

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 24-301

PACIFIC AIR FORCES COMMAND

Supplement 1

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Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements AFI 24-301, *Vehicle Operations*. It applies to all Air Force vehicle operations within the Pacific Air Forces. This publication does not apply to Air National Guard (ANG) or US Air Force Reserve units and members. Deviations from the procedures described herein are prohibited without written approval from the OPR.

SUMMARY OF REVISIONS

This revision corrects outdated references to AFI 24-301 and updates offices of primary responsibility with new office symbols. Includes recent HQ USAF/ILGD guidance on coordination process of Domicile to Duty request. Updated and added additional instructions for approval and coordination process of Low Speed Vehicle (LSV)/Golf Car requests to include replacement of existing assets. A bar (|) indicates revision from the previous edition.

AFI 24-301, 1 November 2001 is supplemented as follows:

- 1.1.1. (Added) Subordinate unit and base level supplements to this volume will not be published without prior written approval from HQ PACAF/LGRWO.
- 1.2.12.7.1. (Added) Monthly (NLT the 10th of each month), all main operating bases, and the 607th ASUS will forward a ship, salvage, receipt report to OL-A HQ PACAF/LGR.
- 1.2.12.7.2. (Added) 7AF units (607ASUS, 51LRS, and 8LRS) will forward an OLVIMS Fleet Management Module transmittal file to OL-A HQ PACAF/LGR during the months of January, April, July, and October. Transmittal files must arrive NLT than the 10th of the month.
- 1.2.12.7.3. (Added) 5AF units (18LRS, 374LRS, and 35LRS) will forward an OLVIMS Fleet Management Module transmittal file to OL-A HQ PACAF/LGR during the months of February, May, August, and November. Transmittal files must arrive NLT than the 10th of the month.

1.2.12.7.4. (Added) 15AW, 11AF, and 13AF units (15LRD, 3LRS, 354LRS, and 36LRS) will forward an OLVIMS Fleet Management Module transmittal file to OL-A HQ PACAF/LGR during the months of March, June, September, and December. Transmittal files must arrive NLT than the 10th of the month.

1.2.13.1.4.3. (Added) The following data will be collected monthly and maintained for one year:

1.2.13.1.4.3.1. (Added) Manpower Report (automated).

1.2.13.1.4.3.2. (Added) Summary of work by Modernized On-Line Vehicle Interactive Management System (MOLVIMS) Increment 1 category codes; i.e., number of requests supported and total in-service time in man-hours.

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

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

1.2.13.1.4.3.5. (Added) Summary of man-days lost in support of TDY taskings (to include overnight dispatches when the operator does not return to home station). Compensatory days off as a result of AF-level taskings will be included in the numbers being reported/tracked. (Do not include compensatory days off allowed as a result of local circumstances). As a general rule of thumb, no more than eight hours of in-service time will be reported in MOLVIMS-1 per day on those dispatches resulting in overnight stays. Man-days supporting AF-level TDY requirements will not be entered into MOLVIMS-1; other tracking procedures will have to be established.

1.2.13.1.4.3.6. (Added) 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.

1.2.13.1.4.4. (Added) All PACAF Vehicle Operations Elements will develop local operating procedures that address the following:

1.2.13.1.4.4.1. (Added) Training/continuity procedures used to ensure workload data is entered into MOLVIMS-1 in a standardized format.

1.2.13.1.4.4.2. (Added) 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. (Added) Workload data back-up procedures.

1.2.16.10. (Added) VCOs/VCNCOs will conduct detailed operator care inspections, using the appropriate inspection guide and trouble report, of no less than 10 percent of unit-assigned vehicles each month. Inspection results must be documented and will include the registration numbers of the vehicles inspected, discrepancies discovered and corrective action taken. Inspection reports will be maintained on file for a minimum of one year. If Vehicle Maintenance establishes a single point inspection for inbound and outbound maintenance of general purpose vehicles, then they are exempt from inspecting general purpose vehicles monthly; however, special purpose vehicles must still be inspected on a monthly basis and no notice inspections are encouraged.

