

**1 AUGUST 2000**

**Transportation**

**SHARP WHEELS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: LGTV (CMSgt Amos Williams)  
Supersedes AFSPCI24-0301, 1 Apr 97.

Certified by: LGT (Lt Col Catherine Robertello)  
Pages: 4  
Distribution: F

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This instruction implements AFPD24-3, **Operation, Maintenance, and Use of Transportation Vehicles and Equipment**. It establishes procedures for implementation and management of the Air Force Space Command (AFSPC) Sharp Wheels program. This instruction applies to all AFSPC units, including tenants that have Air Force motor vehicles assigned (owned or leased). It does not apply to Air Force Reserve nor Air National Guard units unless AFSPC provides the vehicles for mission support of these units. Units may supplement this instruction; forward all copies to HQ AFSPC/Logistics Transportation Vehicles (LGTV), 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4540.

**SUMMARY OF REVISIONS**

This publication was rewritten in its entirety to provide general guidelines for use in establishing vehicle operator care programs.

**1. General:**

**1.1. Sharp Wheels Focus.** Sharp Wheels focuses command attention on vehicle care with the goal of increasing vehicle reliability, reducing operations and maintenance cost, and increasing senior leadership awareness of the overall condition of the fleet.

**1.2. Special Interest Item (SII).** Effectiveness of base programs will be briefed to the AFSPC/CC during each visit and reviewed during HQ AFSPC/LGTV visits and Inspector General Compliance Inspections.

**1.3. Responsibility.** At sites where AFSPC is a tenant, the Sharp Wheels Program is the responsibility of the senior AFSPC representative. Units will participate in existing host base vehicle-care programs and provide supplemental instructions when the base program does not meet all Sharp Wheels requirements. The Sharp Wheels program is an extension of the Vehicle Control Program and as such, associate units will participate as directed in AFI 24-301, **Vehicle Operations**. For geographi-

cally separated units (GSU), the responsibility for conducting inspections and competitions may be delegated to the local commander. Transportation contracted functions will comply with requirements outlined in this program.

## 2. Objectives:

**2.1. Emphasize Care.** Improve vehicle reliability, reduce operations and maintenance costs, and improve overall fleet condition.

**2.2. Increase Pride.** Align vehicle control responsibilities by placing vehicle care in the hands of the users.

**2.3. Improve Recognition .** Recommend avenues to recognize units and individuals.

**2.4. Realign Vehicle Accident and Abuse Accountability.** Increase availability of vehicle maintenance dollars by requiring unit reimbursement for costs incurred in the repair of vehicle accidents and abuses.

## 3. Responsibilities:

### 3.1. HQ AFSPC/Logistics Transportation (LGT):

3.1.1. When requested, assist installations in developing and implementing a Sharp Wheels Program.

3.1.2. Review and approve/disapprove all waivers for implementation of all or part of this program.

### 3.2. The Wing Commander:

3.2.1. Support programs designed to reward units and individuals for emphasizing vehicle care and increasing operator pride.

### 3.3. The Logistics Group Commander:

3.3.1. Support and ensure compliance with this program.

### 3.4. The Chief of Transportation:

3.4.1. Ensure written procedures are developed to implement this program locally.

### 3.5. The Vehicle Operations Officer (VOO)/Vehicle Operations Superintendent (VOS):

3.5.1. Ensure wing assessment vehicle inspections are performed as required by AFI 24-301. Inspections will be random, no-notice.

3.5.2. Establish a rotation program as required by AFI 24-301. Vehicles will not be rotated more than semiannually.

3.5.3. Establish standardized vehicle inspection criteria.

3.5.4. Establish written procedures to comply with this program.

3.5.5. Ensure program requirements are included in Vehicle Control Officer (VCO) training.

### 3.6. The Vehicle Maintenance Manager (VMM)/Vehicle Maintenance Superintendent (VMS):

3.6.1. When requested, participate in or provide maintenance representation for random vehicle inspections.

3.6.2. Establish procedures for the Allied Trades work center (body shop) to inspect centrally procured vehicles for corrosion control during the annual maintenance inspection. Repairs for all vehicles that require painting or body work must be completed within one year and not violate Technical Order (T.O.) 36-1-191, Technical Managerial Reference for Motor Vehicle Maintenance. The VMM/VMS will determine repair requirements.

