BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 24-301

1 NOVEMBER 2001

BOLLING AIR FORCE BASE
Supplement 1

19 AUGUST 2002

Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: HQUSAF/ILTV
(Lt Col L. John Lundeby)
Supersedes AFI 24-301, 7 December 1999.

Certified by: HQ USAF/ILT
(Brig Gen Quentin L. Peterson)
Pages: 125
Distribution: F

This instruction establishes procedures and standards for managing Vehicle Operations Flights on Air Force installations. It implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment.* It applies to all Air Force organizations that operate and control Air Force motor vehicles (owned or leased) and watercraft. Vehicles and watercraft financed through Nonappropriated funds are exempt from this instruction. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication,** through major command transportation channels to Headquarters United States Air Force, Directorate of Transportation (HQ USAF/ILT), 1030 Air Force Pentagon, DCS Installations & Logistics, Washington D.C. 20330-1030.

(BOLLING) AFI 24-301, 01 Nov 2001, is supplemented as follows:

This instruction outlines procedures and policies for vehicle operations. It applies to assigned and attached units on Bolling AFB and the surrounding area who require vehicular support from 11th Transportation Squadron.

SUMMARY OF REVISIONS

This revision incorporates Interim Change (IC) 01-1 and provides policy for pickup and delivery operations. A (|) indicates revision from the previous edition. The entire text of the IC is at the last attachment.

Chapter 1—VEHICLE OPERATIONS GOALS AND RESPONSIBILITIES **7**

1.1. Vehicle Operations Flight Goal 7

1.2. Responsibilities and Authorities: 7

Figure 1.1. Vehicle Operations Fight Organization 11

Figure 1.2. 10-Series Radio Codes. 16

Figure 1.3. Vehicle Operations Core Processes. 18

Chapter 2—OFFICIAL USE OF VEHICLES 22

2.1. Official Use of Government Vehicles. 22

2.2. Penalties for Misuse of DoD Motor Vehicles. 22

2.3. Vehicle Misuse Investigation. 22

2.4. Priority of Transportation Services/ Making Official Use Determinations. 22

2.5. Making Official Use Determinations. 23

2.6. Authorized Uses of Government Vehicles (non-inclusive): 23

2.7. Unauthorized uses of Air Force Vehicles (non-inclusive): 26

2.8. Transportation Between Domicile and Place of Employment. 27

Figure 2.1. AF Museums Authorized Appropriated Fund Support. 29

Chapter 3—FLEET MANAGEMENT 30

3.1. Fleet Management. 30

Chapter 4—OPERATOR RECORDS AND LICENSING 36

4.1. Policy. 36

4.2. Operator Records and Licensing Office. 36

4.3. Driver Records. 36

4.4. Licensing. 37

4.5. Training. 39

4.6. Operation of Motor Vehicles on Air Force Flightlines. 41

4.7. Federal Civilian Employees. 41

4.8. Licensing Contractor Personnel: 41

4.9. Licensing of Federal Prison Camp (FPC) Inmates. 42

4.10. Requirements for Contingency and Remote Areas. 42

4.11. Suspension/Revocation of Government Vehicle Operator’s Driving Privileges. 42

4.12. Restoration of Driving Privileges: 43

4.13. Reexamining an Operator. 43

Chapter 5—VEHICLE AUTHORIZATION 44

5.1. Vehicle Requirements 44

Figure 5.1. GSA Sedan and Station Wagon Classifications. (Ref.: Federal Standard No. 122X, Tables II, III, IV, V, VI, and IX.) 45
5.2. Vehicle Authorization Review Authority. 45
5.3. Air Force Zero Growth Policy. 46
5.4. AF Form 601, Equipment Action Request 46
5.5. Excess Vehicles. 46
5.6. Vehicle Requirements Process. 46
5.7. Specification Review. 47
5.8. First Article Testing. 47
5.9. Vehicle Rental and Lease Administration: 48
5.10. Vehicle Lease Procedures: 49
5.11. Funding for Long-Term Leased Vehicles. 50
5.12. Lease with Option to Buy. 50
5.13. Vehicles Procured Using Fast Payback Capital Investment Procedures 50
5.14. Insurance Coverage and Maintenance for Rented or Leased Vehicles: 50
5.15. Installation of Radio Equipment in Rented or Leased Vehicles. 50
5.16. Management Reports. 50
5.17. AF Form 1474, Agency Report of Motor Vehicle Data. 51
5.18. Interagency Motor Pools and Systems. 51
5.19. Exceptions for Acquiring, Renting, or Leasing Foreign Made Buses. 52

Chapter 6—REGISTERED EQUIPMENT MANAGEMENT SYSTEM (REMS) 53

6.1. Introduction. 53
6.2. REMS Duties. 53
6.3. Training. 53
6.4. Vehicle Authorization List (VAL). 53
6.5. Allowance Standard (AS) 019. 55
6.6. Allowance Standards (AS). 55
6.7. Justification Requirements. 56
6.8. Control Numbers. 56
6.9. Processing of Returned AF Forms 601, Equipment Action Request. 56
6.10. Rental and Leased Vehicle Authorizations. 57
6.11. WRM Vehicles. 58

6.12. Vehicle Allocations and Due-In Listing. 58
6.13. Vehicle Receipts and Issues. 58
6.14. Withdrawing Vehicles from the Defense Reutilization and Marketing Office (DRMO). 58
6.15. Repair Authority and Disposition. 59
6.16. Reporting Excess Vehicles. 59
6.17. Vehicle Disposition Instructions. 59
6.18. Vehicle Shipments. 59
6.19. Vehicle Shipments to Depot Repair. 59
6.20. Vehicle Data Reconciliation. 59
6.21. Vehicle Replacement Codes. 60
6.22. Vehicle Status Codes. 61
6.23. TO 36A-1-1301, Vehicle Management Index File. 62
6.24. Unreported Assets. 63
6.25. Transient Vehicles. 63
6.26. Computer Documents and Listings. 63
6.27. P-Series Registered Vehicles. 64
6.28. Golf Cars and Low Speed Vehicles. 64

Chapter 7—IDENTIFYING, MARKING, AND REGISTERING MOTOR VEHICLES 66

7.1. Prescribed Identification. 66
7.2. Markings. 66
7.3. Exemptions From Identification Markings. 66
7.4. Registration Numbers: 66
7.5. General and Flag Officer Identification. 68
7.6. Vehicles in the District of Columbia. 68
7.7. Registering, Inspecting, and Licensing Outside the District of Columbia. 69
7.8. Complying with International Agreements. 69

Chapter 8—QUALITY ASSURANCE EVALUATORS (QAE) 70

8.1. QAEs for the Vehicle Operations Flight. 70
8.2. Duties of the QAE. 70
8.3. Quality Assurance Surveillance Plan (QASP). 71
8.4. Surveillance Methods. 71

8.5. QAE Administrative Duties. 72
8.6. Contract Administration. 73

Chapter 9—BUS TRANSPORTATION 74

9.1. Bus Transportation Services. 74
9.2. Group Transportation Service (10 U.S.C. 2632). 74
9.3. Military Mass Transit Service (10 U.S.C. 2632). 75
9.4. Military Mass Transit Service for Isolated Areas (10 U.S.C. 2632). 76
9.5. Emergency Bus Service (10 U.S.C. 2632). 76
9.6. Fares and Proceeds. 76
9.7. Shuttle Bus Service (10 U.S.C. 2632). 77
9.8. Services Support. 77
9.9. Transporting Dependent School Children in the United States. 78
9.10. Transporting Dependent School Children in Overseas Areas. 81
Figure 9.1. Two-Step Method for Computing Reimbursement and Bus Fares. 85

Chapter 10—INTERSERVICE VEHICLE SUPPORT 87

10.1. Interservice Support. 87
10.2. Arranging for Interservice Vehicle Support. 87
10.3. Activity Pooling. 87

Chapter 11—TRANSPORTATION REQUIREMENTS RESULTING FROM TERRORIST THREATS 88

11.1. Vehicle Support Resulting From Terrorist Threats. 88
11.2. Submission Procedures: 88
11.3. Armored Vehicle Requirements: 88
11.4. Painting and Marking Exemptions: 88

Chapter 12—CONTRACTOR SUPPORT 90

12.1. Policy. 90
12.2. AFI 38-203, Commercial Activities Program, ... 90
12.3. If the MEO is the successful bidder, ... 91
12.4. GFE vehicles will not be used on any contract 91
12.5. Procedures. 91
12.6. Home-to-Work. 91

Chapter 13—RAILWAY EQUIPMENT **92**

13.1. Railway Equipment. 92

13.2. Acquisition of Railway Equipment. 92

13.3. Specific Duties. 92

Chapter 14—ALTERNATIVE FUELED VEHICLES **97**

14.1. Background. 97

14.2. Acquisition. 97

14.3. Infrastructure. 100

14.4. Alternative Fuel Usage. 100

14.5. Reporting. 101

Chapter 15—COMMAND AND CONTROL **104**

15.1. General Information on Command and Control Vehicle (CACV) Authorization. 104

15.2. Qualification for Command and Control. 104

15.3. Command and Control Vehicle Authorizations. 104

15.4. Command and Control Vehicle Use. 104

15.5. Forms Prescribed: 104

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **106**

Attachment 2—AF FORM 868, REQUEST FOR MOTOR VEHICLE SERVICES **112**

Attachment 3—IC 99-1 TO AFI 24-301, VEHICLE OPERATIONS **114**

Attachment 4—IC 99-2 TO AFI 24-301, VEHICLE OPERATIONS **115**

Attachment 5—IC 2001-1 TO AFI 24-301, VEHICLE OPERATIONS **121**

Chapter 1

VEHICLE OPERATIONS GOALS AND RESPONSIBILITIES

1.1. Vehicle Operations Flight Goal . The goal of the vehicle operations organization is to provide efficient and economical transportation services to support the mission. Federal law and Department of Defense (DoD) policies place restrictions on the use of Air Force vehicles and services.

1.2. Responsibilities and Authorities:

1.2.1. Headquarters United States Air Force Directorate of Transportation, Vehicle & Equipment Division (HQ USAF/ILTV):

1.2.1.1. Develops policy guidance to ensure the effective administration of the operation, maintenance, and use of Air Force vehicles and watercraft, including the Air Force executive motor vehicle fleet.

1.2.1.2. Maintains liaison between the DoD components on vehicle issues.

1.2.1.3. Places vehicle management policies in internal audit programs.

1.2.1.4. Develops and manages Air Force Specialty Code (AFSC) 2T1X1 functional training policies and administers functional manpower requirements.

1.2.2. Headquarters United States Air Force Directorate of Supply, Combat Support Division (HQ USAF/ILSR):

1.2.2.1. Implements vehicle acquisition and requirements policies specified in this AFI.

1.2.2.2. Implements vehicle loans and exchanges with other military services, and where directed, other Federal agencies.

1.2.2.3. Oversees the Foreign Buy and lease programs.

1.2.2.4. Manages vehicle authorization ceilings and adjustments.

1.2.2.5. Controls vehicle authorizations and inventory.

1.2.2.6. Programs and manages the vehicle procurement program.

1.2.2.7. Programs budgets for AF railroad acquisitions.

1.2.3. Warner Robins Air Logistics Center, Support Equipment and Vehicle (SEV) Management Directorate, WR-ALC/LE:

1.2.3.1. Responsible for worldwide integrated weapon systems management (cradle-to-grave) for vehicles, ABO & Personal Safety, chemical/biological defense programs, and Equipment Allowance.

NOTE: San Antonio Air Logistics Center (SA-ALC) manages the Federal Stock Class catalog for watercraft.

1.2.3.2. Manages the Air Force vehicle fleet. Programs, budgets, acquires, provisions, distributes and disposes of vehicle assets to meet customer requirements at minimum overall cost. Approves lease with option to buy contracts.

1.2.3.3. Utilizes a number of DoD and commercial procurement activities to procure Air Force government motor vehicles.

1.2.3.3.1. General Services Administration (GSA)

1.2.3.3.2. Defense Supply Center, Columbus, Ohio (DSCC)

1.2.3.3.3. U.S. Army Tank-automotive and Armaments Command (TACOM)

1.2.3.4. Item Managers (IM) work directly with MAJCOM transportation staffs to satisfy worldwide vehicle asset requirements. They compute and defend the buy and budget requirements annually at the Vehicle Buy Budget Review. They initiate procurement documents, redistribute assets, and maintain visibility and control over all Registered Equipment Management System (REMS) items. Only vehicles registered according to guidance in this instruction and listed in the Vehicle Management Index File (TO 36A-1-1301) are REMS items. IMs ensure:

1.2.3.4.1. Ensure coordination with MAJCOM/LGTs prior to issuing disposition instructions.

1.2.3.4.2. Ensure coordination with MAJCOM/LGTs prior to finalizing vehicle specification for new procurements.

1.2.3.5. Vehicle engineering staff develops specifications on new Air Force vehicles and equipment. They evaluate contractor questions, engineering change proposals (ECP), first article vehicles, and engineering data packages during the procurement cycle. They write repair procedures generated from materiel deficiency reports (MDR), design modification packages, evaluate vehicle and vehicle equipment for nuclear safety certifications, and direct testing in support of engineering evaluations.

1.2.3.6. Vehicle technicians provide technical assistance on the vehicle fleet. They investigate and implement corrective actions reported through the MDR system, issue time compliance technical orders (TCTO), and update technical orders by analyzing MDR submissions, suggestions, test reports, and failure data. They also participate in first article testing.

1.2.3.7. Maintenance Division manages the vehicle depot overhaul program. They work with all the MAJCOMs to identify depot overhaul requirements, schedule vehicles for overhaul, and monitor repairs to ensure the timely production of a quality product.

1.2.3.8. Support Equipment Section monitors Allowance Standards (AS) for vehicles to support Air Force missions and TA 457 (Vehicle and Locomotive Management Document) for tools and equipment to maintain the Air Force vehicle fleet. This section:

1.2.3.8.1. Assign allowance ID to the MAJCOM approved basis of issue.

1.2.3.8.2. Coordinate basis of issue changes to Allowance Standard 019 with MAJCOM/LGT prior inclusion in allowance standard. Any disagreements between MAJCOMs will be resolved by AF/ILSR.

1.2.3.9. Contracting Division initiates and administers all contracts.

1.2.4. MAJCOMs:

1.2.4.1. Develop command policies.

1.2.4.2. Develop and implement management controls and oversight guidance to prevent vehicle misuse. Controls will include vehicle misuse prevention in MAJCOM checklists and review official use compliance during base authorization validation visits.

1.2.4.3. Conduct vehicle authorization reviews of all installations and activities under their jurisdiction a minimum of once every three years.

1.2.4.4. Maintain a current record of all assigned Air Force government motor vehicle registration numbers in the MAJCOM module of On-Line Vehicle Interactive Management System, OLVIMS (except for the District of Columbia).

1.2.4.5. Develop and maintain vehicle authorization listings (VAL) in the MAJCOM Automated Information System (MAJCOM module of OLVIMS).

NOTE: Parent commands of tenant units with vehicle requirements provide a VAL to the host base transportation units annually. A courtesy copy of the VAL goes to the host MAJCOM.

1.2.4.6. Manages vehicle authorization ceilings and adjustments to include the establishment of Allowance Standards, Basis of Issues, and approval of special Allowance Source Codes.

1.2.4.7. Procures, manages, inventories, and controls Air Force owned and/or operated watercraft in excess of 32 feet in length. Air Force watercraft are boats and vessels used to support an Air Force mission. Those purchased with nonappropriated funds, such as Morale, Welfare and Recreation boats are not in this group.

1.2.4.7.1. Air Force units with watercraft must operate them safely in accordance with Air Force policy directives, instructions, and MAJCOM supplements that embrace good marine practices and Coast Guard recommendations. Equip and maintain vessels with fire fighting and life saving equipment prescribed in Title 46, Code of Federal Regulations. Operate and maintain vessels in compliance with environmental standards. Units will institute strong vessel safety programs that include accident prevention and procedures for reporting all safety related incidents and mishaps.

1.2.4.7.2. Approve watercraft requirements. Maintain record keeping for cost analysis, reassign vessels within the command, and arrange disposition of vessels after coordination with other MAJCOMs.

1.2.4.7.3. Ensure tracking and reporting of all watercraft related costs are accomplished. Develop procedures for and use of the AF Form 615, **Unit Watercraft Operations and Cost Summary Report.**

1.2.4.8. Validate and approve MAJCOM specific Allowance Standard basis of issue for inclusion in AFEMS.

1.2.5. Wing Commanders:

1.2.5. (BOLLING) All units with permanently assigned 11th Wing government motor vehicles will participate in the base “Top Wheels” competition and awards program. This program is outlined in BAFBI 36-6, 31 May 1996, which is under revision and will be processed as BAFBI 24-1.

1.2.5.1. Supports the Air Force misuse prevention policy.

1.2.5.2. Acts as the installation approval authority for the following:

1.2.5.2. (BOLLING) HQ 11 LG/CC is delegated the authority to act as the Transportation Approving Authority for all transportation requests.

1.2.5.2.1. Services mass transportation requests

1.2.5.2.2. Emergency mass transportation support (see guidance in **Chapter 9**).

1.2.5.2.3. Use of motor vehicles to on-base military dining facilities (see guidance in **Chapter 2**).

1.2.5.2.4. Detouring school routes because of heavy traffic, blighted urban or residential districts, or potentially dangerous construction, industrial areas, or during severe weather.

1.2.6. Logistics Group Commanders:

1.2.6.1. Acts as the installation vehicle authorization review authority.

1.2.6.2. Reviews and approves the installation annual Priority Buy submission.

1.2.6.3. Approves the installation vehicle Priority Recall List and the Maintenance Minimum Essential (MEL) List.

1.2.6.4. Administers the installation vehicle misuse reporting and investigation program

1.2.7. Transportation Squadron Commanders:

1.2.7.1. Manage transportation resources at the installation or activity level.

1.2.7.2. Establish procedures for assigning and using government owned, leased or rented motor vehicles.

1.2.7.3. Ensure the economical use of manpower and equipment.

1.2.7.4. Ensure personnel are properly trained to progress in the 2T1X1 Air Force Specialty (AFS).

1.2.7.5. Approve a local Permissible Operating Distance (POD) for the installation.

1.2.7.5. (BOLLING) Permissible Operating Distance (POD) for Bolling AFB.

1.2.7.5.1. (Added-BOLLING) A 75-mile radius is established. All units/users shall obtain Dispatch operations approval to exceed the POD. Additionally, due to frequency of travel, the following locations are also included in the base's POD:

Dover AFB, DE
McGuire AFB, NJ
Langley AFB, VA
Fort Ritchie, MD
Site "R" (Blue Ridge Summit, PA)
Fort Indiantown Gap, PA
Albemarle, NC

1.2.7.5.2. (Added-BOLLING) Because of frequent travel requirements, the 11th Wing Staff, Arlington National Cemetery Chaplaincy, Det. 332, AFOSI, AF News, USAF Honor Guard, USAF Band, 11th Transportation and Security Forces Squadrons are exempt from any POD restrictions.

1.2.7.6. Ensure vehicle data reconcilations are accomplished to maintain accurate vehicle accountability.

1.2.7.7. Ensure REMS personnel receive Air Force Equipment System (AFEMS) training.

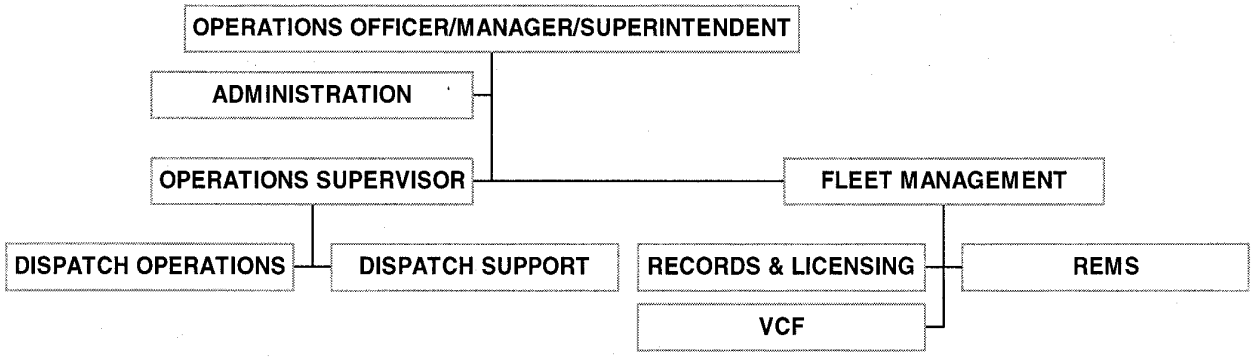
1.2.7.8. Investigates suspected vehicle misuses.

1.2.7.9. Serves as functional area chief (FAC) for contracted vehicle operations.

1.2.8. Vehicle Operations Officers, Managers, & Superintendents:

1.2.8.1. Organization. Vehicle Operations is organized to provide quality transportation service in support of the mission (see **Figure 1.1.**).

Figure 1.1. Vehicle Operations Fight Organization



1.2.8.2. Flight Responsibilities.

1.2.8.2.1. Provide cost-effective, efficient, and reliable vehicle transportation.

1.2.8.2.2. Maintain liaison with state, local, and host nation authorities for vehicle matters.

1.2.8.2.3. Develop and defend budget estimates for operating vehicles acquired for official purposes.

1.2.8.2.4. Prepare base priority-buy submissions to support requests for appropriated funds from HQ USAF.

1.2.8.2.5. Develop vehicle priority recall and vehicle maintenance Minimum Essential (MEL) listings.

1.2.8.2.6. Provide scheduled bus service between activities to meet official duty needs.

1.2.8.2.7. Review base support and operational plans with LGTR. Establish recall or redistribution procedures to support these plans. Incorporate vehicle recall and redistribution plans in the transportation annex to the basic plan.

1.2.8.2.8. Establish a quality assurance evaluation (QAE) program for contracted operations.

1.2.8.2.9. Establish a local POD for Transportation Squadron Commander approval. **Attachment 1** contains a definition of a POD.

1.2.8.2.10. Manage flight manpower requirements.

1.2.8.2.10.1. Develops procedures to capture workload data associated with manpower variances. Procedures will ensure that workload data is accurately recorded and reviewed and reliable workload data backup procedures exist.

1.2.8.2.10.2. Ensure procedures are established, in concert with the Vehicle Maintenance Manager, for reporting and accounting of indirect non-productive labor hours. At a minimum, this includes reporting these hours for the VOO/VOS; Operations Supervisor; Fleet Manager; Fleet Management personnel; OR&L personnel; Chief Dispatcher and dispatchers. Reference AFMAN 24-307 and AFSCM 24-1.

1.2.8.2.10.3. Vehicle Operations is responsible for all pickup and delivery services (except Due-In for Maintenance (DIFM) turn-ins) within the confines of the installation 24 hours per day and 7 days per week. Provide pickup and delivery of supplies and equipment, except base service store items, to base units by using a time definite delivery concept of operations. Recommend periodic meetings between Vehicle Operations, Traffic Management (TM), Supply, and major customers to ensure delivery schedules/sweeps meet mission priorities and customer needs.

1.2.8.2.10.3.1. Intra supply movement of cargo will remain a Supply responsibility; however, movement of cargo from supply storage/issue locations to the Aircraft Part Stores (APS) and Flight Service Centers (FSC) will be supported by Vehicle Operations.

1.2.8.2.10.3.2. The movement of DIFM turn-in items will be supported and managed by the Supply Flight Service Center (FSC). DIFM issues will be handled in the same manner as other MILSTRIP cargo and will be supported by Vehicle Operations.

1.2.8.2.10.3.3. Movement of cargo internal to a unit i.e., maintenance squadrons, civil engineer, communication squadron, operations squadrons, etc, will remain a unit responsibility. This does not preclude Vehicle Operations from providing normal cargo movement support when the unit does not have the capability to move such item(s).

1.2.8.2.10.3.4. Supply retains primary responsibility for facilitating communication between Supply elements, customers, and Vehicle Operations. Time Definite Delivery concept of operations is the prime method for all cargo delivery i.e. scheduled sweeps. Supply will inform Vehicle Operations of priority deliveries (01, 02, and MICAP), identification of turn in requirements, notification of special equipment needs for bulk cargo, etc.

1.2.8.2.10.3.5. Residual workload e.g., sorting and staging of cargo, facilitation of customer requirements, etc, will remain Supply responsibilities. Supply will presort to accommodate established sweep/route schedules.

1.2.8.2.10.3.6. Use the Supply Asset Tracking System (SATS) in concert with pickup and delivery requirements. Deployment of SATS is not a prerequisite to establishing Vehicle Operations P&D services. Base Supply will be responsible for all SATS hardware (i.e. warranty, maintenance, and replacement).

1.2.8.2.10.3.7. Assist Supply Document Control Element in resolving document errors generated in the P&D function. Supply is the overall OPR for all delivery document issues.

1.2.8.2.10.3.8. Deliver shipments/materiel to DRMO generated from base supply turn-ins or transfers (TRM). This also includes directed and lateral shipments (non-directed) originating from the flight service center and aircraft parts store to TM outbound freight.

1.2.8.2.10.3.9. Customers who normally get support from the flightline parts store are responsible for pickup of these items. Vehicle Operations will deliver items to customers not normally supported by a flightline parts store.

1.2.8.2.11. Provide Prime Knight aircrew support IAW AFI 34-246.

1.2.9. Operations Supervisor:

1.2.9.1. Reviews vehicle operations services semiannually.

1.2.9.2. Provides budgetary data to the Vehicle Operations Officer and/or the Vehicle Operations Superintendent (VOO/VOS) for inclusion in the annual flight budget input.

1.2.9.3. Provides required safety and informational briefings to assigned personnel.

1.2.9.4. Maintains the training status of all personnel.

1.2.9.5. Ensures sufficient resources are available to meet contingency or wartime requirements.

1.2.9.6. Ensure sufficient resources are available to support Time Definite Delivery and Priority Delivery of supplies, equipment, and cargo to installation units.

1.2.9.6.1. Time definite delivery concept of operations is the standard for delivery of supplies, equipment, and cargo. Time definite delivery utilizes scheduled sweeps over designated routes/areas of the installation. Frequency of scheduled sweeps and number of delivery routes/areas is a local determination driven by mission, volume of cargo and customer needs.

1.2.9.6.1.1. Delivery of priority cargo to include 01, 02, and MICAP, will be delivered within 30 minutes. Scheduled sweeps may be used if delivery will be provided within 30 minutes. Supply is responsible for notifying vehicle operations when priority 01, 02, and MICAP items/parts cannot wait for scheduled sweeps.

1.2.9.6.1.2. Vehicle Operations, in concert with Supply and all customers, will tailor sweep frequencies/routes to provide support for primary mission of the installation/base. Delivery frequencies/routes should minimize the need for individual unit delivery requirements.

1.2.9.6.1.3. Priority items/parts resulting from due-out release (DORs) will be delivered via scheduled sweeps, unless vehicle dispatch is contacted for an unscheduled delivery.

1.2.9.6.1.4. Establish operating instructions for items that require special handling instructions/procedures, e.g., classified, health hazard, pilferable, electrostatic discharge.

1.2.10. Dispatch Operations:

1.2.10.1. Manages the vehicle operations fleet, i.e., taxi, U-Drive It (UDI), and dispatch support vehicles.

1.2.10.1. (BOLLING) Radio Taxi customer waiting time is restricted to 15 minutes beyond the established pick-up time. Vehicle operators shall obtain approval from dispatch control before departing designated passenger pick-up locations.

1.2.10.2. Provides all necessary support equipment.

1.2.10.3. Receives, validates, and consolidates transportation requests for service and evaluates the efficiency of service to determine where changes need to be made.

1.2.10.3. (BOLLING) Request Criteria: Dispatch Operations will ensure that the following information is annotated on all transportation requests prior to making a determination on whether government motor vehicle support can be provided:

Date(s) service required
Support Category: (Non-radio Taxi, Cargo, U-Drive It, Materiel Handling, Bus)
Operator support requirement: If applicable
Specific purpose: Customers should provide a detailed justification as to why the support is needed. Additionally, the duty status of personnel to be transported must be noted
Transportation Itinerary
Desired pick-up/drop-off location(s)/times. Provide specific addresses if known

1.2.10.3.1. (BOLLING) The above support request criterion does not apply to the USAF Band, USAF Honor Guard and 11 WG/CCP. Support requests for these agencies are faxed directly to the vehicle dispatch section in spreadsheet format.

1.2.10.3.2. (BOLLING) USAF Honor Guard members are authorized to eat and drink aboard motor vehicles with the understanding that at the conclusion of the trip, the assigned vehicle will be cleaned/swept by the Honor Guard members.

1.2.10.4. Initiates actions through the Traffic Management Office (TMO) to obtain required road permits for travel through countries, states, counties, and cities.

1.2.10.5. Obtains necessary permits and clearances for transporting oversized or overweight loads, or hazardous cargo movements.

1.2.10.6. Provides school bus transportation when cost effective.

1.2.10.7. Retrieves disabled government vehicles. Local policy and/or instruction should be developed to address retrieval of disabled vehicles on the installation under the guise of official business/use. Dispatch Operations may be called to move disabled POVs, NAF, or AAFES vehicles causing traffic safety or fire fighting obstacles on base. Only security forces or fire department authorities may make these requests. Wrecker operators are not liable for any damages incurred to any POV, NAF, or AAFES vehicle being towed/removed under these conditions.

1.2.10.7. (BOLLING) Commercial towing services should be utilized to tow Towing Privately Owned Vehicles (POVs) illegally parked for unreasonable periods of time and when no immediate hazard exists.

1.2.10.7.1. (BOLLING) When directed by 11 SFS or other competent authority, the use of Air Force-owned wreckers is authorized to tow POVs when: vehicles are blocking fire lanes, facility access roads, driveways, impeding contracted services, presenting a safety hazard, security threat, or has an adverse impact on mission accomplishment.

1.2.10.8. Manages buses assigned to the band. When the buses are not in use by the band, they may be used by other authorized activities.

1.2.10.9. Controls the issuance of toll-free passes.

1.2.10.10. Maintains requests for transportation service in the Dispatch module of OLVIMS.

1.2.10.11. Maintains a current copy of vehicle and personnel alert or standby rosters.

1.2.10.12. Uses 10-Series Radio communication codes to facilitate cargo and passenger movements (see **Figure 1.2.**).

1.2.10.13. Provide priority and time definite delivery of supplies, equipment, and cargo to installation units. Pickup and delivery transportation services will be supported out of Dispatch Operations and managed/controlled in the same manner as all other requests for dispatch/service. Do not establish alternative locations (sub-motor pools) to support pickup and delivery services.

1.2.10.13.1. Develop local procedures in conjunction with Supply to ensure current copies of delivery destinations, unit supply POCs, and the Classified Receipt Listing are available. When SATS is in use, the smart card contains most of this information, however, in the event SATS is unavailable, hard copy documents containing this information will be required.

1.2.10.13.2. Notify Supply immediately of all unnecessary delays caused by the absence of receiving personnel, incorrect addresses, organizational refusal, improper documentation, etc. Items precluded from delivery due to these circumstances will be returned to Supply for resolution and included on the next scheduled sweep or may be picked up from Supply by the customer.

1.2.10.13.3. Ensure duty dispatcher(s) and all vehicle operator(s) are briefed on established procedures to properly dispatch and transport-classified materiel and cargo.

1.2.10.14. Ensure proper (standard) dispatch category code is used for each transportation service request in the Dispatch modules of OLVIMS.

1.2.10.15. Control and account for assigned SATS equipment. Issue SATS equipment to operators prior to dispatch, if required.

1.2.11. Dispatch Support. Dispatch Support controls the Vehicle Operations parking area, vehicle cleaning facilities, and manages *Equipment Support* functions. Dispatch support will:

1.2.11.1. Ensure vehicle operators inspect, clean, and service UDI vehicles.

1.2.11.1. (BOLLING) 11 TRANS/LGTO is responsible for servicing the following vehicles:

HQ 11 WG/CC and HQ 11 LG/CC.

1.2.11.2. Provide, maintain, and control facilities, equipment, and supplies required to clean installation vehicles.

1.2.11.3. Ensure operator maintenance is properly performed on all assigned vehicles.

1.2.11.4. Maintain jacks, spare tires, emergency supplies, tie-down equipment and supplies for maintaining the Vehicle Operations fleet. Control and issue essential items as trip kits when necessary.

1.2.11.5. Ensure proper storage containers are available for flammable materials.

Figure 1.2. 10-Series Radio Codes.

CODE	DEFINITION
10-1	Receiving Poorly
10-2	Receiving Well
10-3	Stop Transmitting
10-4	Acknowledge; Will Comply
10-5	Stand-by
10-6	Station Clear
10-7	Out-of-Service
10-8	In-Service
10-9	What is Your Current Location
10-10	Return to Vehicle Operations
10-11	Passenger Has Not Released Vehicle
10-12	Call by Phone
10-13	Use Violation Requested by Passenger
10-14	Restroom Break
10-15	Arrived at Destination
10-16	Need Directions
10-17	Passenger Picked-Up
10-18	Radio Check
10-19	Disregard Previous Transmission
10-20	Repeat Previous Transmission
10-21	Time Check
10-22	Last Assignment Complete
10-23 - 30	*Reserved - For Local Use*

1.2.11.6. Ensure qualified vehicle operators are available to support all transportation requests for dispatch service(s).