2.3.1. (Added) Use of government vehicles (to include rental vehicles and LSV/Golf Cars) for personal reasons is a violation of public law, DOD regulatory guidelines, and Air Force Instructions. As military members and Department of Defense employees, we are entrusted with the responsibility of using

assigned resources properly. Each installation will develop a local instruction, approved by the installation commander, that addresses the authorized and unauthorized uses of government vehicles. Apply AFI 24-301, chapter 2 and paragraph 9.8 services support guidelines to local operating conditions. Additionally, the locally developed instruction will establish the installation's vehicle misuse program. **Attachment 6 (Added), Table A6.1.** of this supplement provides guidelines to assist those making official use determinations. The local instruction will be forwarded from the MSG/CC to HQ PACAF/LGR for coordination before it is forwarded to the installation commander for approval.

2.3.2. (Added) The use of Government Motor Vehicles (GMV) for wing-sponsored events (i.e., open house, sports day, etc.) is acceptable, if not detrimental to the mission. However, the use of GMVs to support unit-level activities (group level and below) such as sporting events, picnics, fund raisers, car washes, attending professional and amateur sporting events, etc., is wrought with potential misuse scenarios and must be coordinated and approved using the guidelines established in AFI 24-301, paragraph 9.8.

2.6.25. (Added) FOR KOREA ONLY: Detailed guidelines pertaining to the Immediate Response Vehicle (IRV) and Emergency Response Vehicle (ERV) program will be developed for inclusion in the installation instruction governing official vehicle use. Each installation will designate and clearly mark centralized IRV/ERV parking areas within reasonable proximity to key base facilities and lodging. Personnel operating an IRV/ERV will not park at facilities such as commissaries, BX, AAFES dining facilities, open messes, golf courses, gyms, post office, personal quarters, etc., unless conducting official business. However, personnel may park in designated IRV/ERV parking areas while conducting personal business at facilities of this nature. As an alternative to IRV/ERV approval, personnel living in unaccompanied housing may be transported by military taxi from quarters to emergency response locations if their presence is required to perform official duties and scheduled transportation will not support required response times. The following guidance applies to each program:

2.6.25.1. (Added) The **IRV Program** is designed to provide **key and essential personnel**, having emergency response responsibilities, access to government vehicles to facilitate immediate response to such situations. The installation commander will be the approving authority for all IRV requests.

2.6.25.2. (Added) The **ERV Program** is designed to provide **emergency standby personnel** a means to respond to emergencies. Activities that operate on a 24-hour daily basis should not be granted ERV authority. The installation commander will approve all ERV authorizations.

2.9. (Added) New guidance from USAF/ILGD requires all Domicile to Duty requests be approved by the Unified Combatant Commander, PACOM for all PACAF bases. Justification must meet the intent of 10 U.S.C. 2637. HQ PACAF/LGR will only coordinate requests for PACAF host NAFs, Wings, or Groups. All others will coordinate through their own chain of command higher-level host HQ.

3.1.6.2.1. (Added) Annual Vehicle Utilization Analysis: All vehicle types/assets with a utilization goal identified in T.O. 36A-1-1301, Vehicle Management Index File, will be evaluated during the annual utilization analysis. The analysis will address the following at a minimum:

3.1.6.2.1.1. (Added) Monthly utilization averages (use 12 months of historical data) by management code. When the fleet average for a specific management code is less than 50 percent of the AF goal, consideration should be given to reducing vehicle requirements.

3.1.6.2.1.2. (Added) Evaluation of severely under-utilized assets (those producing less than 25 percent of AF goal) for elimination. When it is determined an asset meeting this criteria will not be eliminated, the justification must be documented and approved during the MSG/CC's annual review of the effectiveness of the local vehicle utilization program.

3.1.6.2.2. (Added) Annual Vehicle Rotation Analysis: All vehicle types/assets with a utilization goal identified in T.O. 36A-1-1301 will be evaluated during the annual vehicle rotation analysis. The following parameters will be applied to the analysis:

3.1.6.2.2.1. (Added) Vehicles in replacement code K and above will be evaluated annually for rotation. The average accumulated mileage will be determined by management code and year group. At local discretion, one-of-a-kind vehicles within a specific year group may be exempted from the rotation analysis.