3.6.3. In accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*, the VMM/VMS will establish procedures for base units to reimburse the Transportation Maintenance Flight for all direct O&M expenditures for vehicle accident and abuse damage regardless of whether or not a Report of Survey is processed. When applicable, VMM/VMS will also take steps to ensure that all base host-tenant agreements include provisions for unit reimbursement.

3.6.4. Support installation of magnetic organization signs. Establish base standards ensuring all vehicle markings conform to T.O. 36-1-191.

### **3.7. The Using Organization:**

3.7.1. Appoint a VCO in writing for the squadron. To ensure program effectiveness, the *desired minimum* grade is SSgt (E-5) or equivalent.

3.7.2. Maintain sufficient supplies and equipment within the organization for cleaning and servicing assigned vehicles.

3.7.3. Develop procedures to encourage operator pride. Install standardized organizational signs on vehicles and operators' names on vehicle plates according to T.O. 36-1-191. Use unit O&M funds to procure such items as bug deflectors, bed-liners or protective coating for truck beds, and other accessories that will protect the vehicle and improve vehicle appearance.

3.7.4. Wax vehicles at least semiannually or as needed for corrosion control. Allied Trades will determine paint types that are exempt from waxing. Note: All olive drab paint is not exempt from waxing. The VMM/VMS will resolve all wax applicability issues.

3.7.5. Vehicles will be inspected at least once each day when vehicle is used. At a minimum, vehicles will be inspected once per week when they are not used. Inspections will be documented on the appropriate operator's inspection guide and trouble report form. Organizations with shift workers should develop in-house procedures to document daily vehicle inspections by multiple operators.

3.7.6. Reimburse vehicle maintenance for all vehicle accident and abuse O&M expenditures as provided in paragraph 3.6.3. Accomplish reimbursement through a transfer of funds from the using organization's O&M account to Transportation's O&M account. If repairs are contracted, all coordination, estimates, delivery, and pickup will be conducted by vehicle maintenance.

## **4. Procedures:**

### **4.1. Recognition Programs:**

4.1.1. Establish recognition programs to reward units/individuals for outstanding operator care. Examples of rewards and incentives include: Unit awards--transfer of a predetermined amount of

O&M funds to a winning unit, priority assignment of new vehicles when feasible, priority vehicle maintenance for the quarter, installation of plates on all unit vehicles that read "unit name, year (ex: 2000) best vehicle fleet," rotating trophies, and points toward commander's trophy. Individual awards--include certificates; plaques; one, two or three-day passes as determined by the unit commander; reserved parking at various locations on base; free AAFES theater movie tickets, video cassette rental, or coupon books.

4.1.2. Unit awards will be determined based on commander involvement, inspection results, in-house accident and abuse programs, initiatives to instill vehicle pride in all vehicle users, VCO meeting attendance, and compliance with scheduled and annual maintenance requirements.

4.1.3. Individual awards will be given based on inspection results.

#### **4.2. Vehicle Inspection Requirements:**

4.2.1. Fleet Management personnel will randomly inspect at least 10 percent of each unit's assigned vehicle fleet every 6 months, according to AFI 24-301.

4.2.2. Vehicle inspection reports for **ALL** units will be routed through the LG/CC and owning Group/CC to the unit squadron commander.

4.2.3. Units rated less than satisfactory will be re-inspected by Fleet Management personnel within 30 days. A copy of the re-inspection report will be routed through offices noted in 4.2.2.

KAI LEE NORWOOD, Col, USAF  
Director of Logistics