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

This supplement applies to all USAFE organizations that operate and control Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this policy guidance. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to vehicle management branch (HQ USAFE/LGRDV), Unit 3050 Box 105, APO AE 09094-0105. Do not publish subordinate unit and base-level supplements to the basic instruction without prior written approval of HQ USAFE/LGRDV. This supplement prescribes USAFE Forms 144, **Tower Signal for Control of Airdrome Traffic**, USAFE 275, **Tarjeta de Identidad del Conductor de Vehiculos del Gobierno de Los EE.UU.**, and USAFE Form 329, **Issue and Return of Fuel Coupons**. This supplement does not apply to Air National Guard or Air Force Reserve units. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Content has changed substantially from the previous edition and should be reviewed in its entirety. This supplement is revised to incorporate the new Command Vehicle Operator Care Program. A bar (|) indicates revision from the previous edition.

1.2.7.2.1. (Added) Establish procedures to ensure excess vehicles are properly controlled. Once a vehicle is coded as excess, it may not be used by any organization without HQ USAFE/LGRDV approval.

1.2.8.2.10.1. Review and annotate the Operations Supervision Monthly Workload Record, from the On-Line Vehicle Interactive Maintenance System (OLVIMS) Dispatch Module. After the vehicle operations officer (VOO) or superintendent (VOS) completes the record, retain for 1 calendar year for justification of future manpower requirements or inquiries to manpower variances.

1.2.8.2.12. (Added) Develop operating instructions that address specific procedures for ensuring workload data is entered into OLVIMS Dispatch Module in a standard format. Establish procedures to ensure workload data is collected and maintained and completed requests are reviewed for accuracy within 3 duty days. This review will identify corrective actions which should be documented and kept on file for 1 year.

1.2.10.7.1. (Added) If a vehicle is disabled on the autobahn in Germany, the towing vehicle must leave the autobahn at the next exit. If a vehicle is disabled off the autobahn, do not tow the vehicle onto the autobahn unless the wrecker contains a certificate of exemption. Units can obtain exemption permits by contacting: Landesamt für Straßen-und Verkehrswesen, Außenstelle Neustadt, Friedrich-Ebert-Straße 14, 67433 Neustadt an der Weinstraße, Telephone: 06321 / 99-0. Permits are normally valid for 3 years.

1.2.10.16. Vehicle dispatch maintains a current copy of emergency and contingency checklists.

1.2.12.3.1. (Added) Wing Operator Care Program. The logistics readiness squadron (LRS) will establish a wing operator care program that will be administered by the vehicle control function (VCF). Vehicles are expensive and limited resources, it is essential for a wing to maintain and sustain operations. Performing effective operator care increases the reliability and life of these assets. Therefore, it is essential that a strong operator care program with senior leader oversight be established. Vehicle inspections will be conducted on a no-notice basis, documented and results forwarded to the affected organization for action. Unit summary results will be briefed to the installation commander annually.

1.2.12.3.2. (Added) Semiannual Wing Operator Care Inspection Requirements. Vehicle inspections will be conducted on a no-notice basis. The VCF will inspect a minimum of 10 percent of the assigned vehicle fleet semiannually, by organization. Ensure a proportional sample of each vehicle type and age assigned to the organization is inspected. Vehicles inspected during the previous inspection will not be reinspected if possible. A representative of the unit will be present during the inspection.

1.2.12.3.3. (Added) d) Inspection Guides. Inspect all USAFE vehicles for operator care according to the appropriate AF Form 1800, **Operators Inspection Guide and Trouble Report**, and AFMAN 24-307, *Procedures for Vehicle Maintenance Management*. It may also be necessary to check pertinent technical orders (TO) in the vehicle maintenance library for certain type vehicles when questions arise concerning discrepancies or standards. A command developed checklist (**Attachment 6 (Added)**) will be used in conjunction with the appropriate AF Form 1800.