3.1.6.2.2.2. (Added) Vehicles will be evaluated for rotation when the accumulated mileage/hours is/are plus-or-minus 20 percent of the fleet average for like assets within the same year group. Once the assets meeting this criteria are identified, the monthly utilization data will be evaluated to determine if rotation is warranted. When it is determined an asset meeting this criteria will not be rotated, the justification must be documented and approved during the MSG/CC's annual review of the effectiveness of the local vehicle rotation program.

3.1.6.3.4.3. (Added) 607 ASUS/LGTV will accomplish AFEMS Reject Analysis for co-located operating bases under their control.

3.1.6.3.4.4. (Added) Copies of AFEMS Reject Analysis will be forwarded to OL-A HQ PACAF/LGR, Robins AFB, GA.

3.1.7.2.1. (Added) Every unit Vehicle Control Program will be assessed on a semiannual basis to determine whether or not vehicle operator care and corrosion control measures are effective. [Attachment 7 \(Added\)](#) of this supplement provides standardized inspection and grading criteria to be used when performing semiannual vehicle assessments.

4.2.1. (Added) Vehicle operations elements may decentralize some or all of the Operator Records and Licensing (OR&L) process to permit geographically separated units (GSUs) the capability to issue government licenses using the licensing Computer Automated Fleet Information System (CAFIS). Main operating base units or tenants are not authorized decentralized licensing outside of Vehicle Operations. The host Vehicle Operations Element will retain all responsibility for ensuring units granted OR&L authority comply with the guidelines of AFI 24-301, chapter 4. The host Vehicle Operations Flight/Element will be responsible for training unit personnel and conducting quarterly surveillance visits to assess unit compliance with regulatory policy and procedures. Approval to decentralize OR&L must be specifically granted in writing by PACAF/LGR. Requests to decentralize OR&L must be indorsed by the MSG/CC and include a detailed Operating Instruction (OI) on how the decentralized OR&L process will be managed.

4.2.2. (Added) War Readiness Materiel (WRM)-only licensing: the VOO/VOM appoints for "**WRM exercise and care purposes only**" trainers, by memorandum, who ensure that personnel are qualified to operate vehicles for WRM exercise/care purposes. It is not necessary that vehicle operations personnel be fully qualified in all operational aspects of the each WRM vehicle. Vehicle safety and equipment familiarization training will be documented using the AF Form 171, Request for Driver's Training and Addition to the US Government Driver's License. Complete Section I, annotating the specific WRM vehicle types the individual will operate in Block 19. Annotate Section II, Training Certification, by striking the word "**Contingency**" and replacing it with the words "**WRM Exercise and Care Purposes Only**" so the second statement reads: "I certify the above trainee has been provided familiarization training on the vehicle(s)/equipment listed in Item 19 for "**WRM Exercise and Care Purposes Only**" operation. The trainer will sign the form in Block 22. The AF Form 171 will be signed by the individual (Section III) and by the VOO or VOM as the certifying official (Section IV). The completed AF Form 171 will be retained on file,

as long as the individual is assigned to the unit, as a source document to verify training and authority to operate WRM vehicles. Additionally, a list of approved for *“WRM Exercise and Care Purposes Only”* trainers will be maintained by the flight.

5.3.1. (Added) A request to establish new vehicle authorizations without a verifiable/programmable mission change (e.g., POM, OPLAN, PPLAN, etc.) must include an offsetting decrease from other wing/command authorizations of equal procurement value.

6.2.3.1. (Added) Conduct an Allowance Standard review each calendar year. Alaska, Hawaii, and Guam bases will complete the review during the first quarter; Japan bases during the second quarter and Korean bases during the third quarter. Discrepancies will be forwarded to OL-A HQ PACAF/LGR, 225 Ocmulgee CT., Robins AFB, GA, 31098-1647, with courtesy copy to HQ PACAF/LGRWM.

6.13.1.1. (Added) If the DD Form 250 is missing from the vehicle upon receipt, notify OL-A HQ PACAF/LGR, with courtesy copy to HQ PACAF/LGRWM, to verify the shipping destination prior to placing the new asset in service.

