

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

HILL AIR FORCE BASE INSTRUCTION 23-302



28 SEPTEMBER 2010

Transportation

**HILL AFB VEHICLE MAINTENANCE
MANAGEMENT**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFPD 23-1, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. The purpose of this instruction is to focus commander's attention on vehicle accidents and abuse to reduce unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to reduce vehicle accidents and abuses at Hill Air Force Base. The key to successfully reduce the number of accidents and abuses is to make commanders and supervisors aware of the high costs associated with accident and abuse repairs. When payments are made by the Logistics Readiness Squadron (75LRS), these costs are hidden from the using commander. To ensure that the using commander has visibility of costs associated with accidents and abuses, this supplement requires that the using organization become directly involved in the payment process. This publication applies to all Hill AFB organizations and tenants who operate and use Air Force owned and leased vehicles. It does not apply to the Air National Guard. Use AFI 24-301, *Vehicle Operations*; AFI 23-302, *Vehicle Management*; and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver* in concert with this instruction. This instruction is not to be used as a stand-alone document. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the office of primary responsibility using AF Form 847, *Recommendation for Change of Publication*.

1. Procedures.

1.1. Vehicles damaged by accident, abuse, misuse, neglect or any other cause shall be turned in to Vehicle Management's Customer Service Center (CSC) section as soon as damage is discovered. Report U-Drive-It or loaned vehicle damage to the 75 Logistics Readiness Squadron/Vehicle Operations section (75 LRS/LRGDDO). If the vehicle is not operable, the unit Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO) will contact 75 Logistics Readiness Squadron/Vehicle Management Flight (75 LRS/LGRV) and request wrecker service support. NOTE: Organizations with leased General Services Administration (GSA) vehicles will initiate abuse or accident repair actions by calling the GSA per the lease agreement. 75 LRS/LRGDDO must be notified within 24-hours when a GSA vehicle is involved in an accident. The GSA will make the determination whether repairs are required and where the vehicle should be taken for repair work.

1.2. Once the damaged vehicle or suspected abuse is turned in to vehicle management, CSC will notify the Vehicle Management (VM) Flight Chief or the Vehicle Fleet Manager (VFM). The VM Flight Chief or VFM will inspect the vehicle and make the determination whether to proceed with accident or abuse action. At this time, CSC will take pictures of the damage and process a vehicle damage estimate identifying the estimated repair costs. The CSC will then notify the unit's VCO/VCNCO. A courtesy copy of the estimated work order and photographs will be forwarded to the 75 Logistics Readiness Squadron/Commander (75 LRS/CC), and if necessary, the Staff Judge Advocate Directorate (OO-ALC/JA), Ground Safety (OO-ALC/SEG), and Financial Management Comptroller Directorate (OO-ALC/FM). The VCO/VCNCO and VM Flight Chief or VFM will determine how payment for the damage will be handled. The easiest form of payment is the using unit's Government Purchase Card (GPC). If the cost of the repair exceeds the GPC one-time limit, then a funds transfer is warranted and can be accomplished in one of the following ways:

1.2.1. Outside Department of Defense (DoD) Agencies. DD Form 448, *Military Interdepartmental Purchase Request* (MIPR) is used as a source document for funding between the paying unit and 75 LRS. The agency will create a MIPR and the 75 LRS will bill against the MIPR. The agency providing the service is required to do an acceptance of the MIPR indicating that they can in fact provide that service to the requesting agency. The funds are transferred at the Defense Finance and Accounting Service (DFAS) level.

1.2.2. Air Force Organizations Outside Operating Budget Account Number (OBAN) 47U3 75 Air Base Wing (75 ABW). In this case an AF Form 406, *Miscellaneous Obligation/Reimbursement Document* (MORD), is used as the source document. The owing organization prepares a MORD that is used to draw funds from their funding line and into 75 LRS funding for a particular item or service. The funds are transferred at the DFAS level.

1.2.3. Organizations within OBAN 47U3 75 ABW: Funds transfers that take place within the 75 ABW are usually accomplished by preparing a less formal computer generated load sheet document. This document identifies where funds are moved from and where funds are being transferred to between different cost centers. This is usually attached to an email correspondence identifying the reason for the funds transfer. The funds are transferred by the 75 CPTS.

1.3. Prior to repairs, the unit commander/director or the VCO/VCNCO will be required to release the vehicle for repairs. GSA vehicles will be released for repairs by authority of GSA ACC only. Regardless of unit release, repairs action will commence within 5-workdays unless other arrangements were previously made between unit and VM Flight Chief or VFM. After repairs have been completed, the vehicle will be held until payment has been made by the responsible unit. Commanders should review procedures in AFMAN 23-220/Hill AFB Supplement 1, *Reports of Survey for Air Force Property*, to determine if a report of survey is appropriate.

1.4. Vehicle accidents involving private insurance companies will be processed using the following guidelines:

1.4.1. To resolve liability issues that may arise between the government and private insurance companies, OO-ALC/JA must be notified immediately by 75 LRS/LGRV when government vehicles are involved in an accident with privately owned or contractor owned vehicles, on or off Hill Air Force Base. Government vehicles will not be released for repairs at commercial shops until released by OO-ALC/JA.

1.4.2. Repair estimates must be accomplished by the company's insurance adjuster or by a commercial repair shop recommended by the private insurance company. All repairs must then be completed by a commercial repair shop at the insurance company's expense. The 75 LRS/LGRV will inspect all commercial repair work accomplished on government-owned vehicles and 75 LRS/LRGDDO will inspect all GSA vehicles to verify that the repairs satisfactorily meet USAF standards.

1.4.3. Repair costs associated with the accident will be billed directly to the private insurance company by the repair shop.

1.5. Due to the extended downtime for vehicles undergoing extensive repair for accidents and abuses, Vehicle Operations may provide a loaner vehicle only under specific situations, such as a unit falls below their mission-essential level. This support is limited to 30 days unless approved by 75 LRS/CC.

2. Exceptions to Reimbursements. Funds will not be transferred for vehicle damage repair resulting from an incident or accidents in which the operator was not a contributing factor. However, the unit or unit's operator responsible for an incident or an accident will be held responsible and unit funds will need to be transferred for repair costs.

3. Summary. Assessing repair costs directly to using organizations squadron commanders will foster an effective operator-training program, encourage operator care, prevent needless repairs and ultimately save Hill Air Force Base funds.

PATRICK C. HIGBY, Colonel, USAF
Commander, 75th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-220/Hill Supplement 1, *Management of Government Property Reports of Survey of Air Force Property*

AFI 23-302, *Vehicle Management*

AFI 24-301, *Vehicle Operations*

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

AFMAN 33-363, *Management of Records*

Abbreviations and Acronyms

LRS/LGRV—Vehicle Management Flight

LRS/LRGDDO—Operations Section

CSC—Customer Service Center

GPC— Government Purchase Card

GSA—General Services Administration

OO—ALC/FM— Comptroller Directorate

OO—ALC/JA— Staff Judge Advocate

OO—ALC/SEG— Ground Safety

VCO—Vehicle Control Officer

VCNCO— Vehicle Control Officer/Noncommissioned Officer

VFM— Vehicle Fleet Manager

Terms

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

Vehicle Incident—Any situation where a GOV/E sustains damage where the actions of any participative vehicle operator could not have prevented the outcome. Typical examples of vehicle incidents include damage to earth-moving equipment striking hidden objects and damage resulting from acts of nature, such as hail storms, lightning, wind-blown objects, and vandalism.