1.2.11.7. Ensure vehicle operators adhere to established procedures for delivery of classified materiel to respective organizations. Allow only unit individuals identified on the Classified Receipt Listing to sign for classified property.

1.2.11.8. Operator will ensure supplies, equipment, and cargo are properly secured and protected while in transit.

1.2.11.9. Establish procedures to ensure vehicle operator(s) safeguard assigned SATS equipment.

1.2.11.10. Ensure items that must be signed for have an authorized individual's signature on the pickup or delivery document.

1.2.12. Fleet Management. Ensures the efficient and economical operation of the base vehicle fleet. Oversees the Vehicle Control Program, Fleet Analysis, QAE, Operator Records and Licensing and REMS functions. Fleet Management will:

1.2.12.1. Ensure collection of accurate vehicle use and operational data that provides input for allowance standards actions.

1.2.12.2. Brief newly appointed vehicle control officers and noncommissioned officers and retain a record on file.

1.2.12.3. Develop, schedule, and conduct semiannual wing vehicle assessment inspections for the installation.

1.2.12.4. Develop, schedule, and conduct annual assistance visit to all organizations having a vehicle control program.

1.2.12.5. Obtain, issue, and control DoD Fleet Credit Cards. Using commanders must justify cards permanently issued.

1.2.12.6. Ensure a vehicle control program exists for each base activity with Air Force vehicles assigned.

1.2.12.7. Use OLVIMS and REMS to account for all registered vehicles on the installation and receipt for all command owned, base registered (REMS reportable) vehicles.

1.2.12.8. Design and conduct analyses described in **Chapter 3**.

1.2.12.9. Use the licensing module of OLVIMS to issue AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card** and maintain record of authorized drivers on AF Form 2296, **Vehicle Operator Information (Part 3).**

1.2.12.10. Manage the Commercial Driver's License (CDL) program.

1.2.13. Flight Manpower. It is an inherent responsibility of the VOO/VOS to use resources effectively. The use of accurate manpower/workload data collection procedures and personnel productivity analysis is vital to the effective utilization of personnel and maximizing the level of service to the customer.

1.2.13.1. Air Force Manpower Standards. The primary programming factor for Vehicle Operations Flight manpower is base population. Core manpower requirements represent work processes (see **Figure 1.3.**) common to all Vehicle Operations Flights. Variances are additives which provide additional manpower to support unique work processes not covered by the core.

Figure 1.3. Vehicle Operations Core Processes.

PRIORITY	TASK	FRACTIONAL MANPOWER
1	MANAGEMENT/SUPERVISION	3
2	VEHICLE OPERATION	11
3	REMS	1
4	FLEET MANAGEMENT	1
5	DISPATCH SUPPORT	4
6	DISPATCHING	6
7	LICENSING	.8
8	CHIEF DISPATCHER	1
9	ANALYST	.2
10	VEHICLE CONTROL	1

NOTES:

1. Fractional manpower noted above based on base population of 3,055.
2. Core Processes ranked in priority order.

1.2.13.1.1. Every Vehicle Operations flight should have a copy of their applicable Air Force Manpower Standard (AFMS) and ensure all supervisory personnel are familiar with content and methodology used to earn Vehicle Operations manpower.

1.2.13.1.2. AFMS 42A1 applies to locations with a flying mission and AFMS 42A2 applies to locations without a flying mission. Contact the MAJCOM Functional Manager to verify the AFMS applicable to your location.

1.2.13.1.3. Reviewing the AFMS's Statement of Conditions, Process Oriented Description, Approved Variances, and Process Analysis Summary is the first step in determining the expected level of customer service, identifying potential variances, and measuring the flights ability to support mission demands.

1.2.13.1.4. Workload Data Collection and Productivity. The accuracy of workload data entered in the automated dispatch program is critical to assessing flight productivity, substantiating existing manpower variances, and building historical data to support potential manpower variances. A minimum of 12 months historical work load data will be maintained on file.

1.2.13.1.4.1. At a minimum, collect the following data monthly.

1.2.13.1.4.1.1. Dispatch Supervision Monthly Workload Record (automated).

1.2.13.1.4.1.2. Summary of work by Dispatch Automated Fleet Information System (DAFIS) category codes; i.e., number of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.3. Summary of work for approved driving related variances i.e., number of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.4. Summary of work by master organization code/user (customer) i.e., numbers of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.5. Workload Analysis (Peak workload) reports for both weekdays and weekends, collect three sets of reports covering the following time periods: 1st thru 10th, 11th thru 20th, 21st thru 30th or last day of the month.

1.2.13.1.4.2. Vehicle Operations Flights will develop local operating procedures that address the following:

1.2.13.1.4.2.1. Training/continuity procedures used to ensure workload data is entered into vehicle dispatch module in a standardized format.

1.2.13.1.4.2.2. Procedures established to ensure required workload data is collected/ maintained, and completed transportation requests are reviewed for accuracy within three duty days.

1.2.13.1.4.2.3. Workload data back-up procedures.

1.2.14. Flight Training. The VOO/VOS is responsible for training in the Vehicle Operations Flight. Training for the 2T1X1 career field is accomplished through a combination of formal technical training, on-the-job training (OJT) and Career Development Courses (CDCs). Training may be further enhanced by using commercial sources and/or locally developed programs as appropriate.

1.2.14.1. The following describes the different forms of training required in this AFSC.

1.2.14.1.1. 3-Level Initial Skills Course. All airman entering the vehicle operations AFSC must complete a initial skills course. Each trainee will receive in-depth training on the functions of the Vehicle Operations Flight. Upon arrival to the first duty station, new airmen will enter a job qualification training (JQT) period to become proficient on the vehicles they are going operate. The VOO/VOS and each supervisor must ensure maximum training opportunities for all flight personnel.

1.2.14.1.2. Advanced Skills Course. As part of training and obtaining a 7-skill level, every individual must complete an in residence advanced skills course. The course concentrates on management and functional responsibilities of the Vehicle Operations Flight.

1.2.14.1.3. On-the-Job (OJT) Training. A significant portion of training every vehicle operator will receive will be accomplished through OJT. The OJT process begins upon arrival at the first duty station, and will continue through the award of the 9-skill level.

1.2.14.1.4. Career Development Courses (CDCs). The vehicle operations career field has two courses developed to supplement training to the 5-, and 7-skill levels.

1.2.15. Wartime Skills. During wartime/contingency conditions, vehicle operations personnel must possess the necessary wartime skills to meet mission demands.

1.2.15.1. The following could be some of the Flight functions:

1.2.15.1.1. Support of Noncombatant Evacuation Operations (NEO). Includes support to NEO reception areas, accounting for privately owned vehicles (POV), and bus transportation for the evacuation of dependents and personal baggage.

1.2.15.1.2. Support of Air Base Operability (ABO). Includes the movement of 2-4 echelon medical materiel, mass casualty transportation, and transportation support of off-base medical staging facilities.

1.2.15.1.3. Services support. Includes the movement of commissary stocks for the resupply of protective shelters, transportation support to mortuary affairs, supply and resupply of on- and off-base recovery areas.

1.2.15.1.4. Munitions support. Provide transportation support for intra-base munitions movements as required.

Movement of hazardous materials (unexploded ordinance, fuel, etc.) and waste as required.

1.2.15.1.5. Support aircrew transportation requirements.

1.2.15.1.6. Inter/Intra-base movement of cargo.

1.2.15.1.7. Provide transportation support to move War Reserve Materiel (WRM) supplies and equipment for deployment.

1.2.15.1.8. Operation of material handling equipment (MHE) in support of aircraft loading and unloading operations beyond the capability of the air freight terminal. Support includes providing qualified tractor and trailer operators as necessary.

1.2.15.1.9. Vehicle recovery operations. Collects and manages attrition support vehicles; i.e., POVs, Army Air Force Exchange Service (AAFES) vehicles, Nonappropriated Funds Vehicles (NAF), host nation provided vehicles, etc. Retrieves disabled vehicles for transport to vehicle maintenance, and provides emergency removal services to clear runways and access roads.

1.2.15.1.10. Supports line-haul transportation requirements. Provides vehicles and qualified vehicle operators as necessary to meet Air Force line-haul requirements.

1.2.15.1.11. Determines critical vehicle shortfalls and reports requirements to the Logistic Readiness Center (LRC).

1.2.15.1.12. Executes alternate vehicle sourcing; i.e., lease/rentals, commandeering of Privately Owned Vehicles (POVs), AAFES, NAF, host nation provided vehicles, and executes requirements necessary to obtain vehicle support through Civil Military Cooperation (CIMIC).

1.2.15.1.13. Monitors critical vehicle status reports submitted by the vehicle damage assessment teams and takes appropriate action through the Transportation Control Center (TCC).

1.2.15.1.14. Maintains a current status on all dispersed vehicles.

1.2.15.1.15. Executes vehicle priority recall procedures.

1.2.15.1.16. Prepares all vehicles for shipment as directed by higher headquarters.

1.2.16. Vehicle Control Officer (VCO) and Non-Commissioned Officer (VCNCO): Motor vehicles permanently assigned to units require day-to-day management. As a result, the Air Force adopted appointing unit vehicle control personnel to enable organizations to make the most effective use of assigned vehicles. VCO/VCNCOs:

1.2.16.1. Serve as focal point for all vehicle matters.

1.2.16.2. Control unit vehicles and obtain transportation services to meet mission requirements.

1.2.16.3. Defend unit vehicle requirements, justify requests for additional vehicle requirements, and comply with vehicle rotation policies.

1.2.16.4. Ensure proper operator care, inspections and maintenance is performed. Report vehicle malfunctions to vehicle maintenance and ensure vehicles are made available for repair and servicing,

1.2.16.5. Prevent misuse, abuse, and damage to unit vehicles, investigate vehicle incident, accident, misuse, and abuse cases; recommend corrective action to the unit commander.

1.2.16.6. Identify unit instructors for approval by the VOO and VOS to train and supervise unit vehicle operators.

1.2.16.7. Train unit personnel on use and control of the DoD Fleet Credit Card.

1.2.16.8. Promptly turn in vehicles identified on the priority recall list to support a higher priority mission.

1.2.16.9. Develop and maintain unit vehicle lesson plans.

Chapter 2

OFFICIAL USE OF VEHICLES

2.1. Official Use of Government Vehicles. Statutory law (40 U.S.C. Section 491) prescribes that DoD establish (DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles) an effective means of limiting the use of government motor vehicles (GMV) to official governmental purposes. One simple rule applies with respect to official use of government vehicles:

Restrict the use of all DoD motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted.

Unauthorized use of government vehicles often results in unnecessary expenditure of funds and public criticism. Although the major goal of the vehicle operations flight is to provide quality support, commanders and vehicle managers must know vehicle use restrictions and ensure the base populace is knowledgeable on what constitutes official use. Refer requests not conforming to governing directives to the VOO or VOS.

2.2. Penalties for Misuse of DoD Motor Vehicles. Misuse and/or failure to prevent misuse of government-owned or -leased vehicles is punishable under Title 31 U.S.C. Section 1349. The unauthorized or willful misuse of a government motor vehicle can be cause for the following disciplinary actions:

2.2.1. Military Personnel. Subject to disciplinary action under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

2.2.2. Civilian Personnel. Subject to suspension from duty by SECAF, without pay, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

2.3. Vehicle Misuse Investigation. Report all suspected misuses to the base transportation office. Transportation conducts a technical assessment of the incident to determine if regulatory official use guidance has been violated. All substantiated allegations, along with the technical assessment, will be forwarded to the appropriate unit commander for investigation. Maintain a log of all suspected misuse cases reported to transportation and a case file on each substantiated allegation.

2.4. Priority of Transportation Services/ Making Official Use Determinations. When vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown, to the extent they are available and capable of meeting mission requirements:

2.4.1. DoD scheduled bus service.

2.4.2. Scheduled public transportation.

2.4.3. DoD-owned, rented or leased motor vehicle.

2.4.4. Voluntary use of privately owned vehicle (POV) on a reimbursable basis.

2.4.5. Commercial taxicab on a reimbursable basis.

2.5. Making Official Use Determinations. When questions arise about official use of motor vehicles, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this instruction. When guidance does not specifically fit a request for transportation support, commanders will use the following factors when making official use determinations:

2.5.1. Is the purpose of the trip official?

2.5.2. Does the request have the potential to create a perception that will reflect unfavorably on the Air Force or cause public criticism?

2.5.3. Will the request impact on mission requirements?

2.5.4. Is commercial or DoD scheduled transportation available? It is important to note that the Air Force does not provide transportation support that competes with commercial services.

2.6. Authorized Uses of Government Vehicles (non-inclusive):

2.6.1. Temporary Duty. Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DoD motor vehicle. Use of the vehicle will always be predicated on need, distance involved, and other conditions that justify their use. *When an adequate DoD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited.* When authorized, a government motor vehicle may be operated:

2.6.1.1. Between places where the member's presence is required for official business, or between such places and temporary lodgings.

2.6.1.2. Between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for sustenance of the member. If used off-base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity to the installation.

2.6.1.3. Between places of business or lodging and installation bowling centers, officer and non-commissioned officer clubs, gymnasiums or any on-base non-appropriated fund activity (i.e., golf courses, rod & gun clubs, etc.) facilities required for the comfort or health of the member. Use of motor vehicles for transportation to or from any other entertainment or recreational facilities is prohibited.

2.6.2. Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades, and military field demonstrations. This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar type functions.

2.6.3. Transport civilian organizations (nonreimbursable) to military installations to take part in base activities in the interest of community relations when officially invited and approved by the installation commander or other competent authority. This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar type functions.

2.6.3. (BOLLING) Transportation of active duty military members and DoD civilians taking part in 11th Wing-sponsored community and/or base activities in the interest of community relations may be

provided. The availability of vehicles and operators may limit support. Requests must be submitted through the Chief of Public Affairs Office, Transportation Squadron Commander, and approved by the Logistics Group Commander.

2.6.4. Authorize reimbursable transportation support for community service programs as prescribed by AFI 35-201, *Community Relations Program*, when certified by the installation Public Affairs Officer.

2.6.5. Official use for active duty personnel include transportation to or from Air Force scheduled appointments, i.e., MPF records check, dental appointments, hospital outpatient appointments, etc. Use transportation priorities specified in paragraph **2.4.**

2.6.6. Transportation of family members is the responsibility of the sponsor. Dependents may use publicized, regularly scheduled shuttle buses or mass transportation services on a space-available basis.

2.6.7. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity of the off-base work site.

2.6.7.1. This authority does not include eating or stopping at private quarters.

2.6.7.2. Personnel are not authorized to stop at shopping or dining facilities on, or in the close proximity of, the installation while in route to off-base locations.

2.6.8. The installation commander may approve alert aircrews, Intercontinental Ballistic Missile (ICBM) personnel, and emergency response forces use of government vehicles to and from on-base activities or facilities. Provide a listing of units approved by the installation commander to each unit commander and VCO. Alert crews, ICBM personnel, and emergency response force may not drive vehicle to private quarters, for domicile-to-duty purposes, or to conduct personal business.

2.6.9. The installation commander may authorize Operations Group Commanders (OG/CCs) to drive their vehicles to on-base quarters incident to the performance of their duties in connection with on-going flight operations. This should not be interpreted as having Command and Control Vehicle (CACV) authority. The intent of the policy is to allow OG/CCs to go home to eat during ongoing flight operations without having to transfer to a POV. Vehicles will not be driven to quarters and parked overnight.

2.6.10. The use of government vehicles is authorized to support mental health facilities when mental health patients are in outpatient status. Mental health must prearrange transportation support and such support must be part of patient therapy ordered by a medical physician. Medical personnel must accompany the patients.

2.6.11. Vehicle Allowance Standards authorize intercity buses to installations supporting AF bands. Authorize and assign these vehicles to the Vehicle Operations Flight with the band as the primary user. Use the buses for other transportation needs when no band requirements exist. The band pays all TDY expenses for transportation personnel who provide operator support. If Air Force owned intercity buses are not available to meet band requirements, the base transportation squadron must arrange adequate alternative transportation, to include commercial charter buses. The AF band funds for commercial charter buses.

2.6.12. When DoD scheduled bus service or scheduled public transportation is not available or impractical, AFRC and ANG members in official status (active duty, active duty for training, annual

tour, inactive duty for training pay and non-pay) are authorized transportation for line of duty travel including to and from temporary lodging quarters.

2.6.13. Authorize transportation support to liaison officers of (chartered) Civil Air Patrol (CAP) organizations for annual programs when it is not detrimental to the mission.

2.6.14. Authorize child care centers limited transportation support based on the availability of vehicle operators and vehicles when it is not detrimental to the mission. Limit support to child development center sponsored activities. Do not provide transportation between on or off-base housing areas and the child development center. Do not authorize Air Force vehicles on a permanent basis to child development centers.

2.6.15. Each organization must develop its own local policy directives for the transport of family pets. Commanders should only allow this pursuant to official business. GOVs should be used on a space-available basis with no detriment to the mission. The family pet must always be under the control of the owner, either leashed or caged, in order to ensure the safety of the driver and passengers. Owners should be held responsible for the behavior of their pets and any damage caused to a vehicle should be charged to the owners.

2.6.16. Chapel Support. Provide transportation to the installation chaplain and chapel personnel performing official duties in the same manner as other mission support activities. Support includes direct administrative support and staff assistance visits to off-base locations. The installation staff chaplain submits the transportation request for chapel program activities such as picnics, special groups, social activities, renewal activities, chapel youth trips, or summer camps. Submit all requests to transportation well in advance of the date required. Support is predicated on the availability of vehicles and vehicle operators and must not pose a detriment to higher priority missions.

2.6.16.1. Provide transportation from installation housing areas to installation chapels for weekly worship and religious education programs when resources are available, to include UDI vehicles. Provide vehicle operations flight personnel to operate vehicles on a volunteer basis only.

2.6.16.2. In all cases, the chapel must program and identify chapel transportation requirements to base-level transportation for inclusion in the installations annual budget submission.

2.6.17. Federal Prison Camp (FPC) Support. Express any arrangements concerning FPC inmates operating Air Force vehicles in a written support agreement between the federal agency and the Air Force. The support agreement must include provisions that indemnify the Air Force from claims from the inmates' driving activities as well as provisions to reimburse the Air Force for any vehicle or other property damage that may occur. HQ USAF/XO/IL must approve all agreements.

2.6.17.1. Use Air Force vehicles to perform work stipulated by a support agreement. Do not use Air Force vehicles to conduct other prison business or for inmates to conduct personal business.

2.6.17.2. Do not authorize or assign Air Force vehicles to a prison facility. Air Force flights using FPC inmates for labor may transport them to and from work sites.

2.6.18. Air Force Museum Support. Transportation service (U-Drive, Radio Taxi, Non-Radio Taxi and Mass Transportation) in support of appropriated funded AF Museums may be provided when such transportation can be made available without detriment to the DoD mission. **Figure 2.1.** lists AF Museums that receive appropriated funds.

2.6.18.1. Museums cannot have vehicle authorizations for passenger carrying vehicles. Restrict support to utility type vehicles for use in maintaining facilities and displays. Process requests for Air Force vehicle support as any other vehicle support request. They must comply with all established guidelines.

2.6.18.2. Provide support using the means most economical to the Air Force. Museums that do not receive Air Force appropriated funds are private organizations and not authorized permanent Air Force vehicle support.

NOTE: The above policy does not apply to the Air Force museum at Wright-Patterson AFB OH.

2.6.19. Government motor vehicle support for USAF sponsored counterpart and foreign attachÈ trips for both the principals and their spouses is authorized. This authority applies when GMVs are available; otherwise Official Representation Funds (ORFs) or other government fund cites will be provided for rental vehicles.

2.6.20. Air Force vehicles assigned to housing offices may be used to transport newly arrived members in overseas areas to available or potential rental properties in local communities. The following guidelines apply:

2.6.21. Only housing office employees can transport members in GMVs to search for off-base housing.

2.6.22. The base housing manager should consider the adequacy of local sponsorship programs and the availability of private or commercial transportation before authorizing the use of assigned GMVs to support members obtain off-base quarters.

2.6.23. Do not provide base-level transportation and operator support, to include U-Drive-It (UDI) vehicles, to individual members for the purpose of house hunting. UDI support maybe provided to the housing office to facilitate mass transportation movements. Support will be based on the availability of GMVs in relation to mission support requirements.

2.6.24. Air Force Recruiters may use government vehicles to provide transportation to prospective military recruits for interviews, in-processing, and orientation only. The SECAF must approve all domicile-to-duty transportation requirements for recruiters.

2.7. Unauthorized uses of Air Force Vehicles (non-inclusive):

2.7.1. Do not provide exclusive assignment of Air Force vehicles (owned, rented, or leased) to one official or employee based solely on grade, prestige or personal convenience.

2.7.2. Unless authorized under **Chapter 5**, transportation to, from, or between locations shall not be provided for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

2.7.3. As a rule, transportation to on-base dining facilities is an individual responsibility. However, the installation commander may authorize personnel to take DoD-owned, rented, or leased vehicles to on-base dining facilities.

2.7.3. (BOLLING) Unless coincident to the performance of official duties, driving government motor vehicles to the base commissary, exchange (including all concessions), bowling center, Officer and Enlisted Clubs or any nonappropriated fund activity (i.e., Burger King) is prohibited.

2.7.3.1. Do not grant this authority for personal convenience of the member.

2.7.3.1. (BOLLING) Exemptions to this policy will be for the following:

2.7.3.1.1. (BOLLING) Motor vehicles utilized by the 11th Security Forces Squadron.

2.7.3.1.2. (BOLLING) 11th Medical Group (only authorized to take emergency/rapid response motor vehicles to the Bolling AFB military dining facility).

2.7.3.2. Restrict approvals to personnel requiring an emergency or rapid response capability, i.e., security police, fire fighting personnel, etc.

2.7.3.3. Provide a listing of units approved by the installation commander to each unit commander and VCO.

2.7.4. Members and their family members will not use government vehicle transportation for personal social engagements or personal business. Members and their dependents may use publicized, regularly scheduled transportation services (i.e. shuttle buses, airport transportation service, etc.) on a space available basis. Do not provide a larger vehicle to accommodate space-available passengers.

2.7.5. As a rule, do not provide vehicle support to spouses at additional expense to the government when accompanying the member on official business.

2.7.5.1. The spouse may travel with the member at added expense only when there is an unquestionable official requirement for the spouse to actually participate in the function.

2.7.5.2. Spouse travel on a space available basis when accompanying the member is authorized as long as the size of the vehicle is no larger than that required for the performance of the members official business.

2.7.6. Do not use Air Force-owned, rented or leased vehicles for personal or government directed household good moves.

2.7.6.1. Members are not provided vehicle support for moves related to dormitory renovation or commander directed relocations. Members facing such moves are authorized to receive all appropriate personal property shipping entitlements.

2.7.6.2. Installation commanders may waive this personal property shipping entitlement for emergency or unusual circumstances as set forth in Title 37 U.S.C. Section 406(e). Refer personnel requesting transportation support for household good moves to TMO.

2.7.7. Unless incident to the performance of official duty, do not use or park government vehicles at: commissaries, base exchanges (including all concessions), bowling centers, officer and noncommissioned officer clubs, gymnasiums or any non-appropriated fund activity (i.e., golf courses, rod & gun clubs, etc.) unless approved in other sections of this chapter.

2.7.8. Except as noted in paragraph **9.8.1.1.1.**, members travelling in *Permissive TDY* status are not authorized dedicated appropriated funded motor vehicle transportation support. Members in this duty status may use publicized, regularly scheduled transportation services (i.e. shuttle buses, airport transportation service, etc.) on a space available basis. Do not provide a larger vehicle to accommodate space-available passengers.

2.8. Transportation Between Domicile and Place of Employment. With the exception of Command and Control Vehicle Authorizations (CACV), the Secretary of the Air Force (SECAF) must approve all

domicile-to-duty authorizations. Title 31 U.S.C. Section 1344, is the sole authority for use of government transportation between a residence and place of employment, and section 1344(b) designates specific positions authorized home-to-work transportation. For the Air Force, those are the SECAF and the Chief of Staff. The SECAF may authorize others home-to-work transportation only when one of three conditions exist: (1) a highly unusual circumstance presenting a clear and present danger (for example, the threat of terrorist attack), (2) an emergency (for example, a public transportation strike), or (3) other compelling operational considerations (defined as those circumstances with an element of importance which are essential to the successful accomplishment of the Air Force mission or are necessary for the Air Force's efficient operation). Installation commanders may authorize the use of government transportation to those not otherwise entitled when danger to public health and safety is of such imminent seriousness that timely approval by the SECAF would be impossible. If provided, immediately notify HQ USAF/ILT to begin the approval and notification process. Unless waived by the Assistant Secretary of Defense (Comptroller), obtain reimbursement.

2.8.1. Approval Procedures. Federal law requires the SECAF (non-delegatable) to approve written determinations for domicile to duty requirements cited above. The determination must include: (1) the name (or other identification, if confidential) and the title of the individual, (2) the reason for the determination, and (3) the anticipated duration of the authorization. The initial approval will not exceed 15 calendar days. If the circumstances continue, the SECAF may approve a subsequent determination of not more than 90 additional calendar days. The process may continue as long as required by the circumstances. Submit original or subsequent determination requests to HQ USAF/ILT. The SECAF advises the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Operations of each determination.

2.8.2. Field Work. The SECAF determines who is eligible to use home-to-work transportation for field work. IAW 41 CFR, Subpart 101-6.401(g), field work means official work performed by an employee whose job requires itinerant-type travel involving multiple stops within or outside the accepted local commuting area. Some examples of field work could include:

2.8.2.1. Medical officers performing outpatient medical service away from a hospital.

2.8.2.2. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the government vehicle is normally garaged.

2.8.3. Do not use the field work exception when: (1) the individual's workday begins at his or her official government duty station, or (2) the individual normally commutes to a fixed location, however far removed from his or her official duty station. In situations where it's more cost-effective to provide the member a vehicle for home-to-work transportation rather than have the member travel a long distance to pick up a vehicle and drive back toward or beyond his/her residence to perform his/her job, MAJCOMs should consider requesting home-to-work authorization under compelling operational circumstances. Submit all Air Force field work requirements biannually to HQ USAF/ILT for consolidation and submission to the SECAF for approval. HQ USAF/ILT will forward approvals to affected units. Submit out of cycle requests to HQ USAF/ILT.

2.8.4. Logging Home-To-Work Transportation Requirements. The person(s) or position(s) authorized home-to-work transportation by the SECAF under provisions of paragraph **2.7.4.** must maintain a log to enable an auditor or inspector to establish that the transportation was used only for official purposes. The log must contain: (1) the name and title of the individual (or other identification, if con-

fidential); (2) the name and title of the authorizing individual; (3) the vehicle registration number; (4) the dates, location, duration, and circumstances requiring the home-to-work transportation; and (5) precautions taken to ensure the security of the vehicle. Maintain this log for a period of 3 years.

Figure 2.1. AF Museums Authorized Appropriated Fund Support.

8th Air Force Museum Barksdale AFB	Museum of Aviation Robins AFB	**McClellan Aviation Museum** McClellan AFB
SD Air & Space Museum Ellsworth AFB	**Dover AFB Museum** Dover AFB	Peterson Air & Space Museum Peterson AFB
Fairchild AFB Museum Fairchild AFB	**USAF Enlisted Heritage Hall** Maxwell AFB	**Travis Air Museum** Travis AFB
Hill Aerospace Museum Hill AFB	AF Flight Test Center Museum Edwards AFB	**The Rothkopt Center** Grand Forks AFB
History & Traditions Museum Lackland AFB	**Edward H. White II Memorial Museum** Brooks AFB	**USAF Security Police Museum** Lackland AFB
McChord AFB Museum McChord AFB	**Warren Frontier & Missile Museum** F.E. Warren AFB	**March Field Museum** March AFB
AF Space & Missile Museum Patrick AFB		

Chapter 3

FLEET MANAGEMENT

3.1. Fleet Management. Fleet Management is responsible for the efficient and economical operation of the base vehicle fleet. The element provides written management analyses and is responsible for base vehicle buy submissions, establishing and management of the vehicle control program, the licensing of vehicle operators, accountability of the vehicle fleet, and performing quality assurance evaluations. The Fleet Management element:

3.1.1. Supports AF Form 1252/1252A, **USAF Vehicle Serv-O-Plate and Vehicle Identification Link (VIL).** The Base Fuels Management Office (BFMO) is responsible for serv-o-plate management and the automated fuel service station (AFSS) equipped for VIL. Vehicle Operations will provide the BFMO a semi-annual, or as required, master list depicting all assigned vehicles and organizations codes. A system will be developed between the BFMO and Fleet Management to ensure notification of vehicle deletions, assignments, and rotations.

3.1.2. Records On-Base Fuel Consumption. Air Force vehicles operated solely on government installations are exempt from Federal taxes charged on the fuel consumed. In order to get appropriate tax credit for the fuel consumed by these vehicles, they must be identified and tracked. Fleet Management provides a list of vehicles that operate only on the installation to the BFMO. This list is updated quarterly, and must include the vehicle registration number, unit, and all grades of product that will be used (e.g. MUR, MRR, DL1, DL2, CNG, LNG etc.). BFMO will use this list to encode the VIL with a Type Issue/Defuel (TID) code. Tax refunds are filed quarterly by SA-ALC/SFRF for ground products consumed at all AF bases. If any vehicle uses a county, state, or federal highway one or more times during the quarter, that vehicle cannot be tax exempt and will not be included on the list provided to the BFMO. Crossing over a county, state, or federal highway at an intersection does not count as use.

3.1.3. Records Off-Base Mileage. Fleet Management will develop procedures for documenting off-base mileage data to distinguish between on-base and off-base accrued mileage. AF Form 1380, **Record of Off Base Mileage**, will be used to record the mileage data. Documentation will be forwarded to Accounting and Finance (ACF) to recoup state taxes paid for mileage traveled on the installation. If the state does not charge taxes on government fuel purchases, documentation of off-base mileage is not required.

3.1.4. Manages Toll Tickets. Locations where travel requires payment of tolls will develop procedures to maintain and issue tickets to operators in the proper denominations to cover passage.

3.1.5. Administers Emergency Roadside Repair Forms. Fleet Management controls and issues AF Form 15, **United States Air Force Invoice,** and SF 44, **Purchase Order-Invoice Voucher**, for emergency roadside repairs. Either form may be used.

NOTE: Contract locations where maintenance costs are paid as part of the contract, and there is an alternative method of paying for off-base repairs, are exempt from maintaining the AF Form 15.

3.1.6. Analyses and Reports. Effective vehicle management includes continuing process improvement by constantly assessing customer needs, analyzing services, and monitoring efficiency, economy, and utilization of the vehicle fleet. The VOO/VOS are responsible for ensuring the analyses for evaluating fleet performance and utilization, transportation services, and vehicle authorizations are

accomplished. Recommendations from an analysis must be validated and documented. Fully document decisions, process improvements, or corrective action taken as a result of analyst recommendations. The fleet management module of OLVIMS complies data necessary to accomplish these types of analyses. The following are minimum analyses requirements:

3.1.6.1. Authorization Analysis. Fleet Management will conduct an authorization analysis on all vehicle authorization requests (refer to **Chapter 6** for justification requirements). The objective of the analysis is to validate the requirement and determine whether a more cost effective avenue, such as short-term leasing or co-utilization of assets, can satisfy the requirement without adding additional authorizations. VOO/VOS will use the conclusions of the analysis to make approval/disapproval recommendations to the Logistics Commander (LG).

3.1.6.2. Annual Utilization/Rotation Analysis. Rotate vehicles when practical and economical to help ensure they will reach their programmed life expectancy. The fleet management module of OLVIMS will be used to determine how well the fleet compares to established Air Force and base mileage averages and other vehicle management objectives. Air Force goals listed in TO 36A-1-1301, Vehicle Management Index File, are used as the basis for utilization/rotation analysis. Analysis and summary of actions need to be documented. Authorization deletions, changes, and rotation need to be considered for under utilized vehicles. Consider utilization data, mission requirements, and the cost of moving equipment when determining if rotation actions are necessary. Results of this analysis must be documented to include rationale for action(s). ***NOTE:*** GSA or other leased assets are required to be included in this analysis.

3.1.6.3. Semiannual Vehicle Operations Services Analyses. Vehicle Operations services must be continually analyzed to ensure process improvement, cost effectiveness, efficiency, and quality customer service. are achieved. Each analysis must document corrective actions or operational adjustments to enhance services. Results and recommendations are reviewed by the VOO/VOS in concert with the Vehicle Operations Supervisor and Fleet Manager and implemented as appropriate. All analyses will be derived from data complied over a consecutive seven (7) day period. Longer time periods may be used as deemed appropriate by the VOO/VOS.

3.1.6.3.1. Bus Service Analysis (base shuttle, mass transit, etc.). As a minimum, this analysis will address the following:

3.1.6.3.1.1. The number of authorized and space available users boarding at each stop.

3.1.6.3.1.2. Any recommendations the operators and customers submit.

3.1.6.3.1.3. Computation of the cost per mile.

3.1.6.3.1.4. Comparison of bus stops versus high-usage taxi request locations.

3.1.6.3.1.5. Review of the size of vehicle(s) being used to support the requirement.

3.1.6.3.2. Taxi Service Analysis (Radio/Non-radio). As a minimum, this analysis will address the following:

3.1.6.3.2.1. Taxi response time. USAF standard is 10 minute response time. If excessive, recommendation to improve services are made.

