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Material Management

VEHICLE MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management Policy and Procedures*. Establishes Headquarters United States Air Force (HQ USAF) Vehicle Management procedures and describes the supporting data systems. Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) expand or revise these procedures to fit local circumstances, within the intent of this instruction. Objectives, policies and responsibilities of Vehicle Management derive from overarching policy in Department of Defense Directive (DODD) 4500.36, *Management, Acquisition, and Use of Motor Vehicles*, August 3, 2004 and Department of Defense (DOD) 4140.50-R, *Management and Standards of DOD locomotives*, 19 June 1985, DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, March 16, 2007, and DOD 4500.51, *Commercially Procured and Leased Armored Vehicle Policy*, July 25, 2007. Send comments for suggested improvements on Air Force (AF) Form 847, *Recommendation for Change of Publication*, to HQ USAF/A4LE, 1030 Air Force Pentagon, Washington, DC 20330-1030. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**. This publication is applicable to the Air National Guard (ANG) as well as the Air Force Reserve (AFR); however, it does not apply to the Civil Air Patrol (CAP). The use of the name or mark of any specific manufacture, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This interim change (IC) incorporates AFI 23-302_AFGM1, *Guidance Memorandum on Registered Equipment Management System (REMS) Transformation to a Centralized Registered Equipment Management System (C-REMS).* Additionally, this IC updates office symbols and implements new, and supplements current, AF Vehicle Management guidance, policies and/or programs for the following areas: alternative fuel utilization, Vehicle Control Program, DOD Fleet Credit Card System, Allowance Standards (AS) 010, AF Form 601, *Equipment Action Request*, approval authority, Vehicle Assessment Inspection, Standardized Vehicle Management Functional and Nuclear Certified Vehicle Checklists. Areas removed from this instruction include: AS 019, the Registered Equipment Management function and general Vehicle Official Use rules.

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Chapter 1

INTRODUCTION GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE AND ITEMS OF SPECIAL INTEREST

Section 1A—General Information and Administration

1.1. Principles of Vehicle Management. Use economical, reliable and up-to-date procedures to authorize, acquire, account for and maintain vehicles in a safe and serviceable condition throughout their lifecycle.

1.1.1. Motor Vehicle Management Definitions.

1.1.1.1. Vehicle. "Motor vehicle" means any vehicle, self propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or vehicles.

1.1.1.2. Military Design (Tactical) Vehicle. "Military design motor vehicle" means a motor vehicle designed according to military or commercial specifications to directly support combat or tactical operations or training for such operations.

1.1.1.3. Reportable Vehicle. "Registered Equipment Management System" (REMS) reportable vehicles include passenger carrying, cargo and utility, special purpose, low speed vehicle (LSV), fire fighting, aircraft refueling, materiel handling equipment and base maintenance vehicles/ equipment of commercial or military design. Vehicular type equipment that meets any of the following general descriptions is included in this definition.

1.1.1.3.1. Designed or used for military field training, combat or tactical purposes.

1.1.1.3.2. Used principally within the confines of a regularly established Air Force Base, target range or depot.

1.1.1.3.3. Used by an agency in the performance of investigative, law enforcement or intelligence duties if the head of such agency determines that exclusive control of such vehicle is essential to the effective performance of such duties.

1.1.2. Environment Protection Act of 1992/2005 (EPAct), Executive Order (EO) 13423, and Public Laws 107-107 and 105-388 reportable categories and vehicle definitions. ***NOTE:*** The General Services Administration (GSA), the Department of Energy (DOE) and the Office of Management and Budget (OMB) have the right to change the types of vehicles that are reported each year based on Congressional and Executive office of the President requirements.

1.1.2.1. Vehicle categories required for Energy Policy Act (EPAct) and Executive Order (EO) reporting purposes (i.e. Annual Federal Automotive Statistical Tool (FAST), Office of Management and Budget (OMB) A11-33 reports and SF82, *Annual Agency Report of Motor Vehicle Data*). The Air Force has Commercial/GSA leased and Agency Owned Vehicles.

1.1.2.1.1. Light Duty vehicles and trucks. Commercially designed licensable over the road vehicles with a Gross Vehicle Weight Rating (GVWR) of less than 8,501 pounds.

1.1.2.1.2. Medium Duty vehicles and trucks. Commercially designed licensable over the road vehicles with a GVWR of more than 8,500 pounds and less than 16,001 pounds.

1.1.2.1.3. Heavy Duty vehicles and trucks. Commercially designed licensable over the road vehicles with a GVWR over 16,000 pounds. Example, truck tractors, over the road dump trucks, structural fire trucks commercially designed for road travel would be reportable, however airport crash recovering firefighting vehicles would not.

1.1.2.2. Vehicles reported in FAST but exempt from EPAct and EO mandates. Data is used only for the OMB A11-33.

1.1.2.2.1. Law Enforcement vehicles: Law Enforcement vehicles are those that have been equipped or retrofitted with emergency lights/siren along with other modifications such as heavy-duty or high performance suspensions and drive trains. The EPAct/EO exemption also covers vehicles that may be used occasionally for the purpose of surveillance or undercover operations (i.e. Air Force Office of Special Investigations (AFOSI) vehicles) or that will be transferred into law enforcement service in the future.

1.1.2.2.2. Emergency vehicles such as ambulances and structural fire trucks.

1.1.2.2.3. Non-Tactical Armored Vehicles: OMB requires each agency to report their commercially designed armored vehicles and the armor classification. Armor levels classifications are as defined in National Institute of Justice (NIJ) Standard 0108.01.

1.1.2.3. Vehicles that are not to be reported in FAST: Vehicles that do not fall under the data requirements of the Agency Report of Motor Vehicles to the OMB (OMB SF82 Report), the EPAct of 1992/2005 and Executive Order 13423 include the following:

1.1.2.3.1. Military tactical vehicles: Motor vehicles acquired and used for military purposes that the Secretary of Defense has certified must be exempt for national security reasons; (war fighting vehicles - shooters, troop transportation, tactical equipment and lorries and engineering vehicles).