1.2.12.3.4. (Added) Semiannual Operator Care Inspection Criteria. It is impossible to catalog every possible operator care defect and identify it as a major or minor discrepancy. Older vehicles are not expected to compare with new vehicles. As a vehicle ages, it is not expected to be maintained in a like-new condition; however, deficiencies affecting safety will not be tolerated, regardless of age or use. Inspectors must place emphasis on those deficiencies that would cause further damage other than normal wear and tear to the vehicle. The age and type of the vehicle should be taken into consideration along with its usage. Any deficiency annotated by an operator or vehicle mechanic and waived by vehicle maintenance personnel due to age and, or use of the vehicle on a "current month" or "waiver" operator's inspection guide and trouble report is not considered a deficiency.

1.2.12.3.5. (Added) Major Discrepancy. A major discrepancy exists when a deficiency prevents the operation of the vehicle in a safe manner or continued usage could cause further damage to the vehicle or its components. Flagrant violation of AF directives, such as smoking in a government-owned vehicle (GOV), vehicle abuse, or unreported damage also constitutes a major discrepancy. A vehicle with a major discrepancy must be reported to maintenance immediately. Use of a vehicle with a major discrepancy is

not authorized. There is no distinction made as to the age or overall physical appearance of the vehicle, whether it is a general purpose or any other type.

1.2.12.3.6. (Added) Minor Discrepancy. A minor discrepancy exists when the deficiency will not cause further damage or pose an immediate safety hazard. Short-term use of a vehicle with an existing minor discrepancy is authorized for no more than 72 hours. If operated off base, a vehicle with a minor discrepancy will be turned in to maintenance within 72 hours after returning to the base. Discrepancies must be properly annotated on the appropriate AF Form 1800 immediately upon discovery. The vehicle must be able to perform its assigned function in a safe manner and all components should work.

1.2.12.3.7. (Added) Operator Care Reports. After the VCF completes the no-notice technical inspection, a copy of the handwritten report will be provided immediately to the unit vehicle control officer (VCO) or vehicle control noncommissioned officer (VCNCO). The formal written report will be prepared within 10 calendar days indicating personnel present, vehicles inspected, and all major and minor discrepancies identified during the unit operator care inspection. Then the VCF in concert with vehicle management flight leadership will give the inspected unit a rating of outstanding, excellent, satisfactory, marginal, or unsatisfactory, as determined by the rating criteria. When the inspection identifies successes and problems, the VCF summarizes the causes and contributing factors. Be specific and give examples. The vehicle management flight commander should make recommendations to help solve any potential problems. Forward the report through the logistics readiness squadron commander to the inspected unit commander. Inspection reports with marginal or unsatisfactory ratings will be forwarded to the unit commander through their appropriate group commander. Units who receive marginal or unsatisfactory ratings will be reinspected, on a no-notice basis, within 45 days of the previous inspection, until a satisfactory or higher rating is achieved. On a semiannual basis, compile a report summarizing each unit's ratings and findings and forward it through the logistics readiness squadron and the mission support group commander to the installation commander. A copy of individual unit inspections will be kept on file according to AFI 37-138, *Records Disposition—Procedures and Responsibilities*.

1.2.12.3.8. (Added) Rating Criteria. Each vehicle starts with a total of 10 points. Major discrepancies are 5 points and minor discrepancies, 1 point. No more than 10 points can be deducted from any one vehicle. To determine the inspection score, the VCF will multiply the number of vehicles inspected by 10 to determine the total available points. The VCF will then total the vehicle discrepancy points, taking care to ensure no more than 10 discrepancy points are counted from any one vehicle. The total discrepancy points are deducted from the total available points, resulting in the raw score. Divide the raw score by the total available points, resulting in the inspection score.

