



***PROCEDURES FOR VEHICLE
MAINTENANCE MANAGEMENT***

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AFMAN 24-307, 1 February 2000, is supplemented as follows: (This supplement applies to all AMC transportation units performing base-level vehicle maintenance work except Air National Guard and United States Air Force Reserve Units.)

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3. Wings/bases will not issue further supplements without prior approval of HQ AMC/LGTV.

1.10.1. The VMM/VMS has approval authority to cannibalize major components or assemblies on Air Force/HQ AMC critical vehicles pending disposition. Use extreme caution and grant approval only in emergency situations, since these vehicles have potential for redistribution.

1.11.1. The VMM/VMS has approval authority to retain any DRMO bound vehicle up to 180 days for reclamation. MC&A will notify Fleet Management when the vehicle is being retained for reclamation.

1.11.3.1. (Added) Recycle any refrigerant from air conditioning systems that is categorized as an ozone depleting substance (ODS). Cancel benchstock/special levels and remove technical orders from file when no other like vehicles are assigned.

1.14.3. (Added) Use of an appointment system for scheduled maintenance is encouraged.

1.16.2. During off-season repair programs, only the actual repair/VDP time needs to be recorded.

1.16.5. (Added) 4000 and 5000 management codes will not be used for seasonal repairs. Management code 4000 is for newly assigned vehicles, vehicles APPROVED for DRMO, and vehicles being prepared for permanent shipment off-site. Management code 5000 is only used for transient vehicles not assigned to your fleet.

1.24. Use of the Deficiency Report and Mail System (DREAMS) is mandatory. Forward a copy of the final report to AMC/LG-LGTV-Lst@Scott.af.mil.

1.29.1.3. Results of vehicle emission test will be maintained in the permanent section of the vehicle historical record until rescinded through replacement by a current test. Documentation will reflect the status of the vehicle emission system (pass/fail) to include work order number and the date the test was performed. If performed in conjunction with the annual inspection, the annual work order will fulfill this requirement. Compliance with state requirements takes precedence when they are more stringent than federal standards.

1.30.1. VMM/VMS should pursue reimbursement for parts cost associated with repair of locally purchased equipment.

1.30.3. (Added) Maintenance of Leased Vehicles: Vehicle Maintenance may maintain leased vehicles provided the following conditions are met:

Only leased vehicles filling a valid authorization will be maintained.

A copy of the lease agreement will be provided to Vehicle Maintenance

The VMM/VMS will ensure maintenance by Air Force mechanics will not violate any provisions of the lease.

1.30.4. (Added) Leased vehicles will be loaded in OLVIMS in the following manner:

Vehicles will be loaded under management code 8299.

The word "Lease" will be entered in the NSN block.

Use the model year, an X, and the last five digits of the vehicle identification number (VIN) as the registration number. (Example: 99X00200) For GSA vehicles use the GSA license plate number.

2.2.3.1. (Added) Vehicles authorized for retention under allowance source code 048 require validation by the VMM/VMS each time the vehicle enters the shop. ASC 048 vehicles requiring major repairs will be processed to DRMO. MC&A will create a Type "Z" concurrent inspection titled "VMM/VMS 048 repair validation required." Use an interval of "1." This will cause the inspection to be printed each time a work order is opened and will require VMM/VMS approval before initiating repairs.

2.2.14. If MC&A elects to store historical records (1828s) on floppy disk, they must ensure procedures are in-place to download all of a vehicle's 1828s when a vehicle is transferred off-site to another base.

2.2.17. While vehicles are in DEPOT overhaul, the USER-DATA field in OLVIMS will be changed to "DEPO." The MAKE/TYPE field will not be changed. Once the vehicle returns remove this code.

2.2.22. Report Time Compliance Technical Order (TCTO) and Service Bulletin compliance via e-mail to AMC/LG-LGTV-Lst@Scott.af.mil.

2.2.23. All AMC bases will accurately track direct and indirect labor. There are no MAJCOM goals for any labor category. The VMM/VMS should strive for accuracy in documentation over numeric goals.

2.2.25.1. HQ AMC/LGXI will retrieve ReVIS data.

2.2.27.1. Forward the quarterly file no later than the **10th duty day** of the month following the end of the quarter.

2.4. While vehicles are in awaiting repair decision status, change the USER-DATA FIELD in OLVIMS to "REPD." Once the decision has been made to repair or not, remove this code.

2.6.4.1. (Added) Disabled vehicles will not be placed in delayed code "L." The vehicle must have an open workorder to reflect out of commission time.