1.1.2.3.2. Any petroleum fueled off road vehicle (e.g., construction/engineering vehicles, tractors, mowers, Material Handling Equipment (forklifts), aircraft servicing/refueling, Snow Removal vehicles (plows), LSV, etc). These vehicles are not licensable for use on federal highway.

1.1.2.3.3. Any other class or type of vehicles the OMB determines to be exempt from reporting requirements.

1.2. Supplements. Major Command (MAJCOM) Vehicle Management Staffs may supplement this instruction to provide detailed instructions to meet their needs, if they have HQ USAF/A4LE approval prior to publication. MAJCOMs must route all supplements through the Vehicle and

Equipment Management Support Office (VEMSO) for review and forwarding to HQ USAF/A4LE.

1.3. Changes to this Instruction. Send recommendations to improve this instruction through the MAJCOM Vehicle Management Staff to VEMSO for review and forwarding to HQ USAF/A4LE for consideration.

1.4. Operating Instructions (OIs). Bases set and implement local guidance in the form of OIs in accordance with (IAW) AFI 33-360, *Publications and Forms Management*.

1.4.1. Coordinate these instructions with appropriate agencies and review or update as required by the VFM or VMS.

1.4.2. Typically, OIs are established for hours of operation, housekeeping, safety, security, fire prevention, minimum essential repairs, quality control procedures, hazardous and solid waste management, and pollution prevention procedures.

1.4.3. All assigned personnel acknowledge in writing (i.e., initials or signature, and date) signifying they understand the OI within 30 days of arrival, annually or when any instruction is changed.

1.4.4. At a minimum, VFM or VMS must establish OIs for the following areas:

1.4.4.1. Minimum essential repairs (refer to **paragraph 1.19.**).

1.4.4.2. Quality assurance procedures (refer to **paragraphs 3.9.3.**, **3.10.33.**, **3.19.**, **3.19.7.6.**, **4.71.1.** and **7.19.**).

1.4.4.3. Pollution prevention, in accordance with the installation Pollution Prevention Plan, and hazardous waste management, in accordance with AFI 32-7042, *Solid and Hazardous Waste Compliance*, and the installation Hazardous Waste Management Plan (refer to **paragraph 1.16.3.4.**).

1.4.4.4. Tire and battery procurement, issue, disposal and tire recapping policies/procedures (refer to **paragraph 5.42.**).

1.4.4.5. Tool control and accountability procedures (refer to **paragraph 5.41.1.1.**).

1.4.4.6. "Maintenance Purposes Only" vehicle operator certification (refer to **paragraph 3.14.**). This is not applicable to contract operated vehicle management activities.

1.4.4.7. Process for control of vehicle license plates (refer to **paragraphs 4.20.7.**, **4.40.** and TO 36-1-191).

1.4.4.8. **(DELETED)**.

1.4.4.9. Fleet/Wright Express (WEX) Fuel Card program administration (if applicable) (refer to **paragraph 4.4.4.**).

1.5. Use of Related Publications. See **Attachment 1** for a list of referenced publications. Management controls, records administration and forms documentation are described in many of these publications.

Section 1B—Types of Maintenance

1.6. Base-Level Maintenance. Base-level maintenance includes both organizational and intermediate levels of maintenance. Vehicle Management does not maintain everything on the base with wheels and an engine. Upkeep of certain miscellaneous items of ground support equipment or vehicle attachments is the responsibility of the unit that owns or uses it. ***Note:*** If the attachment was originally purchased with the vehicle then Vehicle Management has maintenance responsibility.

1.7. Organizational Maintenance. Organizational maintenance is accomplished by unit-level vehicle operators in the various squadrons and activities across an installation. Operators use the vehicle's applicable Operator's Inspection Guide and Trouble Report and applicable Technical Orders (TOs) when accomplishing organizational maintenance. Specific organizational responsibilities are outlined in **paragraph 3.13.**

1.8. Intermediate Maintenance. Intermediate maintenance is accomplished by the base Vehicle Management, including major and minor repairs. VFM or VMS determine shop capability and decide which source of repair to use. Manpower, total cost, mission requirements, Non Mission Capable (NMC) time, shop tools, equipment and technical capability influence the decision making. Normally done in fixed shops, intermediate maintenance includes:

1.8.1. Preventive Maintenance and Inspections (PM&Is) and Special Inspections.

1.8.2. Repairing, fabricating or replacing unserviceable components.

1.8.3. Refinishing, modifying (as directed by TO), repairing accessories and auxiliary equipment, and doing structural repair.

1.8.4. Furnishing technical assistance to using organizations.

1.8.5. When repair exceeds the base capability, maintenance may be performed:

1.8.5.1. By a local off-base contract.

1.8.5.2. At a nearby AF base. (Comply with AFI 25-201, *Support Agreements*, if personnel adjustments are needed.)

1.8.5.3. Under Inter-Service Support Agreement (ISSA) at nearby military or other government shops. Affected commanders or equivalents concur on cost and vehicle disposition issues.

1.9. Depot-Level Maintenance. This level of maintenance provides technical aid (see TO 00-25-4, *Depot Maintenance of Aerospace Vehicles and Training Equipment*) and overhaul of specific vehicles (see TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*). Warner-Robins Air Logistics Center (WR-ALC) manages depot-level maintenance for AF needs.

1.10. Mobile Maintenance. The nature of certain vehicle repairs requires maintenance support away from the Vehicle Management Flight. The vehicle repair technician should debrief the supervisor in charge or the vehicle operator concerning vehicle deficiencies. Review the Operator's Inspection Guide and Trouble Report for annotated maintenance problems.

