

9 AUGUST 2001



Transportation

**MANAGEMENT AND OPERATION OF AIR
FORCE RECRUITING SERVICE MOTOR
VEHICLES**

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 provides requirements and guidance for Air Force Recruiting Service (AFRS) personnel responsible for the management and operation of motor vehicles assigned to Recruiting Service and provided by General Services Administration (GSA). Failure to observe prohibitions and mandatory provisions of this directive in paragraph 18 by an Air Force member subject to the UCMJ is chargeable under Article 92 (1), Uniform Code of Military Justice (UCMJ). Violation of this prohibition by a Department of the Air Force civilian employee subjects such employee to disciplinary action according to AFI 36-704, *Discipline and Adverse Actions*. See **Attachment 1** for a glossary of references and supporting information.

This publication does not apply to Air National Guard and Air Force Reserve Command units. 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).

Section A—General Requirements and Responsibilities

1. Use of Government-Owned or -Leased Vehicles. These vehicles will be used only for official purposes; they will not be used for private business, personal social engagements, or personal convenience. Justification for use or assignment of vehicles will not be based solely on custom, grade, or prestige. Approval of the Secretary of the Air Force is required to assign a government-owned or -leased vehicle for full-time or exclusive use of an individual.

2. Supplements. HQ AFRS/RSSLL must approve supplements to this instruction before they are published. Groups and squadrons will send a copy of their proposed supplement to HQ AFRS/RSSLL.

3. Responsibilities:

3.1. Vehicle Control Officers (VCO) and Assistant VCOs. Group RSSL and squadron support flight commanders are appointed as VCOs. Logistics NCOs, flight supervisors, and program managers are designated assistant vehicle control officers. VCOs and their assistants will:

- 3.1.1. Maintain a current copy of AFI 24-301, *Vehicle Operations*, and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.
- 3.1.2. Ensure only qualified and licensed drivers are allowed to operate government-owned or -leased vehicles.
- 3.1.3. Ensure all operators attend a Course II Local Conditions Course in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*.
- 3.1.4. Ensure all vehicle accidents are investigated according to AFMAN 23-220, *Reports of Survey for Air Force Property*, and AFI 91-204, *Safety Investigations and Reports*.
- 3.1.5. Notify the commander of operators who fail to properly use, maintain, or secure government-owned or government-leased vehicles.
- 3.1.6. Spot-check the cleanliness, condition, and appearance of vehicles and take corrective action when they fail to meet standards.
- 3.1.7. Ensure scheduled vehicle maintenance is completed according to GSA instructions.
- 3.1.8. Prevent vehicle misuse, abuse, and damage.
- 3.1.9. Maintain liaison with the support base transportation officer as required.
- 3.1.10. Ensure optimum use of assigned vehicles.
- 3.1.11. Ensure each vehicle operator knows a weekly vehicle inspection is required (paragraph **15.1.8**).
- 3.1.12. Ensure all operators are briefed on Section 1344 of Title 31, *United States Code*, during initial inprocessing and annually thereafter (paragraph **13**). This briefing will also include vehicle use restrictions and parking requirements prescribed in paragraphs **10**, **11**, **12**, and **18** of this instruction. Document this briefing.
- 3.1.13. Ensure all vehicle operators certify they have read and understand the *GSA Vehicle Operator's Guide*, and accident and incident reporting procedures. (See paragraph **19** of this instruction.)
- 3.1.14. Ensure flight supervisors know they are required to inspect all GSA vehicles within their flight at least quarterly (paragraph **15.2**).
- 3.1.15. Ensure vehicle operators certify they have a valid state operator's license. Certify this during inprocessing and annually thereafter. The certification will be maintained in the logistics branch.
- 3.1.16. During inprocessing and annually thereafter, brief vehicle operators on their liability for the loss, damage, or destruction of government property caused by their negligence, willful misconduct, or deliberate unauthorized use (AFMAN 23-220). Ensure they understand they can be assessed under a Report of Survey as a result of a GSA vehicle accident. Inform them that insurance policy riders are available through some private automobile insurers. The decision to pur-

chase a policy rider is up to each individual; be sure they have the facts on which to base their decision. Document this briefing.