EXAMPLE: 4 vehicles inspected X 10 points = 40 total available points, 1 major (5 points each) + 2 minor (1 point each) discrepancies = 7 discrepancy points; 40 total available points - 7 discrepancy points = 33 raw score / 40 total available points = .825 or 82.5 percent inspection score.) Inspection ratings are assigned based upon the inspection score as listed below:

INSPECTION SCORE	INSPECTION RATING
95% - 100%	Outstanding
90% - 94.9%	Excellent
80% - 89.9%	Satisfactory
75% - 79.9%	Marginal
74.9% or below	Unsatisfactory

1.2.12.7.1. (Added) Leased vehicles will not be receipted in the OLVIMS Fleet Module using the Due-In Menu nor will they be deleted using the Ship, Salvage, and Rotate Menu.

1.2.12.11. (Added) E-mail OLVIMS Fleet Module-generated monthly vehicle ship, salvage, and receipt reports and base-to-MAJCOM data transfer download disk to HQ USAFE/LGRDV, by the 10th of each month.

1.2.12.12. (Added) Maintain only one Custodian Authorization and Custody Receipt Listing (CA/CRL) for all USAFE-assigned vehicles, unless otherwise approved by HQ USAFE/LGRDV. The vehicle management flight commander or vehicle maintenance manager signs CA/CRL for all command-owned, base-registered vehicles.

1.2.12.13. (Added) Unit level vehicle management flight will develop procedures to ensure TDY personnel know local driving laws and conditions before operating government vehicles.

1.2.12.14. (Added) USAFE Form 275. Personnel in Spain must possess an AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, to operate a government vehicle. In addition, for operation of government-registered vehicles off base, operators must possess a USAFE Form 275. Issue and dispose of this form in the same manner as AF Form 2293.

1.2.12.15. (Added) Non-US citizen North Atlantic Treaty Organization (NATO) members may use USAF vehicles while TDY or assigned to a USAFE base if they possess a valid national or military license. The sponsoring licensing facility must brief vehicle operators on official use policies, accident reporting, vehicle abuse, operator care responsibilities and local traffic laws, regulations and conditions, before operating any Air Force vehicle.

1.2.12.16. (Added) Do not operate government vehicles on Italian roads without an Armed Forces Italy (AFI) license plate unless they have a Carabinieri escort.

1.2.12.17. (Added) Bases in Spain will use USAFE Form 144 with Spanish language instructions. This form is not prepared in electronic format and therefore not available from the publishing web site. It is available from the Theater Distribution Center Europe.

1.2.16.9.1. (Added) Coordinate lesson plans through vehicle management flight for approval by using organization's unit commander. All squadrons with permanently assigned vehicles must have an approved lesson plan on file to be used during operator training. Use vehicle operator's instruction, TO, owner manuals (if available), and associated publications, when developing lesson plans to ensure any unique items for that particular vehicle are fully covered. Vehicle types used to transport munitions require weapon safety office coordination.

1.2.16.10. (Added) In Italy, units use their government purchase cards (GPC) to purchase fuel coupons from the Aviano Main Exchange. VCOs will contact the Aviano Fleet Management Section for local

instructions and a copy of the Navy Support Activity (NAVSUPACT) Naples Instruction 10340.8E that governs tax-free petroleum "G" (government) series coupons.

2.3. (Added) Provide a summary of misuse incidents reported, to include the number substantiated to HQ USAFE/LGRDV NLT 15 Oct of each year. Each installation will develop a local instruction according to AFI 33-306 Volume 1, *Publication Management Program*, which addresses authorized and unauthorized uses of government vehicles utilizing the guidelines in AFI 24-301, chapter 2 and chapter 9, paragraph 9.8. This instruction will serve as the foundation for the misuse program and must be approved by the installation commander. A summary of all misuse case files will be briefed to the installation commander annually.

2.5.5. (Added) In the absence of specific guidance concerning official use determination, commanders should lean on the side of protecting the public trust rather than providing questionable service.