1.10.1. Mobile Maintenance can be used to perform PM&Is and Special Inspections on vehicles not easily brought to or unable to enter the maintenance shop due to size. Advance

coordination is essential for proper planning and scheduling. Accomplish a complete inspection of the vehicle or equipment item at the time of the PM&I and Special Inspections.

1.10.2. The Mobile Maintenance truck can be equipped with a tow attachment, a battery booster and power plant, per Allowance Standard (AS) 457. The truck should carry tools (AS 403 and 457) and spare parts so that full PM&I and routine unscheduled work can be done. This truck should be two-way radio and/or cell phone equipped.

1.10.3. The VFM or VMS has the option to expand Mobile Maintenance to include performing minor maintenance at selected units. It may be desirable to send a mobile maintenance truck to large organizations (Civil Engineering Squadron (CES), Security Forces Squadron (SFS), Aircraft Maintenance, etc.) on a scheduled frequency to perform minor repairs.

1.10.4. The VFM or VMS determines, and then justifies, the number of Mobile Maintenance trucks necessary to be assigned.

1.10.5. If the required repairs are beyond Mobile Maintenance capabilities, request wrecker assistance from Vehicle Operations. During other than normal operating hours, Vehicle Operations will deliver the disabled vehicle to the Vehicle Management parking area. The Operators' Inspection Guide and Trouble Report will reflect the vehicle's problem and must accompany the vehicle. During the next duty day, someone from the using organization must formally turn the vehicle in to Vehicle Management. ***Note:*** NMC begins when disabled vehicle is reported to Vehicle Management so if repairs cannot be completed in 2 hours or less open a work order to capture all NMC hours.

1.11. Scheduled Maintenance. Scheduled maintenance includes PM&I and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet. The 18-Month PM&I will be conducted using the AF Form 4354, *Preventative Maintenance and Inspections*, in conjunction with applicable manufacturer maintenance requirements. Technicians must use AF Form 4355, *Vehicle Incoming Inspection*, to verify a vehicle's condition when accepting a vehicle in to maintenance. The use of AF Form 4355 will satisfy the USAF's obligation to inspect a vehicle's ability to operate safely, at least once within a 12-month period, IAW DOD 4500.36-R. TO 36-1-191 prescribes scheduled maintenance intervals and is used to establish a scheduled maintenance plan. Using organizations will make vehicles available for PM&Is and Special Inspections or arrange for a rescheduled time so they can be completed before their due dates. Using organizations that exhibit a trend of failing to provide vehicles for scheduled maintenance at the scheduled time should be reported to the next command level (i.e., Mission Support Group Commander, Wing Commander, etc.) for corrective action. Do not delay PM&Is, Special Inspections or any special scheduled maintenance actions.

1.11.1. Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of the 18-month requirement when developing a scheduled maintenance plan. All shops may use On-Line Vehicle Integrated Management System (OLVIMS) products or other automated listings to help complete work on time. Scheduled maintenance has priority and is not delayed. When necessary, resort to a two-shift operation, overtime or contract to fulfill this need.

1.11.2. Vehicles used as static training aids (not operated on-base or public highways or for driver training) are exempt from scheduled maintenance. Also, vehicles such as mobile

communication vans positioned in a semi-permanent or permanent site are exempt. Ensure vehicle is safe to operate before operating over public roads.

1.11.2.1. Ensure training aids are on equipment account list.

1.12. Transient Vehicle and Equipment Maintenance. Provide maintenance priority to transient vehicles according to their mission or circumstance. ***Note:*** The procedures for vehicle operators to have work done on vehicles in-transit are in Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*.

Section 1C— Items of Special Interest

1.13. Alternative Fueled Vehicles (AFVs). The EPAct of 1992 (Public Law 102-486), Title VII of EPAct of 2005, (Public Law 109-58) and Executive Order (EO) 13423 "Strengthening Federal Environmental. Energy and Transportation Management," signed 24 January 2007, direct Federal agencies to acquire specific minimum levels of AFVs, mandates the use of alternative fuels 100 percent of the time in AFVs when appropriate, requires increasing our alternative fuels consumption by 10% a year through FY 2015 using FY2005 as the baseline, requires reducing total consumption of petroleum products by 2% a year through 2015 using FY2005 as the baseline and requires the use of plug in hybrids (PIH) when vehicles PIH vehicles are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non PIH vehicles. These mandates were established to improve the Nation's air quality and reduce our dependence on foreign oil. Our national strategy is to create a Federal fleet which drives the country to commercialize AFVs and the infrastructure to support them. Department of Defense Instruction (DODI) 4715.4, *Pollution Prevention*, 7 Jun 98, further requires that the Secretaries of the Military Departments establish programs to purchase and operate AFVs IAW EPAct.

1.13.1. Acquisition**.** EPAct specifically applies to general purpose Light Duty Vehicles (LDVs) (less than or equal to 8,500 pounds Gross Vehicle Weight (GVW)) based in Metropolitan Statistical Areas (MSAs) (cities, counties, or consolidated areas with a 1980 population of more than 250,000). AFV requirements for each MSA installation in a given Fiscal Year (FY) are calculated by multiplying the number of LDVs procured (new acquisitions and long-term leases) times the EPAct percentage required for that FY. 75 percent of all MSA-based LDVs acquired each year must be AFVs. ***Note:*** The Energy Conservation and Reauthorization Act of 1998 amended EPAct of 1992 to allow one AFV acquisition credit for every 450 gallons of pure biodiesel (B100) and one credit for every 2,250 gallons of blended biodiesel that consists of 20 percent biodiesel (B20) fuel consumed in vehicles over 8,500 pounds GVW rating. "Biodiesel credits" may fulfill up to 50 percent of our agency's vehicle acquisition EPAct requirements.