3.2. Vehicle Operators. Vehicle operators are responsible for all safety actions and for ensuring proper mechanical condition of the vehicle, vehicle cleanliness, and preventive maintenance. Detailed responsibilities are in [Section C](#).

4. Bulk Purchase of Tickets and Tokens:

4.1. Group and squadron VCOs may bulk purchase vehicle tickets and tokens for bridge, road, tunnel, and ferry by submitting an AF Form 9, **Request for Purchase**, to their host base transportation office. Avoid the purchase of large quantities of tickets and tokens with an early expiration date. Do not exceed a 180-day supply.

4.2. Immediately upon receipt, stamp all tickets "Property of US Government, Nonredeemable for Cash Except by the US Government."

4.3. Record bulk purchase of tickets and tokens on AFRS Form 1403, **Record of Bulk Purchase, Vehicle Tickets and Tokens**. Use a separate AFRS Form 1403 for each category of tickets and tokens.

4.4. Establish a purchase order file to include a copy of the DD Form 1155, **Order for Supplies or Service**; AFRS Form 1403; and AF Form 213, **Receipt for Accountable Form**. Use AF Form 213 to transfer bulk quantities of tickets and tokens to users through the mail. File a copy of the signed AF Form 213 in the purchase order file. Do not retire the purchase order file until all tickets and tokens have been used and accounted for.

4.5. Bulk quantities of tickets and tokens may be issued to group and squadron headquarters personnel and field recruiters who have a recurring need for them. When issuing bulk quantities of tickets and tokens to an individual, prepare AFRS Form 1403 in two copies. Personnel will acknowledge receipt of the tickets and the AFRS Form 1403 by signing the master AFRS Form 1403 or an AF Form 213. Retain the signed AF Form 213 in the purchase order file until the completed AFRS Form 1403 has been returned.

4.6. All personnel will use AFRS Form 1403 to account for tickets and tokens as they are used. Return the original completed copy of the AFRS Form 1403 to the squadron VCO after all tickets and tokens have been used. Completed AFRS Forms 1403 will be filed with the purchase order. If AF Form 213 was used to transfer the tickets, the AF Form 213 may be destroyed upon receipt of the completed AFRS Form 1403. The second copy of the completed AFRS Form 1403 will be filed in the user's transitory file.

4.7. Personnel will safeguard tickets and tokens in their custody. Store them in a locked desk, locked filing cabinet, or safe when leaving the office for any reason or after normal duty hours. Tickets and tokens will not be left in vehicles or stored with classified materials.

5. Toll Road Credit Cards. Toll road or bridge credit cards may be obtained from state or local department of highways when there is a recurring need to use toll roads or bridges for official government business. Group or squadron VCOs will maintain an inventory of all credit cards. The inventory will contain, as a minimum, the type of credit card, date obtained, serial or account number, vehicle number, and office location. Credit cards should be issued as part of the vehicle's equipment; they should not be issued to individuals. Account for credit cards on the vehicle's AFRS Form 1379, **Vehicle Assignment Record**.

The group or squadron VCO or assistant VCO will review monthly bills to ensure proper use of the credit cards. The VCO will certify the bills and forward them to financial management for payment.

Section B—Vehicle Management

6. Assigning Vehicles. Vehicles are assigned according to functional need based on valid authorizations prescribed by Table of Allowance (TA) 025, *Vehicles*, and current unit manning documents. VCOs determine whether vehicles assigned to flight supervisors, one-person recruiting offices, and other specialized activities should be made available for use by other personnel when the person responsible for the vehicle is absent for an extended period of time or when the vehicles can be effectively shared with other recruiting personnel. Vehicles should not remain idle when requirements for their use exist elsewhere. Initiate AF Form 601, **Equipment Action Request**, to reduce authorizations when excess vehicle authorizations are identified and will not be authorized in the near future.

7. Required Report. The HQ AETC/LGTV staff responsibility includes coordination with the Air Staff and HQ AFRS to help group and squadron logistics NCOs obtain sufficient vehicles to accomplish the recruiting mission. Each squadron will submit RCS: AETC-LGT (M) 7601 to HQ AFRS/RSSLL by the 10th day of each month (see **Attachment 2** for required data). Each reporting period will coincide with the GSA billing period. The report is due to HQ AFRS/RSSLL.