3.1.6.3.2.2. Average response time, if exceeds, USAF standard, document rationale and corrective action.

3.1.6.3.2.3. Number of requests canceled or number of pickups delayed due to the lack of vehicles or manpower.

3.1.6.3.2.4. Analyze taxi standby point versus frequent pick-up and drop-off locations.

3.1.6.3.3. Transient Aircrew Transportation Analysis. As a minimum, this analysis will address the following:

3.1.6.3.3.1. Response time. USAF standard is 10 minute response time. If excessive, recommendation to improve services are made.

3.1.6.3.3.2. Average in-service time.

3.1.6.3.3.3. Accuracy of schedules provided to meet aircrew

3.1.6.3.3.4. Requirements versus capabilities.

3.1.6.3.3.5. Number of Prime Knight requests versus routine aircrew support.

3.1.6.3.4. AFEMS Reject Analysis

3.1.6.3.4.1. Total number of rejects for six month period being analyzed.

3.1.6.3.4.2. Summarize analysis by reject type and corrected action

3.1.6.3.5. Dispatch Support Analysis. As a minimum, this analysis will address the following:

3.1.6.3.5.1. Evaluate requests not supported.

3.1.6.3.5.2. Computation of the cost per passenger mile.

3.1.6.3.5.3. Review of requirements versus capabilities.

3.1.6.3.5.4. Determine optimum mix of vehicles for the Vehicle Operations fleet.

3.1.6.3.6. Pickup and Delivery Support Analysis. This analysis will address the following:

3.1.6.3.6.1. Evaluate requests not supported.

3.1.6.3.6.2. Average in-service time.

3.1.6.3.6.3. Amount of cargo versus frequency of scheduled sweep within designated delivery routes/areas.

3.1.6.3.6.4. Common causes preventing delivery of cargo, which results in cargo being returned to Supply.

3.1.6.3.6.5. Number of unscheduled deliveries within 30 minutes of scheduled sweeps.

3.1.6.3.6.6. Frequency and average delivery times for priority delivery of issue documents (ISU) includes 01, 02, and MICAP parts/cargo.

3.1.6.3.6.7. Compare and evaluate unscheduled delivery requests with scheduled sweep routes and times.

3.1.6.3.6.8. The size and type(s) of vehicles used to support scheduled sweeps.

3.1.6.3.6.9. Recommendations of Supply, TM, customers, vehicle dispatchers and assigned operators.

3.1.7. Establishes a Vehicle Control Program. The purpose of the vehicle control program is to ensure units meet Air Force vehicle management goals. Base activities with vehicles assigned on a permanent basis will have a Vehicle Control Program. Unit Vehicle Control Officers (VCOs) and Vehicle Control Noncommissioned Officers (VCNCO) are appointed by the unit commander to act as designated liaisons with the base transportation activity. Fleet Management is responsible for orienting all newly appointed VCO/VCNCOs on Air Force vehicle management policies. Associate units will participate in and support the host vehicle control program. Associate unit vehicle control programs are subject to assessment by the host command IG.

NOTES:

1. The Vehicle Operations Flight is exempt from inspections and staff assistance visits under the VCO program.
2. AFOSI vehicles leased through GSA in CONUS are exempt from inspections and staff assistance visits.

3.1.7.1. Conducts Annual Vehicle Control Function Assistance Visits. A Vehicle Control Function (VCF) assistance visit will be conducted annually. The results will be documented to include the topics discussed, noted discrepancies and noteworthy comments, and provided to the unit commander. Copies may be provided to tenant command staff assistance teams and IG teams upon request. The VCO/VCNCO is provided the following information during each visit:

3.1.7.1.1. An analysis of vehicle utilization as it compares to base averages and Air Force goals.

3.1.7.1.2. Issues such as operational problems, vehicle rotations, utilization, requirements, security, operator training and licensing, lesson plans, and misuse, will be discussed.

3.1.7.1.3. A computation of O&M cost per mile for each unit vehicle.

3.1.7.2. Performs Semiannual Wing Assessment Vehicle Inspections. At a minimum, Fleet Management will conduct a random inspection of a least 10 percent of the installation fleet (owned or leased) every six months. Fleet Management determines the types based on trends that could affect mission support. Inspections will emphasize safety items, unreported damage and operator care. Inspection criteria will be developed locally and provided to each unit commander. A consolidated report will be provided to the Logistics Commander after each inspection cycle.

3.1.8. Manages the DoD Fleet Credit Card System. The DoD Fleet Credit Cards are used to obtain fuel and services from off-base commercial service stations. Defense Energy Support Center (DESC) is the program manager and policy oversight for the DoD card. Each registered Air Force motor vehicle authorized for off-base dispatch may be assigned a fleet services card. As a rule, vehicle operators should obtain approval from the host base vehicle maintenance activity before using the Fleet Service Card to obtain off-base maintenance services. Units should develop local use procedures. The vehicle registration number and “United States Air Force” should be embossed on each card. To facilitate bulk fuel issues, each host base vehicle operations flight is authorized to obtain generic cards. Generic cards may reflect work section descriptions, i.e., 96th Vehicle Operations.

NOTES:

1. Transportation commanders have the option of establishing alternative off-base refueling programs if more conducive to local vehicle operations functions. Develop local procedures to ensure control and security.
2. AFMC and AFOSI activities with indigenous assets assigned are exempt from this policy.

3.1.8.1. Ordering the Fleet Service Card. Each host base fleet management staff must establish a account with the authorized vendor.

3.1.8.2. Funding and Payment Procedures. Specific payment procedures must be established at each host base when accounts are established. Make all payments directly to the authorized vendor. Provide ACF an estimate of non-fuel purchases to be made against all fleet credit cards each fiscal quarter. This is accomplished by preparing an AF Form 616, **Fund Cite Authorization**, and forwarding the original and one copy to ACF for approval at the beginning of each quarter. The approved copy is authority to cite funds for purchases. A separate funding file will be maintained for each account. The file will include:

3.1.8.2.1. Copies of the AF Form 616, current quarterly funding documents

3.1.8.2.2. Fund cite authorization

3.1.8.2.3. Current quarterly funding documents

3.1.8.2.4. Requests for additional or supplemental funds.

3.1.8.3. Administering the Fleet Credit Card. The Fleet Management staff is responsible for issuance and administration of the fleet credit card. Duties include:

3.1.8.3.1. Developing a local driver training/user guide.

3.1.8.3.2. Acquiring the minimum amount of fleet credit cards to meet installation requirements.

3.1.8.3.3. Controlling the credit card register and the issuance of fleet credit cards.

3.1.8.3.4. Reviewing user control documents and credit register semiannually to include a physical inventory.

3.1.8.3.5. Reporting questionable purchases to unit commanders.

3.1.8.3.6. Posting all non-fuel delivery tickets on AF Form 616.

3.1.8.3.7. Forward a copy of all delivery tickets to Maintenance Control & Analysis (MC&A) weekly for processing.

3.1.8.3.8. Verifying and certifying vendor's invoice when received.

3.1.8.3.9. Forwarding invoice and delivery tickets to the ACF.

3.1.8.3.10. Preparing and issuing an SF 1094, **U.S. Tax Exemption Certificate**, when tax due on invoice exceeds $10.00. The monthly vehicle analysis report includes tax reported and exemption summaries.

3.1.8.4. Control of the fleet credit card. Fleet Management will maintain a control file to account for the fleet credit cards. The control file will contain, but not be limited to, a receipt for on-hand

credit cards, copies of documents certifying loss, investigation, destruction, turn-in, semiannual validation, and credit card register. Develop a local credit card control log to document use. The register will be valid for one fiscal year. All cards must be reissued on a new register by 1 October. Store unused cards in a suitable locked container.

3.1.8.5. Disposition of the Fleet Credit Cards. Fleet Management will destroy credit cards no longer required, authorized, or serviceable. Maintain a record of all credit card destruction for one year after the expiration date of the card. Notify authorized vendor of all lost and/or stolen cards.

Chapter 4

OPERATOR RECORDS AND LICENSING

4.1. Policy. Air Force motor vehicles shall only be operated by military, civilian employees, approved civilian contractors, and Nonappropriated fund (NAF) employees who meet all criteria of this instruction. The vehicle operations officer (or personnel designated by the VOO as authentication officials) is the installation licensing authority. All exceptions to this licensing policy must be approved by HQ USAF/ILTV.

4.1.1. Air Force Academy cadets are considered "military" (10 U.S.C. Section 8075).

4.1.2. ROTC cadets in their junior/senior year whom are issued military identification cards on annual training are considered active duty military.

4.1.3. Individuals serving as Civil Air Patrol corporation liaison officers are authorized to operate Air Force vehicles while engaged in official Air Force missions.

4.1.4. JROTC instructors are technically employees of their school districts and not the government. Therefore, they are not covered under the federal torts claim act in case of accident and are not authorized to operate government motor vehicles.

4.1.5. Foreign military personnel may operate Air Force vehicles when on official orders performing temporary duty at an Air Force installation. The individual must present an international license issued outside the country the Air Force installation is located, or applicable military license issued by their military service. Before operating any Air Force vehicle, the vehicle operator must demonstrate proficiency and be briefed by the sponsoring unit on official use polices, accident reporting, vehicle abuse, and operator care responsibilities.

NOTE: For entry, award, and retention of the 2T1X1 Vehicle Operator/Dispatcher Air Force Specialty (AFS), personnel must possess a valid state driver's license.

4.2. Operator Records and Licensing Office. The Operator Records and Licensing (ORL) office is a subfunction of Fleet Management. This office is responsible for licensing and maintaining motor vehicle operator records for assigned military and civilian personnel authorized to operate Air Force owned, rented, or leased motor vehicles.

4.3. Driver Records.

4.3.1. The ORL staff maintains active records (AF Form 2296, **Vehicle Operator Information (Part 3)**) for all authorized operators, regardless of motor vehicle type or Gross Vehicle Weight (GVW), assigned to the installation. Operator records are retained in the Licensing module of OLVIMS. Backup files are to be maintained for all system records.

4.3.2. When personnel transfer from one installation to another, their driver record must be activated by the ORL office at the gaining base before operating a GMV.

4.3.2.1. Each month, the Military Personnel Flight distributes a list of personnel who are scheduled for permanent change of station (PCS). The VOO/VOS (or designee) must ensure receipt of the list and forward a hard copy of the AF Form 2296 to the MPF.

4.3.2.2. Fleet Management must coordinate with MPF and Civilian Personnel Office to obtain a listing of personnel retiring or separating to purge vehicle operator information files.

NOTE: The 11th WG is exempt from this policy.

4.4. Licensing.

4.4.1. Air Force License Issuance---AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card.**

4.4.1.1. When vehicle operation is required the unit VCO checks the individual's state driver's license for medical or physical restrictions and notes them in Section I on the AF Form 171, **Request for Driver's Training and Addition to U.S. Government Driver's License,** if applicable. Any restrictions are annotated on the AF Form 2296 and printed on the AF Form 2293 (if issued).

4.4.1.2. The unit VCO will brief the member on Air Force policy regarding official use, accident reporting procedures, vehicle abuse, discrepancy reporting, the use of DD Form 518, **Accident-Identification Card**, and the use of SF 91, **Operator's Report of Motor Vehicle Accident.**

4.4.1.3. The member presents the AF Form 171 to the ORL staff who establishes a AF Form 2296 and issues AF Form 2293 (if required) to the member.

4.4.1.4. Issuance of an Air Force license to personnel possessing a valid motor vehicle license issued in any of the 50 United States, the District of Columbia, Puerto Rico, or a similar licensing jurisdiction is waived for operation of government owned or leased, commercial design, general purpose vehicles, telephone maintenance trucks and military designed general purpose vehicles of 14,000 pounds GVW or less, when authorized by the unit commander. NOTE: An AF Form 2296 must still be maintained in OLVIMS.

4.4.1.5. When military personnel transfer from one installation to another, their government operators permit must be validated by the ORL office at the gaining base before operating a GMV.

4.4.1.6. Members may be issued an AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card** if they possess an expired state driver's license that is honored by the issuing state due to active duty military service or due to military waiver or clause.

4.4.1.7. Duplicate AF Form 2293. A duplicate AF Form 2293 may be issued to replace an AF Form 2293 that is misplaced, damaged, or stolen. A verification of the individual's AF Form 2296 is required to issue a duplicate license without recertification.

4.4.2. *FOR MILITARY PERSONNEL*. The AF Form 2293 issued to military personnel (including members of the Reserve and National Guard that are subject to the UCMJ) is valid indefinitely, unless suspended or revoked. When military personnel separate from the service, they may keep their AF Form 2293 if the words "NOT VALID-SEPARATED FROM THE SERVICE" are overstamped or legibly marked on the front and back of the form. See paragraphs **4.7.** and **4.8.** for civilian and contractor licensing requirements.

4.4.3. When military personnel transfer from active duty to active reserve status, the form remains valid.

4.4.4. Basic Military Training School or Technical Training School students whose valid state driver's license expires during training, may be issued a temporary AF Form 2293 for a period not to

exceed 45 days. Vehicle training is conducted on government property by a technical training instructor. A temporary license will not be issued to a student with a suspended or revoked state or commercial license. Ensure the expiration date of the temporary permit is entered in the AF Form 2296.

4.4.4.1. Only the USAF Vehicle Operator Apprentice Course may utilize "span of control" for training students in vehicle operations. Technical Training students in formal training may operate vehicles in a controlled environment (range, obstacle concourse--not open for public use) without an instructor inside the vehicle. Instructor must be present in the immediate area and maintain communication with student operator at all times. "Span of control" cannot be utilized for base-level on-the-job (OJT), a qualified trainer is required to be in the vehicle.

4.4.5. Personnel in TDY status may operate Air Force vehicles when on official orders and they possess a valid state or military license for the vehicle to be operated. All personnel will be briefed on official use policies and operator care responsibilities prior to operating Air Force vehicles. Do not maintain a driver record of TDY personnel operating Air Force vehicles in the Licensing module of OLVIMS.

4.4.6. Qualifying a Non-US Citizen. Unit instructors must prepare bilingual, written, or verbal tests to cover foreign country driving laws and regulations for non-US citizens employed by the Air Force. Treaties, arrangements, and laws of host countries apply.

4.4.7. Commercial Drivers Licenses (CDL) (49 CFR Parts 383 and 391).

4.4.7.1. Policy. Federal civilian employees that operate government -owned or -leased vehicles 26,001 GVW or more, or operate a vehicle designed to transport more than 15 passengers (including the driver), any vehicle transporting hazardous materials in such quantities that the vehicle is required to be placarded under the hazardous materials transportation regulations (49 CFR 383.5), must possess a CDL. Civilian employees will purchase CDLs at their own expense and obtain any subsequent renewals.

4.4.7.2. Exceptions (DoD Civilians). The following are the only waivers that apply to civilian employees.

4.4.7.2.1. Federal civilian employees who operate GMVs within the confines of any military or participating in field exercises, combat or tactical situations (*and never on a public road*).

4.4.7.2.2. Federal employees exempted from obtaining a CDL under this provision will comply with the licensing and qualification requirements outlined in this chapter.

4.4.7.2.3. Federal civilian employees who operate fire fighting vehicles.

NOTES:

1. Federal civilian employee vehicle operators that possess a CDL for a specific class of vehicles, are not required to meet the licensing requirements in this section for those same classes of vehicles.
2. Employees exempted from obtaining a CDL under this provision will comply with the licensing and qualification requirements outlined in this chapter.

4.4.7.2.4. Licensing of federal civilian employees in overseas areas will be governed by a Status of Forces Agreement (SOFA) and/or host nation requirements.

4.4.7.3. Military Exemption. CDL requirements do not apply to military personnel. Noncivilian operators waived from the CDL licensing requirements include any active duty military personnel, and members of the reserves and national guard on active duty including personnel on full-time national guard duty, personnel on part-time training and national guard technicians (civilians who are required to wear military uniforms and are subject to the code of military justice).

4.4.7.4. Government vehicles may be used by federal civilian employees for CDL qualification and requalification. The use of government vehicles for this purpose will be restricted to only those specified by their current job description/AFSC, and not for obtaining additional qualifications for separating personnel, promotions, change in jobs, etc.

4.4.7.5. (*Optional*) The use of Air Force vehicles by personnel awarded the 2T151 AFSC to obtain a CDL as a condition to enhance proficiency may be authorized. The member will purchase CDLs at their own expense and obtain any subsequent renewals.

4.5. Training.

4.5.1. Additional training is required on general purpose vehicles and telephone maintenance trucks over 14,000 GVW, passenger vehicles with a carrying capacity of more than 15 passengers, special purpose vehicles, construction equipment, materiel handling equipment, and railway equipment (locomotives or cranes).

4.5.2. The using organization conducts all required vehicle operator training. When initial driver training is required, training may be accomplished by contract with a commercial driver training agency. The unit pays for the training.

4.5.3. Trainers. Units designate qualified operators as vehicle training instructors.

4.5.3.1. A list of training instructor candidates, the type of vehicles they are trainers for, and their grade, should be submitted to Fleet Management. ORL will request a background check from Security Police using the individual's AF Form 1313, **Driver's Record,** as a source document.

4.5.3.2. The VOO may reject a candidate or remove a training instructor who is considered to be unqualified or who has accumulated six or more points for accidents or moving traffic violations during any 12 consecutive months.

4.5.3.3. A list of approved unit trainers will be kept on file in the ORL office.

4.5.4. Training Lesson Plans. Unit commanders will ensure vehicle training lesson plans are developed and on file for vehicles assigned to their organization. The unit explosives or weapons safety manager is required to coordinate on lesson plans for vehicles that handle or transport explosives.

4.5.4.1. Coordinate all vehicle lesson plans through the VOO/VOS and the Vehicle Maintenance Manager (VMM). The using unit commander approves the lesson plan. ORL will retain copies of all approved unit vehicle lesson plans.

4.5.4.2. Transportation will not release new vehicle types to unit(s) until lesson plans are developed and approved, and an individual from the organization is certified to safely operate the new vehicle and conduct training.

4.5.5. Training Certification. A student operator will possess an AF Form 171, **Request for Driver's Training and Addition to U.S. Government Driver's License**, which serves as a learner's permit and be accompanied by a vehicle trainer while driving. The AF Form 171 becomes a valid learner's

permit only after completing Section I, Trainee Information. Block 19 must specify the specific vehicle types the trainee is being trained to operate.

4.5.6. Certification of Training. When a student operator demonstrates competency in operating and servicing on a specific vehicle type, certification is accomplished by:

4.5.6.1. The trainer certifies completion of training by completing Section II of the AF Form 171.

4.5.6.2. The trainee acknowledges training received by completing Section III of the AF Form 171.

4.5.6.3. The appropriate authority certifies that training was provided by a qualified vehicle trainer by completing Section IV of the AF Form 171.

4.5.6.4. The trainee presents the AF Form 171 to the ORL office as the source document for updating the AF Forms 2293, **U. S. Air Force Motor Vehicle Operator Identification Card** and 2296, **Vehicle Operator Information (Part 3)**. When the AF Form 2296 is updated, the AF Form 171 is returned to the unit VCO.

4.5.7. Emergency Response Training. Additional training is required for vehicles (14,000 GVW or less) used for emergency response purposes. Training will be documented in personnel training records.

4.5.8. Chemical Warfare Training. Additional training is required to operate vehicles in chemical warfare gear. This training will be documented in personnel training records.

4.5.9. Explosives and Hazardous Material Handling. Units required to handle or move explosives or other hazardous materials must provide operator instruction to their vehicle operators. Additional training and instruction will be documented by the unit in personnel training records. The AF Forms 2293 or 2296 will not be used.

4.5.10. Pintle Hook. The unit conducts all training for pintle hook towed loads operated on/off base. Unit lesson plans for prime movers will include instruction on all pintle hook towed vehicles and/or equipment to be towed by the unit. The unit will document training in personnel training records.

4.5.11. Contingency Training. Unit personnel that operate special purpose vehicles during wartime or contingencies, but not during normal duty, will receive familiarization training from a qualified instructor.

4.5.11.1. Familiarization training will be documented using an AF Form 171 and annotating block 20 “For Contingency Use Only.”

4.5.11.2. The AF Form 171 will be signed by the individual (Section III) and a certifying official (Section IV) and kept in the possession of the individual while operating these vehicles.

4.5.11.3. Refresher training for operators on vehicles “For Contingency Use Only” will be accomplished as determined by the unit commander. During contingencies, personnel will operate vehicles identified on their “Contingency Use Only” AF Form 171 on the military installation or work sites only.

4.5.12. Any non-registered vehicle operated on off-base roads, will be licensed in accordance with state and local laws.

4.5.13. Operator Training in TDY Status. Training and certification must be accomplished by a designated vehicle trainer and documented on the AF Form 171. The trainer certifies completion of train-

ing by completing the AF Form 171. The student operator will retain the AF Form 171 to certify the training received. Upon return to home station, the individual presents the AF Form 171 to the ORL office to update their AF Forms 2293 and 2296.

4.6. Operation of Motor Vehicles on Air Force Flightlines. See AFMAN 24-306.

4.7. Federal Civilian Employees.

4.7.1. Policy. A civilian who is employed as a motor vehicle operator and/or incidental operator must meet the training requirements in the Federal Personnel Manual (FPM) and 40-series Air Force publications.

4.7.1.1. The OF Form 345, **Physical Fitness Inquiry for Motor Vehicle Operators**, is used to review and certify an employee's capability to operate a government -owned or -leased motor vehicle. The OF Form 345 is only required for civilian employees who possess an AF Form 2293.

4.7.1.2. Physical standards referred to in the FPM do not apply to the Air Force Reserve and the Air National Guard technicians. Their vehicle operator records are handled in the same manner as active duty military operators.

4.7.1.3. The expiration date of the AF Form 2293 issued will be the same as the civilian member's state or CDL.

4.7.1.4. Every 4 years (after a physical examination if required) the VCO reviews each federal civilian employee's capability to operate a GMV or continue to retain the AF Form 2293. Civilian operators must meet prescribed physical standards and demonstrate competence to operate a motor vehicle.

4.7.2. Although base maintenance, construction, and materiel handling vehicles are excluded from the Office of Personnel Management (OPM) motor vehicle definition and operator requirements, civilian operators of these vehicles will comply with licensing requirements in this chapter.

4.8. Licensing Contractor Personnel:

4.8.1. A contractor employee required to operate government vehicles in the execution of a government contract must be licensed by the state on the vehicles they operate. It is the responsibility of the contractor, not the Air Force, to ensure operators are appropriately licensed as a condition of employment. A state or commercial license will be used as certification to operate vehicles specified in the contract. No further government licensing is required unless:

4.8.1.1. The contractor operates a government provided vehicle when commercial licensing is waived under P.L. 99-570 (such as fire fighting vehicles) issuance of the AF Form 2293 is required. The AF Form 2293 is issued only for the inclusive dates of the contract and appropriately annotated with any required restrictions such as "on base only".

4.8.2. Prior to allowing any contract personnel to operate government vehicles the contractor must:

4.8.2.1. Certify individuals are trained, licensed, and physically qualified to operate the vehicles, and briefed on official use policies. This will be accomplished by letter, signed by the contractor, listing each individual and the types of vehicles they will be operating. This certification will be updated as necessary and remain on file in ORL.

4.8.2.2. ORL will maintain a file in the Licensing Module of OLVIMS on each contractor employee operating special purpose vehicles licensed with a CDL or AF Form 2293. Only the minimum amount of information is necessary for identification to assist in accounting, controlling, and investigations.

4.8.2.3. Fleet Management will void any issued AF Forms 2293 upon completion of the contract or upon individual termination of employment. The employee may keep the voided copy.

4.9. Licensing of Federal Prison Camp (FPC) Inmates. FPC inmates are not licensed by the Air Force to operate Air Force vehicles. Inmates that are allowed to operate Air Force vehicles under the terms of a HQ USAF approved support agreement will be appropriately licensed by the state on the vehicle required to be operated.

Operator licenses issued by the Federal Prison may be accepted in place of a state license. Draft support agreements should be submitted to HQ USAF/ILTV for review and coordination. They should include provisions to indemnify the Air Force for claims flowing from the inmates' driving activities, as well as provisions to reimburse the Air Force for any vehicle or other property damage which may occur.

4.10. Requirements for Contingency and Remote Areas. Certain personnel assigned to contingency and remote areas are required to have an AF Form 2293 before they report for duty, since facilities for examining and training operations at these sites may be limited or nonexistent. The parent or losing command will ensure that licenses and qualification records are issued to these personnel.

4.11. Suspension/Revocation of Government Vehicle Operator's Driving Privileges. Vehicle operator driving privileges will be suspended, revoked and reinstated using the guidance contained in AFI 31-204. Base law enforcement activities, acting on behalf of the installation commander, administer the program.

4.11.1. Security Police notifies the ORL office when individuals have their driving privileges suspended, revoked, or reinstated.

4.11.2. Individuals who have their driving privileges suspended or revoked must return their AF Form 2293 to the Operator and Licensing Section. Action causing the revocation/suspension will be entered in the Licensing Module of OLVIMS.

4.11.3. All GMV driving privileges are suspended when an individual's authority to drive civilian vehicles on base is suspended. Upon reinstatement of on-base driving privileges for civilian vehicles, full GMV driving privileges (including off-base) will be restored (including reissue of the AF Form 2293) unless specifically withheld by competent authority, i.e., Security Police, individual's commander.

4.11.4. Unit commanders or equivalent may suspend or revoke a vehicle operator's GMV driving privileges for due cause. The commander must notify the ORL office in writing of this action and ensure the operator's AF Form 2293 is returned to the Operator Records and Licensing section.

4.11.5. Suspension for Substance Abuse. The unit commander determines if a person involved in substance abuse will have their government vehicle operation privileges suspended and reinstated. The commander must notify the VOO of all suspension and reinstatement actions.

4.12. Restoration of Driving Privileges:

4.12.1. While the State Operator's Permit is Still Suspended. Government vehicle driving privileges may be restored while the on-base driving privileges are suspended if requested by appropriate command authority. The level of authority who approves the government vehicle driving suspension must also approve the reinstatement. A copy of the approval must be maintained in the ORL office. An AF Form 2293 is then issued for on-base operation only. Reinstatement in these cases is based on mission essentiality of the person involved and a certification that the person cannot be assigned duties that do not involve driving.

4.12.2. Reinstatement of a State Operator's Permit. Government vehicle driving privileges are reinstated, unless deemed inadvisable by competent command authority.

4.13. Reexamining an Operator. An operator is given a reexamination on abilities to safely operate a vehicle when:

4.13.1. Considered necessary by the unit commander due to an accident, evidence of abuse or misuse, moving violations, or a display of poor judgment or behavior.

4.13.2. Affected by a physical impairment that results in a physical profile change as determined by competent medical authority.

Chapter 5

VEHICLE AUTHORIZATION

5.1. Vehicle Requirements . Federal law controls the purchase of passenger-carrying vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline, or vehicles in depot maintenance. Meet peak workload and unusual requirements for vehicles by borrowing from other government agencies, renting, or leasing vehicles from GSA or commercial sources. Use POVs on a reimbursable basis according to JTR.

5.1.1. Limousines. Restrict the use of Class V sedans (see **Figure 5.1.**) to these DoD officials and visiting foreign officials of comparable rank (Code of Federal Regulations (CFR) 41, Chapter 101, Subpart 101-38.1 and 101-39.2):

5.1.1.1. The Secretary of Defense.

5.1.1.2. The Deputy Secretary of Defense.

5.1.1.3. The Chairman, Joint Chiefs of Staff.

5.1.2. Large Sedans. Restrict the use of Class IV sedans to these DoD officials and to visiting foreign officials of comparable rank:

5.1.2.1. The Secretaries of the Air Force, Army, and Navy.

5.1.2.2. The Chiefs of Staff of the Air Force, Army, Chief of Naval Operations, and the Commandant of the Marine Corps.

5.1.2.3. The Under Secretaries of Defense.

5.1.2.4. All four-star commanding officers.

5.1.2.5. Directors of defense agencies.

5.1.2.6. Class IV vehicle requirements for protective services must be approved by SECAF. The requesting official must successfully demonstrate that the use of a smaller vehicle will not meet the protective mission requirements. Submit requests to HQ USAF/ILSR.

5.1.3. Other Classes. Passenger sedans and station wagons acquired for support, other than those specified in **5.1.1.** and **5.1.2.** above, will be Class IA, IB, or Class II. SECAF may grant exceptions to this restriction. Fully justify the request for an exemption and forward through MAJCOM transportation to HQ USAF/ILSR.

5.1.4. Authorization of Class III Midsize Sedans. Public Law stipulates that Class I or Class II sedans be used to meet daily mission requirements. When Class I or Class II sedans clearly do not meet mission requirements, the law allows limited exception authority to authorize the use of midsize sedans. Forward all requests for Class III sedans to HQ USAF/ILSR. Retain all justification documentation on approved Class III sedan authorizations at the MAJCOM and by the approval authority (SECAF). Class III sedan authorization requests will include the following information in justification requests:

5.1.4.1. The intended use of the sedan. Will the vehicle be used for domicile-to-duty or command and control purposes? If so, has approval been obtained?

5.1.4.2. A clear statement of why a smaller vehicle will not meet mission requirements. Class III sedans will not be authorized based on position, rank, or personal preference.

5.1.4.3. State the intended source of the vehicle and that the source is the most economical to the Air Force. Submit a cost comparison analysis for each sedan requirement with the justification. The analysis must clearly indicate the most cost effective method for sourcing the requirement. Failure to provide the analysis will result in disapproval of the request. Only use leasing when there is a clear cost savings to the Air Force.

5.1.4.4. Who will drive the vehicle? Identify the AFSC or job series of the driver.

Figure 5.1. GSA Sedan and Station Wagon Classifications. (Ref.: Federal Standard No. 122X, Tables II, III, IV, V, VI, and IX.)

Vehicle Type	Classification.
Subcompact Sedans	I
Subcompact Station Wagons	I
Compact Sedans	II
Compact Station Wagons	II
Midsize Sedan	III
Large Sedan	IV
Large Station Wagon	IV
Limousine	V

5.2. Vehicle Authorization Review Authority. IAW Title 40 U.S.C. Section 491, only the minimum number of vehicles necessary to support the mission should be authorized. The wing Logistics Group (LG) Commander is the vehicle authorization review authority for the installation. The LG:

5.2.1. Reviews and validates vehicle requirements, and vehicle change requests.

5.2.2. Recommends increases or decreases in vehicle authorizations.

5.2.3. Reviews and approves the annual base priority buy submission.

5.2.4. Approves the Vehicle Priority Recall List and the Minimum Essential List (MEL) annually.

5.2.5. Reviews the vehicle distribution and sourcing plan to support the Emergency War Order (EWO) and/or other contingency taskings during the Base Support Plan (BSP) process.

5.2.6. Evaluates effectiveness of the local rotation program using data in the annual utilization and rotation report.

5.2.7. Evaluates operation and maintenance cost data against Air Force cost program objectives.

5.2.8. The LG considers the following to address additional vehicle authorizations:

5.2.8.1. Use vehicles from the UDI fleet to satisfy short duration or sporadic mission requirements.

5.2.8.2. Types and quantities of vehicles must be clearly the minimum number to accomplish the mission.

5.2.8.3. Do not authorize vehicles for reasons of grade, prestige, personal convenience, or to individual persons except as stated above.

5.2.8.4. Review vehicles that do not meet Air Force or base utilization goals for possible authorization or rotation actions.

5.2.8.5. Services staff engaged in direct administrative support may use general purpose vehicles acquired with appropriated funds. Do not acquire vehicles with appropriated funds justified either partially or wholly for transportation support of MWR activities. See AFI 65-106, *Appropriated Fund Support for Morale and Recreation and Nonappropriated Fund Instrumentalties* for additional guidance.

NOTE. Allowance Standards 019 through 032 prescribe the maximum allowances (not authorizations) to accomplish organizational and functional missions. Establish special allowances to meet unusual mission requirements when properly justified.

5.3. Air Force Zero Growth Policy. MAJCOM vehicle ceilings, set and managed by HQ USAF/ILSR, implement the USAF zero-growth vehicle policy. MAJCOMs will not exceed these ceilings without AF/ILSR approval. MAJCOM requests to exceed ceilings must be supported by a verifiable mission change, e.g., POM, OPLAN, PPLAN, etc. Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. Each MAJCOM will establish policy to maintain ceilings.

5.4. AF Form 601, Equipment Action Request . Use an AF Form 601 to justify adjustments to vehicle requirements. Use the same form to justify vehicles if they are the same type, they perform similar functions, or they fall under the same allowance source code in the allowance standards. *The allowance standard is the allowance document for validating vehicle authorizations and is not an authorization document.*

5.5. Excess Vehicles. The VOO or VOS redistributes excess vehicles to base activities having open vehicle authorizations or reassigns them to replace older vehicles eligible for replacement. Do not assign excess vehicles to organizations waiting approval for additional vehicle requirements. Vehicle Operations will control excess vehicles pending MAJCOM action.

5.5.1. If reassignment to another base activity is not possible, vehicle maintenance accomplishes a limited technical inspection. Send the AFTO Form 91, **Limited Technical Inspection --Motor Vehicles,** and the request for disposition instructions, to MAJCOM transportation within 60 calendar days from the date the vehicle becomes excess.