1.13.1.1. Exemptions. Section 303(b) (3) of EPAct of 1992 exempts most law enforcement vehicles, emergency vehicles and vehicles used for military purposes (exempt for national security reasons) from AFV acquisition requirements. VEMSO will serve as the clearinghouse for exemption requests, exemption data collection and exemption reporting. The following instructions are based on Deputy under Secretary of Defense (Environmental Security) memo, Guidance for Claiming Exemptions from the AFV Requirements of the EPAct of 23 Oct 97.

1.13.1.1.1. A law enforcement vehicle may be:

1.13.1.1.1.1. Any vehicle which is (1) specifically approved in an agency's appropriation act for use in apprehension, pursuit, patrol or protection, or is routinely used for other law enforcement activities such as surveillance, or (2) covered by the current version of Item 17 or Item 17A, Federal Standard Number 122, published by GSA.

1.13.1.1.1.2. A leased vehicle equipped with at least the following components (1) for passenger automobiles, heavy-duty electrical, cooling and suspension systems, and at least the next more powerful engine than is standard for the automobile concerned, or (2) for light trucks, emergency warning lights or identification or markings such as "police".

1.13.1.1.1.3. An unmarked vehicle which is certified by the Secretary of the Air Force (SECAF) as essential for the safe and efficient performance of intelligence, counterintelligence, protective or other law enforcement duties.

1.13.1.1.2. An emergency vehicle is any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and/or equipment to and from a situation in which speed is required to save lives or property, such as a rescue vehicle, fire truck or ambulance.

1.13.1.1.3. Vehicles used for military purposes (exempt for national security reasons):

1.13.1.1.3.1. Vehicles defined as "tactical vehicles" are automatically exempt from EPAct AFV requirements and a national security exemption need not be claimed for them. LDVs similar to those driven by the general public are also automatically exempt as tactical vehicles if the vehicles have been modified (such as the addition of a 24-volt electrical system) to meet military specifications, unless the vehicle is normally used as an administrative vehicle.

1.13.1.1.3.2. Administrative vehicles that may have to be deployed as part of a military operation will not automatically receive a national security exemption. Many vehicles can operate on alternative fuel when performing their administrative missions at home station and operate on a petroleum-based fuel when deployed as part of a military operation. A national security exemption should be claimed for such a vehicle only when there is substantial possibility that the vehicle will be deployed, and the vehicle could not be deployed if it was an AFV or the AFV attributes of the vehicle would negatively affect performance of its mission when deployed.

1.13.1.1.4. MAJCOM Vehicle Management Staffs are encouraged to acquire alternative fueled law enforcement and emergency vehicles if such vehicles are capable of meeting mission requirements. Such AFVs will be counted as credits toward the total AFVs required under EPAct.

1.13.1.2. MAJCOM and installation Vehicle Management Staffs are responsible for requesting and prioritizing through the vehicle buy program the appropriate number of new Original Equipment Manufacturer (OEM) AFV purchases to meet annual EPAct and

EO 13423 requirements. Any shortages in OEM AFV acquisitions should be compensated through additional AFV long-term leases.

1.13.1.2.1. When purchasing new vehicles, all units must first consider AFVs or LSVs (see **paragraph 1.26.** regarding purchase of LSVs). When considering AFVs, the decision should be based on availability of alternative fuel infrastructure, either on-base or in the local area. After AFVs or LSVs, a Hybrid Electric Vehicle (HEV) should be the next consideration. The final choice should be a conventional vehicle (diesel is preferable if biodiesel (B20) is available locally). When purchasing diesel vehicles, B20 capable vehicles must be purchased when available. When an AFV, LSV or HEV is available to fill a vehicle authorization and a conventional vehicle is chosen instead, documented justification for choosing a conventional vehicle will be retained for the life of the vehicle.

1.13.1.2.2. When leasing vehicles, MAJCOM and installation Vehicle Management Staffs are also responsible for ensuring that long-term lease requests (**paragraph 4.31.**) meet EPAct and EO 13423 requirements for each requesting base. In most cases, AFV leases will require funding from installation Operations and Maintenance (O&M) sources. (For information on GSA AFV leases contact GSA Fleet Services at **gsafleet@gsa.gov**).

1.13.1.3. Once procured, AFVs count as credits toward EPAct requirements regardless of whether they are assigned to an MSA. Nevertheless, MAJCOM Vehicle Management Staffs are encouraged to assign AFVs where infrastructure is available or the AFVs can be used to leverage potential infrastructure.

1.13.1.4. MAJCOM Vehicle Management Staffs must consider the vehicle's engine configuration, ensuring they acquire the vehicle with the best fuel economy that meets the organization's mission requirements.

1.13.2. Description of different types of AFVs and Electric Vehicles (EV). The Air Force's AFVs, whether purchased or leased, are bi-fuel, flex-fuel or a dedicated alternative fueled vehicle, i.e. CNG, propane, E85, etc. Electric Vehicles can either be dedicated or hybrid technology.

1.13.2.1. Bi-fuel AFVs have two mutually exclusive fuel systems and are designed to operate on either gasoline or an alternative fuel such as Compressed Natural Gas (CNG) or Liquefied Petroleum Gas (LPG), also known as propane, using one fuel at a time.

1.13.2.2. Flex-fuel AFVs are capable of using gasoline, and an alternative fuel such as E85 (85 percent ethanol and 15 percent gasoline), or a mixture of gasoline and alternative fuel through the same tank/system.

1.13.2.3. Dedicated AFVs are vehicles that operate solely on an alternative fuel.

1.13.2.4. EVs operate solely from power stored in a system of batteries.

1.13.2.5. Hybrid-electric vehicles (HEVs) combine the benefits of gasoline or diesel engines and electric motors. HEVs can be configured to obtain different objectives, such as improved fuel economy, increased power or additional auxiliary power for electronic devices and power tools.