8. Basis of Issue (BOI). TA 025 prescribes the type and number of vehicles normally required to perform the assigned mission of AFRS. The BOI shown in TA 025 is the maximum allowance prescribed depending on actual mission requirements; it is not an automatic entitlement.

9. Procedures to Change Allowances and Authorizations:

9.1. Allowances. When allowances in TA 025 prove to be inadequate or a function is developed that requires a vehicle allowance change, the squadron submits AF Form 601 with complete justification for the requirement to the group logistics NCO for validation and action.

9.2. Authorizations. Authorizations of vehicles are based on TA 025 and unit manning documents. Groups or squadrons requiring an increase in vehicle authorizations within TA 025 allowances must submit an AF Form 601 with complete justification and an approved AETC Form 1399, **AF Recruiting Service Authorization Change Request**. Do not change recruiting service vehicle authorizations before receipt of completed AF Form 601 action. Update the squadron vehicle authorization listing (VAL) upon receipt of approved AF Form 601. Vehicle authorizations identified on the squadron VAL should be screened semiannually against unit manning documents to ensure vehicle authorizations are in accordance with TA 025.

NOTE: Groups will validate squadron vehicle requests and coordinate on the AF Form 601 prior to submitting the form to HQ AFRS/RSSLL. Groups will also maintain a copy of each squadron's VAL and posted changes in authorizations after receipt of the completed AF Form 601.

10. Vehicle Management and Use:

10.1. Vehicle Rotation. Squadron vehicles within the same year group, motor pool, and vehicle type should have approximately the same ending odometer reading. Consider vehicles that are 5,000 miles over or under the average odometer reading as candidates for rotation. Semiannually, conduct an anal-

ysis of vehicle use and mileage to determine which vehicles is a candidate for rotation. Once the analysis is completed, recommend necessary rotation action to the squadron commander for approval.

10.2. Vehicle Use and Misuse. Except for the direct support of the recruiting mission, the use of government vehicles is not authorized. Recruiters may transport applicants to the military entrance processing station (MEPS) or military entrance testing (MET) site when commercial transportation is not available or conflicts with MEPS and MET processing times (AETCI 24-101, *Transportation of Personnel [Recruiting Service]*). The following are examples of vehicle misuse:

10.2.1. Operating a vehicle while on medication that promotes drowsiness or while impaired by alcohol.

10.2.2. Using a vehicle for personal business.

10.2.3. Taking a vehicle home unless specifically authorized (paragraph 13.).

10.2.4. Deviating from the most direct route when traveling on an official trip.

10.2.5. Exceeding established speed limits.

10.3. Transporting Non-Air Force Personnel Other Than Applicants. This transportation is provided to civilians' and members' spouses when the recruiting mission requires their presence at official functions. Transportation is limited to travel to and from each approved function. Each function must be approved in writing by the squadron commander and submitted to the group commander for final approval.

10.4. Hours of Vehicle Operation. Government vehicles will not be used between the hours of 2200 and 0500 without the permission of the operator's supervisor. Blanket approval is not authorized.

11. Parking of Recruiting Service Vehicles in Metered Zones:

11.1. Metered Parking. When parking in metered areas, squadron commanders should consider coordinating with the applicable city officials to obtain such parking without requiring payment of the meter fees.

11.2. Citations. The driver of a government vehicle is required to pay fines without reimbursement.

12. Designated Parking Locations:

12.1. Commanders will ensure security and safety of all assigned vehicles.

12.2. Commanders or support flight commanders use AFRS Form 1379, **Vehicle Assignment Record**, to designate parking locations for each assigned vehicle. Parking locations selected must afford adequate security and safety for the vehicles. Any parking location beyond a 3-mile radius of an office must be justified in the remarks section of the AFRS Form 1379 and approved by the squadron commander.

12.3. Logistics personnel prepare AFRS Form 1379 and send it to the squadron commander or support flight commander for signature. Logistics forwards the AFRS Form 1379 to the responsible operator for signature. The vehicle operator keeps a copy and returns the original to logistics.