2.6.25. (Added) All government vehicles (owned or leased) will adhere to posted speed limits. A maximum speed limit of 130 kilometers or 81 miles per hour is imposed where speed limits are not restricted.

2.7.5.3. (Added) Transportation for spouse luncheons and shopping trips is not authorized.

3.1.1.1. See **Attachment 7 (Added)** for procedures on purchasing fuel in USAFE.

4.7.1.4. Federal civilian employees possessing a valid civilian driver's license with an indefinite expiration date will use the OF 345, **Physical Fitness Inquiry for Motor Vehicle Operators**, expiration date for their AF Form 2293.

5.2.3. The Installation Commander approves the annual base priority-buy submission.

5.2.8.6. (Added) Vehicle Validation Visits (VVV). HQ USAFE/LGRDV will conduct VVVs once every 3 years. Schedule an informal in brief with the mission support group commander (MSG/CC) and, or LRS/CC. Vehicle management will develop a schedule with sufficient time for each unit to articulate their vehicle requirements. A copy of the schedule will be provided to HQ USAFE/LGRDV, MSG/CC, and LRS/CC, 1 week prior to the visit. Provide vehicle validation team members a windshield tour of the wing to familiarize them with the base layout, operation and unique characteristics. A conference room is desired as the meeting location for the unit vehicle validation meetings. The team will outbrief the MSG/CC or LRS/CC and provide a summary of changes. Unless the wing is impacted by a MAJCOM or higher directed mission change, authorization increases or changes to the vehicle authorization list (VAL) will not be accepted for 1 year following the visit.

5.3.1. (Added) The Air Force zero fleet growth initiative is strictly applied in USAFE. Specifically, offset vehicle requirements resulting without a verifiable and programmable mission change, i.e. POM, OPlan, PPlan, etc. must include an offsetting decrease from other wing authorizations. MAJCOM projected decreases resulting from vehicle validation visits or mission changes are not to be considered as offsets.

5.4.1. (Added) Submit all requests for vehicle authorization changes according to AFI 24-301, paragraph 6.7. **Do not** use the Air Force Equipment Management System (AFEMS) automated authorization change request. Incorrect or incomplete requests will be returned without action.

5.4.1.1. (Added) Contingency locations must submit all authorization change requests through contingency vehicle management the 401st Air Expeditionary Wing, (401 AEW/LGRV) to HQ USAFE/LGRDV.

5.5.3. Defense Reutilization Marketing Office disposition decision authority is delegated to the owning stock record account number (SRAN) LRS for noncritical vehicles in replacement codes "A" through "J."

Forward AFTO Forms 91, **Limited Technical Inspection-Motor Vehicles**, for all other critical and non-critical vehicles to HQ USAFE/LGRDV for disposition action. This disposition authority does not apply to contingency locations. Contingency locations must send AFTO Forms 91, for all military vehicles through 401 AEW/LGRV to HQ USAFE/LGRDV for disposition action.

5.9.1.5. (Added) Leased assets must be the same type and class vehicle as authorized on the MAJCOM VAL. When the same size and type vehicle is not available through the General Services Administration (GSA) or a local vendor to fill a MAJCOM approved lease authorization, a smaller or larger class vehicle may be temporarily substituted, as long as there is no additional cost to the government. A nonavailability statement must be obtained from the leasing agency and kept on file to support the unauthorized class vehicle being provided.

5.9.1.6. (Added) Fleet management will establish written procedures with contracting to ensure all rental, lease, and lease with option-to-buy are coordinated through the LRS prior to agreement execution.

5.9.6. (Added) All rented or leased vehicles, except busses, must have passenger seat belts in all passenger positions.

5.9.7. (Added) When processing AF Forms 9, **Request for Purchase**, to affect a long-term lease authorized on the USAFE VAL, under equipment code "L", include the following statement on the form by fleet management:

This long-term lease is authorized by the MAJCOM VAL. VAL serial number _____ applies to this lease authorization.

