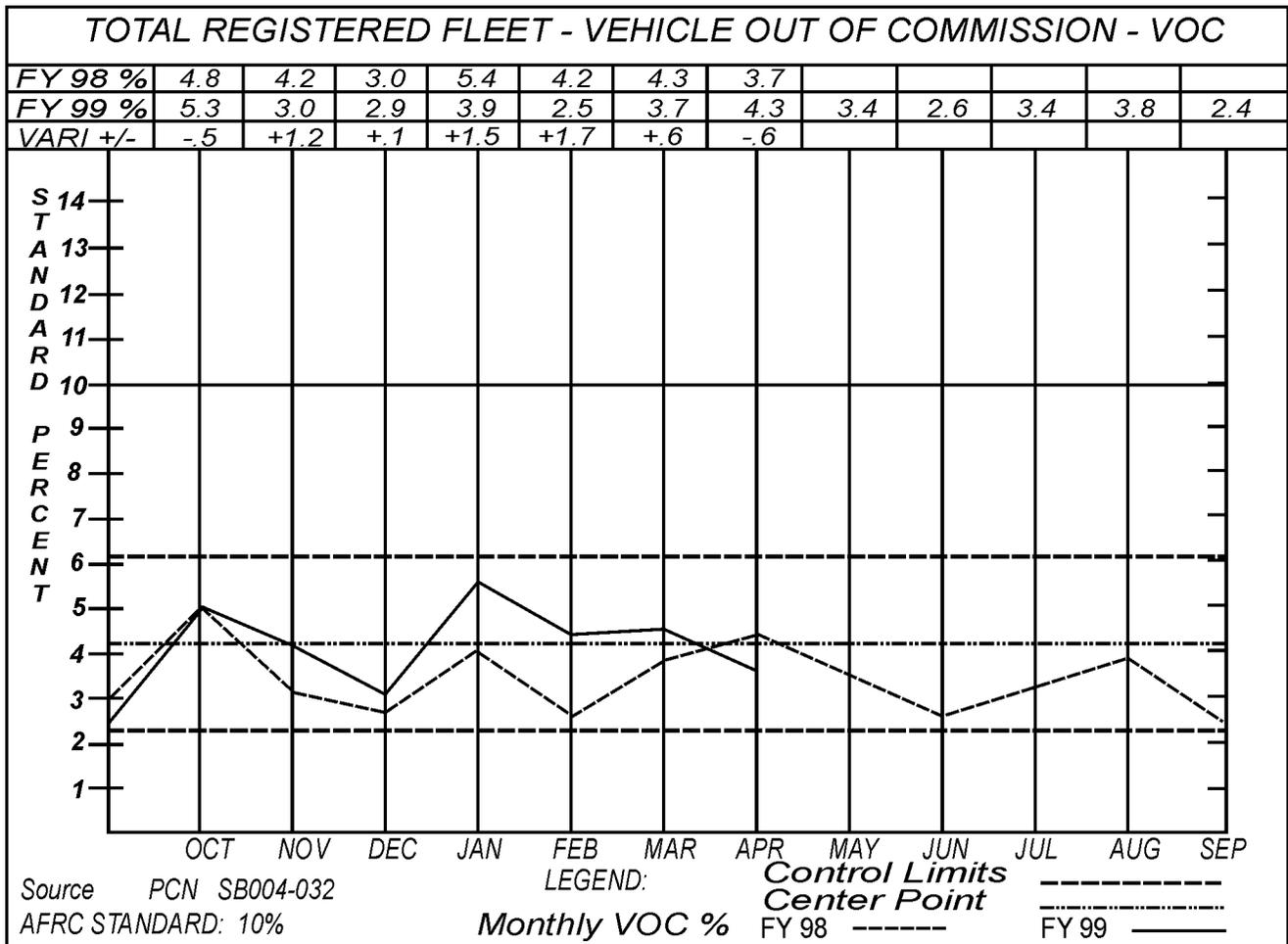
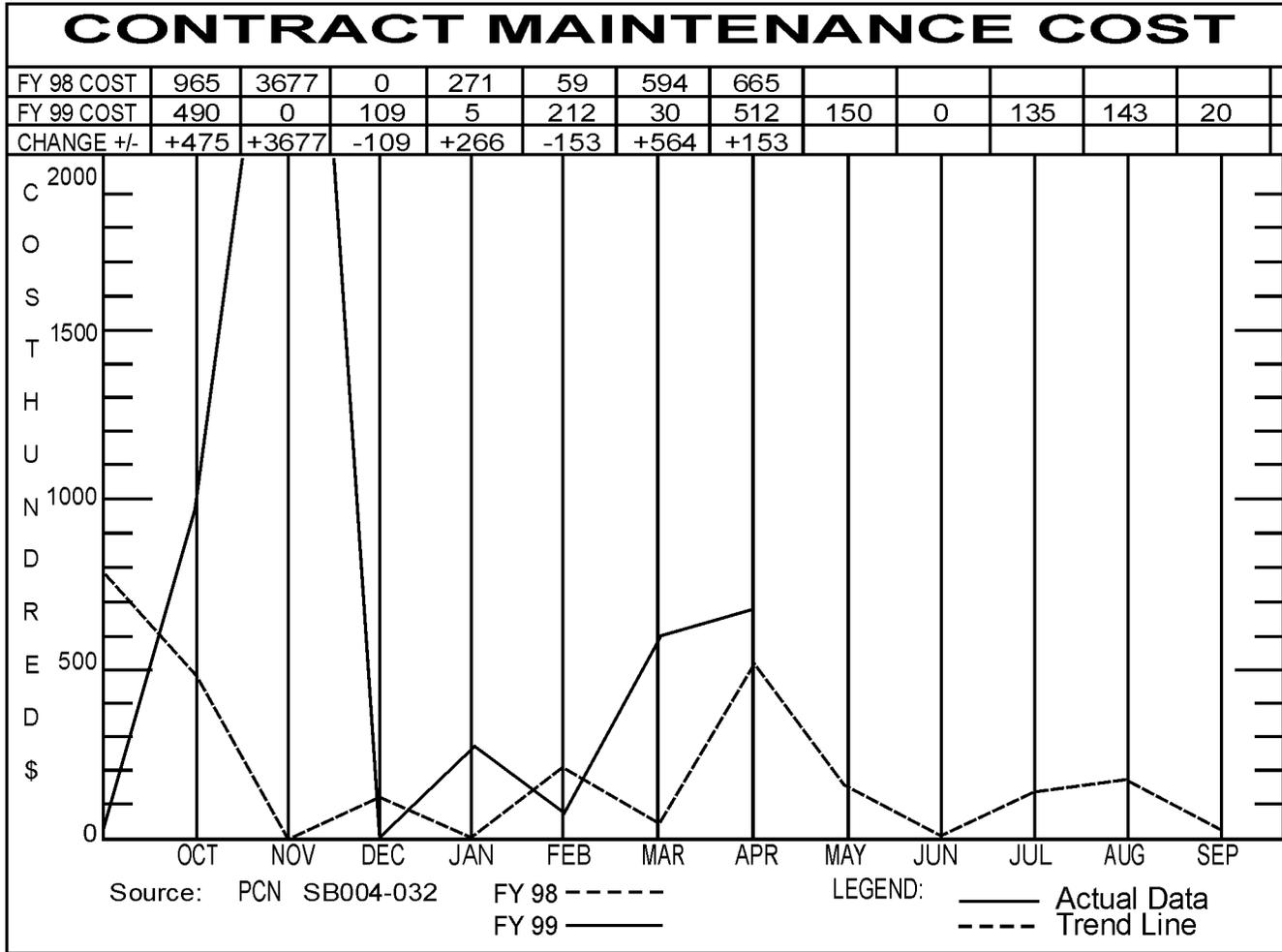


Figure A12.3. (Added) Sample Contract Maintenance Cost.



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 Commander