12.4. Commanders and supervisors at all levels will ensure designated parking locations are located as close as possible to the Air Force recruiting office (AFRO) being supported and are based on safety,

security, and economy. Acquire leased parking locations through the US Army Corps of Engineers in accordance with AETCI 32-9002, *Real Estate Support for Recruiting Facilities*.

12.4.1. Rent-free space in Federal, state, county, and city owned or leased parking or storage facilities, including Air National Guard, US Air Force Reserve, and active military installations, may be used if an analysis is performed showing an unusual amount of vehicle damage or vandalism has occurred to the vehicle at the former parking location. Obtain police reports as supporting justification if available.

12.4.2. Rent-free space in service stations, parking garages, or parking lots of civic-minded business organizations may be used if the commander is satisfied the location affords adequate security and safety. Under no circumstances may private residences be designated as permanent parking locations.

13. Domicile-to-Duty Transportation:

13.1. The Secretary of the Air Force is the sole approval authority for domicile-to-duty transportation for Air Force personnel. Domicile-to-duty use of a government-owned or -leased vehicle is authorized for members engaged in fieldwork away from their regular duty station.

13.2. Section 1344 of Title 31, *United States Code*, prohibits the use of government-owned or -leased motor vehicles for domicile-to-duty transportation with certain specific exceptions. Section 1349 of Title 31 states in part that any employee who willfully uses, or authorizes the use of, any government-owned or -leased vehicle for other than official purpose will be suspended from duty without pay for at least 1 month, and further, if warranted, the employee could be summarily removed from office. The following conditions must be met before domicile-to-duty use of a government vehicle is approved:

13.2.1. The mission, not personal convenience, requires the member to go directly to the field location before first reporting to the regular duty station.

13.2.2. The member has after-duty appointments and late return of the vehicle to the office creates a safety risk.

13.2.3. If time and/or distance can be saved and substantiated on AFRS Form 1400.

13.3. All instances of domicile-to-duty transportation will be documented on AFRS Form 1400, **Domicile-to-Duty Transportation Record**. HQ AFRS/RSSL delegates approval authority to the requestor's supervisor for domicile-to-duty or duty-to-domicile requests. Before approval the supervisor will ensure the conditions in paragraphs **13.1.** through **13.2.2.** are met, and he or she will document the approval on AFRS Form 1400.

13.4. The full-time use or blanket approval of domicile-to-duty transportation is not currently authorized.

13.5. Approved domicile-to-duty transportation must be entered on AFRS Form 1400. Detailed justification citing the specific purpose is required. After-the-fact approval is not authorized.

13.5.1. The supervisor will sign the AFRS Form 1400 at the end of each month, certify the accuracy of the entries, the essential mission of the domicile-to-duty requirements, and forward the original copy to the squadron VCO for review.

13.5.2. The squadron VCO will review the information on the form to ensure all domicile-to-duty transportation was essential and properly documented. The VCO should advise the commander of suspected misuse or abuse and recommend corrective action.

13.5.3. The squadron commander will review and sign all AFRS Forms 1400.

13.5.4. Completed AFRS Forms 1400 will be filed in squadron logistics for 3 years. The supervisor retains a copy of the AFRS Form 1400 for 1 year.

14. Towing and Operating Minijet Aircraft. All minijets will be listed on the custodian authorization/custody receipt listing (CA/CRL), citing TA 014 as the authority. The trailer is considered a component part of the minijet. The logistics section will schedule and contract all maintenance requirements for the minijet and trailer.

Section C—Vehicle Operator Responsibilities

15. Use and Operation of Vehicles:

15.1. Vehicle operators have a responsibility to obtain maximum service from government-owned or -leased vehicles at the lowest cost. Operators will apply common sense in use of the vehicles. To ensure optimum use and ready operation of vehicles, vehicle operators will:

15.1.1. Operate vehicles in a safe manner and comply with Federal, state, and local laws and regulations concerning vehicle operation.

15.1.2. Perform operator maintenance. Vehicle operators will clean the vehicle inside and out; check levels of radiator content, motor oil, battery and windshield washer fluid, tire pressure; check condition of lights, windshield wiper blades, and seat belts; ensure all loose items are removed from the sun visors and rear-seat decks, and make visual inspection for deterioration and damage.