5.9.8. (Added) All vehicle leases (including contingency operations) exceeding 60 days must have HQ USAFE/LGRDV approval prior to execution. Do not use consecutive shorter-term leases to circumvent this policy.

5.10.2. The Logistics Readiness Division (HQ USAFE/LGR) centrally funds and manages all long-term rentals or leases over 1 year through the host vehicle management function. Any additional charges caused by vehicle accidents, abuse or equipment add-ons will be reimbursed to logistics readiness units from the using activities operations and maintenance (O&M) funds.

5.12.1. (Added) Units with approved "lease with option-to-buy" authorization will provide the residual buy out cost to HQ USAFE/LGRDV by 1 May of each year.

6.18.1. (Added) Command-directed shipment messages or e-mails will be provided to distribution shipping office along with any corresponding shipping documents per AFMAN 23-110, *USAF Supply Manual*. The documents will be compared to the command directed shipment to HQ USAFE/LGRDV of any discrepancies in the SRAN address that does not match. Use the following website to help verify the correct address (<https://dodaac.wpafb.af.mil/>). Vehicles directed for shipment to Turkey must meet the criteria in the appropriate Foreign Clearance Guide.

6.18.2. (Added) All USAFE units will coordinate any vehicle tasking with HQ USAFE/LGRDV prior to deployment.

9.8.4. (Added) Guidance concerning using GOVs for morale, welfare, and recreation (MWR) support. The installation force protection office must review any request to use GOVs for MWR trips, since this places groups of individuals at potential risk. Use of GOV is limited to bus service.

15.3.1. (Added) Send all requests for command and control vehicle (CACV) authorizations to HQ USAFE/LGRDV, Unit 3050 Box 105, APO AE 09094-0105 for staffing. The following must be met before a CACV is authorized:

15.3.1.1. (Added) The commander has sole operational responsibility for a flying, combat, combat support, installation security, wartime or contingency mission.

15.3.1.2. (Added) The commander lives on the installation or assigned to contract quarters when the installation lacks military housing.

15.3.1.3. (Added) It is unreasonable to expect the commander to discharge duties without having a dedicated, full-time vehicle (i.e., the vehicle remains available to the commander on a 24-hour, full-time basis) and an immediate means to communicate with a duty office or command post, aircraft or operational combat sites.

15.3.1.4. (Added) An acting commander is specifically required and designated when the commander is absent from duty, and the command and control vehicle must be transferred to the acting commander in these instances.

15.3.1.5. (Added) In cases where a duty office or command post has been established to handle emergency response actions, there is justification why the duty office or command post cannot manage an emergency until the commander arrives by privately-owned conveyance.

15.3.1.6. (Added) The commander cannot adequately discharge duties outside of normal duty hours with a privately-owned vehicle and a nontactical portable communication device instead of a radio-equipped, emergency vehicle.

15.5.19. (Added) USAFE Form 144, **Tower Signal for Control of Airdrome Traffic.**

15.5.20. (Added) USAFE Form 275, **Tarjeta de Identidad del Conductor de Vehiculos del Gobierno do Los EE.UU.**

15.5.21. (Added) USAFE Form 329, **Issue and Return of Fuel Coupons.**

References (Added)

AFI 24-301, **Vehicle Operations**

AFMAN 24-307, **Procedures for Vehicle Maintenance Management**

Naples Instruction 10340.8E, **Navy Support Activity**

Abbreviations and Acronyms (Added)

AAFES—Eur--Army and Air Force Exchange Service-Europe

AFI—Armed Forces Italy

AFO—Accounting and finance officer

CACV—Command and control vehicle

EEIC—Element of expense and investment code

GPC—Government purchase card

NAVSUPACT—Navy Support Activity

SRAN—Stock record account number

USARERUR—United States European Command

Attachment 6 (Added)

OPERATOR CARE PROGRAM

A6.1. (Added) Operator Care Program Checklist. Attached is the vehicle operator care checklist. The VCF and VCO will utilize this checklist for their vehicle inspections. Additionally, the checklist may be created using the AF Form 2519, **All Purpose Checklist**. This list can be helpful to the VCO when determining what constitutes a major or minor vehicle discrepancy. This checklist is not an all-inclusive list of vehicle discrepancies. Therefore, you may want to modify the checklist to meet any additional local requirements.