5.5.2. Initiate follow-up disposition action after 60 calendar days.

5.6. Vehicle Requirements Process. WR-ALC/LE programs vehicle acquisitions for the Air Force through the vehicle Priority Buy (PRIBUY) program.

5.6.1. WR-ALC/LE annually:

5.6.1.1. Provides MAJCOM/LGTs with specific PRIBUY submission instructions/guidelines.

5.6.1.2. Compares MAJCOM PRIBUY submissions against requirements stated in AFEMS (DSDC001).

5.6.1.3. Jointly resolves any inventory discrepancies with MAJCOM/LGTV staffs.

5.6.1.4. Compiles the Air Force vehicle budgetary requirement.

5.6.1.5. Is the review authority for specifications, purchase options, purchase descriptions, and standards for procuring Air Force vehicles.

5.6.1.6. Determines MAJCOM allocations, and coordinates shipment of assets acquired.

5.6.2. MAJCOMs annually:

5.6.2.1. Provide priority buy submission guidelines to base level transportation activities.

5.6.2.2. Compile and prioritize MAJCOM requirements.

5.6.2.3. Submit MAJCOM vehicle requirements through an off-line PRIBUY program (0204).

5.6.2.4. Work with WR-ALC/LE to resolve any inventory data discrepancies.

5.6.2.5. Provide WR-ALC/LE with shipping information and special specification requirements.

5.6.2.6. Monitor due-ins.

5.6.3. Mission Need Statements. Document all vehicle requirements and modifications in a Mission Need Statement (MNS) when R&D efforts are required during program development or the program has joint service or allied nation applicability. Follow procedures in AFI 10-601 for processing a MNS.

5.7. Specification Review. WR-ALC/LE forwards the vehicle specifications for all other vehicles by 15 October to the lead command for use during the following fiscal year's buy process. The lead command is usually the dominant user of a specific vehicle type. WR-ALC/LE does not review specifications for: vehicles bought through GSA, M-series vehicles, or vehicles on an optional or multi-year contract for the follow-on fiscal year.

5.7.1. The Lead Command:

5.7.1.1. Coordinates the specifications with appropriate agencies within that command.

5.7.1.2. Forwards one copy of the specifications to each using command senior transportation official.

5.7.1.3. Consolidates all responses and works out all disparities and forwards a single coordinated response with recommended changes by 15 February to WR-ALC/LE.

5.7.2. Using Commands:

5.7.2.1. Coordinates the specifications with the appropriate command agencies.

5.7.2.2. Forwards a single consolidated response to the lead command by the suspense date.

NOTE: Specifications will not be "gold-plated" with "nice-to-have" items or capabilities.

5.8. First Article Testing. Normally, contractors must develop at least one first article vehicle for full testing. Commands may observe and participate in these tests. WR-ALC/LE is the liaison in this effort.

5.8.1. Test Parameters. Contractors define the test parameters for in-plant first article testing. When possible, WR-ALC/LE will provide a copy of the parameters to the lead command 15 days prior to the test. WR-ALC/LE can address questions about the test parameters.

5.8.2. Test Procedures. For tests in the factory, the manufacturer normally accomplishes the tests and the Defense Contract Administration Service (DCAS) monitors those tests.

5.8.2.1. WR-ALC/LE can require a second first article vehicle. Commands may assist in making that decision. Request a second prototype at the same time the specification review response is made. The lead command provides recommended user test parameters and pass or fail criteria. Send the second prototype to the Air Force base designated by WR-ALC/LE and the lead command.

5.8.2.2. Air Force personnel and the manufacturer conduct tests at a base. The lead command ensures the primary users of the vehicle participate in the tests.

5.8.2.3. The lead command forwards a report of the test results to WR-ALC/LE 15 days after the test is complete.

5.8.2.4. WR-ALC/LE makes the final decision on specifications, revisions, user test parameters, and pass or fail criteria.

5.8.3. Operational Test & Evaluation. Use operational test and evaluation (OT&E) procedures on major 463L vehicles, aircraft tow tractors, large refueling vehicles and most crash fire equipment. The lead command and the vehicle system program manager coordinates the use of OT&E on vehicle types within 6 weeks after the Annual Buy Budget Review.

5.9. Vehicle Rental and Lease Administration:

5.9.1. DoD components may rent or lease motor vehicles when *any* of these conditions exist:

5.9.1.1. An economic analysis verifies a cost benefit to the government. Reference AFI 65-501, Economic Analysis, for economic analysis requirements and procedures.

5.9.1.2. Unforeseen requirements demand vehicles prior to acquisition through normal procurement.

5.9.1.3. Local laws or status of forces agreements prevent using government vehicles.

5.9.1.4. Normal REMS procedures or resources cannot fill the authorization.

5.9.2. SECAF must approve authorizations for Class III and Class IV sedans prior to initiating rentals or leases.

5.9.3. The requester may accept the next larger size vehicle (if rented less than 60 days) without obtaining SECAF approval if the rental agency does not have the authorized size vehicle. This does not apply to Class III and IV sedans.

5.9.4. Transportation activities are the office of primary responsibility (OPR) on all installation rental and lease approvals. The Transportation Squadron Commander will coordinate on all lease requests prior to submission to contracting.

5.9.4.1. Fleet Management validates all requests for rentals and leases for installation activities. Coordinate with Contracting to ensure vehicles are not rented/leased without prior validation regardless of who funds for the rental/lease. Lease or rental may be executed with AF Form 9 or,

where guidance allows, IMPAC government credit card. A copy of validated AF Form 9 or related IMPAC documents will be retained in Fleet Management.

5.9.4.2. Fleet Management will maintain a log of all leases/rentals. The log should list each purchase request in numerical sequence and the reason for its initiation.

5.9.4.3. Requesting units/users provide funds for each lease.

NOTE: All requests for long-term leases are justified on an AF Form 601, Equipment Action Request, and forwarded to MAJCOM Transportation for action. Approved requests must remain on file until the lease is terminated.

5.9.5. Upon termination of a vehicle rental or lease, Fleet Management verifies and certifies charges.

5.10. Vehicle Lease Procedures:

5.10.1. Short-Term Lease. Transportation commanders may rent or lease vehicles to meet peak workloads and unusual or emergency requirements for periods not to exceed 1 year (provided organizational O&M money is available) without established authorizations. When rental or leases of vehicles exceed 60 days, request written support from the host MAJCOM/LGT identifying the vehicle type, quantity, and duration of the lease. Use GSA vehicles if they are available. Confirm nonavailability from the MAJCOM before executing a commercial lease exceeding 60 days for general purpose vehicles. Keep nonavailability certification documents for 1 year. Do not use this authority to provide transportation for normal or routine purposes, when vehicles are available. Rentals or leases that exceed 1 year must have a valid authorization.

5.10.2. Long-Term Lease. Leasing over one year is generally to fill open authorizations not filled through normal acquisition procedures.

5.10.2.1. Requests must be sent to MAJCOM/LGT for approval. MAJCOM/LGT approves all lease requests except lease to buy clauses.

5.10.2.2. Base transportation reviews and validates all vehicle lease requests. Transportation will process requests to the base LG for approval or disapproval recommendations. Forward an AF Form 601, **Equipment Action Request,** to MAJCOM/LGT for processing. Enter the allowance source code of the authorization temporarily filled by a lease vehicle in the allowance identification column of the form. Obtain written approval to extend leases past the approval period. Justifications will include:

5.10.2.2.1. Current authorizations and assets by type to be leased.

5.10.2.2.2. Number of vehicles on hand that exceed the Air Force standards for age and mileage.

5.10.2.2.3. Model year, mileage, and estimated repair cost of the vehicle to be replaced.

5.10.2.2.4. Other types of excess vehicles on-hand which are suitable for substitution.

5.10.2.2.5. Whether the vehicles are required to fill open authorizations or required to replace existing inventories.

5.10.2.2.6. Impact or course of action if authority to lease is not granted.

5.10.2.2.7. Whether the request is a new or renewal lease.

5.10.2.2.8. Monthly and annual costs for the lease. It must include the basic cost, mileage charges, and fuel and maintenance costs.

5.10.2.2.9. Anticipated period of use.

5.10.2.3. Use short-term leases to satisfy emergency requirements pending receipt of long-term lease approval.

5.11. Funding for Long-Term Leased Vehicles. Vehicle rentals are funded by unit Operations and Maintenance (O&M) funds. Vehicle acquisitions are funded with investment funds, BP8200-3080 from congressional authorization and appropriation acts annually. The purchase of vehicles using O&M funds is not authorized. When executing a long-term lease, contracts with option to buy requires prior approval by WR-ALC/LE.

5.12. Lease with Option to Buy. Lease with option to buy is an accepted method of entering into long-term vehicle leases per the Federal Acquisition Regulation (FAR) Sections 7.401, 7.402, and 17.201. WR-ALC/LE must approve all leases with an option to buy clause. In a lease with option to buy contract, the cumulative lease costs and the cost to exercise the purchase option must not exceed the purchase cost unless fully justified in writing. Execute leases with O&M funds but do not procure vehicles with these appropriations. If approved for purchase, and an offset is provided, HQ USAF/ILSR will send BP8200 (3080 investment) funds through channels to the base.

5.13. Vehicles Procured Using Fast Payback Capital Investment Procedures (FASCAP). FASCAP procedures apply to special purpose type vehicles only.

5.14. Insurance Coverage and Maintenance for Rented or Leased Vehicles:

5.14.1. "For Hire" solicitations and resulting contracts provide insurance coverage as prescribed by applicable portions of the Federal Acquisition Regulations. Unless the rental company requires purchasing insurance, rented or leased vehicles are obtained with the Air Force providing self-insurance.

5.14.2. Vehicle operators conduct daily operator care on rented or leased vehicles unless otherwise specified in the contract.

5.14.3. The contractor performs all maintenance on rented or leased vehicles, unless a prior agreement is made showing it is more economical for the Air Force to perform maintenance.

5.15. Installation of Radio Equipment in Rented or Leased Vehicles. When two-way radio sets are required, hire vehicles having radio equipment already installed. Install radio sets in government-owned, rented, or leased vehicles when it is not economical to rent or lease equipment. Use portable or non-fixed radios when feasible.

5.16. Management Reports. AFI 24-303 details the requirements for operations and maintenance cost summaries and maintenance labor hours summaries for general purpose vehicles. It also provides guidance for preparing quarterly management reports for all vehicles reported in OLVIMS DSD0009. AFI 24-303 describes how to collect, report, and process data to support IRCN: 1102-GSA-AN, Agency Report of Motor Vehicle Data.

5.17. AF Form 1474, Agency Report of Motor Vehicle Data. The reports require detailed information concerning the types of vehicles hired, the source of hire (GSA or commercial), and the cost of the vehicles hired.

5.17.1. AF Form 1474**.** Reporting Instructions—Unit or Activity:

5.17.1.1. Reported information includes the 12-month vehicle usage period covering from 1 September through 31 August of each year.

5.17.1.2. Send reports to the major command transportation vehicle division by 15 September of each year.

5.17.1.3. Form entries are self-explanatory. Direct any questions about this report to the major command headquarters. GSA and the Congress receive summarized data from these reports. Accurate data is essential.

5.17.2. AF Form 1474. Major Command:

5.17.2.1. Review and consolidate AF Form 1474 data received from base-level activities.

5.17.2.2. Report AF Form 1474 to WR-ALC/LE via CARS or mail (WR-ALC/LE, Robins AFB GA 31098-5609). Send an information copy to HQ USAF/ILTV. Submit the report by 15 October of each year.

NOTES:

1. For completion of this report, the terms “hire,” “contract,” “lease,” and “rent” mean the same. Vehicles hired from GSA contractors are the same as capital interagency, capital motor, or capital pool vehicles.
2. Under normal conditions, this report is necessary for planning or implementing short-range programs. Agencies assigned C-1 will prepare and submit this report.
3. 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. Do not electronically transmit this report during MINIMIZE.

5.18. Interagency Motor Pools and Systems. Title 10 U.S.C, 133(d) delegates authority to the Secretaries of the Army, Navy, and Air Force to establish and operate interagency motor pools and systems. Title 40 U.S.C. 486 gives this responsibility to the Administrator of GSA for the actual establishment and operation. GSA develops necessary data and cost statistics to determine the economic feasibility of establishing a motor pool in an area. DoD components are notified if consolidation is feasible.

5.18.1. Services Provided by Interagency Motor Pools:

5.18.1.1. Rent vehicles by the month.

5.18.1.2. Maintain and provide fuel, oil, and lubricants (POL,) for other government-owned vehicles.

5.18.1.3. Store government owned vehicles.

5.18.2. Discontinuing Interagency Motor Pools. If an established interagency motor pool fails to achieve a savings during a reasonable period, i.e., 2 successive fiscal years, the GSA administrator gives a 60 day notification to discontinue the pool.

5.18.3. Managing GSA Vehicles. Use GSA vehicles for official purposes only. If leasing GSA vehicles is more expensive than using Air Force-owned vehicles, or the Air Force cannot resolve operational problems with the interagency motor pool, Air Force activities will send full details through channels to HQ USAF/ILTV and ILSR for resolution.

5.19. Exceptions for Acquiring, Renting, or Leasing Foreign Made Buses. Federal law requires the armed forces to use United States manufactured buses to satisfy requirements, unless their use is not economical or not in the best interest of the United States. The rule applies when you purchase, lease, rent or make contractual arrangements for transportation services. These are exceptions to the Federal Law:

5.19.1. When United States manufactured buses are not available to meet requirements that cannot be postponed, foreign manufactured buses may be used temporarily. However, this time must not exceed the lead time required for acquiring and delivering United States manufactured buses.

5.19.2. To meet a special but nonrecurring requirement or where a recurring requirement is sporadic and infrequent. The time of use must not exceed the time needed to meet the nonrecurring or recurring infrequent requirement.

5.19.3. Where foreign manufactured buses are available at no direct or indirect acquisition cost to the US Government.

Chapter 6

REGISTERED EQUIPMENT MANAGEMENT SYSTEM (REMS)

6.1. Introduction. Air Force motor vehicles are selectively managed by HQ USAF and must be reported accurately in the Registered Equipment Management System (REMS) reportable assets.

6.2. REMS Duties. REMS managers:

6.2.1. Process vehicle authorization/asset transactions in the Standard Base Supply System (SBSS). Monitor and maintain individual MAJCOM vehicle authorization lists (VALs) for changes, updates, additions, and deletions.

6.2.2. Administer, maintain, and monitor Custodian Authorization/Custody Receipt Listings (CA/CRLs) for host and tenant units.

6.2.3. Document reviews of Allowance Standards (AS) and updates to individual VALs and make transactions in the SBSS to reflect changes.

6.2.4. Maintain allowance source documents (AF Form 601) approved by WR-ALC, HQ AFMC and HQ USAF until vehicle requirements no longer exist (ASCs 048, 051, etc.). Retention of support documentation is also required as specified in the command sections of the Allowance Standard.

6.2.5. Process D-16 inquires (XJE9JU). On occasion, an authorization or vehicle has not been correctly reported to the Air Force Equipment Management System (AFEMS). Most correspondence received is self-explanatory and may require coordination with base supply EMS section to make data correction inputs. Reconcile D-16 processing errors with the Base Supply D-16 monitor in the equipment management section (EMS) of base supply.

6.2.6. Monitor associate unit vehicle accounts. Generally, the same procedures apply for disposition, issue, turn-in, receipt and authorization of vehicles. However, correspondence is normally sent to, or received from, the associate account custodian. A standard exception are vehicles authorized and assigned to the Office of Special Investigation (OSI) which are controlled and accounted for at HQ AFOSI. No REMS records are loaded at base level for OSI vehicle requirements.

6.2.7. Clear computer rejects. Correct rejected REMS transactions in a timely manner. Close coordination with the EMS D-16 monitor and Document Control Section is necessary.

6.2.8. Perform SBSS computer transactions. REMS managers will request authority from base supply to sign as inspectors for REMS transactions. If approved, REMS managers must request a block of off-line requisition numbers from stock control in base supply for vehicle SPRs and RECs.

6.3. Training. REMS managers do not require Block III, General Equipment Custodian Training.

6.3.1. Ensure personnel assigned REMS manager duties have completed Registered Equipment Management Course, J6ANU2T151-000.

6.4. Vehicle Authorization List (VAL). All registered vehicle authorizations will be identified on a MAJCOM VAL. MAJCOM transportation generates the VAL using the standard format identified in the MAJCOM module of OLVIMS (formerly MAFIS). This system is the source for all Air Force vehicle authorizations and is used as a basis on base-level CA/CRLs and in the Air Force Equipment Management

System (AFEMS). MAJCOM Transportation transfers VAL data to AFEMS using the AFEMS/MAJCOM VAL interface.

6.4.1. AFEMS/MAJCOM VAL Data Interface. MAJCOM VAL data is used to populate the following authorization tables in AFEMS:

6.4.1.1. DB86 - Vehicle Authorizations

6.4.1.2. DB11 - War Plans Additive Requirements

Incoming MAJCOM VAL data must pass edits within AFEMS in order to populate the above database tables. MAJCOM /LGT emphasis should be placed on correcting rejected MAJCOM VAL records since they inhibit base-level reporting.

6.4.1.3. There are two types of edits; Rejects and Variances. A rejected MAJCOM data record is not processed and results in base-level (SBSS) data rejecting in AFEMS because the authorization record is not loaded. A variance MAJCOM VAL record is processed in AFEMS but requires modification.

6.4.1.4. MAJCOM Transportation should research rejects and variances 24 hours after Val data has transmitted to AFEMS. Use the following procedures to access the AFEMS AD HOC query application and view specific reject/variance data:

6.4.1.4.1. Select AD HOC query from the AFEMS main menu. After the selection has executed, query menus will be displayed.

6.4.1.4.2. Position cursor at the bottom left of the screen next to the word "table:", type "rej*" and press enter. This will display AFEMS reject and variance query programs (public.rej_trans & public.rej_trans_db).

6.4.1.4.3. Position cursor on number 2, press enter or next to the word "table:" at the bottom left of your screen, type "2" and press enter.

6.4.1.4.4. The following screen should be displayed:

1 info_sys_desig...: Mafis

2 doc_id.....:

3 rej_trans_maj_cmd:

4 rej_trans_dt.....:

5 rej_trans_time...:

6 rej_trans_edit_cd: cb (leave blank for
all or specify an edit code)

7 rej_trans_img....:

8 sran.....:

9 rej_val.....:

6.4.1.4.5. Enter the applicable MAJCOM code in "rej_trans_maj_cmd:" field And press PF6 to initiate the query.

6.4.1.4.6. Once the data is displayed you can format the query (PF5) to restrict data fields or move left (PF10) and right (PF11) to view the data. Page forward (PF8) and page backward (PF7) are also available.

6.4.1.4.7. Process rejects and variances by utilizing the edit logic/corrective action information. Once MAJCOM VAL record corrections and/or corrective action has been implemented by another agency (i.e. LGS ROF monitor) retransmit the VAL data to AFEMS.

NOTE: It is vital to retransmit the VAL data file after discrepancies are corrected. The AFEMS "Daily Curupt Report" can also be used to locate rejects/variances.

6.4.2. Non-registered vehicles, including “scooters” will not appear on the VAL and are handled as Non-REMS equipment items reflected on the equipment accounts of the owning unit. MAJCOMs with WRM vehicle authorizations must ensure LGX receives a copy the VAL.

6.5. Allowance Standard (AS) 019. AS 019 identifies core Air Force vehicle allowances. Core allowances are those allowances common to all Air Force commands. AS 020 through 034 identifies vehicle allowances unique to specific MAJCOMs or equivalents. If a BOI does not exist, a request to establish a BOI must be sent to the MAJCOM. If approved by the MAJCOM, the request will be sent to WR ALC for final approval and inclusion in the applicable AS.

6.6. Allowance Standards (AS). ASs are identified in AFMAN 23-110V2. The ASCs most commonly used in vehicle fleet management are:

6.6.1. 000 - Unauthorized Equipment on Hand: Reports excess vehicles awaiting disposition instructions. Vehicles in ASC **6.6.2.**

6.6.2. 000 will have status code “X” assigned and not be in 000 more than 90 days.

6.6.3. 000A - Excess Equipment: Reports excess vehicles awaiting AF Form 601 action. Vehicles in ASC 000A will be status code “J.”

6.6.4. 019 - 034 - Allowance Standards: Prescribes maximum allowances for vehicles to accomplish functional and organizational missions. *Allowance Standards 019 - 034 are source documents only and do not constitute authorization or approval authority for vehicles.*

6.6.5. 048 - Retention authority: Under certain conditions, it is more economical to retain a vehicle than to have it redistributed or salvaged. When these conditions exist, request an 048 retention authority through MAJCOM transportation on an AF Form 601. An **AFTO Form 91, Limited Technical Inspection-Motor Vehicles**, must accompany the request. Once approved, major repairs cannot be accomplished. When the vehicle is no longer required or meets disposal criteria, request disposition instructions.

6.6.6. 051 - Contractor Support. Use when Air Force vehicles are Government Furnished Equipment (GFE) to a contractor and will not be replaced by the Government (USAF). Fleet Management will not rotate vehicles to/from a contractor authorized/assigned under AID 051. Authorizations under this allowance will be reduced/deleted upon final disposition of the vehicle.

6.6.7. 054 - Special project: Use to report authorizations supporting a MAJCOM or USAF approved special project/program.

6.6.8. 076 - Base closure: Reports authorizations at installations projected for closing.

6.6.9. 987 - A temporary authorization not to exceed 179 days: Use for short-term vehicle requirements or projects. Consecutive 987 authorizations for the same requirement or project are not authorized.

6.6.10. 037 - Appropriated Funded Vehicles for Contractors. Use when Air Force vehicles are provided as "agency-peculiar" Government Furnished Equipment (GFE) to a contractor and the Air Force is responsible for replacing the vehicle.

6.7. Justification Requirements. Each of the following questions must be addressed in the justification block of the AF Form 601, and answered in the affirmative before the request can be sent to the applicable MAJCOM/LGTV for disposition:

6.7.1. Does the justification indicate the current VAL using activity or the proposed user?

6.7.2. Does the justification cite the directive, project, or publication that generated the request, if appropriate?

6.7.3. Does the justification fully explain proposed use of the vehicle?

6.7.4. Does the justification identify expected utilization information (miles, hours, passengers, equipment, supplies, materials, number of trips, etc.)?

6.7.5. Does the justification list the number of vehicles currently authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements?

6.7.6. Does the request justify why transportation support from Vehicle Operations (taxi or UDI) cannot satisfy the vehicle requirement (OLVIMS data must substantiate lack of support)?

6.7.7. Does the justification include a mission impact statement on the organization, base, or wing if the request is denied?

6.7.8. Does the justification cite any actions taken to realign other authorizations to accommodate the requirement?

NOTE: The base LG signs the AF Form 601. The justification should be attached.

6.8. Control Numbers. Assign a control number to AF Forms 601 using AFIS/MAFIS. For example; a 9-digit code like "V91250001" where:

6.8.1. "V" denotes vehicle request.

6.8.2. "9125" denotes the Julian date the request was submitted to higher headquarters for action.

6.8.3. "0001" denotes the next available control number from the log for that Julian date.

6.9. Processing of Returned AF Forms 601, Equipment Action Request. Requests returned from higher headquarters will be processed as follows:

6.9.1. Update the OLVIMS control log approved or disapproved.

6.9.2. Update REMS records and annotate the VAL if approved.

6.9.3. Notify the unit of approval or disapproval action.

6.9.4. Maintain the AF Form 601 with the VAL until the VAL is superseded.

6.9.5. Retention of disapproved AF Forms 601 is determined locally.

6.9.6. Retain requests for special authorizations (048, 054, 987, etc.) for as long as the requirement exists.

6.10. Rental and Leased Vehicle Authorizations. The following actions will be taken to establish accountability for rental/leased vehicles.

6.10.1. The lease record will reflect the applicable prime national stock number (I&S NSN) identified in AS 019 - 032 and loaded in REMS upon receipt of the approved AF Form 601. Use equipment code "L" in FCI 1; REMS authorization load input.

6.10.2. Establish asset records and report locally assigned stock numbers (L or P number). Upon receipt of the rental or lease from the contractor, submit a DD Form 1348-6 to base supply records section to have the local number loaded in budget code "Z." Process the FED issue transaction as follows:

COLUMN	ITEM
1 - 3	FED
4 - 7	SRAN
8 - 22	Asset NSN (local number)
23 - 24	System Designator (01) (Single Site)
25 - 29	Quantity
30	Type Detail Code (B)
31-44	Document Number (E--VV----)
50	Item Code (S)
53	Use Code (B)
54 - 60	ASC (012----)
69 - 73	SRAN (E----)
106 - 109	EAID
110	2

Since these vehicles are not controlled by registration numbers or budget code "V", more than one vehicle of the same type can be issued on the same document. When the rental/lease expires, process an FME transaction. This input will produce documents necessary to return the vehicle to the contractor. FED and FME transactions are not routinely run by the REMS manager. Seek assistance from the equipment management section of base supply for proficiency training.

NOTES:

1. Input of FED creates a receipt (verification of receipt from the contractor) and an issue (of vehicle to the using activity). Sign copy one of both documents and deliver to document control.

2. FME transactions are run in demand mode/on-line using a separate password. Coordinate closely with the RPS section in base supply.

6.11. WRM Vehicles. Refer to AFI 25-101 for WRM authorizations and assignments.

6.12. Vehicle Allocations and Due-In Listing. Each MAJCOM is provided vehicle procurement allocation and delivery information from WR-ALC/LE. The MAJCOM provides shipping information, to include add-ons such as special paint/air conditioning/etc., to the item manager, and notifies each base of allocations they can expect to receive with delivery dates if available. Changes affecting allocation or status information are provided to each installation when they become available. Vehicle allocation listings (due-ins) should be updated as required. This data is also used to validate annual priority buy requirements and as a source for vehicle repair decisions.

6.13. Vehicle Receipts and Issues. The following are basic procedures for the receipt and issue of vehicles:

6.13.1. DD Forms 250, **Material Inspection and Receiving Report**, are shipped with new vehicles from the manufacturer. Use this form to verify shipping destinations.

6.13.2. If the asset NSN is new (not loaded in the supply computer), obtain the information from TO 36A-1-1301 and contact base supply, research unit, to have the asset NSN loaded into the system. If the NSN is not listed in TO 36A-1-1301, use indicative data on the master interchangeability and substitutability (I&S) NSN for initial upload. Load the NSN with an equipment code “V”.

6.13.3. After the vehicle is received, verify the NSN and process a special requisition (SPR) and receipt (REC) to receive the vehicle. Do not process an SPR if the vehicle is received from another Air Force activity. However, do process a REC using the shipping base’s document number. This action clears intransit records and establishes accountability and reporting through the C008 data bank. Notify the MAJCOM of all vehicle receipts via letter, message, OLVIMS transfer disk, and update allocation/due-in listings.

6.13.4. After processing the REC, process an issue (ISU). Issues must always be for a quantity of one (1) since a REMS detail is created for each registration number issued. ISU inputs must contain a transaction exception code of “6”, indicating a “post-post” transaction. Ensure the detail record contains equipment code “V”; otherwise, the REMS detail will not be established during issue processing.

6.13.5. Once the vehicle has been received, complete the DD Form 250, block 22, with the date the vehicle(s) were received. Forward one copy to the activity shown in block 12.

6.14. Withdrawing Vehicles from the Defense Reutilization and Marketing Office (DRMO). The following procedures apply for withdrawing vehicles from DRMO:

6.14.1. Vehicles may be considered for withdrawal from DRMO only when an open authorization exists, or when the vehicle in DRMO is in better condition than the vehicle assigned. MAJCOM/LGT must approve vehicles withdrawn from DRMO to be placed in the Air Force inventory. Vehicle Maintenance Manager (VMM) must certify a vehicle as economically repairable and warrants withdrawal action. Refer to AFI 24-302, *Vehicle Maintenance Management* for additional considerations.

6.14.2. Non-REMS vehicles can be withdrawn for use in Air Force training courses as training aids with approval from MAJCOM/LGTV. Submit request through the base supply materiel management flight.

6.15. Repair Authority and Disposition. Guidelines for determining repair allowances and approval levels are in TO 00-25-249 and AFI 24-302. Vehicle maintenance initiates requests for repair approval or disposition on an AFTO Form 91, **Limited Technical Inspection-Motor Vehicles**. Requests are routed through Vehicle Operations to the LGT who has authority to exceed one-time repair limits.

6.16. Reporting Excess Vehicles. Report all vehicles excess to MAJCOM/LGTV. Vehicle maintenance performs an LTI within 45 days. Change the vehicle status code to "X" and place in an excess detail using ASC "000." Only vehicles on record can be transferred to an excess detail. Vehicles in "000" will appear on the Q09 report. Retain the Q09 report only when equipment code "V" appears on the list.

6.17. Vehicle Disposition Instructions. MAJCOM/LGTV and/or WR-ALC approves disposition instructions.

6.18. Vehicle Shipments. MAJCOM/LGTV normally directs vehicle shipments. When a vehicle is shipped, the AF Form 1828, **Vehicle Historical Record**, Vehicle Master Transfer Report and floppy disk, Historical Records Jacket and pertinent technical data will be sent to the gaining installation. Process an AF Form 2005, **Issue/Turn-In Request** a vehicle turn-in, to remove the vehicle from REMS records. The turn-in input will create either a "A5J" salvage document or a "SHP" shipping document. In either case, the REMS manager must sign in block one. Send vehicle record jacket and either the "A5J" or "SHP" document to TMO. The gaining REMS manager initiates follow-up action on vehicles not received within the specified time frame.

6.19. Vehicle Shipments to Depot Repair. Certain types of vehicles are eligible for depot-level repairs. Criteria for these vehicles are contained in TO 36A-1-112, Section II. MAJCOM/LGTV will provide shipping instructions for vehicles scheduled for depot repair. Three vehicle status codes apply to depot shipments. Status codes "B" and "G" (accountability not retained by the shipping base) require processing of turn-in documents. Input of either of these two codes will automatically create shipping documents. Status code "R" (vehicle programmed for return to the base) requires preparation only of an off-line "DO NOT POST" shipping document. An FCI 2C transaction is required to enter status code "R" into the REMS records.

6.20. Vehicle Data Reconciliation. ***The REMS manager and Maintenance Control & Analysis (MC&A) will perform a monthly reconciliation between the SBSS, and the On-Line Vehicle Interactive Management System (OLVIMS) computer to ensure data integrity***. The REMS manager receives a vehicle asset list (M06) listing and a floppy disk by the 10th of each month from base supply. The REMS manager will retain one copy of the M06 to update OLVIMS. The second copy of the M06 and the floppy disk are given to MC&A for processing of the REMS/VIMS Reconciliation List, PCN SB004-013. The REMS manager and MC&A perform a joint review of the PCN13. Discrepancies will appear as "Not Found In VIMS" or "Not Found in REMS." When a valid vehicle's data is not reflected in OLVIMS, MC&A personnel take appropriate action to research and load the vehicle into OLVIMS. When a vehicle has been shipped or otherwise disposed of, MC&A must delete the vehicle from OLVIMS. MC&A annotates the PCN13 indicating corrective action(s) taken and provides the REMS manager the FCI transac-

tion file (PCN SB004-014) on floppy disk in order to update the vehicle replacement codes in the SBSS. The REMS manager will receive DD Forms 1348-1 from supply confirming replacement code updates. Although vehicle receipts must be processed within one workday after receipt of the vehicle(s), occasionally, a vehicle is not loaded in REMS. With the exception of AFOSI vehicles, these unreported vehicles are normally new vehicles not loaded in REMS. The REMS manager must take action to REC/ISU these vehicles and review and correct the circumstances which led to the receipt failure to preclude recurrence. Vehicles shipped or disposed of which still appear in REMS must be cleared with the assistance of the supply D-16 monitor. In addition to unreported assets, the reconciliation may reveal incorrect NSNs or registration numbers. The following actions should be taken to correct these discrepancies:

6.20.1. Process a serviceable turn-in (status code Q) against the REMS record in error.

6.20.2. Re-issue the asset with the correct registration number if the number is in error.

6.20.3. Contact the base supply inspection section to process an NSN identity change (FCH) if the NSN is in error. The REMS manager may be required to submit a letter to the inspection section to have the NSN changed.

6.20.4. The REMS manager corrects error rejects for vehicles. The REMS manager must work with the D-16 monitor to ensure receipt and correction of vehicle errors or rejects. The REMS manager will annotate the PCN13 of all corrective actions taken.

6.21. Vehicle Replacement Codes. MC&A assigns these codes. Replacement codes have a direct impact on replacement vehicle programming. Further, these codes are updated in REMS records by processing the reconciliation between REMS and OLVIMS. To ensure replacement vehicles are identified correctly in REMS, MC&A personnel and the REMS manager must ensure the accuracy of the replacement codes in the monthly M06. An explanation of each code is listed below:

6.21.1. A - Life expectancy in years and miles/kilometers/hours have been reached or exceeded and cost of repairs exceed the one-time repair allowance.

6.21.2. B - Life expectancy in years have been reached or exceeded and cost of repairs exceed the one-time repair allowance.

6.21.3. C - Life expectancy in miles/kilometers/hours have been reached or exceeded and cost of repairs exceed the one-time repair allowance.

