

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 11TH WING**



AIR FORCE INSTRUCTION 24-302

**BOLLING AIR FORCE BASE
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Transportation

VEHICLE MAINTENANCE MANAGEMENT

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AFI 24-302, 19 May 1994, is supplemented as follows:

It provides policy and procedural guidance for proper reporting, investigation and funding for vehicle abuse and/or accidents. It also provides policy and guidance on vehicle scheduled maintenance requirements and requesting maintenance support for non-registered (X registration) vehicles/equipment and add-on equipment. It is applicable to all assigned and attached units and commanders who receive support through the 11th Transportation Squadron.

1. Squadron Commanders will:

1.1. Appoint a VCO/VCNCO in writing. A copy of these appointment memorandums must be forwarded to 11 TRANS/LGTM.

1.2. Assist the unit VCO/VCNCO as necessary in accomplishing their duties and responsibilities.

1.3. Ensure assigned vehicles are properly used, inspected, and maintained.

1.4. Appoint in writing a SNCO to conduct official investigation of abuses and accidents involving assigned vehicles.

2. VCOs/VCNCOs will:

2.1. Act as unit focal point for all vehicle related matters.

2.2. Ensure assigned vehicles meet all scheduled and unscheduled maintenance requirements.

2.3. Conduct unofficial preliminary investigation on abuses and accidents involving assigned vehicles.

3. Vehicle Accidents and Abuses: Vehicle abuse is defined as damage to a vehicle caused through negligence.

3.1. Vehicles involved in accidents or abuses will be turned in to vehicle maintenance as soon as possible. The operator's inspection guide and copy SF Form 91, (Accident report) must be provided to the Vehicle Maintenance Flight.

3.2. The 11th Transportation Squadron commander will notify the respective commander of the abuse or accident in writing, with photographs of the damage and an estimate of the repair costs.

3.3. Prior to repairs, either the unit's commander or their VCO/VCNCO will be required to release the vehicle for repairs. A central fund cite be established for vehicle repairs. If the release letter is not given after a second notification, repairs will commence within 5 duty days, with the assumption that the unit did not desire to view the actual damage.

3.4. Vehicle accident and abuse repair (materiel and/or contract) cost, will be funded by the unit of assignment, regardless of determination of financial liability or reimbursement made by the individual to the government.

3.5. Reimbursement will be accomplished through direct transfer of funds from the using organization's operation and maintenance (O&M) account to the 11th Transportation Squadron's O&M account. The Vehicle Maintenance Flight will provide a monthly refundable/reimbursable report to 11 WG/FMA to initiate these transfers.

3.6. To expedite the repair process and save the labor involved in direct transfer of funds, the use of the using organization's IMPAC account may be used to pay for contracted repairs. This requires coordination between the Vehicle Maintenance Flight, the VCO/VCNCO and the using organization's Resource Advisor.

3.7. Assigned units are responsible for initiating transfer of funds from other organizations or individuals that may have caused damage to assigned vehicles. The VCO/VCNCO will ensure copies of accident reports are submitted to 11 WG/JA not later than 1 duty day after an accident with a privately owned vehicle.

3.8. Loaner vehicle will be offered when a vehicle is being repaired for abuse or accident.

3.9. Resolution of disagreements concerning implementation of these policies will follow the normal chain of command: squadron commander to squadron commander, then group commander to group commander.

3.10. Local commanders will implement a preventative program of controls and penalties within their respective squadrons to reduce the number of accidents/abuses on their assigned vehicles. Examples of penalties may be: individual financial liability, individual briefings during squadron, group, or wing commander's calls and/or administrative actions.

4. Preventative (Scheduled) Maintenance:

4.1. The Vehicle Maintenance Flight provides using organizations a 4-week projection of appointment dates for upcoming scheduled maintenance requirements on assigned vehicles.

4.2. VCO/VCNCO's are to make every effort in ensuring their vehicles meet the appointments. If the appointment date cannot be met, VCO/VCNCO's will call the Maintenance Control and Analysis element prior to the appointment date to reschedule.

4.3. Failure to meet these appointments can affect vehicle fleet readiness and will result in a "No Show" letter being sent to the using organization's commander.

5. Support of Non-Registered (X Registration) Vehicles/Equipment:

5.1. Organizations procuring non-registered equipment will coordinate with the Vehicle Maintenance Manager to make sure parts, facilities, manpower, funds, and technical skills are available to support the equipment before it is acquired. Organizations will first consider purchasing a commercial maintenance agreement to support the equipment.

5.2. The Vehicle Maintenance Manager will not assume maintenance responsibility if the request to purchase the equipment was not properly routed through vehicle maintenance for coordination. In addition, the Vehicle Maintenance Manager will not assume maintenance responsibility for locally purchased equipment without necessary technical data, if, in their opinion, inspection, servicing, adjustment, or repair work cannot be performed properly.

5.3. The normal cost of maintenance and repairs support will be funded by the Vehicle Maintenance Flight. Repair costs over and above this limitation will be funded by the using organization. The using organization will provide a fund cite.

5.4. Reimbursement will be accomplished through direct transfer of funds from the using organization O&M account, to the 11th Transportation Squadron's O&M account. The Vehicle Maintenance Flight will provide a monthly refundable/reimbursable report to 11 WG/FMA to initiate these transfers.

5.5. Expedite the repair process and save the labor involved in direct transfer of funds, the using organization's IMPAC account may be used to pay for contracted repairs. This requires coordination between the Vehicle Maintenance Flight, the VCO/VCNCO and the using organization's Resource Advisor.

6. Vehicle Add-On Equipment:

6.1. Using organizations will submit a memorandum to Vehicle Maintenance requesting installation of add-on vehicle equipment. Add-on vehicle equipment items are categorized as special equipment and commercial optional parts or accessories, which once installed will still allow the vehicle to be used for its intended purpose (camper shells, pintle hooks, air conditioning, etc.).

6.2. Using organizations will budget for initial and replacement items. They will fund for damages from the installation of such items if/when the vehicle is identified for rotation/redistribution and the add-on equipment will be retained by the original organization.

6.3. Unauthorized installation of add-on equipment items or vehicle damage resulting from unapproved add-on equipment may be determined as vehicle abuse.

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