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**Transportation**



**VEHICLE ACCIDENT/ABUSE/INCIDENT**

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This instruction implements, AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, Air Force Instruction (AFI) 24-302, *Vehicle Maintenance Management*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, and AFI 24-307, *Procedures for Vehicle Maintenance Management*. It outlines definitions, policy, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander. This instruction is applicable to all persons operating government-owned vehicle or equipment (GOV/E) or General Services Administration (GSA) leased vehicles or equipment assigned to Travis Air Force Base, or their geographically separated units. This instruction does not apply to commercially leased vehicles.

## **1. Policy.**

1.1. If a GOV/GSA operator is involved in a GOV/GSA accident, he/she will summon law enforcement to the scene of the accident and contact Wing Safety. They will also request a copy of the law enforcement accident report. The GOV/GSA operator or operator's organization will also immediately contact either the 60 LRS/LGRV/MC&A, or 60 LRS/LGRV/Fleet Management, and notify them of the accident and if necessary, request vehicle maintenance assistance.

1.2. Upon receipt of the GOV/GSA accident report, using organizations will immediately forward a copy to 60 LRS/LGRV/MC&A (if no accident report is obtained, using organization will be responsible for reimbursement).

1.3. If a GOV/GSA operator is responsible for a GOV/GSA accident as determined by the vehicle accident report, that operator's organization will reimburse the 60 LRS/LGRVM the cost of all materials and, if applicable, contracted labor costs associated with the repair of the damaged vehicle.

1.4. Any organization that abuses a GOV will be responsible for reimbursing 60 LRS/LGRVM the cost of all materials and if applicable, contracted labor costs associated with repair of the abused GOV.

Abuses will be determined by the 60 LRS/LGRVM. Examples of GOV abuses are detailed in [Attachment 2](#).

1.5. To expedite repair of GOVs involved in an accident or abuse, using or owning organizations will have 10 working days from receipt of the Accident or Abuse Notification letter ([Attachment 3](#) or [Attachment 4](#)) to respond with a Memorandum of Release/Acceptance of Financial Responsibility ([Attachment 5](#)) to the 60 LRS/LGRVM.

1.6. If an organization disputes the accident or abuse liability, they must present their dispute in written format through the 60 LRS Chief of Vehicle Management, to the Commander, 60 LRS/ CC to the 60th Mission Support Group (60 MSG/CC) within 10 working days of receipt of the Accident or Abuse Notification Letter. The 60 MSG/CC is the final decision authority for all vehicle accident or abuse disputes.

1.7. Payment will be accomplished once the final costs are assessed. Costs will be reimbursed from the using organization's account, using the Standard Form 1080, **Voucher for Transfers between Appropriations and/or Funds**. The Unit Commander/RA of the paying unit will place the appropriate accounting data on the Standard Form 1080.

1.7.1. The receiving unit, 60 LRS/LGRV will place the appropriate accounting data on the SF 1080.

1.7.2. The Standard Form 1080 will be forwarded to 60 CPTS/FMFL who will forward it to DFAS-OM to process the reimbursement.

1.8. Reimbursement will be made by the using or owning unit regardless of determination of pecuniary liability or reimbursement made by the individual to the government.

1.9. GSA vehicle damages and abuse must be reported to the GSA Accident Control Center through 60 LRS/LGRV MC&A. All damages other than "fair wear and tear" are a "Bill-Back" from GSA to Travis AFB. These damages are a "Must-Pay Bill". All costs incurred by GSA to restore the vehicle to its original condition will be borne by the using organization responsible for the damages. If responsibility for the damages can not be determined, the owning organization will be responsible for payment.

## 2. Procedures.

2.1. The 60th LRS Chief of Vehicle Management will issue a Letter of Accident or Abuse Notification ([Attachment 3](#) or [Attachment 4](#)) to the Squadron Commander and the Vehicle Control Officer/ Noncommissioned Officer (VCO/VCNCO) of the using organization with a copy of the repair estimate work order.

2.2. The Vehicle Maintenance Element (60 LRS/LGRVM) will:

2.2.1. Identify vehicle damage caused by accident, abuse or incident.

2.2.2. Repair the vehicle upon receipt of a Letter of Release and Acceptance of Financial Responsibility ([Attachment 5](#)) from the using organization.

2.2.3. Maintain accident/abuse case files to track quantity and repair cost data.

2.2.4. Provide an AF Form 20, **Repair Cost and Repairable Value Statement**, when requested by the owning/using organization.

2.2.5. Track and provide costs to be reimbursed to 60th Comptroller Squadron, (60 CPTS/FMA) monthly.

2.3. The Vehicle Operations Element (60 LRS/LGRVO) will not issue a replacement for GOV's involved in accident or abuse until the Letter of Release/Acceptance of Financial Responsibility is received by LGRVM.