Table 6.1. (Added) Vehicle Operator Care Checklist.

ITEM	DISCREPANCY	MAJOR	MINOR
1. Cleanliness			
1.1. Exterior			
1.1.1.	Severe paint oxidation	X	
1.1.2.	Excessive dirt or mud build-up and trash in cargo area		X
1.2. Interior			
1.2.1.	Excessive dirt, mud build-up, trash, etc.		X
1.2.2.	Cigarette/Cigar butts in vehicle/ashtray	X	
2. Fluid Levels			
2.1. Oil			
2.1.1.	Oil below add mark	X	
2.1.2.	Oil more than 1/2" above full mark	X	
2.2. Coolant			
2.2.1.	Below top of core on top mounted tanks or 3" or more below the low mark on side mounted tanks	X	
2.2.2.	Overflow tank coolant level is below 3" from the bottom of tank on unmarked expansion tanks or if fluid is below the minimum level on marked tanks with the engine hot	X	
2.2.3.	Any measurable fluid in tank if below the minimum level and engine is cold		X
2.2.4.	Reservoir tank empty with engine hot/cold	X	
2.3. Brake Fluid	*		
2.3.1.	Fluid below the safe mark on master cylinder reservoir. On unmarked reservoirs, if fluid is below 1/4" from top	X	
2.4. Windshield Washer Bottle			

ITEM	DISCREPANCY	MAJOR	MINOR
2.4.1.	Washer inoperative or tank empty	X	
2.4.2.	If less than 1/4" full		X
2.5. Power Steering	*		
2.5.1.	Empty (undetachable on dipstick)	X	
2.5.2.	Below add mark or 1/4" overfull		X
2.6. Transmission	*		
2.6.1.	Below add mark or 1/4" above full at operating temp.	X	
2.7. Battery	*		
2.7.1.	Fluid level below plates in any cell	X	
2.7.2.	Battery or battery box corrosion		X
2.8. Alcohol Bottles	If less than 1/4"	X	
2.9. Fluid Caps			
2.9.1.	Fluid container caps missing	X	
2.10. Leaks			
2.10.1.	Any lubricant, oil, coolant, leak, drip or stream	X	
*NOTE: Vehicle Operator is required to check these items. If fluid levels are out of tolerance, operator is not authorized to service them. However, the operator must annotate on appropriate inspection form and report to vehicle maintenance immediately.			
3. Condition			
3.1. Drive Belt			
3.1.1.	Cracking or uneven wear, more than 1/2" to 1" slack		X
3.1.2.	Excessively frayed or cracking	X	
3.2. Wiring			
3.2.1.	Frayed, cracked, or disconnected		X
3.2.2.	Broken	X	
3.3. Exterior			
3.3.1.	Unreported Damage	X	
3.3.2.	Markings missing, not legible, minor dents/scratches		X
3.3.3.	Hoses/Cylinders Damage	X	
3.4. Interior			
3.4.1.	Damage, dents, scratches not annotated on appropriate inspection form		X
3.4.2.	Seat will not adjust, torn, or ripped		X