6.15.1. (Added) Vehicle disposition authority rests with the LRS/CC at main operating bases, and 607th ASUS/LGT for the co-located operating bases in Korea. The only exceptions to this policy are for those vehicles listed as AF critical in T.O. 36A-1-1301, Vehicle Management Index File. Disposition requests for AF critical vehicles will be forwarded to OL-A HQ PACAF/LGR for action. However, 51LRS/LGRVM and 8LRS/LGRVM will coordinate with 607ASUS/LGTV prior to processing any asset for disposition to determine whether or not repair and reassignment to support a co-located operating base WRM authorization is feasible.

6.28.8. (Added) The MSG/CC is responsible for administering the wing's LSV/Golf Car management program and will approve all LSV/Golf Car purchases. Special consideration should be given as to whether or not the expenditure of O&M funds for LSV/Golf Car acquisition, maintenance, and replacement cost is the best use of O&M dollars. In many instances, the procurement of LSV/Golf Cars is a viable transportation alternative to registered general-purpose vehicles. If an LSV/Golf Car will satisfy transportation needs currently being supported by general-purpose vehicles, MSG/CC's are encouraged to procure LSV/Golf Cars vice programming replacement vehicles through the priority vehicle buy program. In those cases where an LSV/Golf Car is procured as a replacement for a general purpose vehicle, fleet management will request the VAL authorization be deleted once the general purpose vehicle in question is processed for disposal. To replace unserviceable LSV/Golf Cars, units must coordinate approval from local LRS, SF, and SEG. To request an increase to BOI, units must coordinate approval from local LRS, SF, and SG then process request to HQ PACAF/LGRSE with copies to HQ PACAF/LGRWM. Custodian must retain a copy of allowance change request on file in custodian CA/CRL folder for all LSV/Golf Cars accounted for under applicable stock number.

6.28.8.1. (Added) LSV/Golf Car purchase requests will be coordinated with base ground safety prior to being submitted to vehicle operations for evaluation and processing.

6.28.8.2. (Added) LSV/Golf Car assets procured in Alaska, Guam, and Hawaii will be incapable of exceeding a maximum speed of 25 mph.

6.28.8.3. (Added) LSV/Golf Car assets procured at PACAF locations located in foreign countries will not exceed a gross vehicle weight rating (curb weight plus payload) of 2,500 pounds.

6.28.8.4. (Added) Vehicle Maintenance will maintain an inventory of LSV/Golf Cars by owning organization.

6.28.8.5. (Added) LSV/Golf Car maintenance will be the responsibility of the owning organization. LSV/Golf Cars will not be maintained by vehicle maintenance. Routine scheduled maintenance (lube/oil/filter changes, other periodic maintenance requirements, and inspections) will be monitored by the owning unit and completed IAW manufacturer-prescribed intervals. To ensure maintenance is adequate and LSV/Golf Cars are safely maintained, the owning organization will be required to have an annual safety inspection performed by a certified (commercially licensed) civilian equipment or automotive maintenance firm (via contract, blanket purchase agreement, etc).

6.28.8.6. (Added) LSV/Golf Car licensing requirements will be handled in the same manner as commercial design general purpose vehicles with a gross vehicle weight rating of 14,000 pounds or less.

6.28.8.7. (Added) Vehicle Maintenance will establish standardized marking criteria for accountability purposes. Additionally, the operation and marking of LSV/Golf Cars will comply with SOFA and host nation laws.

6.28.8.8. (Added) Unit documentation, validating that annual safety inspections have been accomplished within the last 12 months, will be reviewed during vehicle maintenance's annual unit assistance visit.

6.28.8.9. (Added) Salvage procedures: At end of service life, salvage action will be coordinated with vehicle maintenance and the item processed for disposal by the owning unit in the same manner as local procedures dictate for disposal of equipment items.

6.28.8.10. (Added) Official use of government motor vehicle guidelines will also apply to LSV/Golf Cars.

7.4.3.1. (Added) Requests for registration numbers will be submitted in writing or electronically to OL-A HQ PACAF/LGR, 225 Ocmulgee CT., Robins AFB, GA, 31098-1647, with courtesy copy to HQ PACAF/LGRWM.