1.13.3. Infrastructure. Funding for development of on-base alternative fuel infrastructure is limited. The EPAct of 2005 mandates that agencies arrange for fueling of AFVs at commercial, federally and/ or publicly accessible facilities to the maximum extent practical. If such a station exists or is planned, AFVs are required to use a station if it is located within 5 miles or 15 minutes from the installation IAW DOD 4500.36R. Locating alternative fuels for any location can be done using the DOE Alternative Fuel Site Locator: **http://www.eere.energy.gov/afdc/index.html**.

1.13.3.1. If a commercial station proves impractical in terms of fuel costs, vehicle wear and manpower, a very advantageous means of acquiring fueling capability is through:

1.13.3.1.1. Defense Logistics Agency (DLA) funded infrastructure.

1.13.3.1.1.1. DLA's Defense Energy Support Center (DESC) is responsible to fund for new fuels infrastructure holding fuel capitalized by the Defense Working Capital Fund IAW DODD 4140.25, *DOD Management Policy for Energy Commodities and Related Services*.

1.13.3.1.1.2. Vehicle Management will identify fuel requirements to Fuels Management Flight (FMF) by grade, expected annual consumption and total vehicle fuel tank capacity.

1.13.3.1.1.3. The FMF will analyze the base infrastructure and submit an AF Form 332, *Base Civil Engineer Work Request,* to Civil Engineering (CE) establishing the requirement for additional infrastructure based on the requirement for the total storage required by grade and type of fuel IAW Uniform Fire Code (UFC) 03-04-01.

1.13.3.1.1.4. The CE will assess parking, traffic, tankage and dispensing equipment identified by the FMF IAW UFC 03-460-01, *Design, Petroleum Fuel Facilities* and CE guidance. The CE will prepare cost estimates and programming documentation for submission through the MAJCOM Fuel Office to Air Force Petroleum Office (AFPET) and the DESC IAW DESC programming guidance.

1.13.3.2. Contractor-owned/maintained equipment agreement. Negotiating agreements with commercial fuel providers for alternative fuel stations can be complicated. Installations are encouraged to obtain access to commercial alternative fuel infrastructure through their own efforts if possible, but are advised to seek expert help from MAJCOM, WR-ALC and Air Force Civil Engineering Support Agency (AFCESA). Pitfalls that may be avoided through seeking expert help include disadvantageous agreements that require DOD to pay exorbitant fuel prices for long periods or agreements that provide for exorbitant penalties in the event that DOD installations fail to reach specified alternative fuel usage levels.

1.13.4. Alternative Fuel Usage. EPAct of 2005 Section 701 dictates that all bi-/flex-fuel vehicles must use their designated alternative fuel 100 percent of the time or submit a waiver if unable to meet this requirement due to lack of alternative fuel infrastructure or unreasonably high cost of alternative fuel compared to gasoline. Once the Department of Energy establishes the policy for submitting waivers, the VEMSO will work with the affected MAJCOMs to submit the appropriate paperwork. If alternative fuel infrastructure is

in place and the cost of alternative fuel is not unreasonably high then the bi-/flex-fuel vehicle must operate on the alternative fuel system 100 percent of the time.

1.13.4.1. If an AF-owned or leased AFV is within 5 miles or 15 minutes one way from a commercial off base alternative fuel station, the alternative fuel will be used 100% of the time. If on base alternative fuel E85 is available, AFVs will use ethanol 100% of the time.

1.13.4.2. If an installation has a nearby public or private alternative fuel station but no formal agreement has been established for its use, the installation will establish an economically advantageous use agreement, as described in **paragraph 1.13.3.2.**

1.13.4.3. If an AFV is frequently driven off-base for substantial distances, it should be refueled at alternative fuel stations to the greatest extent practical. Such vehicles should always be equipped with a regional map or directory of appropriate alternative fuel stations.

1.13.4.4. If the only available alternative fuel is on the commercial market, a DoD Fleet Credit Card will have to be used to refuel Air Force owned vehicles. If this scenario becomes necessary, establish procedures to ensure the fuel is uploaded into OLVIMS as an off-base fuels transaction. If the appropriate alternative fuel is available on base, the Vehicle Identification Link (VIL) key shall be coded so only the alternative fuel can be utilized IAW **paragraph 4.5.1.**

1.13.4.5. MAJCOM Fleet managers shall immediately implement a plan to clearly and conspicuously identify all flexible fuel vehicles to vehicle operators.

1.13.4.5.1. This could be accomplished through the use of a sticker affixed near the fuel gauge or fuel tank filler neck combined with a yellow fuel cap or other noticeable methods of indicating that the vehicle should be fueled with the appropriate alternative fuel whenever practical. ***Note:*** Procedures for identifying E-85 GSA leased vehicles are currently being staffed by GSA for release. Until then, any identification of GSA leased E-85 vehicles should be accomplished in a manner that will not damage the vehicle in order to avoid potential bill back costs when the vehicle is returned to GSA.

1.13.4.5.2. Vehicles that have not submitted for waiver under the EPAct 2005, Section 701 shall also have a map in the vehicle that indicates the location of all available alternative fueling infrastructure within five miles or 15 minutes of their normal operating location. There are several sources for such maps, including: **http://www.afdc.energy.gov/afdc/stations/find_station.php**.

1.13.4.5.3. The fleet manager's implementation plan shall also include training to all operators to ensure they understand the requirement to use the appropriate alternative fuel and shall clearly indicate that the price of the alternative fuel is not a factor in deciding to use it. Fleet managers will periodically check the data available to them to ensure this policy is being followed and conduct at least a semiannual assessment for sources of alternative fuels on the economy. For suggestions on how to track alternative fuel consumption, contact the VEMSO.