ITEM	DISCREPANCY	MAJOR	MINOR
3.4.3.	Missing or broken knobs		X
3.4.4.	Unauthorized decals or stickers		X
3.4.5. Wipers			
3.4.5.1.	If both or driver's side inoperative	X	
3.4.5.2.	If either blade does not wipe on entire surface		X
3.4.5.3.	If blade is scratching the window	X	
3.4.6. Heater/AC			
3.4.6.1.	If fan does not work at all speeds		X
3.4.6.2.	If fan is completely inoperative (Major if defroster inop)		X
3.4.7. Horn	If not audible up to 200' (approx)	X	
3.4.8. Brakes			
3.4.8.1. Brakes	Functionally check for operation	X	
3.4.8.2. Emergency Brake	When engaged, does not prevent vehicle movement	X	
3.4.9. Seatbelts			
3.4.9.1.	If not in operational or serviceable condition	X	
3.4.9.2.	If missing	X	
3.4.10. Doors			
3.4.10.1.	If movement when door is closed or locked	X	
3.4.10.2.	If door hinge is loose		X
3.4.10.3.	If door will not open from inside or outside	X	
3.4.10.4.	Emergency door/warning device inoperative	X	
3.4.11. Windows			
3.4.11.1.	Missing or broken window cranks not annotated		X
3.4.11.2.	If movement is binding or restricted		X
3.4.11.3.	If window regulator is inoperative		X
3.4.12. Pedal Pads	If brake, clutch, or gas pedals are missing or loose		X
3.4.13. Clutch	If clutch adjustment has noticeable free play	X	
3.4.14. Gauges	Instrument gauges inoperative or improper operation	X	
3.4.15. Operation	Vehicle will not start	X	
3.4.16. PTO	PTO interlock is inoperative	X	
3.4.17. Fire Extinguisher			

ITEM	DISCREPANCY	MAJOR	MINOR
3.4.17.1.	Seal is missing		X
3.4.17.2.	Requires recharging	X	
3.4.17.3.	Required in vehicle, but not present	X	
3.4.17.4.	Improperly Secured		X
4. Tires			
4.1. Condition			
4.1.2.	Minor cuts and bruises		X
4.1.3.	Unreported sidewall damage or bubbles	X	
4.1.4.	At 2/32" wear bar unreported to vehicle maintenance		X
4.1.5.	Below the 2/32" wear bar and unreported	X	
4.2. Inflation			
4.2.1.	Tire flat	X	
4.2.2.	Spare tire flat	X	
4.2.3.	PSI over 25% above or below the manufacturer's recommended pressure	X	
4.2.4.	PSI between 10% to 25% above or below the manufacturer's recommended pressure		X
4.2.5.	Tire pressure check not annotated on appropriate AF Form (After the seventh day of each month)		X
4.2.6.	Tire pressure stencil or data plate missing		X
4.3. Valve Stems			
4.3.1.	Unauthorized metal caps or missing caps		X
4.3.2.	Short or incorrectly directed valve stems on inside duels		X
4.4. Size/Type	Not the same match tires on the same axle (size or type)	X	
5. Lights			
5.1. Headlights			
5.1.1.	If one or more low beam inoperative	X	
5.1.2.	If one high beam inoperative		X
5.1.3.	If more than one high beam inoperative	X	
5.2. Parking Lights			
5.2.1.	If only one is inoperative		X
5.2.2.	If more than one is inoperative	X	
5.3. Turn Signals			

ITEM	DISCREPANCY	MAJOR	MINOR
5.3.1.	If any one is inoperative	X	
5.3.2.	If one won't cancel		X
5.4. Hazard Lights	If inoperative	X	
5.5. Warning Lights	Inoperative on emergency response vehicles	X	
5.6. Brake Lights			
5.6.1.	If any one is inoperative		X
5.6.3.	If equipped with only one and it is inoperative	X	
5.6.4.	If brake failure warning light inoperative	X	
5.7. Backup Lights			
5.7.1.	If any one is inoperative		X
5.7.2.	If equipped with only one and it is inoperative	X	
5.7.3.	If back up warning light/beeper is inoperative	X	
5.8. Other Lights			
5.8.1.	If only one clearance light is inoperative		X
5.8.2.	If more than one clearance light is inoperative (minor for each)		X
5.8.3.	If more than one in a section is inoperative	X	
5.8.4.	Spotlight, license plate lights inoperative (minor for each)		X
5.8.5.	Undocumented cracked or broken lens (minor for each)		X
5.9. Dome and Interior Lights	If one or more is inoperative		X
5.10. Dash and Instrument Lights	If only one or a complete section is inoperative		X
6. Pintle Hook			
6.1. Decal	If not within 1-foot radius of pintle hook		X
6.2. Cotter Pin			
6.2.1.	If not attached, not being used		X
6.2.2.	If not attached during use or missing	X	
6.2.3.	If too small and slides out easily	X	
7. Forms			
7.1. AF Forms			
7.1.1.	If appropriate AF Form is not for current month		X
7.1.2.	If being operated but not signed off for the day		X
7.1.3.	If not signed off in the required period of time		X