6.21.4. D - Repair estimate exceeds the one-time repair allowance.

6.21.5. F - Used when the item manger has declared the vehicle as obsolete.

6.21.6. G - Life expectancy in years and miles/kilometers/hours have been reached or exceeded.

6.21.7. H - Life expectancy in years have been reached or exceeded.

6.21.8. J - Life expectancy in miles/kilometers/hours have been reached or exceeded.

6.21.9. K - Life expectancy in years and miles/kilometers/hours will be will be reached within one year.

6.21.10. L - Life expectancy in years will be reached within one year.

6.21.11. M - Life expectancy in miles/kilometers/hours will be reached within one year.

6.21.12. N - Life expectancy in years and mile/kilometers/hours will be reached within two years.

6.21.13. P - Life expectancy in years will be reached within two years.

6.21.14. Q - Life expectancy in miles/kilometers/hours will be reached within two years.

6.21.15. R - Vehicle has reached or exceeded half of its programmed life expectancy in years.

6.21.16. S - Assigned to vehicles which have been depot repaired.

6.21.17. T - Will be assigned when replacement codes A through S and U do not apply.

6.21.18. U - Vehicle under new or remanufacture warranty (other than depot).

6.22. Vehicle Status Codes. These codes indicate the current utilization or physical status/loss of a vehicle.

6.22.1. A - Assigned for authorized use (except for use code M assets). ASC cannot be “000” or “987.”

6.22.2. B - Vehicle is being shipped to a repair activity. Disposition instructions have been, or will be, provided to the repair facility by the MAJCOM CEMO. The vehicle will not return to the former owning organization and is a loss to the COS.

6.22.3. C - Vehicle is used for maintenance training (AETC only).

6.22.4. D - Have disposition instructions, but vehicle accountability is maintained on authorized/in-use and REM-vehicles-only detail records pending shipment, maintenance, transfer to DRMO, sale, etc.

6.22.5. E - Vehicle is unserviceable. Accountability is maintained on authorized/in-use and REM-vehicles-only detail records until transfer to DRMO. Cannibalization is authorized prior to transferring to DRMO.

6.22.6. F - Vehicle assigned to a special project or exercise (not WRM or Mobility). Use code must be “K.”

6.22.7. G - Vehicle is being shipped to a facility for repair and subsequent IM directed redistribution. The vehicle is a loss to the base and excess to the MAJCOM.

6.22.8. H - Vehicle is in place for an authorized WRM requirement and is in serviceable condition. ASC must be a BASS composition code, and use code must be “M.”

6.22.9. I - Vehicle has been sent to the maintenance activity awaiting limited technical inspection (LTI).

6.22.10. J - Vehicle is not authorized but is in-use and required. AF Form 601 submitted to MAJCOM for approval (ASC 000A must be assigned).

6.22.11. K - Vehicle is excess to the owning MAJCOM and is being held at the direction of the IM for distribution instructions. ASC 000 must be assigned and use code must be “K.”

6.22.12. L - Vehicle is on loan in excess of 30 days to a non-AF organization. ASC 051 must be assigned and use code must be “K.”

6.22.13. M - Vehicle is being transferred to DRMO. The REMS monitor must ensure that an AF Form 1828 cites the specific disposal activity and location.

6.22.14. N - Vehicle is unserviceable and disposition instructions have been requested from the owning MAJCOM.

6.22.15. P - TIN code is used for all other physical losses where the vehicle will not return to AF REMS. Examples include losses to DOD or governmental agencies, foreign governments, commercial agencies (excluding AF vehicles on loan to contractors), theft, etc. The REMS manager must submit a delete (loss) record (An off-line shipment must be processed to remove the vehicle from stock control supply records following a status code "P" TIN.). Be sure that the AF Form 1828, **Vehicle Historical Record**, lists applicable recipients or other clarifying specifics.

6.22.16. Q - Used for turn-in inputs to correct erroneously assigned registration numbers, stock numbers, etc. For example, the vehicle was gained in error, the registration or stock number were entered incorrectly, or there was a change in status from REMS to non-REMS. This code will not be used for normal file maintenance stock number changes distributed through Stock Number User Directory (SNUD).

6.22.17. R - At the option of the MAJCOM, the status code may be changed to "R" for vehicles in base- or depot-level repair for over 60 days - accountability remains on local REMS records.

6.22.18. S - Vehicle transferred to an organization of another major command. The losing and gaining organizations are both supported by the same COS.

6.22.19. T - Vehicle is intransit to an Air Force activity of another major command and is a loss to the COS and MAJCOM. The TIN input reflecting code T will not be processed until immediately before turn over of the vehicle to transportation.

6.22.20. U - Vehicle is intransit to an Air Force activity of the same major command. Vehicle is a loss to the COS.

6.22.21. V - Vehicle is on loan within or between commands not to exceed 180 days. ASC must be "987" and use code must be "J" or "K."

6.22.22. W - Vehicle is being held by AFMC for system support requirements. (AFMC use only).

6.22.23. X - Vehicle is excess to base and pending command action (ASC 000). Use code must be "K."

6.22.24. Y - In-place WRM asset is in unserviceable (repairable) condition and expected to be out of commission for 30 days or more. Use code "M" applies and ASC must be a BASS composition code.

6.22.25. Z - Vehicle is intransit to port of embarkation (POE), either to or from overseas destination. It is anticipated that shipment time will exceed 180 days.

6.23. TO 36A-1-1301, Vehicle Management Index File. This TO is the source document for several data elements used in Vehicle Maintenance and Vehicle Operations for management of the vehicle fleet. Section II of the TO provides NSNs, management codes, replacement criteria, and standard pricing information for all vehicles. Use of this section helps correct programming of OLVIMS vehicle master records and communications compatibility between base supply and transportation activities. This TO provides information for identifying suitable substitutes for similar vehicle types. A vehicle will be loaded into REMS as a suitable (S) substitute only if the asset stock number cross-references to the I&S stock number listed in this TO. When the asset does not cross to an I&S stock number, but has similar capabilities, load it as an unsuitable (U) substitute. There may be instances when new production vehicle NSNs are not in

the TO; When this occurs, use the applicable I&S stock number. ***NOTE*:** The maintenance activity will normally load the vehicle using the NSN stamped on the vehicle data plate. This could result in reconciliation errors.

6.24. Unreported Assets. WR-ALC/LE, Robins AFB, GA, maintains a worldwide inventory of Air Force vehicles. This inventory accounts for a vehicle from the time it is assigned a registration number until it is disposed of. REMS unreported assets are records that WR-ALC has flagged because the USAF equipment data bank has not reported an active record, nor has a deleted record been processed. The following actions correct asset records determined to be REMS unreported assets:

6.24.1. If a vehicle has been disposed of send a copy of the H-63 to the item manager with method and date of disposition.

6.24.2. If the vehicle is still active in the base inventory, the following procedures apply:

6.24.3. The REMS manager must process an "XJE" for the authorized in-use detail record document of the unreported vehicle. Process the XJE format with "9JU" in card columns 5 and 6, blanks in positions 7-27, and the original date in positions 71-75. Processing the XJE will cause all in-use detail records for the input document number to appear in the D-16 report. Process XJE transactions using the Worldwide Keypunch Program (WWKRP) and dropped main-line to the RPS. The D-16 monitor will verify all authorized and in-use detail records, including the authorized record and vehicle asset records, are on the report with action code "X."

6.24.4. If the next monthly update does not report the vehicle, WR-ALC will notify the base. The D-16 monitor verifies previous actions and contacts the C008 management group with the date of the D-16 report and sequence number. The C008 management group will research the cause of the unreported vehicle.

6.25. Transient Vehicles. Vehicles in transit over 90 days are records WR-ALC flags because they are not receipted for, or shipped from a base and not receipted for by the gaining base. If the vehicle is loaded in the SBSS an inquiry (XJE9JU) will reload it to the daily transaction report (D16).

6.26. Computer Documents and Listings. The documents below are "fileable documents." Copy one of these documents (DD Form 1348-1, **DOD Single Line Item Requisition System Document**) is sent to the document control section within five workdays with appropriate signatures:

6.26.1. REC - Vehicle receipt.

6.26.2. FED - Leased vehicle receipt from contractor.

6.26.3. ISU - Post Post issue.

6.26.4. SHP - Vehicle Shipment.

6.26.5. FME - Return of leased vehicle to contractor.

6.26.6. A5J - Salvage document.

6.26.7. TIN - Vehicle turn-in, AF Form 2005, if required.

6.26.8. FET - Transfer of vehicle from one on-base account to another. The following documents do not require controls. However, it is suggested one copy be retained with notification letters, AF Forms 601, messages, etc., to establish audit trails.

6.26.9. FCI - Authorization load, increase, decrease, or deletion.

6.26.10. INQ - Inquiries related to REMS details.

6.26.11. All suspended rejected transactions.

6.26.12. Retain CA/CRLs (R14 or R23) until replaced. The REMS manager submits an AF Form 2011, Base Supply ADPE Work Request, to the supply computer section to produce CA/CRLs. New copies should be run at least monthly. Request CA/CRLs in stock number sequence or by account code (A6 format) to simplify the review process. The equipment management section in base supply retains an original signed copy of the CA/CRL (R14) for each vehicle account. All accounts are updated annually.

6.26.13. Retain the M06, Vehicle Asset List, and the PCN 310013, REMS/VIMS Reconciliation List, for one year.

6.26.14. Retain the Q09 report, Allowance Source Code Listings, for one year.

6.27. P-Series Registered Vehicles. The Office of Special Activities (HQ AFMC/XRJ) is the Air Force focal point for special project vehicles. Do not report P-series vehicles through REMS. HQ AFMC/XRJ assigns P-series registration numbers, and accounts for the acquisition, procurement, and distribution of the vehicle fleet until disposition.

6.28. Golf Cars and Low Speed Vehicles. The National Highway Traffic Safety Administration has established law in the Code of Federal Regulations (CFR) which address slow moving conveyances that do not meet traditional Federal Motor Vehicle Safety Standards. These conveyances, commonly referred to as scooters or utility carts, are legal to operate on military installation public roadways if specific criteria are met. Conveyances procured as golf cars/low speed vehicles will be configured to carry no more than two passengers (driver plus one passenger). Golf cars/low speed vehicles are non-registered assets, procured as equipment items, using unit funds, and accounted for on the owning unit's CA/CRL. These equipment items will not be loaded in REMS. The following definitions and criteria apply:

6.28.1. Golf cars (not golf carts) are small utility conveyances that are incapable of exceeding 20 mph. They are only subject to state and local requirements regarding safety equipment for use on military installation public roads. If golf cars are modified from original manufacture specifications to obtain speeds in excess of 20 mph, they are classified as motor vehicles and must meet federal safety standards.

6.28.2. Low Speed Vehicles (LSV) are any four-wheeled conveyance with a top speed greater than 20 mph, but less than 25 mph. LSVs are classified as motor vehicles and must meet specific Federal Motor Vehicle Safety Standards (49 CFR 571.500) to operate primarily on military installation public roads. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.

6.28.3. Conveyances designed or modified to operate at speeds greater than 25 mph must meet all Federal Motor Vehicle Safety Standards which apply to passenger carrying vehicles if the vehicle is to be operated primarily on military installation public roads. These standards are much more stringent that LSV safety standards.

6.28.4. LSVs of truck design, operating primarily on installation/public roads, must meet the Federal Motor Vehicle Safety Standards specific to trucks.

6.28.5. Golf cars and LSVs will be purchased IAW AFMAN 23-110, USAF Supply Manual and AFI 91-207, Air Force Traffic Safety Program:

6.28.5.1. Units should consider reducing motor vehicle authorization levels prior to purchasing utility carts as an alternative mode of transportation.

6.28.5.2. Purchase requests will be processed through Base Supply.

6.28.5.3. Purchase requests will be coordinated through Base Ground Safety. Utility carts purchased for use on Air Force installations will meet all safety requirements.

6.28.6. Golf car and LSV purchase requests will be coordinated through Base Transportation to ensure:

6.28.6.1. Owning organizations have made financial arrangements to procure all maintenance through purchase agreements or the IMPAC card. Maintenance will be performed according to manufacture specifications. Base Transportation manpower and facilities will not typically be used to maintain golf cars and LSVs, refer to AFI 24-302, *Vehicle Maintenance Management*.

6.28.6.2. Owning organizations have made financial arrangements to ensure annual safety inspections are completed every 12 months, according to utility cart manufacturers specifications. Base Transportation manpower and facilities will not be used to perform annual safety inspections.

6.28.7. Salvage Procedures. Golf cars and LSVs will be processed for disposal by the owning unit in the same manner as local procedures dictate for disposal of other organizationally owned government equipment.

Chapter 7

IDENTIFYING, MARKING, AND REGISTERING MOTOR VEHICLES

7.1. Prescribed Identification. Except for vehicles hired for 60 days or less, vehicles acquired for official purposes are identified by specific markings (Title 40 U.S.C. 491). Specific marking instructions are in T.O. 36-1-191. Identification consists of three parts:

7.1.1. Title of DOD component.

7.1.2. The registration number.

7.1.3. The legend, "Official Use Only."

NOTE: This legend must not be covered or blacked out with organizational markings.

7.2. Markings.

7.2.1. Removing Markings. Remove all prescribed or authorized vehicle markings when the vehicle is permanently disposed of.

7.2.2. Special Marking Procedures**.** Only a minimum number of special markings may be affixed to vehicles. For economical reasons, they must be removable to speed the rotation of vehicles. All markings must comply with T.O. 36-1-191.

7.2.3. Installation and Activity Markings**.** T.O. 36-1-191 prescribes using Air Force installation, activity, or organizational markings.

7.3. Exemptions From Identification Markings. Vehicles which are exempt from DoD identification markings as outlined in **Chapter 11** shall be registered and inspected in accordance with the laws of the State, Commonwealth, terrority or possession in which they are primarily used (41 CFR 101-38.201-2).

7.3.1. Records of Exempt Vehicles. Each major command must keep a record of vehicles that are exempt from identification and marking. They must institute measures to ensure all vehicles are used for official purposes only.

NOTE: Executive sedans assigned to those officials listed in **Chapter 5** must display official U.S. Government license plates.

7.4. Registration Numbers:

7.4.1. Registration numbers are assigned to motor vehicles and designated non-motorized vehicular equipment. Vehicular equipment in Federal Stock Guides (FSG) 17, 23, 24, 38, and 39; Federal Stock Code (FSC) 4210, and Material Management Aggregation Codes (MMAC) CT and YW have registration numbers. Registration numbers are also required for all Air Force activities (including the Air National Guard and the United States Air Force Reserve) that record vehicles on any type of property account.

7.4.2. These vehicles do not require registration numbers:

7.4.2.1. Any vehicular-type equipment in FSGs, FSCs, or MMACs not listed in paragraph **7.4.1.**

7.4.2.2. Non-self-propelled materiel handling equipment. Examples include two- or four-wheeled hand trucks, warehouse trailers, or hoists.

7.4.2.3. Aerospace ground or hanger equipment. Examples include bomblift trailers, trailer-mounted air conditioners, and oxygen or nitrogen-servicing carts.

7.4.2.4. Vehicle attachments. Examples include bulldozer and snowplow blades or refuse containers.

7.4.2.5. Non-motorized bicycles.

7.4.2.6. Non-self-propelled agricultural implements.

7.4.2.7. Mobile homes or house trailers.

7.4.2.8. Vehicles earmarked for the Military Assistance Program (MAP).

7.4.3. The vehicle IM at WR-ALC/LE assigns all REMS vehicle registration numbers. Registration numbers will be applied by vehicle maintenance as specified in T.O. 36-1-191.

7.4.4. The owning base assigns local identification numbers for equipment listed in paragraph **7.4.2.1.** thru **7.4.2.8.**, or considered by the IM as not requiring REMS control. Local identification numbers are not reportable in REMS.

7.4.4.1. Vehicles changed by modification to a different basic type must have old registration numbers canceled by the losing IM and new registration numbers assigned by the gaining IM.

7.4.4.2. The responsible inventory manager obtains registration numbers for vehicular support equipment from WR-ALC/LE. These numbers must have an alpha “W” in the third position. They are not reportable in REMS.

7.4.5. The base vehicle maintenance activity destroys license plates or obliterates registration numbers according to T.O. 36-1-191 when vehicles are removed from the Air Force inventory and transferred to:

7.4.5.1. The Defense Reutilization Marketing Office (DRMO).

7.4.5.2. Another agency for other than repair and return.

7.4.5.3. A military assistance program.

7.4.5.4. Conversion to a training aid.

7.4.6. The VCO submits a request for a registration number to fleet management. The Fleet Manager forwards approved recommendations through the MAJCOM/LGTV to the appropriate IM at WR-ALC/LE for any vehicle that does not have a registration number but meets the above criteria. If doubt exists, Fleet Management will request a registration number. The IM either assigns the number or advises Fleet Management to assign a local identification number.

7.4.6.1. Registration number requests will include stock number, description, model year or year of manufacture, and chassis serial number of the vehicle. AF Form 86, **Request for Cataloging Data/Action**, lists this information if the vehicle does not have a valid national stock number (NSN).

7.4.6.2. Government license plates are applied to vehicles as soon as practicable after the receipt of registration numbers.

7.4.6.3. When a new registration number is applied to a license plate and mounted on the vehicle, and entered on applicable vehicle records, a report is submitted to the IM.

7.4.7. WR-ALC/LE:

7.4.7.1. Assigns registration numbers or advises activities to assign local control numbers.

7.4.7.2. Makes sure a current listing of reportable vehicle stock numbers is maintained.

7.4.7.3. Makes sure that other Air Force publications citing definitions or registration techniques conform to this AFMAN.

7.5. General and Flag Officer Identification. Plates indicating the occupancy of a vehicle by a general or flag officer are affixed to the front of the vehicle. In addition, Air Force *commanders* at the installation group level or above and other persons as designated by MAJCOM commanders may display distinguishing metal plates on their motor vehicles.

7.6. Vehicles in the District of Columbia. The 11 NCRSPTG/DOXL is the single point of contact with the District of Columbia Government and GSA for registering, inspecting, and licensing motor vehicles in the District of Columbia. Liaison representatives approve requests for regular District of Columbia tags and other identification. The name and a file-signature of each liaison representative must be furnished annually to the District of Columbia, Department of Highways and Traffic.

7.6.1. Registration:

7.6.1.1. All vehicles acquired for official use and regularly based or housed in the District of Columbia are registered with the District of Columbia, Department of Highways and Traffic, according to District of Columbia Code, Section 40-102(b)(2). Vehicles are re-registered during February of each year. Special forms for registering motor vehicles are available from the Department of Highways and Traffic, District of Columbia.

7.6.1.2. The District of Columbia Code requires a certification of origin, bill of sale, or other document attesting to government ownership when requesting the registration and title. If these documents are misplaced, destroyed, or are otherwise unavailable, upon presentation of adequate proof of ownership, GSA Form 1020, **US Government Certificate of Ownership**, may be obtained from GSA, Transportation and Communication Services, Motor Equipment Division, General Services Building, Washington DC 20406. Shipping documents are acceptable. The District of Columbia will accept the GSA Form 1020, if GSA certifies the form, in lieu of misplaced or destroyed documents.

7.6.1.3. When vehicles regularly based in the District of Columbia are transferred to another agency, or removed from government service, the District of Columbia, Department of Highways and Traffic is advised.

7.6.2. Annual Inspection:

The District of Columbia Code, Section 40-204, exempts government-owned vehicles registered in the District of Columbia from annual inspection.

7.6.2.1. The owning agency may perform an annual inspection using the official inspection record of the Department of Highways and Traffic of the District of Columbia.

7.6.2.2. The completed report of inspection must be submitted to the Department of Highways and Traffic, District of Columbia, by the last day of the month, when the vehicle undergoes a scheduled maintenance inspection. Since this record is frequently used by the courts as evidence, it must show the true condition of the vehicle before and after the inspection.

7.6.2.3. The Director of Highways and Traffic, District of Columbia, does not issue an approved, rejected, or condemned sticker for a vehicle inspected by a DOD agency. These stickers are not required on the windshield of a DOD agency vehicles.

7.6.3. Licensing Motor Vehicles in the District of Columbia:

7.6.3.1. Motor vehicles regularly based or housed in the District of Columbia must be licensed with regular District of Columbia tags. These tags may be requested from GSA, Federal Supply Service, Motor Equipment Division, Washington DC 20406.

7.6.3.2. Motor vehicles which are regularly based or housed in the District of Columbia and that are not licensed with regular District of Columbia tags must be licensed with U.S. Government tags procured without cost from the District of Columbia, Department of Highways and Traffic. Tags are issued at the time the vehicles are registered as stated above.

7.7. Registering, Inspecting, and Licensing Outside the District of Columbia. Motor vehicles that are located outside the District of Columbia must comply with these licensing rules:

7.7.1. Motor vehicles that are regularly based or housed in the states, territories, possessions, or foreign countries and are exempt from identification provisions under paragraph **7.4.** must be registered and licensed according to local laws.

7.7.2. All other vehicles will display official markings using U.S. Government tags. These tags will be procured from the District of Columbia, Department of Corrections, Industries Division, Lorton, Virginia 22079 (source GSA approved).

7.8. Complying with International Agreements. When required by the North Atlantic Treaty Organization (NATO), Southeast Asia Treaty Organization (SEATO), Central Treaty Organization (CENTO), etc., agreements, Air Force vehicles must contain the markings prescribed in standards that have been ratified by the US commands having jurisdiction over the military activities in these countries. Unless HQ USAF/ILTV instructs otherwise, transportation officers must make sure military activities comply with these international agreements.

Chapter 8

QUALITY ASSURANCE EVALUATORS (QAE)

8.1. QAEs for the Vehicle Operations Flight. QAEs ensure contractors provide the services required under the contract.

8.2. Duties of the QAE. The QAE ensures satisfactory performance of the technical area of the contract. The base contracting officer provides guidance to determine if the contractor's performance meets contractual obligations. The QAE:

8.2.1. Represents the contracting officer in all technical matters concerning the contract.

8.2.2. Assists in developing and updating the Statement of Work (SOW), Performance Work Statement (PWS), surveillance plans, and evaluation guides.

8.2.3. Provides a monthly summary of QAE surveillance activities to the Contracting Officer.

8.2.4. Certifies contractor invoices.

8.2.5. Performs contract surveillance, evaluates and documents contractor performance.

8.2.6. Submits contractor performance reports to the contract administrator in the frequency, format, and detail prescribed by the contracting officer.

8.2.7. Reviews contractor's quality control program.

Periodically reviews contractor's performance with the commander and contract administrator.

8.2.8. Reviews and purges all incoming correspondence before routing it to the contractor.

8.2.9. Reviews the contractor's reports for accuracy, adverse trends and mission accomplishment.

8.2.10. Reviews contractor reports submitted to higher headquarters.

8.2.11. Reviews all contractor outgoing Air Force correspondence.

8.2.12. Validates contractor technical order requirements.

8.2.13. The QAE will not:

8.2.13.1. Clarify, make, or infer legal interpretation on the scope or intent of the contract. Questions pertaining to interpretation of any contract provisions shall be referred to the contracting officer for resolution.

8.2.13.2. Approve contractor's procedures.

8.2.13.3. Authorize the expenditure of funds.

8.2.13.4. Levy or impose upon a contractor any task or permit any substitution not specifically provided for in the contract.

8.2.13.5. Enter into contractual agreements with the contractor.

8.2.13.6. Give direction to the contractor or employees.

Offer advice to the contractor which may adversely affect contract performance or compromise the rights of the Air Force.

8.3. Quality Assurance Surveillance Plan (QASP). An inspection plan is necessary to conduct proper surveillance of a contractor. The plan should utilize the surveillance methods specified in the QASP. Make modifications as necessary to meet unique situations.

8.3.1. Use the QASP to evaluate the services provided by the contractor. The QASP provides for effective and efficient monitoring to ensure acceptable service. It provides data and a historical perspective to evaluate performance. The surveillance plan includes:

8.3.1.1. A Performance Requirement Summary which contains the necessary information to develop the plan.

8.3.1.2. A **Sampling Guide and Tally Checklist** to describe and record random sampling surveillance.

8.3.1.3. AF Form 779, **Surveillance Activity Checklist**, to inspect periodic items as specified in the performance requirement summary.

8.3.1.4. AF Form 714, **Customer Complaint Record**, to record customer complaints and document unacceptable contractor services.

NOTE: Use AF Form 801, Quality Assurance Evaluator Schedule, to implement the plan. Provide a copy of the plan to the contracting officer.

8.3.1.5. Application of the QASP. The QAE performs the surveillance according to the QASP. Document satisfactory or unsatisfactory job tasks on tally checklists. Satisfactory performance is determined by performance criteria in the contract which specifies an acceptable quality level. Unacceptable performance is brought to the attention of the contractor, and the QAE prepares an AF Form 802, **Contract Discrepancy Report**. The QAE uses subjective judgment and criteria set out in a "decision table" to determine unacceptable levels of performance. Provide the report to the contracting officer who can initiate action against the contractor. The objective of the QASP is to ensure acceptable performance, good quality control, and a beneficial contract for the Air Force.

8.4. Surveillance Methods. The first source of information for a contract surveillance function is the Management Information System. The purpose of having an information system is to collect data to identify problems in the work area. The data is useful to both the contractor and the QAE, but since data is mostly supplied by the contractor, the system should not be relied on exclusively to evaluate performance.

8.4.1. Random Inspection/Sampling**.** Random inspections to evaluate performance provides the QAE with a valuable management tool. Random samplings provides good overall performance indicators. Each job is evaluated in detail and the level of performance recorded. The critical element in a random sampling evaluation is that the samplings taken are truly random and they depict the true average performance.

8.4.2. Checklists**.** The checklist system is an easy method to identify the routine functions of the contractor's activities. Prepare initial checklists from previously existing inspection guidelines and specific provisions in the contract. Review and modify the checklist as necessary to ensure accuracy and currency.

8.4.3. Customer Complaints**.** The QAE can use customer complaints to identify potential problem areas. The QAE must respond quickly to the customer complaint with an objective evaluation. Feedback and involvement with the dissatisfied customer is key if the complaint system is to have validity.

8.5. QAE Administrative Duties. The QAE will maintain an organized filing system. Records are subject to inspection/review by the IG and auditors, etc., and can be used in litigation to support either the government or contractor positions in disputes.

8.5.1. QAE File Content. QAEs will establish and maintain a contract surveillance file for each active service contract. The file normally contains the following as applicable:

8.5.1.1. A duplicate copy of the QAE appointment letter signed by the contracting officer.

8.5.1.2. A copy of the contract with attachments, special reports from the contractor, and any technical specifications.

8.5.1.3. A copy of all modifications to the contract. Modifications are executed on a SF 30, **Amendment of Solicitation/Modification of Contract**. Amendments to solicitations become part of the contract.

8.5.1.4. Copies of all receipt and acceptance documents.

8.5.1.5. Correspondence to and from the contracting officer and contractor. This correspondence should include special instructions from the contracting officer, interpretation of the terms and conditions of the contract from the contracting officer, clarification of specifications to the contractor, or questions on interpretations of terms, conditions, and specifications from the contractor.

8.5.1.6. A copy of any memoranda for the record to document:

8.5.1.7. Telephone conversations with the contractor's representative and the contracting officer.

8.5.1.8. Pre-work or pre-performance conference meetings.

8.5.1.9. Any other conversations or meetings with the contractor or contracting officer.

8.5.1.10. Records of the contractor's inspection system, if obtained from the contractor.

8.5.1.11. Records of inspections describing how, when, and where the inspections are accomplished and the results of those inspections.

8.5.1.12. Samples, photographs, witness statements, and other factual data to support documentation.

8.5.1.13. Records of unusual conditions that could delay performance of a provision of the contract.

8.5.1.14. Names of individuals who are functioning as technical and administrative assistants.

8.5.1.15. Applicable test reports, data required by the contract, AF Forms 9**, Request for Purchase**, and funding obligations for the contract.

8.5.1.16. A copy of the surveillance plan.

8.5.1.17. A copy of all forms and letters containing surveillance and evaluation data applicable to the contract(s).

8.5.2. Disposition of QAE Files. The QAE forwards all records to the contracting officer.

8.5.3. Suspense Files. A suspense system will be established to advise the contracting officer of the contractor's failure to complete acceptable performance or delivery in accordance with the contract schedule or provisions.

8.6. Contract Administration. The QAE has certain lines of authority and responsibilities to be familiar with. The following are the primary functions/personnel the QAE will routinely deal with:

8.6.1. Functional Area Chief (FAC). The FAC is a functional director or commander of any functional area with government program management responsibility for contracted services which provide some or all of the functional mission. For example, for Transportation, the squadron commander is the functional area chief. They are generally responsible for:

8.6.1.1. Developing and sustaining a sound Quality Assurance Evaluation Program (QAEP).

8.6.1.2. Implementing the QASP.

Establishing a comprehensive training program.

8.6.1.3. Developing the SOW or PWS surveillance plans and evaluation guides.

8.6.2. The Contract Administrator. A qualified contracting individual that the contracting officer appoints to administer a particular contract.

8.6.3. The Contracting Officer. The Air Force agent empowered to award and/or administer contracts. The Contracting officer acts as an agent between the Air Force and the contractor. The contracting officer is the only person authorized to enter into contracts and is responsible for reviewing the contractor's performance to ensure that it is satisfactory and that the Air Force receives the products and/or services requested.

Chapter 9

BUS TRANSPORTATION

9.1. Bus Transportation Services. The Air Force provides bus service for official purposes and as the law allows. The Air Force operates enough buses to effectively support the mission. The capability to transport groups of people on official business reduces the requirement for small passenger-carrying vehicles. Do not provide this service to nonessential activities when private or commercial transportation is available. The availability of vehicles and operators may limit military support. This chapter describes the categories of bus service the Air Force is authorized by statute to provide.

9.2. Group Transportation Service (10 U.S.C. 2632). This is a fare-charging service which requires a vehicle with a minimum of 12 passenger seats to transport military and civilian employees. This service provides domicile-to-duty transportation from other than government installations. For example, an installation that is located so far from the source of manpower that government assistance is necessary to make sure personnel have adequate transportation. Another example is a situation where an overseas area does not have adequate public or private transportation, or where local political situations, security, personal safety, or geographic locations of duty stations make this transportation essential to conduct Air Force business. Each MAJCOM or field operating agency (FOA) reviews operational data annually to ensure continued service is justified. Provide a certification of review completion, the results of the review, and a current list of locations to HQ USAF/ILTV by 1 November each year (RCA: HAF-ILT(A) 8103, *Annual Group Transportation Review Certificate).* This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue reporting during MINIMIZE. The use of government-owned buses, contractor-owned buses, leasing or chartering equipment to private or public carriers is authorized under terms approved by HQ USAF/ILT.

9.2.1. To Establish Group Transportation Service:

9.2.1.1. Submit requests through command transportation channels to HQ USAF/ILT for approval. Requests must include the following information:

9.2.1.2. The name, mission, and location of the activity.

9.2.1.3. The current military and civilian strength and any authorized changes that might affect transportation requirements to include a breakdown of shifts if necessary.

9.2.1.4. A description of existing transportation available including the use of privately owned vehicles, car pools, and group riding arrangements.

9.2.1.5. Location where the service is required and the distance between the installation and each point.

9.2.1.6. The number of people requiring recurring transportation between the installation and each point. Estimates based on customer surveys are acceptable for establishing a new service.

9.2.1.7. A statement describing any efforts to make existing transportation (public or private) adequate and any effort to induce private operators to provide the required service.

9.2.1.8. The type of service proposed and pertinent information about arrangements such as rentals, charters, rates, routes, and schedules. Include the type, source, number, and seating capacity of the equipment to be used. Enclose a fare quote and a map of the area. The request must indi-

cate that local commercial carriers do not have a desire nor the capacity to provide the service if government vehicles will perform the service.

9.2.1.9. A statement of appropriated funds availability to operate the service.

9.2.1.10. The proposed start date.

9.3. Military Mass Transit Service (10 U.S.C. 2632). A fare-charging bus service that provides domicile-to-duty transportation on military installations or between subinstallations within the established POD. It may be used to provide service to and from on-base domiciles, on-base shopping areas, or installation recreation areas on a routine basis if the traffic volume warrants. Review services provided every 6 months to ensure the fare schedule is adequate to recover the costs. For audit purposes retain these reviews for 3 years.

9.3.1. To Establish Mass Transportation Service:

9.3.1.1. The MAJCOM must determine that:

9.3.1.2. A potential exists for saving energy and reducing air pollution.

9.3.1.3. A reasonable effort was made to induce local public or private firms to provide the service.

9.3.1.4. The service utilizes transportation assets properly and efficiently.

9.3.1.5. If the MAJCOM validates that the service may produce fuel economies and a reduction in pollution, it may:

9.3.1.6. Rent or lease motor vehicles. Compute the fare to recover all rental and lease costs including contract administration costs, salaries, operations and maintenance.

9.3.1.7. Program procurement of vehicles to support mass transportation. When assets are purchased specifically and exclusively for mass transit, a fare must be charged to recover all acquisition costs.

9.3.1.8. Lease or charter vehicles from private or public carriers. Costs must be recovered in the fare system.

9.3.2. The installation commander requests authority to establish a mass transit service to the MAJCOM transportation staff. Include the following information:

9.3.2.1. The name, mission, and location of the activity. Show the relationship of the main installation to the sub-installations. Military leased housing areas located off the installation are considered subinstallations. This does not include housing privately leased by DoD employees or military members.