9.8.1.1.5. Note: Use of utility type vehicles for cargo movements is authorized.

Attachment 6 (Added)
OFFICIAL USE GUIDANCE

Table A6.1. Official Use Guidance.

R U L E	Official/Relative Requesting Transportation	And transportation is required for:	Then transportation is:
1	Permanent party military members or DoD civilian employees	dining off-base when on official business (does NOT include private quarters)	Authorized
2	Permanent party military members or DoD civilian employees	travel from residence to airport and return in support of TDY when scheduled bus service is not available	Authorized. However, if GMV support is not available use of privately owned or commercial conveyance is reimbursable
3	Civilian Organizations	community relations when officially invited by the installation commander or other competent authority	Authorized
4	Civilian Organizations	in support of an event sponsored by a non-federal entity	NOTE: Ref Joint Ethics Regulation para 3-211, to meet 8 conditions for approval
5	Military Airlift Space "A" passengers	other than official business	authorized to transport personnel from flight line area to predetermined facility (base operations or on base billeting)
6	Permanent party military members or DoD civilian employees	emergency response vehicles, to include Security Forces, Fire Department, Medical Group, Crash Recovery, for use of on-base dining, intramural sporting events and educational facilities	authorized when approved by the installation commander in writing
7	Permanent party and TDY military members or DoD civilian employees	unit functions not directly related to mission accomplishment to include picnics, sports days, car washes, parties and outings	Not Authorized
8	Permanent party military members or DoD civilian employees	procuring commissary items for unit snack bar sales or fund raisers	Not Authorized

Attachment 7 (Added)

VEHICLE INSPECTION REQUIREMENTS

A7.1. Semiannual Wing Operator Care Inspection Requirements: Fleet Management (Vehicle Control Function) will inspect at least 40 percent of the base registered vehicle fleet (to include LSV/Golf Cars and leased assets) semiannually, by organization (to include all tenant units). Semiannual wing operator care inspections may be completed on a scheduled (no more than 72 hours advance notification) vice random basis. A representative of the unit visited must be present during the inspection. All vehicles are inspected for operator care IAW the appropriate AF Form 18XX, Operator's Inspection Guide and Trouble Report, AFI 24-301, and AFMAN 24-307. Bases may choose to establish a Pit Stop-type program in lieu of performing semiannual inspections for commercially designed General Purpose/Special Purpose vehicles (to include LSV/Golf Cars) with a gross vehicle weight of 14,000 pounds and under. Semiannual assessments would then focus on Special Purpose, Base Maintenance, Materiel Handling Equipment, etc. The "Pit Stop" program, at a minimum, must consist of a mandatory monthly washing and operator care inspection using the same criteria utilized during semiannual assessments. No rating is required for "Pit Stop" inspections; however, Vehicle Operations will monitor unit participation. Units falling below 80 percent participation for two consecutive months will have a no-notice operator care assessment conducted to ascertain the condition of their vehicles under 14,000 GVW. Assessment reports generated due to poor participation in an established "Pit Stop" program will be rated and routed using the same criteria as semiannual wing operator care inspections.

A7.2. Critical Vehicle Care: All units are encouraged to evaluate local mission needs to determine if requirements exist for enhanced operator care programs for some specific vehicle types. The need for an enhanced operator care program should be based on criticality to the local mission, age of fleet, local corrosive environment, etc. While not all-inclusive, critical vehicle types might include refueling, tactical, fire fighting, and MHE/K-loader assets. Any local critical vehicle care programs should focus on improved operator care and preventive maintenance.

A7.3. Semiannual Operator Care Inspection Criteria: Older vehicles that have been in the fleet for several years are not expected to compare with new or near-new vehicles. Current regulatory guidance recognizes that as a vehicle ages, it will not be maintained in a like-new condition; however, deficiencies affecting safety are not acceptable regardless of age or condition. Inspectors should place particular emphasis on those deficiencies that would cause other than normal fair wear and tear damage to the vehicle. Any deficiency waived by vehicle maintenance personnel due to age/use of the vehicle on the Computer Generated Waiver Card is not considered a discrepancy. It is virtually impossible to catalog every possible deficiency and identify it as either major or minor in nature. However, there are certain characteristics that help define the differences between the two.

