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Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt James M. Johengen)
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Certified by: HQ AMC/LGT
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AFI 24-301, 1 November 2001, is supplemented as follows: (It does not apply to Air National Guard or US Air Force Reserve units.)

SUMMARY OF REVISIONS

This supplement supersedes AFI 24-301/AMC Supplement 1, 16 Jun 2000, *Vehicle Operations*. It includes updates to AMC/LGTVV policy. **A bar (|) indicates revisions from the previous edition.**

1.2.4.3. Review of the installation vehicle misuse program will be included during the vehicle authorization review.

1.2.4.9. (Added) HQ AMC/LGTVV will update vehicle authorization listings (VAL) and make them available on the HQ AMC/LG Web Site. At a minimum, VAL updates will be in January and July of each calendar year. Uses of special allowance source code 048 will be annotated on the VAL by registration number. Special allowance standards may have an expiration date assigned. Upon expiration date, authorizations will be deleted.

1.2.8.2.12. (Added) Use of all current vehicle operations modules of the On-Line Vehicle Interactive Management System (OLVIMS) is mandatory within AMC. The Dispatch Supervision Monthly Workload Record from the Fleet Management module of OLVIMS will be completed in its entirety, reviewed, approved by the vehicle operations officer/superintendent, saved as Word Doc and electronically forwarded to HQ AMC/LGTVV NLT the 5th workday of each month. VOO/VOS will retain the report for 2-years in accordance with AFMAN 37-139, *Records Disposition Schedule*, Table 24-3, rule 19. This reporting requirement is exempt from licensing in accordance with paragraph 2.11.12. of AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Inter-agency Air Force Information Collections*.

1.2.12.11. (Added) Prior to assignment as Fleet Manager, the individual is highly encouraged to attend an optional 3-day orientation at HQ AMC/LGTVV (*unit funded*).

2.3. The chief of transportation and vehicle operations officer/superintendent are integral to the installation vehicle misuse prevention program and equally responsible for its success. Vehicle misuse prevention shall be included in the training for all newly appointed VCO/VCNCOs.

2.5. Senior leadership involvement is an essential part of ensuring proper "official use" of government vehicles.

3.1.7. Newly appointed VCO/VCNCOs will be trained within 15 duty days of appointment. Documentation of this training will be retained on file. The vehicle control function (VCF) must establish a file, folder, or book for each unit vehicle control program containing the following minimum items: VCO/VCNCO appointment letter and training documentation, receipt for assigned vehicles, wing assessment vehicle inspection results, latest VCF assistance visit report, applicable utilization data, AFI guidance, and monthly safety briefing.

3.1.7.3. (Added) VOO/VOS will conduct semiannual VCO/VCNCOs vehicle management meetings. The Chief of Transportation will chair the meeting, or will delegate this requirement in writing. The Vehicle Maintenance Manager will be included on the agenda to brief maintenance issues. Base Safety and Airfield Managers will brief current issues. Minutes from these meetings will be accomplished and retained on file.

3.1.7.4. (Added) Unit VCO/VCNCOs are responsible for the following:

3.1.7.4.1. (Added) Arrange for security of vehicles.

3.1.7.4.2. (Added) Ensure operators have emergency tools, spare tires, maps, and DoD Fleet Credit Card, etc., before going off base. Approval to exceed the permissible operating distance (POD) must be obtained by the VCO from transportation vehicle dispatch.

5.1.3. Sport utility vehicles (SUVs) 5 and 9 passenger will only be authorized when there is a validated off-road mission requirement. In the interest of public perception and proper stewardship of Air Force funding, wing and group commander authorized vehicle type is restricted to class II sedan, station wagon, or compact pickup truck. The only exception is at bases with an average annual snowfall of 31 or more inches. At these locations, if justified, the wing and group commanders may be authorized 5-passenger compact 4x4 SUVs to facilitate mission requirements due to adverse weather environment.

5.3. Zero fleet growth initiatives remain in effect in AMC. Specifically, any vehicle requirements resulting from non-mission increases will be offset by adjustments to other authorizations within allowance standards 019 and 027.

5.4. Reasons for disapproval of AF Forms **601, Equipment Action Request**, include, but are not limited to:

5.4.1. (Added) Incomplete AF Form 601 Documentation. Recommended new Allowance Standard (AS) without providing a basis of issue. All requests for a new AS must include this. For example, 027AESC is the AS for a pickup truck in the vehicle maintenance at Scott AFB. The numerical code "027" identifies the allowance as for AMC's exclusive use. The alpha code "AE" identifies that the allowance applies to vehicle maintenance activities and "SC" specifies the allowance only applies to Scott AFB. Additionally, you must provide the recommend allowance description verbiage and appropriate quantity to include

minimum and maximum values I.E. one additional per vehicle maintenance. Refer AS019 preface for all applicable alpha and numeric codes.