9.3.2.2. The number of persons to use the service. Persons authorized to use this service include active duty military, DoD, or other government civilian employees working on the installation; contractor employees working on the installation in overseas areas; and dependents living, working, having business on the installation, or attending school on the installation where school bus travel is not authorized.

9.3.2.3. A description of the existing transportation services including privately owned vehicles, private or commercial transportation, car pools, and group riding arrangements. Include any potential for saving energy and reducing air pollution.

9.3.2.4. A definition of the locations where service is required. Use the most direct route of travel between sub-installations consistent with safe operations.

9.3.2.5. A statement indicating the service does not compete with commercial enterprises in the area.

9.3.2.6. The type of service proposed and information about all necessary arrangements such as rates and methods of computation, routes, schedules, and seating capacities of the vehicles. State the proposed fare and include a map of the route.

9.4. Military Mass Transit Service for Isolated Areas (10 U.S.C. 2632). This service provides no-fare bus transportation (12 passenger or more) service for locations designated as an isolated area. Isolated areas are those locations not adequately serviced by regularly scheduled commercial or municipal transit services. Provide transportation to military members, DoD civilians, contractors, and their dependents. Consider CONUS locations as isolated areas only under unique circumstances. Forward requests for CONUS locations through command transportation channels to HQ USAF/ILT for approval. For overseas commands, forward requests to the MAJCOM LGT for approval. Requests for both CONUS and overseas will include the same information as requested in paragraph **9.3.1.** Reporting and review procedures as outlined in paragraph **9.3.** apply.

9.5. Emergency Bus Service (10 U.S.C. 2632). This is a fare-charging bus service for military and DoD civilian personnel during public transportation strikes or transportation stoppages. Establish this service to support projects when a continued delay would adversely affect national defense. Transportation for routine workloads such as constructing, repairing, or overhauling aircraft, ships, or materiel peculiar to the military departments does not qualify under this policy. When public transportation strikes are imminent or in progress, commanding officers who determine that transportation between domiciles and places of employment is essential must submit the following information through MAJCOM transportation channels to HQ USAF/ILT for authority:

9.5.1. The name of the installation or activity requiring transportation support.

9.5.2. The general nature of the transportation requirements, including any efforts to induce private transportation companies to provide this transportation.

9.5.3. The titles of critical projects.

9.5.4. The availability, type, and number of vehicles required.

9.5.5. The number of personnel, by project, to be transported.

9.5.6. The proposed fares.

9.6. Fares and Proceeds. **Figure 9.1.** describes how to compute a reasonable fare. Accounting and Finance (ACF) and LGT will determine how to account for and deposit fares and proceeds. As a general rule, return proceeds to transportation O & M accounts for unfunded support. Deposit proceeds in the U.S. Treasury, as “Miscellaneous Receipts,” according to Air Force finance AFIs, when transportation budgets for support. Recover only costs directly related to category of transportation provided if the vehicle supports both operational (mission) and group/mass transportation. In overseas areas only, the fare may not exceed the fare charged by commercial municipal transportation (if such transportation were available).

9.7. Shuttle Bus Service (10 U.S.C. 2632). Provide shuttle bus service using DoD-owned or contract vehicles with expenses paid from appropriated funds. Use the most efficient vehicles to accommodate duty passengers. Conduct semiannual surveys to ensure the service remains valid.

9.7.1. Authorized Users. Shuttle bus service provides support on or between installations for transporting:

9.7.1.1. Military personnel and DoD employees between offices and work areas of the installation or activity during normal duty hours. Routes will service offices and work centers only. Unauthorized stops include base housing areas (to include government leased housing) and any recreational or shopping areas unless these areas are reasonably unavoidable. Domicile-to-duty transportation using a shuttle service is not authorized.

9.7.1.2. Enlisted personnel residing in dormitories, between the dormitory and work areas when they are required to support the defense mission. Do not provide this service when other forms of transportation such as mass transit, privately owned conveyance, or car or van pools are adequate to meet the needs of the member. The installation commander makes these determinations.

9.7.1.2. (BOLLING) Only enlisted personnel residing in Blanchard Barracks or Cheshire Hall are authorized to utilize the base shuttle bus service from home to duty location.

9.7.1.3. Employees from non-DoD Federal agencies conducting official business. Do not alter established (mission) routes to support these people.

NOTE: DoD contractor personnel conducting official defense business. Domicile-to-duty transportation is not authorized.

9.7.2. Space-Available Transportation. The following categories of passengers may use shuttle-bus services on a space-available (Space A) basis only. Do not change the size of vehicle required to support active duty personnel to accommodate space A personnel.

9.7.2.1. Off-duty military personnel or DoD civilian employees.

9.7.2.2. United States Reserve and Air National Guard members.

9.7.2.3. Dependents of active duty personnel.

9.7.2.4. Retirees.

9.7.2.5. Visitors to the base (intra-installation only).

9.7.3. Shuttle Bus Service in Support of TDY Personnel and Transient Air Crews. Establish special shuttle bus services at installations to accommodate large numbers of TDY personnel and transient aircrews when the service would be the most cost effective and efficient support. The following guidelines apply:

9.7.3.1. Transportation Squadron Commander must approve the service.

9.7.3.2. Limit designated stops to those specified in the Federal Travel regulations (U3200 and C2050).

9.7.3.3. Analyze this service semiannually using criteria specified in **Chapter 2**.

9.8. Services Support. Bus transportation in support of DoD-authorized services programs or family service center (FSC) programs may be provided when such transportation *can be made available without*

detriment to the DoD mission. This support is limited to bus transportation only unless specifically noted otherwise. The installation commander is the approval authority for this type of transportation support. When available, NAF and/or commercial transportation sources will be used. All requests must be coordinated with the installation Transportation and Services. Such services cannot be provided for domicile-to-duty transport. Additionally, it is subject to the following restrictions:

9.8.1. The following are examples of general mass transportation services that are routinely provided when it can be made available without detriment to the mission:

9.8.1.1. Nonreimbursable.

9.8.1.1.1. Command or base varsity teams composed of personnel who officially represent the installation in scheduled events.

9.8.1.1.2. Military personnel or dependent spectators attending local events in which a command or base-sponsored team is participating.

9.8.1.1.3. Entertainers, guests, and their supplies and equipment essential to morale and welfare programs. NOTE: Use of utility type vehicles for cargo movements is authorized.

9.8.1.1.4. Civilian groups transported to military installations in the interest of community relations when officially invited by the installation commander or other competent authority.

9.8.1.1.5. Base sponsored tours and trips when operated on a nonprofit basis. Assets may be used only after mission requirements have been met.

NOTE: Use of utility type vehicles is authorized.

9.8.1.1.5. (BOLLING) Bus transportation may be provided for base/unit sponsored Professional Development trips. Personnel traveling in Permissive TDY status are not authorized transportation support.

9.8.1.1.6. Scouting programs (Boy Scouts and Girl Scouts of America) operating at U.S. military installations located overseas.

9.8.1.1.7. Child development center sponsored activities when vehicles and personnel are available without detriment to the mission.

9.8.1.2. Reimbursable. Transportation may be provided to MWR/NAF category C revenue generating organizations. Such service shall be accomplished on a reimbursable basis. A fare, using the formula in **Figure 9.1.** is charged for all operations and maintenance costs. Do not use vehicle acquisition costs when determining the fare.

9.8.2. Categories of NAF Programs. Refer to AFI 65-106, *Appropriated Fund Support Of Morale, Welfare, And Recreation And Nonappropriated Fund Instrumentalities*, for information on activities by category.

9.8.3. Specific guidance for supporting Private Organizations can be found in AFI 34-233, *Private Organizations (PO) Program.* Private organizations generally do not get either NAF or APF support.

9.9. Transporting Dependent School Children in the United States. These policies apply to all DoD dependent students who attend schools in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the Trust Territory of the Pacific Islands.

9.9.1. Authorities. There are two distinct authorities for providing this transportation:

9.9.1.1. Public Law 81-874, as amended. In consideration for federal assistance to local education agencies providing education for children residing on federal property, the agencies that provide transportation to school children in their districts shall provide transportation to children residing on Air Force installations located within their school districts. If transportation is provided for local students but not Air Force dependent students, the Air Force may provide transportation to those students. The cost of providing this transportation may be sought from the local education agency pursuant to Department of Education procedures.

9.9.1.2. Title 10 U.S.C. 2639, authorizes each military department to provide funds specifically appropriated for the transportation of military dependents between their school and the military installation when schools are not accessible by regular means of transportation. Provide support when an appropriate official of the local education agency advises the school district will not provide school transportation. Once these requirements are met, the installation commander forwards a letter to the Transportation Squadron Commander indicating that transporting school children is authorized. Provide the most economical, efficient service using government owned, leased, or contracted bus service. Revalidate the commander's letter annually through the local school district.

9.9.2. Provide transportation to:

9.9.2.1. Local public schools when the school is not accessible.

9.9.2.2. Nearby public schools, other than the local public schools, when either the nearby schools are not accessible or when the Secretary of the Air Force (SECAF) determines that local public schools where children would normally attend are unable to adequately provide for their education and that attendance at other public schools (to include public schools for the handicapped) in a nearby school district can be arranged and that the transportation cannot be provided as described above.

9.9.3. Note that each child may make one trip to and one trip from the school per day.

9.9.4. The dominant user coordinates transportation arrangements to minimize transportation resources involving more than one DoD installation.

9.9.5. The walking distance between residence and school or between residence and designated bus stop is established for dependent children by the local public school authority.

9.9.6. To make connections with a regular means of transportation, children may use available, regularly scheduled DoD transportation within and between installations when they travel to and from school. Similarly, provide special transportation within the installation if this will serve to make schools accessible by a regular means of transportation.

9.9.7. Develop written agreements that specify the services and support provided (include reimbursement procedures) to local education agencies when it is necessary for the Air Force to provide transportation for dependents to public schools or to schools operated on DoD installations.

9.9.8. Credit reimbursement costs to applicable appropriations. Reimbursement costs consist of all costs of; operations, maintenance, depreciation of equipment, and compensation costs of the drivers directly engaged in providing the service. *The DoD Accounting Manual*, DoD 7220.9-M (Ref. D) Chapter 26 governs reimbursement.

9.9.8.1. For civilian drivers, compute the compensation cost on the basis of their gross payroll compensation, plus a factor of 29 percent of their gross payroll compensation for fringe benefits.

9.9.8.2. For military operators, compute the compensation cost on the basis of the reimbursement rates for military personnel accelerated by the factors specified by the local finance officer.

9.9.9. Transportation may be provided to private or parochial schools within a reasonable distance when:

9.9.9.1. The private school is not accessible by a regular means of transportation and private school transportation, (either with or without cost to the member) is not available; and the parent of a child submits a written request for transportation to the head of the installation (Do not approve requests to avoid transportation costs to the member).

9.9.9.2. The installation commander may approve transportation support when one of the following conditions exist:

9.9.9.2.1. The public schools available in the locality are inadequate for the educational welfare of the children concerned. An adequate education is considered one that meets the State certification and regional accreditation requirements.

9.9.9.2.2. The vehicle used for transporting dependent children to public schools has extra space and can transport the child attending private or parochial schools without materially deviating from the established route, or

9.9.9.2.3. The DoD installation is so remotely located that the private school is not accessible by regular means of transportation.

9.9.9.3. Upon validation of student transportation requirements by the installation commander:

9.9.9.3.1. Military in-house transportation resources must be used to the maximum extent possible.

9.9.9.3.2. If funds are available, installation commanders may authorize commercial transportation when in-house transportation resources are not available. Each commercial contract must contain an agreement by the contractor to furnish the service without discrimination on the grounds of race, creed, color, sex, or national origin. The MAJCOM/FOA Director of Transportation must approve all requests and subsequent changes.

9.9.10. Use vehicles for other official transportation needs when not transporting students.

9.9.11. Normally, military transportation using part-time drivers is used except when it is more economical to use commercial contract transportation services, based on comparative cost analysis of in-house versus commercial contract school bus service.

9.9.12. Exceptions to General Policy. The installation or community commander may make exceptions to the school routes when the existing route is through areas of heavy traffic, blighted urban or residential districts, or potentially dangerous construction, industrial areas, or during severe weather conditions. All other exceptions require Secretary of the Air Force approval. The installation commander must send requests, with full justification, through the MAJCOM or FOA LGT to HQ USAF/ILT.

9.10. Transporting Dependent School Children in Overseas Areas. These policies apply to all students attending DoD-operated or non-DoD schools located outside the United States.

9.10.1. Authority. The Secretary of Defense may establish and operate a program to provide a free public education, through secondary schools, for dependents in overseas areas per 20 U.S.C. 921. This authorization includes the provision of any necessary incidental services.

9.10.2. Commuting Area:

9.10.2.1. The DoD Education Activity (DoDEA) Area Transportation Management Office establishes a commuting area to determine eligibility for transportation at each DoDDS school. This area is based on availability of adequate housing within the proximity of the school, DoDEA commuting distance policy, and available resources. Elapsed travel time from the farthest point within the commuting area should not exceed 1-hour unless waived by the Chief, DoDEA Area Transportation Management Office. The commuting area does not have to be equidistant in all directions from the school, nor must it be as far as 1-hour commuting time if sufficient adequate housing is available within a closer distance. If a locality otherwise within the commuting area has difficult or unsafe access (e.g., during the winter), it should be excluded from the commuting area.

9.10.2.2. The installation or community commander will give the commuting area widespread publicity during incoming personnel processing, Housing Referral Officer visits, sponsor programs, etc., so every sponsor is well informed before looking for family housing.

9.10.2.3. The installation or community commander will ensure that all incoming sponsors certify in writing that they are aware of the commuting area and understand that, if they choose to live in housing outside the commuting area, they are responsible for transportation of dependent students between their home and the school or an existing stop within the commuting area.

9.10.3. Walking Area. The DoDEA Area Transportation Management Office also establishes a walking area for each school. Normally, walking distance to a school or bus stop should not exceed 1 mile for students in kindergarten to grade 6 and 1.5 miles for students in grades 7-12. Walking areas are expanded and contracted to conform to the natural boundaries such as a housing area, neighborhood, etc. Do not provide transportation to students within the walking area except for students with disabilities when required by their Individual Education Plan (IEP).

9.10.4. Authorized Transportation. In many areas, the DoDEA Area Transportation Management Office manages school bus service. The following policies apply where the Air Force provides school bus services.

9.10.4.1. DoD Operated Schools:

9.10.4.1.1. Provide one round-trip between family residential areas and DoDDS schools for dependent students who reside outside the walking area and within the commuting area (or who are transported at the sponsor's expense to an existing bus stop within the commuting area) of a DoDDS. Do not provide a second round trip to/from home for lunch. Establish centrally located school bus stops in the area of student residences and/or alternate care providers, such as a Child Development Center within the commuting area. Provide curb-to-curb service only for students with disabilities when required by their IEP.

9.10.4.1.2. Provide commuting transportation to non-federally connected space-available students on existing routes only if space is available on the route(s) to be used. Do not provide

commuter passes or bus tickets instead of transportation in kind to non-federally connected students.

9.10.4.1.3. Provide transportation to students participating in school-sponsored educational activities such as field trips if vehicles and operators are available and support will not conflict with mission support requirements.

9.10.4.1.4. Provide transportation for students participating in voluntary after-school activities (e.g. sports programs) from the school to a limited number of central locations, such as major housing areas and public transportation terminals, as approved by school officials and subject to the availability of funds, vehicles, and drivers.

9.10.4.2. Non-DoD Schools.

9.10.4.2.1. Students who attend a non-DoD school at DoD expense and who reside beyond the walking distance of the non-DoD school shall use transportation provided or arranged by the non-DoD school when included as part of the tuition fee. When non-DoD schools do not provide transportation, or when the cost of providing transportation is charged separately, the Chief, DoDDS Area Service Center, will determine the proper transportation.

9.10.4.2.2. Provide transportation to dependent students of DoD military or civilian personnel who attend non-DoD schools in overseas areas at no expense to the U.S. Government only when such attendance has been approved by the DoDDS Area Superintendent.

9.10.4.3. Special Education Transportation. Place special emphasis on meeting the transportation needs of students with disabilities. The installation must provide equitable transportation to these students. The Chief, DoDEA Area Transportation Management Office, after consultation with the base Transportation Squadron Commander will determine the most cost effective method of transporting students with disabilities (e.g. conventional Government vehicles, modification of existing Government vehicles, lease, or contract support).

9.10.4.3.1. Provide commuting transportation to special education students who reside within walking distance of the school or bus stop or at any distance within the commuting area, when the nature of their handicap so dictates, as documented in the IEP.

9.10.4.3.2. Provide any special transportation services prescribed by the Case Study Committee (CSC) of the receiving school. Examples of special services include, but are not limited to, curb-to-curb service, a special bus stop within an IEP-specified distance of the student's residence, use of special harness or child seat, transportation of a seeing eye or hearing dog, or a one-on-one safety attendant for medically fragile or physically aggressive children.

9.10.4.3.3. Ensure that all vehicles transporting special education students are equipped with a seat belt for each passenger.

9.10.4.3.4. Provide a safety attendant who is trained to assist students with disabilities for all vehicles transporting more than two special education students or transporting any student requiring a special four point harness. Ensure that vehicles used to transport students who normally use wheelchairs are equipped with a lifting device or ramp which can be secured to the vehicle and are equipped with approved wheelchair restraining devices.

NOTE: Before providing transportation to special education students for whom a safety attendant is required, the Chief Dispatcher and the vehicle operator must ensure trained personnel are available to accompany those students during travel.

9.10.5. Transportation Resources. Students shall be transported at the lowest practical cost to the U.S. Government.

9.10.5.1. Periodic Review. The DoDEA Area Transportation Management Office will analyze transportation services regularly, in coordination with the base Transportation Squadron Commander. Analysis will include a thorough review of student demand, school bus routes, and schedules, and will consider the following factors:

9.10.5.1.1. Staggering school operating hours to permit buses to operate multiple trips per day.

9.10.5.1.2. Altering school organization plans and establishing flexible school boundaries to maximize transportation resources.

9.10.5.1.3. Consolidating school closures for administrative activities (meetings, training, conferences, etc.) to avoid half-day sessions and scheduling these activities to coincide with host nations' holidays whenever possible.

9.10.5.1.4. Developing routes and schedules to optimize the use of buses and seating capacity and to reduce total mileage and driving time. Use the projected number of space-required students as the basis for routes. Do not use larger capacity vehicles to accommodate space A students or other ineligible passengers.

9.10.5.1.5. Allowing students in kindergarten through grade 6 to ride three to a bench seat on trips of 30 minutes or less.

9.10.5.1.6. Using part time employees for in-house operations whenever possible.

9.10.5.1.7. Requiring students in grades 7-12 to use regular public or DoD transportation (e.g., base shuttle buses) where available, feasible, and cost-efficient. DoDDS would reimburse for this service if student use resulted in direct costs increase to the military.

9.10.5.2. Economic Cost Analysis. Determine the most economical means of providing school bus services through in-depth comparative analysis of in-house to contract operations. Analysis must consider the overall cost to the Government of providing school bus transportation with DoD vehicles. Use commercial contract vendors to provide transportation support to DoDDS schools when it is determined to be more economical. Otherwise, use military transportation, with part-time drivers when possible. Integrate school busing with other installation mass transportation functions whenever reasonable to do so. Include equipment acquisition costs as a factor in the cost analysis. However, DoDDS shall not be required to reimburse the Air Force for Government-owned equipment, acquisition costs, or amortization of these equipment costs, or for lease, rental, or other equipment usage costs when the underlying cost analysis has indicated that the leased equipment is less costly than the government-owned equipment. Conduct an economic cost analysis in accordance with DoD Instruction 7041.3 under any of the following circumstances:.

9.10.5.2.1. When arranging for initial transportation services to a new school or before changing from existing military transportation to contract transportation.

9.10.5.2.2. When the number of contractors is insufficient to ensure competitive bids for transportation services to schools currently serviced by contract transportation.

9.10.5.2.3. When requested by the Chief, DoDEA Area Transportation Management Office.

9.10.5.3. Proposed Changes to Services. Base Commanders shall coordinate with the Chief, DoDEA Area Transportation Management Office, on any significant proposed change to school bus services. The concurrence of the Chief, Area Transportation Management Office, or designee, shall be obtained before implementing any such change. All documentation associated with the provision of school bus services, e.g., cost studies, solicitation packages and amendments thereto, shall be provided to DoDDS upon request.

9.10.6. Bus Safety and Security**.**

9.10.6.1. Student Conduct. The DoDEA has developed standards of behavior for students riding school buses and guidelines for disciplinary actions when students misbehave on buses.

9.10.6.1.1. Installation/community commanders must ensure that students and their parents/guardians/sponsors know what the standards of student behavior aboard school buses are before the school year begins. School bus riding is a privilege which may be withdrawn if a student misbehaves.

9.10.6.1.2. At bases where the installation commander has retained primary responsibility for school buses passenger management, the commander will apply the guidelines established by DoDEA so the consequences of misconduct are applied equitably throughout the overseas area.

9.10.6.2. Safety Reviews. Installation/community commanders must conduct periodic safety reviews of school buses and loading and unloading areas. Ensure that any contracts for school bus services contain a provision permitting similar safety reviews of contractor vehicles and services.

9.10.6.3. School Bus Monitors. Do not hire, or contract for, school bus monitors to maintain order on the bus except where required by host nation statute.

9.10.6.4. Safety Attendants. The Chief, DoDEA Area Transportation Management Office, may authorize school bus safety attendants for vehicles transporting special education students or vehicles transporting only kindergarten through grade 2 students. Duties of a safety attendant are to ensure that children enter and exit the school buses safely and/or to assist students with disabilities. Normally, only one adult other than the driver shall be assigned to a vehicle. Where drivers speak English, safety attendants are authorized only when required for special education buses.

9.10.6.5. Security Personnel. When the installation/community commander deems that local conditions jeopardize the security of school bus services, the commander may place appropriately trained security personnel aboard those buses. Security personnel will not concern themselves with passenger conduct. DoDDS funds will not be used for this purpose.

9.10.6.6. Contingency Plans. Installation/community commanders shall work with appropriate DoDDS officials to develop and publish contingency plans for transporting students. Ensure that overall base contingency plans for natural disaster, bomb threat, etc. include DoDDS schools and student transportation.

9.10.7. Exceptions for Commuting Area or Walking Distance. The Chief, DoDEA Area Transportation Management Office, may grant exceptions to the commuting area or walking distance criteria

after considering circumstances and alternatives. Requests for exceptions are initiated by the installation or community commander, endorsed by the local concerned principal and the DODDS District Superintendent and forwarded to the Chief, DoDEA Area Transportation Management Office. Waiver requests will address:

9.10.7.1. Name of the school.

9.10.7.2. Reason for the waiver request. When safety considerations are a factor, include a statement of verification from the base safety officer. The base safety officer reviews and certifies these conditions annually.

9.10.7.3. Statement of alternatives that may eliminate or alter the conditions requiring a waiver, i.e., construction of sidewalks or pedestrian overpass, installation of traffic lights, or use of the crossing guards.

9.10.7.4. The number of students involved.

9.10.7.5. Impact if the waiver is not approved.

9.10.7.6. Budgetary impact if the waiver is granted.

9.10.7.7. Comments and recommendations from endorsing officials.

Figure 9.1. Two-Step Method for Computing Reimbursement and Bus Fares.

COMPUTING REIMBURSEMENT AND BUS FARES

Step 1:
(Operator Cost ¥ Hours Worked) + (Total Miles ¥ Vehicle Cost) = Cost of Trip

EXAMPLE: E-4 ($12.84 per hour) required for 8 hours, driving 250 miles. Cost per mile (.47) is an estimate for a 28 passenger bus.

$12.48 x 8 (hours) = $ 99.84
250 (miles) x .47 = $117.50
Total cost of the trip: $217.34

Step 2:
Cost of Trip _____ = Fare Per Person

Number of Passenger Seats
EXAMPLE: (28 Passenger Bus)

$$\frac{\$217.34}{28} = \$7.76 \text{ (Per Person)}$$

NOTES:

1). If total costs are all that is required, step two need not be computed.
2). Use the average number of passengers transported to determine the fare per person for mass transit.

***NOTE*:** Formula Interpretations:

a. Determine vehicle operator cost using the average hourly pay for the operator, multiplied times the number of hours necessary to complete the transportation. Use a rate for an E-4 (obtain most current rate from local accounting & finance office) when an average cost is required.

b. Determine the vehicle cost by obtaining the annual fleet average direct cost per mile for a particular vehicle type from OLVIMS data. Multiply the average direct cost by the number of miles driven to determine the total cost for the transportation. In the example, a 28-passenger school bus (management code B119) is used with an average cost per mile of 47 cents.

c. Include all mileage driven to support the fare transportation in the computation. For example, if the vehicle travels 10 miles to pick up the first passenger, include that mileage in the computation.

d. An operator cost is not charged if an off-duty volunteer drives the vehicle.

Chapter 10

INTERSERVICE VEHICLE SUPPORT

10.1. Interservice Support. Interservice support among DOD components will be used where economies can be realized without impairing mission effectiveness. DOD Directive 400.19R, *Interservice, Interdepartmental and Interagency Support*, implements DoD policy concerning interservice support. As a rule, the DOD component having the greater area of responsibility (equipment and manpower) furnishes the support requested to the extent capabilities and military commitments permit.

10.2. Arranging for Interservice Vehicle Support. Arrangements for interservice support generally provide that DOD components furnishing the service may not assume any liability whatsoever for personal injury or property damage caused by any vehicle while it is in the custody of the using component. The using DOD components must:

10.2.1. Assume the cost of picking up and delivering vehicles.

10.2.2. Properly operate, maintain, and use vehicles in their custody.

10.2.3. Take administrative action relating to damage or theft of the motor vehicle in their custody.

10.2.4. Assume responsibility for any damages resulting from accidents or incidents while the vehicle is in their possession.

10.3. Activity Pooling. A transportation and equipment pool:

10.3.1. Operates where it will be most economical or provides the most satisfactory transportation service.

10.3.2. Pools full or partial transportation assets of separate activities. The pool segments are located within an area most convenient to the majority of the vehicle users.

10.3.3. Is administered by a lead activity designated by the components. It may be subdivided locally as necessary. Agreements for activity pooling are sent through channels to HQ USAF/ILTV for coordination.

Chapter 11

TRANSPORTATION REQUIREMENTS RESULTING FROM TERRORIST THREATS

11.1. Vehicle Support Resulting From Terrorist Threats. Because of terrorist activities, the Air Force has a program to provide heavy and light armored vehicles, domicile-to-duty transportation, and vehicle painting and marking exceptions for threatened key personnel and senior officers. HQ USAF Criminal Investigation & Counterintelligence (SAF/IGV) consolidates and validates all requests for these special vehicles or marking waivers in response to terrorist threats.

11.2. Submission Procedures:

11.2.1. The requesting MAJCOM or FOA submits all requests for special vehicle requirements to SAF/IGV.

11.2.2. SAF/IGV validates special vehicle requirements based on terrorist threats. Once validated, SAF/IGV provides a recommendation to HQ USAF/ILT and ILS.

11.3. Armored Vehicle Requirements:

11.3.1. New Vehicle Procurement. HQ USAF/ILSR ensures the recommendation is consistent with public law, executive orders, and DoD directives, and approves the recommendation. Procurement, both quantity and unit cost, must be authorized by Congress. If approved, HQ USAF/ILSR allocates necessary BP8200 funds.

11.3.2. Light Armored Vehicles. MAJCOMs, FOAs, or DRUs may request SAF/IGV approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

11.3.2.1. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

11.3.2.2. Agreements provide separate funding for vehicles and armor.

11.3.2.3. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

NOTE: Domicile-to-duty requirements. See **Chapter 2**.

11.4. Painting and Marking Exemptions:

11.4.1. Unlimited Exemptions. Motor vehicles regularly used for intelligence, investigative, or security purposes are exempt from identification and marking provisions. These include vehicles:

11.4.1.1. Used by the Air Force Office of Special Investigation (AF/OSI).

11.4.1.2. Required to be exempted under a Status of Forces Agreement.

11.4.2. Exemptions Based on Terrorist Threats. Unified commanders of overseas commands (delegatable to theater component commanders) and the CSAF for CONUS requirements can grant exemptions. Exemptions are for motor vehicles assigned to key military leaders in positions vulnerable to terrorist attacks when conspicuous identification will endanger their security or that of the U.S. Government.

11.4.3. Additional Exemptions:

11.4.3.1. MAJCOMs may request exemptions if conspicuous identification will hamper mission accomplishment or endanger the security of persons or that of the US Government. Justification must explain how identification as a government vehicle will preclude mission performance or endanger individuals or the U.S. Government. Submit marking exemption requests for covert operation and mission requirements through command transportation channels to HQ USAF/ILT. Requests must contain the following information:

11.4.3.1.1. The specific use of the vehicle.

11.4.3.1.2. Any reasons why an available exempted vehicle cannot be used.

11.4.3.1.3. The length of time for the exemption.

11.4.3.2. For overseas commands, MAJCOM/LGTs may authorize marking exemptions for vehicles located within their area of responsibility when conspicuous identification could endanger the security of individuals or U.S. Government interests. Theater component commanders may be delegated this authority. Do not delegate further.

11.4.3.3. To ensure standardization, all exemption requests will ensure:

11.4.3.3.1. The servicing AF Office of Special Investigations (OSI) headquarters validates the request.

11.4.3.3.2. Coordination by the Air Force component anti-terrorism council or focal point for anti-terrorism.

11.4.3.3.3. The Air Force component maintains records and documentation of exemption requests.

Chapter 12

CONTRACTOR SUPPORT

12.1. Policy. In accordance with Federal Acquisition Regulation (FAR) Sub-part 45.304, contractors shall ordinarily furnish any motor vehicles needed in performing Government contracts. When Government Furnished Equipment (GFE) is provided, the contractor will bear all operations and maintenance costs associated with vehicles approved as GFE. This includes vehicle operations and maintenance (O&M) expenses, preventive maintenance, inspections, diagnostics, and repair parts and labor.

12.1.1. **Activities shall obtain MAJCOM/LGT (or equivalent) approval prior to including any government-owned vehicles as GFE in a Statement of Work (SOW) and contract solicitation.**

12.1.2. **In accordance with FAR Sub-part 45.310, agency-peculiar vehicles may be furnished to a contractor when a prospective contractor cannot, through commercial buy or lease sources, obtain these assets with similar capabilities that meet mission requirements or for other reasons the contracting officer determines to be in the Government's best interest and coordinated by the MAJCOM/LGT. Replacements for Air Force peculiar or unique vehicles provided as GFE in the contract will be programmed through the Air Force vehicle buy process.**

12.1.3. Approved GFE vehicle authorizations will typically be authorized using one of two Allowance Standards (AS):

12.1.3.1. AS 037: Appropriated Funded Vehicles for Contractors: Use when Air Force vehicles are provided as "agency-peculiar" Government Furnished Equipment (GFE) to a contractor and the Air Force is responsible for providing replacements. Normally provided when a contractor cannot, through commercial buy or lease sources, obtain these assets with similar capabilities that meet mission requirements.

12.1.3.2. AS 051: Contractor Support: Use when Air Force vehicles are provided as Government Furnished Equipment (GFE) to a contractor and will not be replaced by the Government (USAF). Fleet Management will not rotate vehicles to/from a contractor authorized/assigned under AID 051.

Authorizations under this allowance will be reduced /deleted upon turn in of the asset to DRMO.

12.2. AFI 38-203, Commercial Activities Program, Chapter 9, provides contracting guidance pertaining to furnishing existing government property to contract/ISSA providers. Units should apply the decision matrix in Table 9-1 to determine the potential advantage of providing GFE.

12.2.1. If, after applying the matrix, the host unit determines government furnished vehicles are potentially advantageous to the Government, the host financial analysis office will perform a cost benefit analysis (CBA) to substantiate the cost advantage of providing vehicles

12.2.1.1. The CBA will include a Certificate of Satisfactory Economic Analysis stating the analysis follows AFI 65-501, Economic Analysis, and AFMAN 65-506, Economic Analysis guidance. The Certificate of Satisfactory Economic Analysis will include signed coordination with Base Finance, Base Contracting, and Base Transportation.

12.2.2. Deleted.

12.2.2.1. Deleted.

12.2.2.1.1. Deleted.

12.2.2.1.2. Deleted.

12.2.2.1.3. Deleted.

12.2.2.1.4. Deleted.

NOTES:

1. All vehicle leases in support of a contract will be the responsibility of the contractor.

2. Vehicles owned by the contractor are not subject to the management policies contained in this instruction. Vehicle maintenance may be provided on a reimbursable basis only.

3. Contractors may not use the Government procurement process to purchase replacement vehicles.

12.2.3. Deleted.

12.2.4. Deleted.

12.2.5. Deleted.

12.3. If the MEO is the successful bidder, assets will revert to the original authorizations under the respective AF and MAJCOM Allowance Standards (AS). However, there is potential for MAJCOMs to direct reductions based on MEO bid proposals.

12.3.1. Deleted.

12.3.1.1. Deleted.

12.3.1.2. Deleted.

12.3.1.3. Deleted.

12.3.1.4. Deleted.

12.3.1.5. Deleted.

12.3.2. Deleted.

12.4. GFE vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by HQ USAF/ILSR. Submit all requests through the applicable Major Command/Direct Reporting Unit transportation staff.

12.5. Procedures. The procedures for managing the allocation, use, operation, and maintenance of Air Force motor vehicles are applicable to assets furnished to contractors.