1.14. Biodiesel (B20).

1.14.1. B20 is not an alternative fuel but is classified by the DESC as a special fuel and aids DOD agencies to automatically reduce their dependency on foreign oil by 20 percent. B20 is a fuel blend consisting of 20-volume percent biodiesel and 80-volume percent diesel fuel (grades DL1/DL2 or LS1/LS2) that can be used in lieu of diesel fuel in compression ignition engines. The use of B20 not only provides an automatic 20 percent fossil fuel reduction, it also reduces air emissions and gives us credit towards the EPAct 75 percent AFV acquisition mandate. One energy credit can be obtained by the use of 2,250 gallons of B20 in diesel engine driven vehicles weighing more than 8,500 pounds.

1.14.2. The use of B20 is essential in the Air Force's efforts to reduce its dependency on foreign oil. Regardless of the warranty implications, the Air Force mandates that B20 be used to the maximum extent possible. If a warranty condition develops due to the use of B20, then report the failure via the Air Force Vehicle Management Neighborhood so failures can be tracked and trends analyzed. Be sure to coordinate your failure reports with the local fuels management activity to ensure that no problems exist with the quality of B20 at the refueling station. Warranty repair costs that are not covered by the dealer will be absorbed by the local vehicle management activity.

1.14.3. Additional information on B20 can be found in TO 42B1-1-1, *Fuels for USAF Piston and Turbine Support Equipment and Administrative Vehicles* and HQ AFPET Fuels Technical Letter 08-1, *Handling of B20 Biodiesel Fuel Products*.

1.15. Budget Guidance and Procedures. Host-tenant agreements identify responsibilities of the host and tenant. The host base VFM or VMS assigns the priorities and services detailed in the agreement. See AFI 25-201 for details on development of host-tenant agreements and AFI 65-601v1, *Budget Guidance and Procedures*, for budget and reimbursement guidance. Each month Vehicle Management and Analysis (VM&A) forwards the ? RAD6C (? = site code) disk to Accounting and Finance or Defense Finance and Accounting Service (DFAS) to generate the Motor Vehicle Reimburse/Refunds Billing List, PCN SH069-V12. This list shows all labor and materials expended on each vehicle repaired. The VFM or VMS uses this report to verify reimbursable and/or refundable expenses to be recouped. Normally military labor is not reimbursable. ***Note:*** The VFM or VMS acts as a technical advisor when host-tenant agreements are being made.

1.16. Environmental Program. AFPD 32-70, *Environmental Quality*, provides overall policy guidance associated with the AF's Environmental Quality Program. As stated in this policy directive, "The Air Force is committed to: Cleaning up environmental damage resulting from its past activities; meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; and eliminating pollution from its activities wherever possible." All AF functions are required to comply with the AF's environmental quality program and as such, Vehicle Management activities incur certain environmental responsibilities, to include, but not limited to:

1.16.1. The Clean Air Act (CAA) and Clean Air Act Amendments (CAAA) of 1990 deal with atmospheric pollution and are implemented at the federal, state and local level. The major areas of concern for Vehicle Management under this legislation are vehicle exhaust

emissions and ozone depleting chemicals such as Chlorofluorocarbons (CFC)-12 air conditioning refrigerant.

1.16.1.1. The 1990 CAAA, states with non-attainment areas for transportation-related pollutants are required to implement inspection and maintenance programs (see Title 40 Code of Federal Regulations (CFR) Part 51). The purpose of inspection and maintenance programs is to identify and assure the repair of, in-use vehicles that are emitting excessive pollutants. Federal fleet vehicles, except for military tactical vehicles, are subject to inspection and maintenance requirements. A military tactical vehicle is one designed or modified to military specifications to meet direct transportation support of combat, tactical or relief operations, or for training of personnel for such purposes.

1.16.1.1.1. The VFM or VMS should cooperate with the state to test Federal fleet vehicles and submit applicable reports. Exclude military tactical vehicles and any other vehicles exempted under state law. These may include, for example, emergency vehicles, AFVs and certain newer model years.

1.16.1.2. Title 40, Code of Regulation CFR, Part 82, Subpart B, establishes standards and requirements for servicing Motor Vehicle Air Conditioners (MVACs). This rule requires that only certified technicians, using certified equipment which has been registered with the Environmental Protection Agency (EPA) service or maintain MVACs. Obtain technician certification through one of several EPA-approved mechanics-testing and/or certifying programs. Proof of certification must be available on site at all times. CFC-134A is the only authorized refrigerant when servicing vehicles unless you have in-house recovered CFC-12 which you can use. If contract repairs are needed for a CFC-12 system they MUST be converted to CFC-134A. If MVAC repairs require purchasing CFC-12 it MUST be converted to CFC-134A.

1.16.1.3. Vehicle emission control devices are maintained and inspected according to technical directives, manufacturer's recommendations, and federal, state, local or host nation laws. All Vehicle Management activities use a program of regularly scheduled diagnostic tests to make sure that all engines comply with manufacturer's specifications. This test is usually done as part of the PM&I or when a major tune-up is accomplished. Inspect emission control devices when a vehicle is in for PM&I and see that the necessary work is done to ensure proper operation.

1.16.2. The Resource Conservation and Recovery Act (RCRA) and EO 13423, legislate and implement pollution prevention, recycling of solid and liquid waste and affirmative procurement of environmentally preferable products (manufactured from recycled materials) and services.

1.16.2.1. EO 13423 and RCRA Section 6002 also require procurement of re-refined oil and retread or post-consumer content tires during acquisition and routine maintenance of vehicles, to include AFVs. DOD policy dictates that the DLA automatically substitute re-refined oil when activities order certain grades of commercial oil. DOD activities purchasing oil from sources other than DLA must comply with the legal requirements to use re-refined oil and activities are reminded that the central supply system is the preferred method of purchasing supplies. Do not purchase or arrange for purchase of, any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards. ***NOTE:*** Model year 2007 and newer

diesel engines with new emissions requirements should use virgin API CJ-4 motor oil until it is available as a re-refined product.