15.1.3. Ensure passenger restraint devices and headrests are properly adjusted.

15.1.4. Ensure the vehicle is secured during periods of nonuse.

15.1.5. Notify the supervisor and VCO of any change in personnel status, such as inability to drive due to physical profile, withdrawal of state operator's license, or taking of medication.

15.1.6. Report mechanical discrepancies promptly to the appropriate GSA agency. The repair may be deferred when a discrepancy does not constitute a safety hazard, and will not lead to further deterioration of the vehicle and the deferment is approved by the GSA agency.

15.1.7. Use the lowest priced gasoline service available in the area. Normally, self-service pumps should be used. (Refer to the Government Vehicle Operations Guide for Contractors.)

15.1.8. Perform an inspection of the vehicle prior to operation but at least weekly if the vehicle has not been operated. Document the inspection on AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**. File completed AF Forms 1800 in the AFRO transitory file.

15.2. Supervisors will inspect all vehicles under their control quarterly. Use AF Form 1800 as a guide. Prepare a consolidated report to include, as a minimum, vehicles inspected, discrepancies identified, corrective actions taken, and date inspection completed (destroy AF Form 1800 upon comple-

tion). Provide an information copy to the squadron support flight commander for part of the motor vehicle information system. (The VCO has sole responsibility for the vehicle program and, as such, must ensure all discrepancies are corrected.)

16. Operator's License. Operators of government-owned or -leased vehicles must have a valid state vehicle operator's license in their possession.

16.1. Squadron commanders may suspend the government vehicle driving privilege of individuals involved in a moving traffic accident when the initial accident report indicates negligence. The suspension will be for the period of the investigation or until the squadron commander has evaluated the findings as to the cause and degree of negligence.

16.2. If the squadron commander determines the operator was not at fault, he or she may reinstate the operator's driving privileges. If the squadron commander determines the operator was at fault, he or she should take corrective action before reinstating the operator's driving privileges.

16.3. Suspensions and restorations of driving privileges must be accomplished in writing. If an individual's state operator's license is suspended or revoked, his or her government driving privileges will be suspended or revoked accordingly.

17. Vehicle Equipment. Vehicle operators identified on AFRS Form 1379 will certify receipt of the following items on AFRS Form 1379 or AF Form 1297, **Temporary Issue Receipt**, and ensure these items are in the vehicle before operating it: (**NOTE:** If AF Form 1297 is used, attach it to AFRS Form 1379.)

17.1. *GSA Motor Vehicle Operator's Manual.*

17.2. Owner's service policy, protect-o-plate, or other means of implementing the warranty, if applicable.

17.3. DD Form 518, **Accident-Identification Card**, and SF 91, **Operator's Report of Motor Vehicle Accident**, for use in case of accident.

17.4. Spare tire, jack, and other tools to change a tire.

17.5. Highway warning kit or three reflectors with a set of red warning flags.

17.6. Flashlight.

17.7. SF 149, **U.S. Government National Credit Card**, furnished by GSA. (Never leave the SF 149 unattended in the vehicle.)

18. Driving After Consuming Alcohol or Drugs. Driving a government-owned or government-leased vehicle while in an impaired condition is prohibited. Air Force members and Department of Air Force civilian employees will not operate these when their driving ability is impaired by alcohol or from the use of any type of drugs (prescription or nonprescription).

18.1. A violation of this prohibition by an Air Force member subject to the UCMJ is chargeable under Article 92, *UCMJ*, for failure to obey a lawful general regulation.

18.2. A violation of this prohibition by a Department of the Air Force civilian employee subjects such employee to disciplinary action according to AFI 36-704, *Discipline and Adverse Actions*.