2.4. Using organizations will:

2.4.1. If the GOV/GSA accident occurred at Travis AFB, the GOV/GSA operator will immediately call the 60th Security Forces Squadron (60 SFS) and Wing Safety and report the accident. If the accident occurs outside of Travis AFB, contact the applicable local law enforcement.

2.4.2. Obtain and forward a copy of the law enforcement accident report to 60 LRS/LGRVM as soon as possible.

2.4.3. Report the GOV/GSA accident to the 60 LRS/LGRVM/MC&A, or Fleet Management immediately. If needed, request vehicle maintenance assistance or military wrecker through Vehicle Operations.

2.4.4. If the unit disputes the liability (for GOV's only), they must submit their disagreement in writing within 10 days to the 60 MSG/CC through the Chief of Vehicle Management and 60 LRS/CC.

2.4.5. In all cases of vehicle damage, except where the vehicle is totaled and property records have to be adjusted, all information regarding an abuse, incident, or accident involving a vehicle will be submitted to the Reports of Survey (ROS) approving authority to complete a preliminary investigation as to whether or not a ROS should be initiated.

2.5. 60 CPTS/FMA will forward bills to DFAS-OM for cost reimbursement from the liable unit to the 60 LRS/LGRVM account. This includes payment for GSA "Bill Backs" for vehicle abuse, incident, and accident repairs.

### 3. Definitions.

3.1. Vehicle Fair Wear and Tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy. (See [Attachment 2](#))

3.2. Vehicle Accident: Any situation where a Government Owned Vehicle (GOV) or GSA vehicle strikes or is struck by another GOV, non-GOV and/or object, structure or animal where action by any participative vehicle operator could have prevented the outcome.

3.3. Vehicle Incident: Any situation where a GOV/GSA vehicle sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (i.e., act of nature).

3.4. Vehicle Abuse: An act or omission that has caused or may cause damage to a GOV/GSA vehicle that cannot be attributed to fair wear and tear, accident, or incident.

3.5. Vehicle Accident Report: A written report completed by law enforcement that details a vehicle accident and typically assesses responsibility for the accident. The AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and State law require that law enforcement be summoned to a vehicle accident.

3.6. Using Organization: Organization that was using the GOV/GSA vehicle at the time of the accident/ abuse/incident.

3.7. Owning Organization: The organization that is authorized and assigned a GOV/GSA vehicle.

**4. Adopted Forms.** AF Form 20, **Repair Cost and Repairable Value Statement**, and Standard Form 1080, **Voucher for Transfers between Appropriations and/or Funds.**

ALLARD R. CARNEY, Col, USAF  
Director, Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver, August 27, 1993*

AFI 24-307, *Procedures for Vehicle Maintenance Management, February 1, 2001*

AFM 23-220, *Reports of Survey for Air Force Property, July 1, 1996*

***Abbreviations and Acronyms***

**GOV**—Government-Owned or leased Vehicle

**GOV/E**—Government-Owned vehicles or equipment

**GSA**—General Services Administration

**MC&A**—Maintenance Control and Analysis

**O&M**—Operation and Maintenance

**TWCF**—Transportation Working Capital Fund

## Attachment 2

### EXAMPLES OF VEHICLE/EQUIPMENT ABUSE

**NOTE:** The examples below are not an all-inclusive list of vehicle abuses.

#### **A2.1. Examples of vehicle/equipment abuse:**

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A2.1.3. Operating a vehicle with applied/dragging parking brakes.
- A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle/equipment for other than it's intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).
- A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.
- A2.1.8. Vehicle/equipment being operated by an unqualified/untrained operator.
- A2.1.9. Tire wear beyond recapable limits (i.e., cord exposed).
- A2.1.10. Intentional destruction/disfigurement of vehicle/equipment interior/exterior.
- A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders, or California law concerning vehicle safety.
- A2.1.12. Damage resulting from improperly installed or broken tire chains.
- A2.1.13. Corrosion or oxidation caused by insufficient waxing or operator care.
- A2.1.14. Servicing the vehicle/equipment with improper fuel, oil, or other fluids.
- A2.1.15. Operating a vehicle/equipment with improperly inflated tires.
- A2.1.16. Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
- A2.1.17. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.
- A2.1.18. Failing to come to a complete stop before changing direction or placing the vehicle/equipment's transmission gear selector in park.
- A2.1.19. Failure to report malfunctions, defects in, or damage to a vehicle-to-vehicle maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

A2.1.20. During rainy season failure to operate vehicle or equipment on hard surface.

A2.1.21. Unreported accident damage.