1.16.2.2. Approved re-refined oil, which can be used in most AF vehicles, will meet current American Petroleum Institute (API) standards, evidenced by the "Starburst" symbol on the container.

1.16.2.3. The DLA will submit the aggregate AF volume and cost of re-refined oil for each reporting period. Units not purchasing oils through the DLA will account for quantity purchased and dollar amount expended for locally procured oils.

1.16.2.4. Consistent with Executive Order 13101 and RCRA section 6962, in acquiring and maintaining motor vehicles, agencies shall acquire and use retread tires, when such products are reasonably available and meet applicable performance standards.

1.16.3. The Pollution Prevention Act of 1990 established that pollution should be prevented or reduced at the source; that pollution which cannot be prevented should be recycled in an environmentally safe manner; that pollution which cannot be prevented or recycled should be treated in an environmentally safe manner; and that disposal or other release to the environment should be employed only as a last resort and conducted in an environmentally safe manner. Conduct vehicle management operations in keeping with this hierarchy of actions.

1.16.3.1. IAW Section 6014 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA): A Legacy for Users (SAFETEA-LU) it is the responsibility of Federal Agencies to purchase recycled/reclaimed coolant where it meets their performance needs and is available. Units are required to recycle their antifreeze. Additionally, Vehicle Management will assist other units on base who do not have the capability to recycle antifreeze where possible. If antifreeze cannot be recycled, a waiver must be requested from AF/A4LE with justification, coordinated through the respective MAJCOM Vehicle Management Staff. Recycled/reclaimed antifreeze can only be purchased after existing supplies of recycled antifreeze are exhausted unless one of the three below exemptions applies.

1.16.3.1.1. When the need for total antifreeze replacement is required or deemed necessary (IAW TO 36-1-191), units must purchase and/or utilize existing recycled/reclaimed antifreeze stocks. ***Note:*** Recycled/reclaimed antifreeze is not always compatible with existing virgin coolants and the coolant system must be completely drained and purged prior to the use of recycled/reclaimed antifreeze. Be sure to check manufacturer's specifications prior to adding or replacing recycled/reclaimed antifreeze. The only exceptions to the rule are:

1.16.3.1.1.1. Using recycled/reclaimed antifreeze would void the warranty. However, recycled/reclaimed antifreeze may be used when it meets the manufacturer's specifications. ***Note:*** After the warranty period expires recycled/reclaimed antifreeze MUST be used exclusively.

1.16.3.1.1.2. Some heavy equipment manufacturers do not recommend the use of reclaimed engine coolants, particularly in engines meeting the new Tier II and Tier III emissions requirements, e.g., the Halverson loader coolant requirement prevents the use of recycled/reclaimed antifreeze. Be sure to check manufacturer's

specifications on the use of recycled/reclaimed antifreeze.

1.16.3.1.2. The USAF will only use reclaimed engine coolant. The coolant must either be purchased as reclaimed or the unit must reclaim their own coolant. Virgin coolant is authorized for use if required by the manufacturer during the warranty period. If reclaimed coolant is unavailable the unit must have an approved waiver from VEMSO. DLA's Defense Supply Center Richmond (DSCR) sells both reclaimed and virgin engine coolant. DSCR requires that reclaimed engine coolant contain a minimum of 50 percent reclaimed ethylene glycol. DSCR offers reclaimed engine coolants containing either 100 percent reclaimed ethylene glycol or 60 percent and 50 percent blends of reclaimed and virgin ethylene glycol. As shown in **Table 1.1.**, **Reclaimed Engine Coolant Available from DLA**, each blend is available in 1-gallon, 5-gallon and 55-gallon drum packaging, for a total of nine stock items. These products can be used in administrative vehicles, construction and material handling vehicles and equipment, and military ground combat tactical vehicles and equipment. DSCR currently contracts with Leeder Automotive for reclaimed engine coolant.

Table 1.1. Reclaimed Engine Coolants Available from DLA.

Type	Ethylene Glycol Content (Percentage)	Size	National Stock Number (NSN)
I	100	1 gallon	6850-01-464-9125
I	100	5 gallon container	6850-01-464-9137
I	100	55 gallon drum	6850-01-464-9152
IP	60	1 gallon	6850-01-464-9266
IP	60	5 gallon container	6850-01-464-9263
IP	60	55 gallon drum	6850-01-464-9096
50/50	50	1 gallon	6850-01-471-6530
50/50	50	5 gallon container	6850-01-471-6534
50/50	50	55 gallon drum	6850-01-471-6521

1.16.3.1.3. Units must track all recycled/reclaimed antifreeze consumed and cost for the entire FY and report data IAW **paragraph 4.75.5.**

1.16.3.2. Oil analysis is a method to monitor actual contamination of oil. It helps to prevent unnecessary oil changes by providing the user the capability to determine when oil changes are needed based on the oil's actual condition, not on the length of time the oil has been used. MAJCOM Vehicle Management Staffs have the authority to implement oil analysis programs for all or specific segments of their assigned vehicle fleets at their discretion. Oil analysis is considered a waste stream reduction tool. It may increase the Vehicle Management activity's workload.

1.16.3.3. Use base Hazardous Material Pharmacy (HAZMART), in accordance with AFI 32-7086, *Hazardous Material Management*, and in consultation with the base HAZMAT

Management Process Team, to the maximum extent practical as a means to reduce waste of bulk Hazardous Materials (HAZMAT) when their shelf life expires. Within the framework of the pharmacy program, ensure vehicle management processes are authorized by the Hazardous Material Management Process (HMMP) Team in accordance with AFI 32-7086, to enable establishment of a set amount of HAZMAT needed to perform their operation and receive measured amounts of this material on an as-required basis; as well as to ensure Environmental Safety and Occupational Health (ESOH) controls are established. ***Note:*** Vehicle specific HAZMAT not managed by the HAZMART will be controlled IAW pharmacy practices.