Section D—Accident and Incident Reporting and Repair Procedures**19. Operator Responsibilities.** Operators involved in an accident will:

- 19.1. Stop immediately.
- 19.2. Render all possible assistance to the injured and, if qualified, give first aid.
- 19.3. Not leave or move the vehicle from the scene of the accident until military or civilian police give permission (unless the vehicle constitutes a serious traffic hazard).
- 19.4. Set up equipment contained in the highway warning kit to alert other motorists.
- 19.5. Notify the proper civil and military authorities or ask someone else to do so.
- 19.6. Complete DD Form 518 and give it to other persons involved in the accident.
- 19.7. Obtain the names and addresses of witnesses and other persons involved.
- 19.8. Complete SF 91. Make special note of the time, weather, and road conditions.
- 19.9. Deliver the completed SF 91 to his or her immediate supervisor. Attach a copy of the police report when available.
- 19.10. Comply with Air Force requirements and state and local laws concerning the reporting of government motor vehicle accidents.
- 19.11. Not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval. The operator will not complete insurance company accident report forms when he or she is insured. This procedure will afford the US Government reasonable protection against claims filed under the *Federal Tort Claims Act* (28 U.S.C. 2671-2680). Refer such matters to the support base claims office.

20. Unit Responsibilities. Squadron and group commanders will ensure all accidents and incidents are promptly reported. An incident is damage, other than mechanical, to a vehicle when repairs are required. It includes, but is not limited to, acts of vandalism, acts of God, pilferage, damage to unattended vehicles in parking lots, and vehicle abuse. Commanders will:

- 20.1. Ensure all accidents are reported and investigated according to AFI 91-204 and the Recruiting Service Mishap Investigative Plan.
- 20.2. Report accidents and incidents to the chief of the appropriate GSA motor pool according to the *GSA Motor Vehicle Operator's Manual*.
- 20.3. Initiate a report of survey according to AFMAN 23-220.

Section E—GSA Vehicles

21. Management of Leased GSA Vehicles. This section covers the management of GSA vehicles leased for more than 30 days. GSA rental vehicles are authorized and assigned to the AFRS for direct support of the operational recruiting mission.

22. Vehicle Acceptance. All vehicles delivered to the Air Force Recruiting Service must be in safe operating condition and properly serviced.

23. Vehicle Transfers. Temporary and permanent transfers of vehicles between fleet management centers must have the approval of appropriate GSA fleet managers. When transfers have been approved and the parking location, operating location, or assigned operator has changed, complete and distribute AFRS Form 1379 according to paragraphs [12.2.](#) and [12.3.](#)

24. Vehicle Maintenance and Operator Maintenance Responsibility. Each GSA vehicle contains a vehicle operator's manual of instructions covering guidelines on servicing and inspections, tire and battery purchases, operator's responsibilities, repair procedures, and reporting use and accidents. Each operator must be familiar with these instructions and have the manual available at all times when operating the vehicle. Direct questions regarding the instructions to the local GSA motor pool or the group or squadron VCO.

25. Vehicle Replacement. The group logistics NCO or squadron support flight commander will immediately notify the appropriate GSA motor pool, in writing, when a vehicle is anticipated to be out of service and a replacement vehicle is required.

26. Vehicle Modification. Modification of GSA vehicles or the permanent installation of accessory equipment on a vehicle may be done only when approved by the regional fleet management office. Such modifications or installation of accessory equipment must be considered essential for the accomplishment of the mission. Submit a full justification to the regional fleet management office.

27. Procuring Vehicle Services. All vehicle operators must use government-operated vehicle servicing facilities when it is economically advantageous and when an interservice support agreement is in effect between GSA and the government agency (including Air Force installations). Only self-service gasoline pumps will be used when purchasing gasoline from commercial service stations. The only acceptable exception is if self-service pumps are not available at an authorized service station.

28. Processing GSA Invoices. VCOs are responsible for certifying and submitting documentation for assigned vehicles to the host-base accounting and finance office for payment. Use the following procedures in certifying payment:

28.1. The VCO will make sure all charges are true and correct upon receipt of invoices. He or she will verify the following charges for accuracy:

28.1.1. Mileage Rate. This will vary between regions and vehicles, depending on equipment on the vehicle.

28.1.2. Monthly Rate. This will vary between regions and vehicles, depending on equipment on the vehicle.

28.1.3. Accessory Equipment Rates. Accessory rates apply at all GSA fleet management centers and are in addition to rates listed for each type of vehicle. If accessory charges appear on the GSA vehicle bill, documentation must be available to support payment.