Attachment 3

SAMPLE ACCIDENT NOTIFICATION MEMORANDUM

(Date)

MEMORANDUM FOR (USING ORGANIZATION/CC)

FROM: 60 LRS/Chief of Vehicle Management

SUBJECT: Notification of Government-Owned Vehicle (GOV) or GSA Vehicle Accident

1. On (DATE), Vehicle (REGISTRATION NUMBER) was reported to Vehicle Maintenance with accident damage to the (LIST OF DAMAGE). As a result, your organization is required to process an accident case IAW TAFB 24-203, *Vehicle Accident/Abuse/Incident*.

2. This accident has been assigned Case Number (LGRVMXXXXXXXXXXXXX). An estimate of repairs has been accomplished and listed below. Your vehicle is currently being repaired and the actual cost of repairs will be provided upon request (after all work is completed).

2.1. Estimated Contractor Man-hours (if applicable): \_\_\_\_\_

2.2. Estimated Parts Cost (if applicable): \_\_\_\_\_

2.3. Estimated Materiel Cost (if applicable): \_\_\_\_\_

(materiels to include; paint, sand paper, tape, etc.)

2.4. Estimated Labor Cost (if applicable): \_\_\_\_\_

3. You have 10 working days to respond to this notification with a Memorandum of Release and Acceptance of Financial Responsibility (see example in **Attachment 5**). If you dispute this accident liability, you must submit your disagreement in writing to the 60<sup>th</sup> Mission Support Group Commander (60 MSG/CC) through me. The 60 MSG/CC is the final authority on all accidents disputes.

Exception; GSA vehicle repairs due to accident/abuse are not subject to dispute. Repair costs for GSA vehicles are a "Bill-Back" to Travis AFB and will be borne by the Using/Owning organization. Recoupment of funds for repairs from individuals is a unit responsibility. GSA/GOV's involving a POV will be handled through the wing legal office.

4. If you require additional information, please contact Vehicle Maintenance Control.

60 LRS Chief of Vehicle Management.

Attachments:

1. Example of Release and Acceptance of Financial Responsibility Memorandum
2. Detailed Vehicle Repair/Work Order Estimate
3. Vehicle Damage Photo(s)

**Attachment 4****SAMPLE SUSPECTED ABUSE NOTIFICATION MEMORANDUM**

(Date)

MEMORANDUM FOR (USING ORGANIZATION/CC)

FROM: 60 LRS/Chief of Vehicle Management

SUBJECT: Notification of Government-Owned Vehicle (GOV) or GSA Vehicle Suspected Abuse

1. Vehicle (REGISTRATION NUMBER) was turned in for repair on (DATE) with (LISTED DAMAGE). The estimated cost of this repair action is (EST LABOR COST) for labor and (EST PARTS COST). Actual cost will be provided upon request, after repairs are completed. As a result, your organization is required to process an abuse case IAW TAFBI 24-203, *Vehicle Accident/Abuse/Incident*.
2. This abuse action is based on the reason or reason(s) indicated below:
  - 2.1. Failure to perform proper operator care (includes use of wrong fuel and failure to wax at least quarterly). Failure to report a safety defect in a timely manner. Operating a vehicle with a known safety defect. Unreported accident damage. Damage due to overloading or failure to secure cargo. Damage due to unauthorized modification. Other:
3. This abuse has been assigned Case #LGRVMXXXXXXXXXX.
4. You have five working days to respond to this notification with a Memorandum of Release and Acceptance of Financial Responsibility (see example in **Attachment 5**). If you dispute this abuse liability, you must submit your disagreement in writing to the 60<sup>th</sup> Mission Support Group Commander (60 MSG/CC) through me. The 60 MSG/CC is the final authority on all abuse disputes.
5. Unlike vehicle accident cases, we will not start any repairs until the Memorandum of Release and Acceptance of Financial is received from you or your VCO.
6. If you require additional information, please contact Vehicle Maintenance Control.

60 LRS Chief of Vehicle Management Signature Block

Attachments:

1. Example of Release and Acceptance of Financial Responsibility Memorandum
2. Vehicle Repair/Work Order Estimate
3. Vehicle Damage Photo(s)

**Attachment 5**

**SAMPLE MEMORANDUM OF RELEASE AND ACCEPTANCE OF FINANCIAL  
RESPONSIBILITY**

(Date)

MEMORANDUM FOR 60 LRS/LGRVM

FROM: (Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) that (is assigned to our organization/was used by our organization) was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand the cost associated with these repairs to include parts, materials, and civilian labor will be transferred from our unit's operation and maintenance (O&M) or the Transportation Working Capital Fund (TWCF) account to the applicable 60<sup>th</sup> LRS/LGRV O&M account.

VCO/VCNCO/Unit Commander Signature Block