5.4.2. (Added) AF Form 601 did not identify an offsetting reduction IAW AFI 24-301, *Vehicle Operations*, Ch 5, para 5.3.

5.4.3. (Added) Package did not include new mission supporting documentation (e.g. USAF/AMC PPLAN, MOU, Resource Allocation, or ISSA).

5.4.4. (Added) Justification did not answer questions IAW AFI 24-301, Ch 6, para 6.7.

5.4.5. (Added) Request package did not include a complete authorization analysis.

NOTE: (Added) Failure to provide all required documentation prescribed above and in Chapters 3 and/or 6 of AFI 24-301, *Vehicle Operations*, will result in disapproval and reconsideration only when all applicable request information is provided.

5.5. Use of the OLVIMS Automated Limited Technical Inspection (LTI) Program is mandatory.

5.5.1. LTIs requiring AMC/LGTVV approval will be forwarded electronically. Incomplete LTIs will be returned for correction. Once corrective action is accomplished, resubmit to HQ AMC/LGTVV.

5.6.2.7. (Added) At the base-predetermined GSA consolidation year and beyond, HQ AMC/FM will provide the lease funding to the Wing FM in conjunction with HQ AMC/LGTVV notification to the Wing Mission Support Group Commander (MSG).

5.6.4. (Added) Installations shall prepare their annual Priority Buy (PRIBUY) IAW HQ AMC/LGTVV directives. The Wing MSG/CC must review and approve submissions. Submissions are due to HQ AMC/LGTVV NLT February 15th unless otherwise directed.

6.2. Registered Equipment Management System (REMS) managers must request user ID/password from base supply in order to process Standard Base Supply System (SBSS) transactions. In addition, REMS Managers must request and receive an Air Force Equipment Management System (AFEMS) user id/password from the Base Supply Equipment Liaison Office (ELO) in order to process AFEMS transactions. Both user ID/passwords must be requested NLT 14 days from assignment to Fleet Management.

6.2.2. Each AMC CONUS base shall have one main supply account for all AMC vehicle authorizations and assets. The Logistics Readiness Squadron Commander may establish a separate supply account for AMC main base WRM authorizations and assets, at his discretion. AMC vehicles authorized and assigned at off-base locations may also be accounted for in separate supply accounts.

6.5.1. (Added) The VOO/VOS is responsible to conduct and document the semiannual allowance standard reviews. Forward a copy of the review NLT 1 Feb and 1 Aug each year to HQ AMC/LGTVV. This will validate vehicle fleet requirements, preclude excess buy requirements, and ensure accurate accountability. Conduct this review utilizing AS 019, AS 027, and ASC 037, 048 and 051 source documentation.

6.7.2. Copies of the directive, project, or publication must accompany the request package.

6.7.5. An annual utilization analysis of vehicles assigned to the requesting unit and all like vehicles assigned to the wing must accompany the package.

6.7.6. A minimum of 6-months OLVIMS dispatch module data substantiating lack of support must accompany the package.

6.17. The Vehicle Management Flight Commander has disposition authority for all excess, non-critical, AMC-owned assets in replacement codes A through J. HQ AMC/LGTVV and or WR-ALC/LESV will make all other vehicle disposition decisions.

6.18. Electronically submit to HQAMC/LGTVV via email a monthly deployed vehicle list NLT the 5th working day of the month unless otherwise directed. Vehicles will not be shipped without coordination and approval of the VOO/VOS. The VOO/VOS or unit VCO/VCNCO only have authority to ship or deploy vehicles when in receipt of an AMC headquarters shipping/deploying directive. When not in receipt of shipping/deploying directives, the VOO/VOS will request approval from HQ AMC/LGTVV. Furthermore, all "official use" policy guidance and procedures apply to and require enforcement when vehicles are deployed .

NOTE: (Added) This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

References (Added)

AFI 24-301, *Vehicle Operations*

AFI 33-324, *The Information Collections And Reports Management Program; Controlling Internal, Public, And Interagency Air Force Information Collections*

AFMAN 37-139, *Records Disposition Schedule*

Air Force Equipment Management System Allowance Index 019

Air Force Equipment Management System Allowance Index 027

Air Force Form 601, Equipment Action Request

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