12.6. Home-to-Work. Contractors are prohibited from using DoD furnished motor vehicles for home-to-work transportation (41 CFR 101-38.301-1).

Chapter 13

RAILWAY EQUIPMENT

13.1. Railway Equipment. This chapter provides procedures for managing and operating Air Force-owned or operated railway equipment. This guidance implements Department of Defense (DoD) Regulation 4140.50, June 1985, and DoD Instruction 4140.50, 9 December 1982. It applies to all Air Force organizations having custody of, using, operating, maintaining, or controlling railway equipment. Railway equipment consists of locomotives, locomotive cranes, railway cars (including box, flat, gondola, hopper, and tank cars), and special purpose vehicles operated on railroad tracks.

13.2. Acquisition of Railway Equipment. All acquisitions for railway equipment (including purchase, lease, or construction) will be evaluated to exclude items not conforming to the criteria listed below. Railway equipment will not be assigned for USAF ownership unless one of these criteria are met:

13.2.1. Equipment is peculiar to the military, or is specialized and not available from commercial sources, or is not available in sufficient quantities to meet USAF requirements.

13.2.2. Equipment is required to meet overseas requirements.

13.2.3. Equipment is required to meet intra-installation requirements of a USAF activity.

13.2.4. Equipment is required to meet a specific mobilization requirement that can not otherwise be met within the United States or Canada and involves movement of USAF-owned items.

13.2.5. Equipment is required in training and maneuvers and cannot otherwise be provided.

13.2.6. Security considerations dictate USAF ownership.

13.2.7. Cost of procuring equipment service from commercial sources is in excess of the cost of operating USAF-owned equipment.

13.2.8. Equipment is required for other special needs, specifically approved by the Secretary of Defense.

13.3. Specific Duties. HQ USAF/ILTV will establish broad program guidance and establish utilization standards for locomotives.

13.3.1. HQ AFMC will designate the USAF Railway Equipment Inventory Manager (WR-ALC/LE) and will furnish direction and guidance to implement policies established by HQ USAF. Evaluate programs and review operations and maintenance; and provide a representative to serve as a member of the Interservice Locomotive Management Committee in accordance with DoDR 4140.50.

13.3.2. Warner Robins Air Logistics Center (WR-ALC) maintains a world-wide inventory (including contracted) locomotives and ensures railway equipment is accounted for. In addition:

13.3.2.1. Distributes the annual Locomotive Utilization Report and Inventory to the appropriate offices as outlined in DoDR 4140.50.

13.3.2.2. Computes, budgets, and defends the buy for USAF railway equipment and develop replacement plans.

13.3.2.3. Approves authorizations, make initial assignments, transfers, and replaces USAF railway equipment.

13.3.2.4. Authorizes the disposition of railway equipment when excess, obsolete, or beyond economic repair.

13.3.2.5. Evaluates utilization reports to determine under utilized equipment.

13.3.2.6. Maintains liaison with the Department of the Army and Navy to ensure timely delivery of newly purchased equipment.

13.3.2.7. Develops and coordinates interservice support agreements with the Department of the Army to provide other than organizational maintenance and schedule railway equipment for intermediate/depot level repairs.

13.3.2.8. Assists MAJCOMs in the operation, inspection, and maintenance of railway equipment.

13.3.2.9. Catalogs and standardizes USAF railway equipment and ensures all procurement actions are accomplished through the DOD executive agent for Railway Equipment.

13.3.2.10. Provides input to the Army designated point of contact, for central maintenance of information as outlined in DoDR 4140.50.

13.3.3. MAJCOM, Field Operating Agencies (FOA), and direct reporting units (DRU) will:

13.3.3.1. Validate authorizations for railway equipment at subordinate installations.

13.3.3.2. Establish and inform subordinate units of information required to support requests for new authorization and replacement assets.

13.3.3.3. Furnish management reports.

13.3.3.4. Validate USAF ownership of railway equipment every five years at installations where commercial sources are available to determine if the program is cost-effective.

13.3.3.5. Report excess railway equipment to WR-ALC/LE for disposition.

13.3.3.6. Account for railway equipment authorizations and assets in AFEMS.

13.3.3.7. Conduct periodic visits to ensure railway equipment is safely and efficiently maintained and operated.

13.3.3.8. Coordinate with WR-ALC prior to acquiring or relocating railway equipment.

13.3.4. Installations will:

13.3.4.1. Prepare and submit all required reports.

13.3.4.2. Report excess equipment through the MAJCOM, FOA, or DRU to WR-ALC/LE.

13.3.4.3. Account for assigned railway equipment through AFEMS.

13.3.4.4. Ensure locomotive operators are properly trained and licensed IAW FRA guidelines.

13.3.4.5. Maintain licensing records for individual qualified to operate locomotives.

13.3.4.6. Prepare requests for new authorizations and replacements for current assets.

13.3.4.7. Perform organizational-level maintenance. Perform and maintain documentation on Federal Railway

13.3.4.8. Administration (FRA) mandated daily, quarterly, and annual inspections.

13.3.4.9. Daily inspections will include all actions on the DD Form 862, **Daily Inspection Worksheet for Diesel Electric Locomotives and Locomotive Cranes.**

13.3.5. Quarterly inspections should include the following:

13.3.5.1. Air Hoses. Inspect for signs of damage or failure.

13.3.5.2. Battery.

13.3.5.3. Clean battery terminals.

13.3.5.4. Check batteries for dirt and corrosion. Clean as necessary.

13.3.5.5. Ensure proper bracing in battery compartment.

13.3.5.6. Drive Belts.

13.3.5.7. Check all for cracks, fraying, abrasions. Replace as necessary.

13.3.5.8. Tighten all fan, air compressor, traction motor blower, and other drive belts within proper tolerances.

13.3.5.9. Engines.

13.3.5.10. Check for loose parts and leaks.

13.3.5.11. Check low oil pressure, high temperature and overspeed warning, and shutdown systems.

13.3.5.12. Electrical Relays.

13.3.5.13. Wipe silver faced contacts using clean, lint-free cloth. Renew worn contact points as necessary. Renew worn or broken springs. Tighten loose screws, nuts, and connections. With systems de-energized, operate devices manually to detect friction or binding.

13.3.5.14. Charging Generator (check for proper output).

13.3.5.15. Pedestal and Journal Box Wear Plates (check for damaged or excessively worn wear plates).

13.3.5.16. Electrical Brushes.

13.3.5.17. Check brushes in traction generators, traction motors, and auxiliary generator for excessive wear or damage. Replace as required.

13.3.5.18. Air Gauges.

13.3.5.19. Test all gauges used by the engineer for braking by comparison with a dead weight tester or test gauge designed for this purpose. The maximum error should be 3 psi.

13.3.5.20. Safety Appliances (ladders, handholds, steps, etc.).

13.3.5.21. Check for defects and proper mounting.

13.3.5.22. Air Brake System.

13.3.5.23. Check for air leaks and proper operation.

13.3.5.24. Check for thickness remaining on brake shoes.

13.3.5.25. Check brake linkage (pins and cotters).

13.3.5.26. Head, Beacon, Ground, Cab, Step, and Marker Lights.

13.3.5.27. Check for proper operation. Replace bulbs as necessary.

13.3.5.28. Check for proper operation of horn and bell.

13.3.5.29. Check for proper operation of windshield wipers (replace blades as required).

13.3.5.30. Check for proper operation of sanders (adjust as necessary).

13.3.5.31. Annual inspections of locomotives should include all items listed under the quarterly locomotive maintenance plus the following:

13.3.5.32. Inspect wheels for chips, gouges, cracks, flat spots, narrow flange, and high flange and rim. Resurface or replace as necessary.

13.3.5.33. Center Plates and Bearings.

13.3.5.34. Check wear rings and wear plates for excessive wear, cracks, or damage. Repair as required. Lubricate bearings.

13.3.5.35. Side Bearings.

13.3.5.36. Check clearance. Adjust as required.

13.3.5.37. Renew worn plates and rollers.

13.3.5.38. Flush and refill engine cooling tank.

13.3.5.39. Fuel Oil Tank.

13.3.5.40. Check tank sump for moisture or contamination. Drain and clean as required.

13.3.5.41. Air Brake Filters.

13.3.5.42. Clean, repair, or replace all filtering devices or dirt collectors in the air compressor, air lines, and air reservoir systems.

13.3.5.43. Axle Bearings - Plain Journal.

13.3.5.44. Inspect bearing surfaces for pitting, grooving, scoring, or excessive wear. Replace bearings as required.

13.3.5.45. Inspect journal box seals. Replace as necessary.

13.3.5.46. Axle bearings - Roller.

13.3.5.47. Inspect bearings for signs of lubricant loss or overheating.

13.3.5.48. Tighten axle and screw.

13.3.5.49. Visually inspect truck frames, truck springs, and equalizers for signs of distortion or damage.

13.3.5.50. Gears.

13.3.5.51. Remove lower gear case covers and inspect axle drive gears and pinions for excessive wear or damage. Clean sludge from inside of gear cases. Relubricate gears.

13.3.5.52. Air Brake System Control Valves.

13.3.5.53. Clean, repair, and test the brake cylinder relay valves, feed valves, and reducing valves.

13.3.5.54. Air Compressor.

13.3.5.55. Check for proper output and cycling. Clean, adjust, and lubricate compressor governor.

13.3.5.56. Couplers.

13.3.5.57. Check for proper operation, swing, height, and excessively worn components.

13.3.5.58. Traction Motor Nose Suspension.

13.3.5.59. Inspect for worn or frayed pads and proper pad compression. Ensure nuts are tight and cotter pins are in place.

13.3.5.60. Traction Motor Support Bearing Lubricators.

13.3.5.61. Inspect for proper operation. Relubricate as required.

13.3.5.62. Traction Motors and Traction Generators.

13.3.5.63. Blow out with clean, dry air. Inspect commutator, brush holders, insulators, bands, and connections. Resurface commutator when required.

Chapter 14

ALTERNATIVE FUELED VEHICLES

14.1. Background. The Energy Policy Act of 1992 (EPACT) (Public Law 102-486) and Executive Order (EO) 13031 (13 Dec 96), "Federal Alternative Fueled Vehicle Leadership," directs federal agencies to acquire specific minimum levels of alternatively fueled vehicles (AFVs). These mandates were established to improve the Nation's air quality and reduce our dependence on foreign oil. Our national strategy is to create a Federal fleet which drives the country to commercialize AFVs and the infrastructure to support them. DoDI 4715.4, Pollution Prevention, 18 Jun 96, further requires that the Secretaries of the Military Departments establish programs to purchase and operate AFVs in accordance with EPACT. The Air Force established the Alternative Fueled Vehicle System Program Office (AFVSPO) at Warner-Robins Air Logistics Center with primary responsibility to promote, plan, coordinate, and assist MAJCOMs/installations as necessary to field AFVs and develop the infrastructure to support them throughout the Air Force.

14.2. Acquisition. EPACT specifically applies to general purpose light-duty vehicles (LDVs, under 8,500 pounds gross vehicle weight) based in Metropolitan Statistical Areas (MSAs) (cities, counties, or consolidated areas with a 1980 population of 250,000 or more). AFV requirements for each MSA installation in a given fiscal year are calculated by multiplying the number of LDVs procured (new acquisitions and long-term leases) times the EPACT percentage required for that fiscal year. Beginning in FY99 and each year thereafter, 75 percent of all MSA-based LDVs acquired each year must be AFVs. (For a list of MSAs, see **http://www.afdc.doe.gov/legislation/msacnty.pdf**)

14.2.1. Exemptions. Section 303(b)(3) of EPACT exempts most law enforcement vehicles, emergency vehicles, and vehicles used for military purposes that must be exempt for national security reasons. AFVSPO will serve as the clearing house for exemption requests, exemption data collection, and exemption reporting. The following instructions are based on Deputy Under Secretary of Defense (Environmental Security) memo, Guidance for Claiming Exemptions From the Alternative Fueled Vehicle (AFV) Requirements of the Energy Policy Act (EPACT), 23 Oct 97:

14.2.1.1. A law enforcement vehicle may be:

14.2.1.1.1. Any vehicle which is (1) specifically approved in an agency's appropriation act for use in apprehension, pursuit, patrol, or protection, or is routinely used for other law enforcement activities such as surveillance, or (2) covered by the current version of Item 17 or Item 17A, Federal Standard Number 122, published by GSA.

14.2.1.1.2. A leased vehicle equipped with at least the following components: (1) for passenger automobiles, heavy-duty electrical, cooling, and suspension systems and at least the next more powerful engine than is standard for the automobile concerned; or (2) for light trucks, emergency warning lights or identification or markings such as "police."

14.2.1.1.3. An unmarked vehicle which is certified by the Secretary of the Air Force as essential for the safe and efficient performance of intelligence, counterintelligence, protective, or other law enforcement duties.

14.2.1.2. An emergency vehicle is any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and/or equipment to and from a situation in which speed is required to save lives or property, such as a rescue vehicle, fire truck, or ambulance.

14.2.1.3. National Security Vehicles:

14.2.1.3.1. Vehicles defined as "tactical vehicles" are automatically exempt from EPACT AFV requirements, and a national security exemption need not be claimed for them. Light-duty vehicles similar to those driven by the general public are also automatically exempt as tactical vehicles if the vehicles have been modified (such as the addition of a 24-volt electrical system) to meet military specifications, unless the vehicle is normally used as an administrative vehicle.

14.2.1.3.2. Administrative vehicles that may have to be deployed as part of a military operation will not automatically receive a national security exemption. Many vehicles can operate on alternative fuel when performing their administrative missions at home station and operate on a petroleum-based fuel when deployed as part of a military operation. A national security exemption should be claimed for such a vehicle only when there is substantial possibility that the vehicle will be deployed, and the vehicle could not be deployed if it were an AFV, or when the AFV attributes of the vehicle would affect performance of its mission when deployed.

14.2.1.4. MAJCOMs/units are encouraged to acquire alternatively fueled law enforcement and emergency vehicles if such vehicles are capable of meeting mission requirements. Such AFVs should be counted as credits toward the total AFVs required under EPACT.

14.2.2. AFV requirements may be satisfied through original equipment manufacturer (OEM) vehicle purchases, long-term vehicle leases, or conversions of existing vehicles. EO 13031 grants extra LDV credits for alternatively fueled medium-duty vehicles (MDVs), heavy-duty vehicles (HDVs), and zero-emission vehicles (ZEVs) regardless of source. Each MDV or ZEV counts as two LDVs; each HDV counts as three LDVs. ZEV credits may be combined with MDV/HDV credits.

14.2.3. Air Force AFVs, whether purchased, leased, or converted, are either bi-fuel, flex-fuel, hybrid electric vehicles (HEVs), or dedicated AFVs.

14.2.3.1. Bi-fuel AFVs have two mutually exclusive fuel systems and are designed to operate on either gasoline or an alternative fuel such as compressed natural gas (CNG) or liquefied petroleum gas (LPG), also known as propane, using one fuel at a time.

14.2.3.2. Flex-fuel AFVs are capable of using gasoline, an alternative fuel such as E85 (85 percent ethanol and 15 percent gasoline), or a mixture of gasoline and alternative fuel through the same tank/system.

14.2.3.3. HEVs have two sources of propulsion. There are many hybrid system concepts using fuel cells, gas turbines, diesels, and lean burn gasoline engines in combination with battery power.

14.2.3.4. Dedicated AFVs are vehicles which operate on alternative fuel only.

14.2.3.4.1. Electric vehicles (EVs) operate solely from power stored in a system of batteries.

14.2.3.4.2. In the case of CNG vehicles, MAJCOMs / installations, after taking into account contingency support requirements, are encouraged to request dedicated vehicles for purchase or lease. Benefits of dedicated CNG vehicles generally include decreased purchase / lease

costs, increased fuel load, higher efficiency, and reduced maintenance, as compared to bi-fuel vehicles.

14.2.4. MAJCOMs / installations are responsible for requesting and prioritizing through the Priority Buy (PRIBUY) Program the appropriate number of new OEM AFV purchases to meet annual EPACT/EO 13031 requirements. MAJCOMs and installations must continue to monitor vehicle allocations to ensure any shortages in OEM AFV acquisitions are compensated through additional AFV long-term leases or conversions.

14.2.5. MAJCOMs / installations are also responsible for ensuring that long-term lease requests (para **5.9.**) meet EPACT/EO 13031 requirements for each requesting base. In most cases, AFV leases will require funding from installation operations and maintenance (O&M) sources. (For information on General Services Administration (GSA) AFV leases visit **http://pub.fss.gsa.gov/motor/lease.html**.)

14.2.6. If the combination of purchases and long-term leases fails to satisfy overall AFV requirements due to limited availability of OEM AFVs, installation transportation functions must pursue vehicle conversions. Coordination with the MAJCOM and AFVSPO are essential to ensure compliance with federal laws.

14.2.6.1. Candidates for conversion will meet the following requirements. MAJCOMs may establish more stringent requirements as long as EPACT mandates are being met:

14.2.6.1.1. Vehicle will be no more than four years old.

14.2.6.1.2. Vehicle will have less than 40,000 miles.

14.2.6.1.3. Vehicle will be fuel-injected/gasoline.

14.2.6.1.4. Vehicle will be from one of the following management codes:

14.2.6.1.4.1. LDVs: B101, B102, B103, B104, B106, B150, B168, B185, B188, B197, B198, B199, B200, B204, B205, B207, B211, B227, or C156.

14.2.6.1.4.2. MDVs: B180, B190, B191, B192, B217, B222, C157, C158, or B176.

14.2.6.1.4.3. Vehicles in other management codes, including B999, will be considered on a case-by-case basis.

14.2.6.2. Diesel MDVs or HDVs may be converted to a dedicated CNG / propane engine. Seek expert help from AFVSPO before pursuing this option.

14.2.6.3. All vehicle conversion applications must be installed and tested in accordance with the Environmental Protection Agency (EPA) Addendum to Mobile Source Enforcement Memorandum 1A, 4 Sept 97. Because of the complexity of the certification process, all conversion efforts must be approved by the MAJCOM LGTV and AFVSPO. MAJCOMs or installations initiating such efforts must fund for the conversion certification. Conversion contracts must also include maintenance technician training on servicing of the conversion units. Failure to comply with the Addendum to Memorandum 1 A could result in EPA charges of tampering under Section 203(a) of the Clean Air Act.

14.2.7. Once procured, AFVs count as credits toward EPACT/EO 13031 requirements regardless of whether they are assigned to an MSA. Nevertheless, MAJCOMs are encouraged to assign AFVs where infrastructure is available or the AFVs can be used to leverage potential infrastructure.

14.3. Infrastructure. Funding for development of on-base alternative fuel infrastructure is limited. The EPACT mandates that agencies in MSAs arrange for fueling of AFVs at commercial, publicly accessible facilities to the maximum extent practical.

14.3.1. If a commercial station proves impractical in terms of fuel costs, vehicle wear, and manpower, a very advantageous means of acquiring fueling capability is through a contractor-owned / maintained equipment agreement.

14.3.2. Base civil engineers are responsible for developing and programming local infrastructure in coordination with the installation transportation function, the Defense Energy Support Center (DESC), the installation fuels branch, other federal or state agencies with AFVs in the area, local utilities, local commercial AFV fleet operators, etc.. For the AFV Program to continue to meet the mandated requirements, MAJCOMs / installations must include infrastructure improvements in the

Program Objective Memorandum (POM) process. Some local operations and maintenance funds may also be required. On-base AFV fueling pumps must be capable of accepting vehicle identification link (VIL) keys.

14.3.3. Negotiating agreements with commercial fuel providers for alternative fuel stations can be complicated. Installations are encouraged to obtain access to commercial alternative fuel infrastructure through their own efforts if possible, but are advised to seek expert help from MAJCOM or AFVSPO if the negotiations become complicated. Pitfalls that may be avoided through seeking expert help include disadvantageous agreements that require DoD to pay exorbitant fuel prices for long periods or agreements that provide for exorbitant penalties in the event that DoD installations fail to reach specified alternative fuel usage levels.

14.3.4. HQ USAF/CE/LGS 4 Mar 96 policy memo, Acquiring Compressed Natural Gas Vehicle Fueling Capability, remains in force.

14.4. Alternative Fuel Usage. In accordance with EPACT; EO 13031; and the Deputy Under Secretary of Defense (Environmental Security) memo, Guidance Regarding Use of Alternative Fuels, 12 Nov 97, Air Force-owned or leased bi-fuel and flex fuel AFVs should be refueled with alternative fuel to the maximum extent practicable.

14.4.1. If an Air Force-owned/leased AFV is usually driven on or near an installation that has an appropriate on-base alternative fuel station or has one or more formal agreements to use nearby public or private alternative fuel stations, the AFV should always be refueled at the alternative fuel station, except as stated in para **14.4.3.** below. Air Force AFVs used under those conditions should achieve nearly 100 percent use of alternative fuel.

14.4.2. If an installation has a nearby public or private alternative fuel station but no formal agreement has been established for its use, the installation should attempt to establish an economically advantageous use agreement, as described in para **14.3.3.** In the interim, if an AFV is usually driven on or near the installation, it should be refueled at the nearby alternative fuel station to the greatest extent practical.

14.4.3. All OEM and converted bi-fuel AFVs will be operated on 4-6 gallons of gasoline once every 6-8 weeks. The vehicle should be operated in gasoline mode until the fuel tank is almost empty. The tank should then be replenished with 4-6 gallons of fresh gasoline. This periodic introduction of fresh fuel into the tank helps avoid malfunction due to “stale” or aged fuel when the vehicle is switched to gasoline mode. Any automatic switch-over from the primary alternative fuel supply to gasoline and/

or subsequent gasoline mode operation that occurs during normal vehicle usage is equivalent to the above procedures, as long as at least four gallons of gasoline is consumed and replaced within two months.

14.4.4. If an AFV is frequently driven off base for substantial distances, it should be refueled at alternative fuel stations to the greatest extent practical. Such vehicles should always be equipped with a regional map or directory of appropriate alternative fuel stations. Maps or directories may be obtained from the following:

Department of energy Alternate Fuels Data Center web page **http://www.afdc.doe.gov/refuel.html**

General Services Administration (directory)
Federal Supply Service
Fleet Management Division (FBF)
Washington DC 20406

American Gas Association (natural gas station directory)
Products and Services
1515 Wilson Blvd
Arlington, VA 22209
(703) 841-8574

National Clean Cities Hotline (maps and directories), 1-800-224-8437

National Corn Growers Association (ethanol)
1000 Executive Parkway, Suite 105
St Louis, MO 63141
(314) 275-9915

American Methanol Institute (methanol)
815 Connecticut Ave, Suite 800
Washington DC 20006
(202) 467-5050

Propane Vehicle Council (propane)
901 15th Street NW, Suite 700
Washington DC 20005
(202) 371-6262

Electric Transportation Coalition (electricity)
701 Pennsylvania Ave NW, 4th Floor
Washington DC 20004

14.5. Reporting. Office of Management and Budget (OMB) Reporting Guidelines for Alternative Fueled Vehicles, 9 Sep 97, established the requirement for an annual Alternative Fueled Vehicle Report to

document compliance with EPACT and EO 13031. WR-ALC/LE will submit each completed report through HQ USAF ILSR to DUSD(ES)EQ/PP and OMB. MAJCOM inputs for this report should cover the fiscal year and are due at WR-ALC/LE NLT 15 Nov each year. Submissions must include the following information:

14.5.1. Reporting Air Force owned AFVs:

14.5.1.1. WR-ALC/LE will compile Air Force owned AFV data from automated reporting systems to the maximum extent possible. Manual data inputs from the MAJCOMs may also be required to some extent.

14.5.1.2. MAJCOMs are responsible for ensuring that bases report AFVs by the appropriate fuel type in the Standard Base Supply System (SBSS) as well as the Air Force Equipment Management System (AFEMS). Upon request from WR-ALC/LE, MAJCOMs will manually report AFVs in order to reconcile inventory with the automated systems. Once the automated systems are fully updated, manual reporting or Air Force owned vehicles will only be necessary to reconcile individual discrepancies. The manual report of inventory must include at least the following of each AFV:

14.5.1.2.1. Registration number

14.5.1.2.2. Management code

14.5.1.2.3. Vehicle Identification Number (VIN)

14.5.1.2.4. Fuel type

14.5.1.2.5. Base location

14.5.1.2.6. Owning command

14.5.2. Reporting leased AFVs: MAJCOMs are responsible for reporting long-term commercial (non GSA) leases of AFVs to AFVSPO. GSA will provide GSA AFV lease data to WR-ALC/LE for inclusion in the annual OMB report. The commercial lease submission must include at least the following data for each AFV ordered during the current fiscal year and any projected commercial long-term AFV leases for two subsequent fiscal years:

14.5.2.1. Management code

14.5.2.2. Fuel type

14.5.2.3. Base location

14.5.2.4. Owning command

14.5.2.5. Year of lease order (actual or projected)

14.5.3. Reporting Vehicle Conversions: MAJCOMs must report to AFVSPO all conversions of conventional fuel vehicles outside of those centrally managed by AFVSPO. Locally initiated vehicle conversions must be reported for the fiscal year of the contract award or the year the order was placed against an existing contract. Conversion awards/orders projected for the two subsequent fiscal years must also be reported. The following data for all such conversions must be reported:

14.5.3.1. Registration number

14.5.3.2. Management code

14.5.3.3. Vehicle Identification Number (VIN)

14.5.3.4. Fuel type

14.5.3.5. Contractor (if awarded)

14.5.3.6. Date, or projected date, of contract or option

14.5.3.7. Base location

14.5.3.8. Owning command

14.5.4. Reporting Fuel Consumption: MAJCOMs are responsible for ensuring that bases report fuel consumption in OLVIMS. Since OLVIMS cannot accommodate all AFV fuel usage, MAJCOMs are responsible for manually reporting AFV fuel consumption data to AFVSPO. This will continue until automated fuel tracking is implemented. Installation transportation functions must obtain alternative fuel usage data from their base Supply Fuels office, including at least the following:

14.5.4.1. Base location

14.5.4.2. Owning command

14.5.4.3. Fuel type

14.5.4.4. Annual consumption

Chapter 15

COMMAND AND CONTROL

15.1. General Information on Command and Control Vehicle (CACV) Authorization. Air Force commanders with overall responsibility for operations or installation security, and who have a 24 hour emergency response and continuous communications requirement, are authorized command and control vehicles. Authorizations for these vehicles are strictly limited to key command positions, especially in light of statutory restrictions on the use of government vehicles for "domicile-to-duty" transportation (31 U.S.C. 1344).

15.2. Qualification for Command and Control. The authority for command and control vehicles is premised on a commander's mission requirement for around-the-clock mobility and a vehicle based communications capability. The commander must be assigned dedicated installation quarters.

15.3. Command and Control Vehicle Authorizations. Commanders occupying the following positions are authorized command and control vehicles: MAJCOM Commanders, Numbered Air Force Commanders, and Center, Sector, Wing and Missile Group Commanders with overall responsibility for operations (host or tenant) or installation security. Commanders of detached flying units, who qualify for a command and control vehicle, may request authorization for CACV authority through MAJCOM/LGT channels to HQ USAF/ILT. Other qualified commanders may apply for command and control vehicle authority through MAJCOM/LGT channels to HQ USAF/ILT. Overall responsibility cannot be delegated. For this reason, there will be only one command and control vehicle authorization per base unless otherwise approved.

15.4. Command and Control Vehicle Use. Incidental use of command and control vehicles, to include travel to physical conditioning facilities, eating places, the post office, cleaners, banks, etc., is authorized. This authority accommodates the commander's around-the-clock responsibility to assure an immediate response and communications capability with the acknowledged need to accomplish certain tasks related to personal health and sustenance. This incidental use should be exercised reasonably and at no significant cost to the government. All other "official use" constraints, as described in **Chapter 3**, including the provisions on spouse and family member travel, apply to command and control vehicles. In case of leave or extended absence from the duty station, the commander passes CACV authority to the individual assuming the responsibility.

15.5. Forms Prescribed:

15.5.1. AF Form 171, Request for Driver's Training and Addition to U.S. Government Driver's License.

15.5.2. AF Form 616**,** Fund Cite Authorization

15.5.3. AF Form 801, Quality Assurance Evaluator.

15.5.4. AF Form 802, Contract Discrepancy Report.

15.5.5. AF Form 868, Request for Motor Vehicle Services.

15.5.6. AF Form 1252/1252A, USAF Vehicle Serv-O-Plate**.**

15.5.7. AF Form 1313, Driver's Record.

15.5.8. AF Form 1360, Motor Vehicle Operator Qualification and Record of Licensing Examination and Performance.

15.5.9. AF Form 1380, Record of Off-Base Mileage.

15.5.10. AF Form 2293, US Government Motor Vehicle Identification Card.

15.5.11. AF Form 2296, Vehicle Operator Information

15.5.12. Standard Form 30, Amendment of Solicitation/Modification of Contract

15.5.13. SF 91, Operator's Report of Motor Vehicle Accident.

15.5.14. DD Forms 250, Material Inspection and Receiving Report

15.5.15. DD Form 518, Accident Identification Card

15.5.16. DD Form 862, Daily Inspection Worksheet for Diesel Electric Locomotives and Locomotive Cranes.

15.5.17. The OF Form 345, Physical Fitness Inquiry for Motor Vehicle Operators.

15.5.18. An AFTO Form 91, Limited Technical Inspection-Motor Vehicle.

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-601, Mission Needs and Operational Requirements Guidance and Procedures, May 1994

AFI 24-302, Vehicle Maintenance Management, April 1994

AFI 24-303, Command/Air Force Vehicle Integrated Management System and Consolidated Analysis And Reporting System, May 94

AFI 31-201, Security Police Standards and Procedures, May 1995

AFI 35-201, Community Relations, April 1994

AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities, October 1994

AFI 91-204, Safety Investigations and Reports, December 1996

AFMAN 23-110, USAF Supply Manual, Apr 96

AFI 91-207, Air Force Traffic Safety Program, Oct 95

AFMAN 24-306, Manual for Wheeled Drivers, August 1993

AFMAN 48-123, Medical Examination and Standards, November 1994

Technical Order 36-1-191

DoDI 7041.3, Economic Analysis for Decisionmaking, November 1995

DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 1994

DoD 7220.9-M, Department of Defense Accounting Manual, Change 8 (Reprint) and changes 9-20, October 1993

Federal Acquisition Regulation, current edition

Section 2632of title 10, United States Code

Section 2639of title 10, United States Code

Section 921of title 20, United States Code

Section 491of title 40, United States Code

Section 1349of title 31, United States Code. “Adverse Personnel Actions”

Section 1344of title 31, United States Code, “Passenger Carrier Use”, as amended

Section 406(e)of title 37, United States Code

Section 491of title 40, United States Code

Public Law 81-874, “Educational Agencies - Areas Affected by Federal Aid”, September 1950, as amended

Abbreviations and Acronyms

ABO—Air Base Operability

AAFES—Army Air Force Exchange Service

ACF—Accounting and Finance

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFS—Air Force Specialty

AFSS—Automated Fuel Service Station

AFSC—Air Force Specialty Code

AFEMS—Air Force Equipment Management System

ASC—Allowance Source Code

AFVSPO—Alternative Fueled Vehicle System Program Office

BFMO—Base Fuels Management Office

BMTS—Basic Military Training School

BSP—Base Support Plan

BOI—Basis of Issue

CA-CRL—Custodian Authorization/Custody Receipt Listing

CAP—Civil Air Patrol

CDC—Career Development Course

CDL—Commercial Drivers License

CDW—Collision Damage Waiver

CEMO—Command Equipment Management Office

CFR—Code of Federal Regulations

CIMIC—Civil Military Cooperation

CONUS—Continental United States

CSAF—Chief of Staff of the Air Force

CSC—Case Study Committee

DCAS—Defense Contract Administration Service

DESC—Defense Energy Support Center

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

DoDDE—Department of Defense Dependent Education

DoDDS—Department of Defense Dependent Schools

DRMO—Defense Reutilization Marketing Office

EWO—Emergency War Order

ECP—Engineering Change Proposal

FAC—Functional Area Chief

FAR—Federal Acquisition Regulation

FASCAP—Fast Payback Capital Investment Procedures

FMC—Fleet Management Center

FOA—Field Operating Agency

FPC—Federal Prison Camp

FSC—Federal Stock Code

FSG—Federal Stock Guide

FW&A—Fraud, Waste & Abuse

GFE—Government Furnished Equipment

GMV—Government Motor Vehicle

GSA—General Services Administration

GVW—Gross Vehicle Weight

IEP—Individual Education Plan

IFMS—Interagency Fleet Management System

IM—Item Manager

ISU—Issue

LRC—Logistic Readiness Center

LTI—Limited Technical Inspection

MAJCOM—Major Command

MC&A—Maintenance Control and Analysis

MDR—Materiel Deficiency Report

MEL—Minimum Essential Listing

MNS—Mission Needs Statement

MPF—Military Personnel Flight

NAF—Non-appropriated Fund

NEO—Noncombatant Evacuation Operations

OLVIMS—On-Line Vehicle Interactive Management System

O&M—Operation and Maintenance

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OSI—Office of Special Investigation

OT&E—Operational Test and Evaluation

PCS—Permanent Change of Station

P.L.—Public Law

POD—Permissible Operating Distance

POL—Petroleum, Oils and Lubricants

POV—Privately Owned Vehicle

PWS—Performance Work Statement

R&D—Research and Development

REMS—Registered Equipment Management System

SECAF—Secretary of the Air Force

SPACE A—Space-available

SOW—Statement of Work (SOW)

TCC—Transportation Control Center

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMO—Transportation Management Office

UDI—U-Drive it

US—United States

U.S.C.—United States Code

VAL—Vehicle Authorization Listing

VIL—Vehicle Identification Link

VCF—Vehicle Control Function

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

VOO—Vehicle Operations Officer

VOS—Vehicle Operations Superintendent

VSPM—Vehicle System Program Manager

WRM—War Reserve Materiel

Terms

Co-utilization—A vehicle used by two functions within an organization, or two different units using the same vehicle on a part-time basis during peacetime.