ITEM	DISCREPANCY	MAJOR	MINOR
7.2. Waiver Card			
7.2.1.	If not properly maintained		X
7.2.2.	If not serviceable		X
NOTE: For Automated Waiver Card Programs, use local procedures as checklist criteria			
7.3. DD Form 518	If not blank or serviceable		X
7.4. SF Form 91	If not blank or serviceable		X
7.5. AF Form 2293	AF Form 2293, OF 345 (For civilians who's license doesn't have an expiration date), valid state license not in operator's possession or valid	X	
7.6. AF Form 1252	AF Form 1252 or Vehicle Information Key is broken and needs replaced		X
8. Additional Items			
8.1. Exhaust	Audible or visible leaks under passenger or engine compartment	X	
8.2.	Four Wheel Drive engaged on clear roads	X	
8.3.	Vehicle discrepancies not reported to vehicle maintenance	X	
8.4.	Lug nuts loose or missing	X	
8.5.	Air Brake warning light or buzzer inoperative	X	
8.6.	Water in air tanks	X	

Attachment 7 (Added)**PROCEDURES FOR PURCHASING FUEL FROM USAFE**

A7.1. (Added) VCO's use DD Form 1898, **Fuels Issue and Defuel Document (DoD)**, to record fuel purchased for foreign government activities or vendors. Forward DD Forms 1898 to Maintenance Control and Analysis for services to be charged to the appropriate vehicle.

A7.2. (Added) Fuel coupon. Using organizations are responsible for procuring, accounting, issuing and returning all fuel coupons.

A7.2.1. (Added) Establish procedures for fuel coupon security and inventory upon return.

A7.2.2. (Added) Maintain a copy of the United States Armed Forces, United States European Command, United States Army Europe (USAREUR) and AAFES-Eur Memorandum of Understanding for AAFES Official German and Netherlands Fuel Coupons.

A7.2.3. (Added) Ensure AF Form 9 or GPC is used to purchase AAFES fuel coupons. AF Form 9 must include:

A7.2.3.1. (Added) The requesting organization's elements of expense and investment code (EEIC) and quantity of coupons to be purchased.

A7.2.3.2. (Added) Coordination through the local contracting office for issuance of a purchase order, at which time both documents are sent or carried to the General Manager, European Distribution Area, AAFES-EUR, Attn: Inventory Control (POL), Unit 20702, APO AE 09143. Order new fiscal year coupons as soon as AAFES begins new fiscal year issues, usually by 1 August of each year.

A7.2.4. (Added) Schedule the turn-in of unused coupons to coincide with the receipt of the new fiscal year coupons. Advise the organizations that credit to their accounts will occur in the month that the accounting and finance officer (AFO) receives reimbursement from AAFES-Eur. Provide an info copy of the turn-in invoice to the AFO.

A7.2.5. (Added) Inventory fuel coupons at least semiannually.

A7.2.6. (Added) Safeguard the coupons to ensure they are not used for other than military vehicles.

A7.2.7. (Added) USAFE Form 329. Organizations may use USAFE Form 329 for controlling the issue and return of fuel coupons.

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