28.1.4. Recovery of Funds for Damage. When GSA cannot recover cost due to damage from a vehicle accident from a third party, GSA will bill the using organization for the amount of the damage. Before certifying the billing, ensure the accident report is available for backup material. Recovery of funds for damage other than fair wear and tear will be according to AFMAN 23-220.

28.1.5. Miscellaneous Charges. On all charges other than the monthly rate and mileage charge, supporting written justification and documentation must be available. Refer charges that cannot be reconciled with the local or regional GSA motor pool to the appropriate group logistics NCO for resolution.

28.2. Each group logistics NCO and squadron support flight commander should ask the regional GSA motor pool to furnish all publications and directives applicable to vehicle rentals.

29. Liaison with GSA Regions and Motor Pools. Group and squadron VCOs should maintain close liaison with the GSA regions and motor pools on all vehicle support matters. A free exchange of ideas is often the key to early resolution of problem areas.

Section F—Temporary Vehicle Rental

30. Limitations on Vehicle Rental:

30.1. Vehicles rented under the provisions of this section will be for temporary use. If GSA personnel are unable to meet the temporary needs, obtain their approval to acquire a vehicle from a commercial source. Group and squadron commanders are the authorities for this option.

30.2. Use Element Expense Identification Code (EEIC) 434 for temporary vehicle rentals from GSA. Also use EEIC 434 for vehicles leased from a commercial source.

31. Procedures:

31.1. Contact the nearest GSA interagency motor pool to arrange for vehicle rental. Furnish estimated vehicle requirements to the motor pool as far in advance as possible. If GSA personnel are unable to provide a vehicle, obtain their written approval to go to a commercial source.

31.2. The GSA motor pool provides the procedures governing the use of GSA vehicles. Operator licensing and accident reporting provisions of this instruction apply. Parking procedures in **Section B** apply unless GSA specifies otherwise. In all cases of doubt, request advice from GSA motor pool personnel and comply with their instructions. Immediately return unserviceable vehicles to the motor pool.

32. Reporting of Rental Vehicles. Report vehicles obtained under the provisions of this section in the appropriate column of the monthly RCS report (**Attachment 2**).

33. Forms Prescribed. AFRS Forms 1379, 1400, and 1403.

34. Forms Adopted. DD Form 518, SF 91, SF 149, AF Form 1297, AF Form 1800, and AETC Form 1399.

DUANE W. DEAL, Brig Gen, USAF
Commander

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

Title 31, *Unites States Code*

Table of Allowance 025, *Vehicles*

GSA Motor Vehicle Operator's Manual

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 24-301, *Vehicle Operations*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFI 36-704, *Discipline and Adverse Actions*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AETCI 24-101, *Transportation of Personnel (Recruiting Service)*

AETCI 32-9002, *Real Estate Support for Recruiting Facilities*

Abbreviations and Acronyms

AFRO—Air Force recruiting office

AFRS—Air Force Recruiting Service

CA/CRL—custodian authorization/custody receipt listing

EEIC—element of expense investment code

GSA—General Services Administration

MEPS—military entrance processing station

MET—military entrance testing site

TA—table of allowance

UCMJ—Uniform Code of Military Justice

VAL—vehicle authorization listing

VCO—vehicle control officer

Attachment 2

SAMPLE RECRUITING SERVICE GSA VEHICLE REPORT
(RCS: AETC-LGT (M) 7601)

REPORTING RCS: 311 RCS

REPORTING PERIOD: Mar 01

Categories	Column 1 Authorized	Column 2 On Hand	Column 3 < 30 days	Column 4 Current Mileage (M)	Column 5 Cumulative Mileage (YTD)	Column 6 Remarks
Sedans						
G11						
G12	75	75				
G13						
Station Wagons						
G20						
G21						
G22						
Trucks 4x2						
G41						
G42						
Trucks 4x4						
G61	3	3				
G62						
Vans						
G41	4	4				
G42						
G43						
Others (Identify the Class)						

LEGEND:

Column 1 – Vehicles authorized by 601 action or the VAL.

Column 2 – Vehicles on hand at close of reporting period.

Column 3 – Vehicles, by category, acquired for less than 30 days, if any.

Column 4 – Mileage driven, by vehicle category, during this reporting period.

Column 5 – Cumulative mileage, by category, during current fiscal year.

Column 6 – Remarks.