A7.4. Major Discrepancy: Major discrepancies exist when a deficiency prevents the operation of the vehicle in a safe manner, or continued usage will further damage the vehicle or its components. There is usually no distinction made as to the age or overall physical appearance of the vehicle.

A7.5. Minor Discrepancy: A minor discrepancy exists when the deficiency will not cause further damage to the vehicle or pose an immediate safety hazard. Short-term use of a vehicle with an existing minor discrepancy is authorized for not more than one duty day. The vehicle must be able to perform its assigned function in a safe manner with all key components working properly.

A7.6. Inspection Reports and Routing Procedures: Ratings are annotated and routed using any locally developed form or report. When a unit is rated less than “satisfactory”, a follow-up inspection will be conducted within 30 days and/or until a “satisfactory” rating is achieved. All ratings are routed to the unit VCO through the transportation commander and the unit’s commander. Units with less than a “satisfactory” rating will have their reports routed through the logistics group commander and their respective group commander. Corrective action(s) must be taken and annotated prior to returning the report to fleet management by the established suspense date. A copy of the inspection results will be maintained by the unit and Fleet Management for one year. A consolidated report will be provided to the logistics group commander after each inspection cycle.

A7.7. Operator Care Inspection Computation Instructions: The vehicle control inspection guide will be used by inspectors to evaluate the condition of a unit’s assigned vehicles. This guide is an expanded and comprehensive version of the AF Form 18XX series. Discrepancies are not limited to the items on the guide. Any item that may cause damage to the vehicle or hinder its safe operation should be considered a major discrepancy. Bases may add to or alter the guide to satisfy any circumstances unique to their respective installation (e.g., allowing exception for windshield wiper fluid during extreme cold weather, etc.). Each vehicle begins an inspection with 100 points. Fifty points are deducted for major discrepancies and 15 for minor discrepancies. Remaining point value determines the final rating for the vehicle. No more than 100 points will be deducted per vehicle inspected. A sample formula score sheet is provided.

A7.7.1. Vehicle Control Inspection Guide:

MAJOR DISCREPANCIES = 50 POINTS

- OPEN WRITE-UPS IN AF FORM 18XX NOT REPORTED TO VEHICLE MAINTENANCE WITHIN 24 HOURS OR NEXT DUTY DAY
- OIL BELOW ADD MARK OR OVER FULL MARK
- HYDRAULIC FLUID BELOW ADD MARK OR OVER FULL MARK
- POWER STEERING FLUID BELOW ADD MARK OR OVER FULL MARK
- ANTIFREEZE/COOLANT LEVEL LOW
- MAJOR FLUID LEAKS
- WINDSHIELD WIPERS INOPERATIVE
- WINDSHIELD WASHER INOPERATIVE
- WINDSHIELD WIPER BLADES UNSERVICEABLE OR MISSING (wiper blade edges must be pliable and maintain full contact with glass)
- WINDSHIELD WASHER FLUID EMPTY
- WINDSHIELD CRACKED, CHIPPED OR CLOUDED (windshield and windows shall not be clouded or have foggy areas extending more than 2 inches from edge of glass)
- REAR VIEW MIRROR CRACKED/MISSING
- ANY HEADLIGHT INOPERATIVE