Dependent School Children (United States Only)—Those minor dependents of DoD personnel (and of members of other Federal agencies when specifically indicated) attending primary or secondary schools, including kindergarten (or "primary" or "junior primary," etc.) where this group or class:

Is conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

Is under the control of the local public board authority having administrative control and direction of free public education in a county, township, independent, or other school district within a state.

DoD Dependent Student (Overseas Only)—A minor student who*:*

Is the child, stepchild, adopted child, ward, or spouse of a dependent sponsor, or who is a resident in the household of a DoD sponsor who stands in loco parentis (resides with) to such an individual and who receives one-half or more of his or her support from such a sponsor; and

Is authorized transportation at US Government expense to or from an overseas area, if the DoD sponsor is military; or

Is an authorized member of the household of a DoD sponsor entitled to a living quarters allowance, as authorized by the Department of State Standardized Regulations and DoD 1400.25 if the sponsor is a civilian.

Has not completed secondary school and who will reach his or her 5th birthday, but not 21st birthday by December 3 1st of the current school year; or

Is handicapped and is between 3 and 5 years of age by December 31st of the current school year, provided that the Director, Department of Defense Dependent Schools (DoDDS), or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or

Is a preschool aged child who will be 4 years of age by December 31st of the current school year, provided that the Director, DODDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

Permissible Operating Distance (POD)— DoD maintains and operates in peacetime only those owned or leased motor vehicle assets needed to meet approved DoD emergency and wartime requirements that cannot be met from commercial transportation resources. Requirements in excess of DoD capability shall be met by the use of commercial carriers. The POD is that distance from the installation that GMVs travel before competing with commercial carriers (Ref. DoD Directive 4500.9).

As a guide, a 75-mile radius is sufficient to support operations at most bases. Identify frequently traveled points that exceed the standard radius.

Vehicles used to support the United States Air Force Courier transfer stations, Armed Forces Courier Service, Air Force Bands, the Air Force Academy, and the Air Force Office of Special Investigation are exempt from POD limitations.

Vehicle Operations Fleet—Vehicles assigned to Transportation and made available for temporary use by other organizations or to provide resources for war reserve materiel (WRM) or used to provide scheduled services by Transportation personnel.

Walking Distance—In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop, normally not to exceed 1 mile for students in kindergarten through grade 6; and 1 ¾ miles for students in grades 7 through 12. These areas should conform to natural boundaries such as a housing area, a neighborhood, etc. In the continental United States walking distances are established by local school authorities.

Cost-Reimbursement Contractor—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Utility Carts—Utility carts, commonly referred to as scooters, are defined a 3-6 wheeled, self propelled utility vehicles that do not meet Federal Motor Vehicle Safety Standards and are specifically designed for operation off of public roads and highways.

Reports and Analysis

Agency Report of Motor Vehicle Data, AF Form 1474

Transportation Services Analysis

Utilization/Rotation Report

Authorization Analysis

Installation Priority Buy Submission

Group Transportation Report (If applicable)

Military Mass Transit Service Report

Domicile-to-Duty Report (If applicable)

Priority Recall/Minimum Essential Report

Off-Base Mileage Report (If applicable)

QAE Surveillance Plan (If applicable)

REMS "XJE" Transaction Program

Attachment 2

AF FORM 868, REQUEST FOR MOTOR VEHICLE SERVICES

A2.1. Annotating Information. Properly annotating information on an **AF Form 868** is one of the most vital functions of the vehicle operations flight. The following provides guidance necessary to correctly complete this form. Each block will be accomplished to include the following minimum information. Additional information may be added as needed:

A2.1.1. DISPATCHER. Enter the name/initials of the dispatcher who receives or records the request.

A2.1.2. TIME OF CALL. Enter the time the request is received. If the request is received by letter, flying schedule, or other correspondence, enter “LTR”, “FS”, etc.

A2.1.3. PAX MILES. Enter the round trip mileage of any request to transport a passenger (s). Round trip mileage is figured from the point of the dispatch, to the drop-off point, and return to the point of dispatch. If a vehicle is dispatched on a new trip from a passenger drop-off point, the round trip mileage stops and restarts at the drop-off point. If the dispatch is for other than passengers, enter N/A is this block.

A2.1.4. DATE. Enter the date the request was received. If the request is received by letter or other method, use the date the request was received by the dispatcher. For approved recurring dispatches, enter the date when the form is filled out.

A2.1.5. TAXI/U-DRIVE-IT/VEHICLE/RECOVERY/AIRCREW/SUPPORT/TRACTOR/TRAILER. Check the appropriate block for the service being provided.

A2.1.6. OTHER. If the dispatch request does not pertain to any of the five specific types of requests, enter a check in this block and specify the type of dispatch being provided, i.e., shuttle bus, base tour, cargo, etc.

A2.1.7. NAME OF REQUESTER. Enter the name and rank of the individual making the request.

A2.1.8. DUTY PHONE. Enter the phone number of the requester.

A2.1.9. NAME OF USER AND ORGANIZATION. Enter the requesting individual(s) name. Also enter the organization code or unit designation. If the user is TDY to the installation, enter “TDY” after the name, and annotate their home unit or base in the remarks block.

A2.1.10. DUTY PHONE NUMBER. Enter a phone number where the user can be reached. When specifying other than local phone numbers, ensure complete Defense Services Network (DSN) or commercial prefixes are provided.

A2.1.11. NUMBER OF PAX. Enter the number of passengers to be transported. Do not include the operator.

A2.1.12. CARGO. Enter the total estimated weight of cargo being transported.

A2.1.13. DATE REQUIRED. Enter the date the transportation service is required. For recurring dispatches, specify as appropriate.

A2.1.14. TYPE OF VEHICLE. Enter the type of vehicle requested or required.

A2.1.15. REG NUMBER. Enter the registration number of the vehicle used. In the case of tractor and trailer requests, only one AF Form 868 is required. If a rental vehicle is used, enter “rental” in this block.

A2.1.16. TIME REQUIRED. Enter the time transportation service is required. For taxi requests, this time is normally the same as the time of the call.

A2.1.17. PICK UP LOCATION. Enter the location, normally a building name or number, where the passenger (s) or cargo, etc., are to be picked up.

A2.1.18. EST USE TIME. Estimate the amount of time the vehicle will be required.

A2.1.19. TIME OF DISPATCH. Enter the actual time the vehicle is dispatched or the vehicle is picked up by the user.

A2.1.20. TIME OF ARR/PICK-UP. Enter the time the vehicle arrives at the passenger or cargo pick-up point. Also, enter the time of the actual pick-up. For UDI services, enter N/A.

A2.1.21. DESTINATION. Enter the destination of the passenger (s), cargo, or the UDI request.

A2.1.22. DROP-OFF. Check this block if the passenger (s) or cargo is to be dropped off. This entry is not always required.

A2.1.23. ROUND TRIP. Check this block if the passenger (s) are returning to the pick-up point. This entry is not always required.

A2.1.24. RESPONSE TIME. Use this block for taxi service and transient aircrew support only. For immediate service, enter the time (number of minutes) between the time of the call and the time of arrival to make the pick-up. When customers schedule transportation in advance, a response time is not computed. However, when the arrival time is later than the requested time, an explanation must be made in the remarks block.

A2.1.25. TIME RELEASED. For radio taxi and aircrew service, enter the time released by the passenger or user. For other transportation services, enter the time the vehicle operator returned to vehicle operations or dispatched on another request.

A2.1.26. OPERATOR’S NAME. Enter the vehicle operator’s name. When more than one operator is dispatched, enter additional names in the remarks block. Annotate the reason (s) for more than one vehicle operator, i.e., shift changes, safety, assistance to the primary operator, etc. For UDI service, the name will be the same as the user.

A2.1.27. TIME IN SERVICE. Enter the time (number of minutes/hours) the vehicle is on dispatch. Time is computed from the time of dispatch to the time of release.

A2.1.28. REMARKS. Use this block to annotate any special instructions pertaining to the request.

A2.2. Tally Requirements. An AF Form 868 is completed for all requests for support, whether support is provided or not. Tallying AF Forms 868 are accomplished by categories. Special care must be given to clearly document why support is not provided.

Attachment 3

IC 99-1 TO AFI 24-301, VEHICLE OPERATIONS

6 MAY 1999

SUMMARY OF REVISION

This interim change (IC) 99-1 provides clarified guidance for transportation support of Air Reserve Component (ARC) personnel. A bar (|) indicates revision from the previous edition.

2.6.12. When DoD scheduled bus service or scheduled public transportation is not available or impractical, AFRC and ANG members in official status (active duty, active duty for training, annual tour, inactive duty for training pay and non-pay) are authorized transportation for line of duty travel including to and from temporary lodging quarters.

Attachment 4

IC 99-2 TO AFI 24-301, VEHICLE OPERATIONS

7 DECEMBER 1999

SUMMARY OF REVISIONS

This Interim Change (IC) 99-2 provides clarified guidance for watercraft management. Provides policy for management of Government Furnished Equipment (GFE) and Contractor Furnished Equipment (CFE) as it relates to vehicle support for contractors. Additionally, it provides amplifying guidance regarding official use of government motor vehicles. A bar (|) indicates revision from the previous edition.

1.2.4.7. Procures, manages, inventories, and controls Air Force owned and/or operated watercraft in excess of 32 feet in length. Air Force watercraft are boats and vessels used to support an Air Force mission. Those purchased with nonappropriated funds, such as Morale, Welfare and Recreation boats are not in this group.

1.2.4.7.1. Air Force units with watercraft must operate them safely in accordance with Air Force policy directives, instructions, and MAJCOM supplements that embrace good marine practices and Coast Guard recommendations. Equip and maintain vessels with fire fighting and life saving equipment prescribed in Title 46, Code of Federal Regulations. Operate and maintain vessels in compliance with environmental standards. Units will institute strong vessel safety programs that include accident prevention and procedures for reporting all safety related incidents and mishaps.

1.2.4.7.2. Approve watercraft requirements. Maintain record keeping for cost analysis, reassign vessels within the command, and arrange disposition of vessels after coordination with other MAJCOMs.

1.2.4.7.3. Ensure tracking and reporting of all watercraft related costs are accomplished. Develop procedures for and use of the AF Form 615, **Unit Watercraft Operations and Cost Summary Report.**

1.2.8.2.10.2. Ensure procedures are established, in concert with the Vehicle Maintenance Manager, for reporting and accounting of indirect non-productive labor hours. At a minimum, this includes reporting these hours for the VOO/VOS; Operations Supervisor; Fleet Manager; Fleet Management personnel; OR&L personnel; Chief Dispatcher and dispatchers. Reference AFMAN 24-307 and AFSCM 24-1.

2.6.5. Official use for active duty personnel include transportation to or from Air Force scheduled appointments, i.e., MPF records check, dental appointments, hospital outpatient appointments, etc. Use transportation priorities specified in paragraph **2.4.**

2.6.16. Chapel Support. Provide transportation to the installation chaplain and chapel personnel performing official duties in the same manner as other mission support activities. Support includes direct administrative support and staff assistance visits to off-base locations. The installation staff chaplain submits the transportation request for chapel program activities such as picnics, special groups, social activities,

renewal activities, chapel youth trips, or summer camps. Submit all requests to transportation well in advance of the date required. Support is predicated on the availability of vehicles and vehicle operators and must not pose a detriment to higher priority missions.

2.6.16.2. In all cases, the chapel must program and identify chapel transportation requirements to base-level transportation for inclusion in the installations annual budget submission.

2.6.18. Air Force Museum Support. Transportation service (U-Drive, Radio Taxi, Non-Radio Taxi and Mass Transportation) in support of appropriated funded AF Museums may be provided when such transportation can be made available without detriment to the DoD mission. **Figure 2.1.** lists AF Museums that receive appropriated funds.

2.7.3. As a rule, transportation to on-base dining facilities is an individual responsibility. However, the installation commander may authorize personnel to take DoD-owned, rented, or leased vehicles to on-base dining facilities.

3.1.1. Supports AF Form 1252/1252A, **USAF Vehicle Serv-O-Plate and Vehicle Identification Link (VIL).** The Base Fuels Management Office (BFMO) is responsible for serv-o-plate management and the automated fuel service station (AFSS) equipped for VIL. Vehicle Operations will provide the BFMO a semi-annual, or as required, master list depicting all assigned vehicles and organizations codes. A system will be developed between the BFMO and Fleet Management to ensure notification of vehicle deletions, assignments, and rotations.

3.1.2. Records On-Base Fuel Consumption. Air Force vehicles operated solely on government installations are exempt from Federal taxes charged on the fuel consumed. In order to get appropriate tax credit for the fuel consumed by these vehicles, they must be identified and tracked. Fleet Management provides a list of vehicles that operate only on the installation to the BFMO. This list is updated quarterly, and must include the vehicle registration number, unit, and all grades of product that will be used (e.g. MUR, MRR, DL1, DL2, CNG, LNG etc.). BFMO will use this list to encode the VIL with a Type Issue/Defuel (TID) code. Tax refunds are filed quarterly by SA-ALC/SFRF for ground products consumed at all AF bases. If any vehicle uses a county, state, or federal highway one or more times during the quarter, that vehicle cannot be tax exempt and will not be included on the list provided to the BFMO. Crossing over a county, state, or federal highway at an intersection does not count as use.

4.4.2. *FOR MILITARY PERSONNEL.* The AF Form 2293 issued to military personnel (including members of the Reserve and National Guard that are subject to the UCMJ) is valid indefinitely, unless suspended or revoked. When military personnel separate from the service, they may keep their AF Form 2293 if the words “NOT VALID-SEPARATED FROM THE SERVICE” are overstamped or legibly marked on the front and back of the form. See paragraphs **4.7.** and **4.8.** for civilian and contractor licensing requirements.

4.4.4.1. Only the USAF Vehicle Operator Apprentice Course may utilize “span of control” for training students in vehicle operations. Technical Training students in formal training may operate vehicles in a controlled environment (range, obstacle concourse--not open for public use) without an instructor inside

the vehicle. Instructor must be present in the immediate area and maintain communication with student operator at all times. “Span of control” cannot be utilized for base-level on-the-job (OJT), a qualified trainer is required to be in the vehicle.

4.5.4. Training Lesson Plans. Unit commanders will ensure vehicle training lesson plans are developed and on file for vehicles assigned to their organization. The unit explosives or weapons safety manager is required to coordinate on lesson plans for vehicles that handle or transport explosives.

5.9.1.1. An economic analysis verifies a cost benefit to the government. Reference AFI 65-501, Economic Analysis, for economic analysis requirements and procedures.

5.9.4.1. Fleet Management validates all requests for rentals and leases for installation activities. Coordinate with Contracting to ensure vehicles are not rented/leased without prior validation regardless of who funds for the rental/lease. Lease or rental may be executed with AF Form 9 or, where guidance allows, IMPAC government credit card. A copy of validated AF Form 9 or related IMPAC documents will be retained in Fleet Management.

6.3.1. Ensure personnel assigned REMS manager duties have completed Registered Equipment Management Course, J6ANU2T151-000.

6.5. **Allowance Standard (AS) 019.** AS 019 identifies core Air Force vehicle allowances. Core allowances are those allowances common to all Air Force commands. AS 020 through 034 identifies vehicle allowances unique to specific MAJCOMs or equivalents. If a BOI does not exist, a request to establish a BOI must be sent to the MAJCOM. If approved by the MAJCOM, the request will be sent to WR ALC for final approval and inclusion in the applicable AS.

6.6. **Allowance Standards (AS)** ASs are identified in AFMAN 23-110V2. The ASCs most commonly used in vehicle fleet management are:

6.6.4. 019 - 034 - Allowance Standards: Prescribes maximum allowances for vehicles to accomplish functional and organizational missions. *Allowance Standards 019 - 034 are source documents only and do not constitute authorization or approval authority for vehicles.*

6.6.6. 051 - Contractor Support. Use when Air Force vehicles are Government Furnished Equipment (GFE) to a contractor and will not be replaced by the Government (USAF). Fleet Management will not rotate vehicles to/from a contractor authorized/assigned under AID 051. Authorizations under this allowance will be reduced/deleted upon final disposition of the vehicle.
6.6.10. 037 - Appropriated Funded Vehicles for Contractors. Use when Air Force vehicles are provided as “agency-peculiar” Government Furnished Equipment (GFE) to a contractor and the Air Force is responsible for replacing the vehicle.

6.14.1. Vehicles may be considered for withdrawal from DRMO only when an open authorization exists, or when the vehicle in DRMO is in better condition than the vehicle assigned. MAJCOM/LGT must approve vehicles withdrawn from DRMO to be placed in the Air Force inventory. Vehicle Maintenance Manager (VMM) must certify a vehicle as economically repairable and warrants withdrawal action. Refer to AFI 24-302, *Vehicle Maintenance Management* for additional considerations.

6.14.2. Non-REMS vehicles can be withdrawn for use in Air Force training courses as training aids with approval from MAJCOM/LGTV. Submit request through the base supply materiel management flight.

6.28.6.1. Owning organizations have made financial arrangements to procure all maintenance through purchase agreements or the IMPAC card. Maintenance will be performed according to manufacture specifications. Base Transportation manpower and facilities will not typically be used to maintain golf cars and LSVs, refer to AFI 24-302, *Vehicle Maintenance Management*.

9.8. Services Support. Bus transportation in support of DoD-authorized services programs or family service center (FSC) programs may be provided when such transportation *can be made available without detriment to the DoD mission.* This support is limited to bus transportation only unless specifically noted otherwise. The installation commander is the approval authority for this type of transportation support. When available, NAF and/or commercial transportation sources will be used. All requests must be coordinated with the installation Transportation and Services. Such services cannot be provided for domicile-to-duty transport. Additionally, it is subject to the following restrictions:

9.8.1.1.6. Scouting programs (Boy Scouts and Girl Scouts of America) operating at U.S. military installations located overseas.

9.8.1.2. Reimbursable. Transportation may be provided to MWR/NAF category C revenue generating organizations. Such service shall be accomplished on a reimbursable basis. A fare, using the formula in **Figure 9.1.** is charged for all operations and maintenance costs. Do not use vehicle acquisition costs when determining the fare.

9.8.3. Specific guidance for supporting Private Organizations can be found in AFI 34-233, *Private Organizations (PO) Program.* Private organizations generally do not get either NAF or APF support.

12.1. Policy. In accordance with Federal Acquisition Regulation (FAR) Sub-part 45.304, contractors shall ordinarily furnish any motor vehicles needed in performing Government contracts. When Government Furnished Equipment (GFE) is provided, the contractor will bear all operations and maintenance costs associated with vehicles approved as GFE. This includes vehicle operations and maintenance (O&M) expenses, fuel and lubricants, preventive maintenance, inspections, diagnostics, and repair parts and labor.

12.1.1. Activities shall obtain MAJCOM/LGT (or equivalent) approval prior to including any government-owned vehicles as GFE in a Statement of Work (SOW) and contract solicitation.
12.1.2. In accordance with FAR Sub-part 45.310, agency-peculiar vehicles may be furnished to a contractor when a prospective contractor cannot, through commercial buy or lease sources, obtain these assets with similar capabilities that meet mission requirements or for other reasons the con-

tracting officer determines to be in the Government's best interest and coordinated by the MAJ-COM/LGT. Replacements for Air Force peculiar or unique vehicles provided as GFE in the contract will be programmed through the Air Force vehicle buy process.

12.1.3. Approved GFE vehicle authorizations will typically be authorized using one of two Allowance Standards (AS):

12.1.3.1. AS 037: Appropriated Funded Vehicles for Contractors: Use when Air Force vehicles are provided as "agency-peculiar" Government Furnished Equipment (GFE) to a contractor and the Air Force is responsible for providing replacements. Normally provided when a contractor cannot, through commercial buy or lease sources, obtain these assets with similar capabilities that meet mission requirements.

12.1.3.2. AS 051: Contractor Support: Use when Air Force vehicles are provided as Government Furnished Equipment (GFE) to a contractor and will not be replaced by the Government (USAF). Fleet Management will not rotate vehicles to/from a contractor authorized/assigned under AID 051. Authorizations under this allowance will be reduced /deleted upon turn in of the asset to DRMO.

12.2. AFI 38-203, Commercial Activities Program, Chapter 9, provides contracting guidance pertaining to furnishing existing government property to contract/ISSA providers. Units should apply the decision matrix in Table 9-1 to determine the potential advantage of providing GFE.

12.2.1. If, after applying the matrix, the host unit determines government furnished vehicles are potentially advantageous to the Government, the host financial analysis office will perform a cost benefit analysis (CBA) to substantiate the cost advantage of providing vehicles

12.2.1.1. The CBA will include a Certificate of Satisfactory Economic Analysis stating the analysis follows AFI 65-501, Economic Analysis, and AFMAN 65-506, Economic Analysis guidance. The Certificate of Satisfactory Economic Analysis will include signed coordination with Base Finance, Base Contracting, and Base Transportation.

12.2.2. Deleted.
12.2.2.1. Deleted.
12.2.2.1.1. Deleted.
12.2.2.1.2. Deleted.
12.2.2.1.3. Deleted.
12.2.2.1.4. Deleted.

NOTES:
1. All vehicle leases in support of a contract will be the responsibility of the contractor.
2. Vehicles owned by the contractor are not subject to the management policies contained in this instruction. Vehicle maintenance may be provided on a reimbursable basis only.
3. Contractors may not use the Government procurement process to purchase replacement vehicles.

12.2.3. Deleted.
12.2.4. Deleted.
12.2.5. Deleted.

12.3. If the MEO is the successful bidder, assets will revert to the original authorizations under the respective AF and MAJCOM Allowance Standards (AS). However, there is potential for MAJCOMs to direct reductions based on MEO bid proposals.
12.3.1. Deleted.
12.3.1.1. Deleted.
12.3.1.2. Deleted.
12.3.1.3. Deleted.
12.3.1.4. Deleted.
12.3.1.5. Deleted.
12.3.2. Deleted.

12.4. GFE vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by HQ USAF/ILSR. Submit all requests through the applicable Major Command/Direct Reporting Unit transportation staff.

12.5. Procedures. The procedures for managing the allocation, use, operation, and maintenance of Air Force motor vehicles are applicable to assets furnished to contractors.

12.6. Home-to-Work. Contractors are prohibited from using DoD furnished motor vehicles for home-to-work transportation (41 CFR 101-38.301-1).

13.1. **Railway Equipment.** This chapter provides procedures for managing and operating Air Force-owned or operated railway equipment. This guidance implements Department of Defense (DoD) Regulation 4140.50, June 1985, and DoD Instruction 4140.50, 9 December 1982. It applies to all Air Force organizations having custody of, using, operating, maintaining, or controlling railway equipment. Railway equipment consists of locomotives, locomotive cranes, railway cars (including box, flat, gondola, hopper, and tank cars), and special purpose vehicles operated on railroad tracks.

Attachment 5

IC 2001-1 TO AFI 24-301, VEHICLE OPERATIONS

1 NOVEMBER 2001

SUMMARY OF REVISIONS

This Interim Change (IC) 01-1 provides policy for pickup and delivery operations. A bar (|) indicates revision from the previous edition.

1.2.8.2.10.3. Vehicle Operations is responsible for all pickup and delivery services (except Due-In for Maintenance (DIFM) turn-ins) within the confines of the installation 24 hours per day and 7 days per week. Provide pickup and delivery of supplies and equipment, except base service store items, to base units by using a time definite delivery concept of operations. Recommend periodic meetings between Vehicle Operations, Traffic Management (TM), Supply, and major customers to ensure delivery schedules/sweeps meet mission priorities and customer needs.

1.2.8.2.10.3.1. Intra supply movement of cargo will remain a Supply responsibility; however, movement of cargo from supply storage/issue locations to the Aircraft Part Stores (APS) and Flight Service Centers (FSC) will be supported by Vehicle Operations.

1.2.8.2.10.3.2. The movement of DIFM turn-in items will be supported and managed by the Supply Flight Service Center (FSC). DIFM issues will be handled in the same manner as other MILSTRIP cargo and will be supported by Vehicle Operations.

1.2.8.2.10.3.3. Movement of cargo internal to a unit i.e., maintenance squadrons, civil engineer, communication squadron, operations squadrons, etc, will remain a unit responsibility. This does not preclude Vehicle Operations from providing normal cargo movement support when the unit does not have the capability to move such item(s).

1.2.8.2.10.3.4. Supply retains primary responsibility for facilitating communication between Supply elements, customers, and Vehicle Operations. Time Definite Delivery concept of operations is the prime method for all cargo delivery i.e. scheduled sweeps. Supply will inform Vehicle Operations of priority deliveries (01, 02, and MICAP), identification of turn in requirements, notification of special equipment needs for bulk cargo, etc.

1.2.8.2.10.3.5. Residual workload e.g., sorting and staging of cargo, facilitation of customer requirements, etc, will remain Supply responsibilities. Supply will presort to accommodate established sweep/route schedules.

1.2.8.2.10.3.6. Use the Supply Asset Tracking System (SATS) in concert with pickup and delivery requirements. Deployment of SATS is not a prerequisite to establishing Vehicle Operations P&D services. Base Supply will be responsible for all SATS hardware (i.e. warranty, maintenance, and replacement).

1.2.8.2.10.3.7. Assist Supply Document Control Element in resolving document errors generated in the P&D function. Supply is the overall OPR for all delivery document issues.

1.2.8.2.10.3.8. Deliver shipments/materiel to DRMO generated from base supply turn-ins or transfers (TRM). This also includes directed and lateral shipments (non-directed) originating from the flight service center and aircraft parts store to TM outbound freight.

1.2.8.2.10.3.9. Customers who normally get support from the flightline parts store are responsible for pickup of these items. Vehicle Operations will deliver items to customers not normally supported by a flightline parts store.

1.2.8.2.11. Provide Prime Knight aircrew support IAW AFI 34-246.

1.2.9.6. Ensure sufficient resources are available to support Time Definite Delivery and Priority Delivery of supplies, equipment, and cargo to installation units.

1.2.9.6.1. Time definite delivery concept of operations is the standard for delivery of supplies, equipment, and cargo. Time definite delivery utilizes scheduled sweeps over designated routes/areas of the installation. Frequency of scheduled sweeps and number of delivery routes/areas is a local determination driven by mission, volume of cargo and customer needs.

1.2.9.6.1.1. Delivery of priority cargo to include 01, 02, and MICAP, will be delivered within 30 minutes. Scheduled sweeps may be used if delivery will be provided within 30 minutes. Supply is responsible for notifying vehicle operations when priority 01, 02, and MICAP items/parts cannot wait for scheduled sweeps.

1.2.9.6.1.2. Vehicle Operations, in concert with Supply and all customers, will tailor sweep frequencies/ routes to provide support for primary mission of the installation/base. Delivery frequencies/routes should minimize the need for individual unit delivery requirements.

1.2.9.6.1.3. Priority items/parts resulting from due-out release (DORs) will be delivered via scheduled sweeps, unless vehicle dispatch is contacted for an unscheduled delivery.

1.2.9.6.1.4. Establish operating instructions for items that require special handling instructions/procedures, e.g., classified, health hazard, pilferable, electrostatic discharge.

1.2.10.7. Retrieves disabled government vehicles. Local policy and/or instruction should be developed to address retrieval of disabled vehicles on the installation under the guise of official business/use. Dispatch Operations may be called to move disabled POVs, NAF, or AAFES vehicles causing traffic safety or fire fighting obstacles on base. Only security forces or fire department authorities may make these requests. Wrecker operators are not liable for any damages incurred to any POV, NAF, or AAFES vehicle being towed/removed under these conditions.

1.2.10.13. Provide priority and time definite delivery of supplies, equipment, and cargo to installation units. Pickup and delivery transportation services will be supported out of Dispatch Operations and managed/controlled in the same manner as all other requests for dispatch/service. Do not establish alternative locations (sub-motor pools) to support pickup and delivery services.

1.2.10.13.1. Develop local procedures in conjunction with Supply to ensure current copies of delivery destinations, unit supply POCs, and the Classified Receipt Listing are available. When SATS is in use, the smart card contains most of this information, however, in the event SATS is unavailable, hard copy documents containing this information will be required.

1.2.10.13.2. Notify Supply immediately of all unnecessary delays caused by the absence of receiving personnel, incorrect addresses, organizational refusal, improper documentation, etc. Items precluded from delivery due to these circumstances will be returned to Supply for resolution and included on the next scheduled sweep or may be picked up from Supply by the customer.

1.2.10.13.3. Ensure duty dispatcher(s) and all vehicle operator(s) are briefed on established procedures to properly dispatch and transport-classified materiel and cargo.

1.2.10.14. Ensure proper (standard) dispatch category code is used for each transportation service request in the Dispatch modules of OLVIMS.

1.2.10.15. Control and account for assigned SATS equipment. Issue SATS equipment to operators prior to dispatch, if required.

1.2.11.6. Ensure qualified vehicle operators are available to support all transportation requests for dispatch service(s).

1.2.11.7. Ensure vehicle operators adhere to established procedures for delivery of classified materiel to respective organizations. Allow only unit individuals identified on the Classified Receipt Listing to sign for classified property.

1.2.11.8. Operator will ensure supplies, equipment, and cargo are properly secured and protected while in transit.

1.2.11.9. Establish procedures to ensure vehicle operator(s) safeguard assigned SATS equipment.

1.2.11.10. Ensure items that must be signed for have an authorized individual’s signature on the pickup or delivery document.

1.2.13.1.4.1. At a minimum, collect the following data monthly.

1.2.13.1.4.1.1. Dispatch Supervision Monthly Workload Record (automated).

1.2.13.1.4.1.2. Summary of work by Dispatch Automated Fleet Information System (DAFIS) category codes; i.e., number of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.3. Summary of work for approved driving related variances i.e., number of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.4. Summary of work by master organization code/user (customer) i.e., numbers of requests supported and total in-service time in man-hours.

1.2.13.1.4.1.5. Workload Analysis (Peak workload) reports for both weekdays and weekends, collect three sets of reports covering the following time periods: 1st thru 10th, 11th thru 20th, 21st thru 30th or last day of the month.

1.2.13.1.4.2. Vehicle Operations Flights will develop local operating procedures that address the following:

1.2.13.1.4.2.1. Training/continuity procedures used to ensure workload data is entered into vehicle dispatch module in a standardized format.

1.2.13.1.4.2.2. Procedures established to ensure required workload data is collected/maintained, and completed transportation requests are reviewed for accuracy within three duty days.

1.2.13.1.4.2.3. Workload data back-up procedures.

2.6.8. The installation commander may approve alert aircrews, Intercontinental Ballistic Missile (ICBM) personnel, and emergency response forces use of government vehicles to and from on-base activities or facilities. Provide a listing of units approved by the installation commander to each unit commander and VCO. Alert crews, ICBM personnel, and emergency response force may not drive vehicle to private quarters, for domicile-to-duty purposes, or to conduct personal business.

3.1.6.3.6. Pickup and Delivery Support Analysis. This analysis will address the following:

3.1.6.3.6.1. Evaluate requests not supported.

3.1.6.3.6.2. Average in-service time.

3.1.6.3.6.3. Amount of cargo versus frequency of scheduled sweep within designated delivery routes/areas.

3.1.6.3.6.4. Common causes preventing delivery of cargo, which results in cargo being returned to Supply.

3.1.6.3.6.5. Number of unscheduled deliveries within 30 minutes of scheduled sweeps.

3.1.6.3.6.6. Frequency and average delivery times for priority delivery of issue documents (ISU) includes 01, 02, and MICAP parts/cargo.

3.1.6.3.6.7. Compare and evaluate unscheduled delivery requests with scheduled sweep routes and times.

3.1.6.3.6.8. The size and type(s) of vehicles used to support scheduled sweeps.

3.1.6.3.6.9. Recommendations of Supply, TM, customers, vehicle dispatchers and assigned operators.

3.1.8.3.7. Forward a copy of all delivery tickets to Maintenance Control & Analysis (MC&A) weekly for processing.

4.4.7.2.4. Licensing of federal civilian employees in overseas areas will be governed by a Status of Forces Agreement (SOFA) and/or host nation requirements.

4.11. **Suspension/Revocation of Government Vehicle Operator's Driving Privileges.** Vehicle operator driving privileges will be suspended, revoked and reinstated using the guidance contained in AFI 31-204. Base law enforcement activities, acting on behalf of the installation commander, administer the program.

12.1. Policy. In accordance with Federal Acquisition Regulation (FAR) Sub-part 45.304, contractors shall ordinarily furnish any motor vehicles needed in performing Government contracts. When Government Furnished Equipment (GFE) is provided, the contractor will bear all operations and maintenance costs associated with vehicles approved as GFE. This includes vehicle operations and maintenance (O&M) expenses, preventive maintenance, inspections, diagnostics, and repair parts and labor.