2.14. The VMM/VMS will establish a locally coordinated Base Vehicle Accident and Abuse program.

2.19. HQ AMC has established a goal of 90% for the following PCN 115 indicators, goals for the remainder of the indicators on the PCN 115 will be determined by local management.

Indicator 13: Percent VIC - Fleet

Indicator 14: Percent Hours VIC - B&K

Indicator 15: Percent Hours VIC - D&M

Indicator 17: Percent Hours VIC - E (463L)

Indicator 21: Percent Hours VIC - C & L

2.22. MC&A will provide written analysis to HQ AMC/LGTV for indicators listed in 2.19. that:

Don't meet the MAJCOM goal;

Has a decrease larger than 2.0 percent from the previous month's data;

Has a consistent downward trend over the past few months (three or more).

NOTE:

Analysis will be forwarded by the 10th duty day of the month following the month being reported. Emphasis should be placed on what caused the problem not the symptom. (I.E. Our VDP rate was high due to a lack of funds near the end of the fiscal year, which caused our overall VIC not to meet the goal of 90%).

3.3.2. Required listings may be stored electronically if procedures are in place to review them for accuracy.

3.56.2.7. Material Control is required to validate the D22 data received from SBSS before updating OLVIMS. Use the program in OLVIMS or any text editor to screen the transactions before input.

3.83.2.13. All tools, which have been marked to identify a person or tool kit, must have all such markings removed before turning into Supply or DRMO.

6.2.1.1. (Added) MC&A will verify OLVIMS at least quarterly for accuracy. While not limited to the following, specific areas to be reviewed are:

Life expectancy information.

Vehicle equivalency data to include those for added component(s).

Currency of the USER DATA field.

Replacement codes/life expectancy data for depot overhauled vehicles.

Proper identification of nuclear certified vehicles.

Verification of replacement codes A through D.

Validation of correct standard prices for vehicle.

6.11.5. (Added) Vehicles that are deployed/TDY will have the USER-DATA field changed to "TDY." This does not include vehicles that are at locations on a rotational basis where the location has its own

AMC organization code, and the Transportation Squadron has primary responsibility for providing vehicle support. Once the vehicle returns to home station, remove this code.

6.31. 6.31. Use of the AF Form 1829 is a local option, however, meter calibrations, fuel strainer and filter changes will be documented on the AF Form 1823 when the AF Form 1829 is not used.

6.33. Use of the AF Form 1830 is a local option, however, hose installations and hydrostatic hose testing will be documented on the AF Form 1823 when the AF Form 1830 is not used.

7.4.4. Units will use Attachment 2, as a Pre-Contingency Checklist and Attachment 3 as a Contingency Beddown Checklist.

7.9. For AMC assets contact HQ AMC/LGRM for reporting vehicle status when repairs exceed local capability. Vehicles, which cannot be repaired at the deployed location, will be swapped out or repaired at an off-site facility.

7.11. Mechanics will use the AF Form 1823 (or logbook) to capture maintenance data for man-hour expenditure parts accounting, vehicle historical records and reliability studies. Return completed work orders (logbooks) to the home station vehicle maintenance activity of the vehicle monthly. A copy of the maintenance history will remain at the deployed location.

7.12.6. (Added) Source parts for vehicle(s) non-mission capable (NMC) at deployed locations as follows: Utilize TMSK/MRSP deployed with vehicle. If parts are not available in the MSK/MRSP then use the deployed base supply function. If parts are not available through the supply function or the function does not exist at the deployed location use the deployed contracting function if available. If the above measures fail in procuring the required parts, up-channel the parts requirement to HQ AMC/LGRM. HQ AMC/LGRM will source the requirements from a CONUS activity.

7.13.5. (Added) Only identify pure WRM vehicles in OLVIMS with an "M" code when in the direct control of Fleet Management.

7.22. Any vehicle to be deployed must receive a limited technical inspection (LTI) from the host vehicle maintenance function to ensure serviceability. AMC transportation activities processing vehicles for deployment will prepare vehicles to T.O. 36-1-191 "ENHANCED" condition. T.O. 36-1-191 "ENHANCED" condition is defined as:

Scheduled maintenance performed if it is due within 60 days.

A spare tire is included (using organization provides).

Latest model (best condition) vehicles are deployed and attempt to consolidate like year and models at the same location.

7.22.6. At the onset of contingency operations, AMC base transportation activities shall coordinate with their unit resource advisor to obtain the emergency special program (ESP) code for that contingency so that expenditures can be tracked. Purchases made for contingency support will be identified with the appropriate ESP code.

JAMES L. LEMONS, Colonel, USAF
Deputy Director of Logistics