- ANY BRAKE LIGHT INOPERATIVE
- REVERSE LIGHT INOPERATIVE
- BEACON INOPERATIVE
- HAZARD LIGHTS INOPERATIVE
- TWO OR MORE CLEARANCE/PARKING LIGHTS INOPERATIVE
- TURN SIGNAL INOPERATIVE
- FOOT OR EMERGENCY BRAKE INOPERATIVE (If foot brake fails vehicle should be dead-lined where it sits)
- TIRE PRESSURE CHECK (to include spare) NOT ACCOMPLISHED (NLT 10th of each month)
- TIRE PRESSURE OVER/UNDER INFLATED (+/- 20% for 14000GVW and under, +/- 10% for all others)
- TIRE PAST WEAR MARK (Minimum tread depth is 2/32 inch. Front tires of truck, 10,000 GVW and greater operated primarily off base at speeds greater than 35 MPH, shall have at least 4/32 inch tread depth)
- TIRE DAMAGE THAT EFFECTS SAFE OPERATION OF VEHICLE (to include spare)
- LUG NUTS LOOSE/MISSING
- MISMATCHED TIRES OR TREAD (Tires of different construction design (belted bias, radial, and bias) shall not be intermixed on the same vehicle. Tires of different tread design or tread diameter shall not be mixed on the same axle)
- BELTS MISSING
- ELECTRICAL CONNECTIONS DAMAGED OR MISSING
- HORN INOPERATIVE
- SEAT BELT HARNESS MISSING AND/OR TORN SEAT BELTS/RESTRAINT DEVICE (All devices shall be securely mounted and retractors and clutches shall operate freely. Webbing will not be cut, melted or frayed. Buckles will open freely)
- HEATER OR DEFROSTER INOPERATIVE
- EXHAUST SYSTEM DAMAGED OR INOPERATIVE
- AIR LINE CONNECTIONS OR GROMMETS INOPERATIVE, CRACKED, OR LEAKING AIR
- HEAVY CONDENSATION IN AIR TANKS
- ALCOHOL BOTTLE EMPTY
- FIRE EXTINGUISHER LOW
- PINTLE HOOK PIN PARTS MISSING (Hooks shall be securely mounted with hardened bolts and lubricated properly. No excessive wear shall be found in the jaw pins and locking device. Lock pins shall be of the proper size and length and be attached with a chain in accordance with T.O. 36-1-121)

MINOR DISCREPANCIES = 15 POINTS

- AF FORM 18XX NOT PROPERLY MAINTAINED (i.e., not signed off, improper VCO/VCNCO, REG#, etc.)
- WAIVER CARD NOT PROPERLY MAINTAINED (i.e., improper VCO/VCNCO, REG#, etc.)
- SF FORM 91 MISSING
- DD FORM 518 MISSING
- UNDOCUMENTED MINOR DAMAGE
- UNAUTHORIZED MODIFICATIONS
- VALVE STEMS ON DUAL WHEELS NOT 180 DEGREES APART
- VALVE CAPS MISSING
- BATTERY TERMINALS LOOSE OR CORRODED
- BELTS FRAYED OR CRACKED
- DOOR MOLDING LOOSE, FRAYED, OR MISSING
- KNOBS MISSING (heat controls, door locks, etc.)
- SPOTLIGHT INOPERATIVE
- VEHICLE INSTRUMENTS/GAUGES INOPERATIVE
- PAINT OXIDATION
- DOME LIGHT INOPERATIVE
- PARKING/CLEARANCE LIGHT INOPERATIVE
- INTERIOR VEHICLE CLEANLINESS
- EXTERIOR VEHICLE CLEANLINESS

A7.7.2. Vehicle Inspection Formula:

100 possible points per vehicle

Major discrepancies = 50 points

Minor discrepancies = 15 points

100 points times (x) number of vehicles = TOTAL POSSIBLE POINTS

TOTAL POSSIBLE POINTS minus (-) DISCREPANCY POINTS = ACTUAL POINTS

$\frac{\text{ACTUAL POINTS}}{\text{POSSIBLE POINTS}} = \text{PRODUCT times (x) } 100 = \text{PERCENTAGE POINTS}$

95% - 100% OUTSTANDING

80% - 94% EXCELLENT

70% - 79% SATISFACTORY

60% - 69% MARGINAL

0% - 59% UNSATISFACTORY

EXAMPLE

4 vehicles inspected with 1 major and 3 minor discrepancies

$100 \text{ (x) } 4 = 400 \text{ possible points}$

$400 - 95 \text{ discrepancy points (50 per major, 15 per minor)} = 305 \text{ actual points}$

$\frac{305}{400} = 76\% \text{ Satisfactory}$

PETER M. O'NEILL, Colonel, USAF
Assistant Director of Logistics