1.16.3.4. Follow local directives and laws when hazardous waste disposal is required. The VFM or VMS establish a CE-coordinated OI on pollution prevention and on hazardous waste management.

1.16.4. Only lead-free wheel weights are authorized for purchase. Lead wheel weights will no longer be purchased and will be replaced with lead-free wheel weights through attrition. See **Table 1.2. Lead-Free Wheel Weights Available Through the Supply System**.

1.17. Prohibited Vehicle Management Activities. What the Vehicle Management Flight Must Not Do:

1.17.1. Do not service, repair or garage the following vehicles in an AF appropriated fund facility:

1.17.1.1. Vehicles disposed of to the Defense Reutilization and Marketing Service (DRMS). ***Exception:*** CAP vehicles as outlined in AFPD 10-27, *Civil Air Patrol*.

1.17.1.2. Privately Owned Vehicles (POVs) or non-appropriated fund motor vehicles. ***Exception:*** National Forest Service vehicles.

1.17.1.3. Leased vehicles. This applies to both GSA and commercial leased vehicles. ***Exception:*** Those Vehicle Management activities authorized by HQ USAF/A4LE (see **paragraph 4.34.3.**).

1.17.2. Do not use government owned tools, equipment or supplies purchased from appropriated funds to service or repair non-appropriated fund or private vehicles. ***Exception:*** Those authorized by HQ USAF/A4LE.

1.17.3. Do not park POVs in the Vehicle Management compound. ***Exception:*** Written approval of the Logistics Readiness Squadron (LRS) Commander or equivalent.

1.18. Productivity Measurement. The Office of the Secretary of Defense has issued guidance (DOD 4500.36-R) to measure and monitor labor hour productivity within Vehicle Management and Vehicle Operations activities for the following purposes:

1.18.1. To support vehicle repair decisions and develop budgets at base-level.

1.18.2. To determine the number of delayed work-hours attributed to lack of personnel available to work on vehicles when needed.

1.18.3. To identify training needs, job performance evaluations, shop equipment, tools and facility upgrades.

1.18.4. To determine the management efficiency of individuals, work centers, management activities and MAJCOMs.

1.18.5. To determine if AF Vehicle Management personnel are being used efficiently.

1.19. Serviceability Standards. Minimum serviceability standards for day-to-day operations are determined by the VFM or VMS based on his/her experience and applicable technical reference. Ensure AF vehicles are maintained in safe and serviceable condition.

1.19.1. The AF accepts the idea that as vehicles age a certain amount of wear and tear will occur and that AF vehicles will not be maintained in a like-new condition. ***Example:*** The condition of a vehicle in its 6th year of use is not comparable with the condition of a new vehicle. To be serviceable, a vehicle must first be safe and function as designed. Deficiencies affecting safety are not acceptable regardless of whether the vehicle is old or new.

1.19.2. Judge serviceability using the following factors:

1.19.2.1. Age and mileage of the vehicle.

1.19.2.2. Requirement for the type of vehicle and job it is designed to do.

1.19.2.3. Remaining service life.

1.19.2.4. Value of use returned in comparison with the cost of needed repairs.

1.20. Vehicle Abuse and Accidents. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. Vehicle accident is basically a result of a collision. The LRS Commander or equivalent establishes local reporting procedures and these procedures must be fully supported by all commanders to be totally effective. Using organizations fund for costs associated with government owned, lease and rental, vehicle abuse and/or accident damage. ***Note:*** Publish these implementing instructions at wing–level or equivalents.

1.20.1. All Vehicle Management O&M funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to Vehicle Management by the owning organization, or the organization responsible for the damage if not the owner.

1.20.2. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. The using organization investigates all damage not attributable to fair wear and tear IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. Vehicle Management notifies the applicable commander or equivalent, and Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Control Officer (VCNCO) of the unit involved, along with Base Legal, Finance and Safety Office (usually by form letter) as applicable.

1.20.3. In the event of a government owned vehicle accident, include a copy of the accident report for the Base Safety Office's use if available. Vehicle Management commences repair within a locally established time frame unless notified otherwise by the using organization or Report of Survey (ROS) investigating official. ***Note:*** If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence.

1.20.4. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe

operation or adequate vehicle care during non-use. Cases of incidents may also include damage resulting from normal use for the vehicle's intended purpose (e.g., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents.

1.21. Vehicle Fleet Categorization. The AF owned vehicle fleet consists of a multitude of makes, models, manufacturers and types. In order to better articulate the relationship of different vehicle types to the AF missions, the categories below are provided to capture this relationship.

1.21.1. Sortie Generation. Vehicles in this category are flight line assets associated with direct mission support. Representative examples include: Aircraft refuelers, aircraft cargo loaders, tow tractors, etc.

1.21.2. Sortie Sustainment. This vehicle set includes vehicles required to operate an air base or installation, such as air crew and troop carrying vehicles, crash rescue and fire fighting trucks, emergency response vehicles, sweepers, etc.

1.21.3. Tactical Vehicles. Tactical vehicles include all vehicles procured as military design (M-series) assets.

1.21.4. Material Handling Equipment (MHE). This category encompasses all 463L and MHE vehicles and vehicular equipment: Forklifts, rollerized trailers, container handlers, etc.

1.21.5. Base Maintenance/Construction Equipment. Included are vehicles and vehicular equipment used primarily by CE in the construction, maintenance and upkeep of an air base or installation.

1.22. Vehicle Fleet Growth Policy The AF vehicle fleet represents a tremendous infrastructure investment for the corporate AF. The vehicle buy program provides funding for programmatic replacement of assets, but is not funded to purchase new requirements for vehicles. MAJCOM, FOA and DRU logistical support staffs must closely scrutinize any request to increase the size of their respective vehicle fleets. Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., Operational Plan (OPLAN), Provisional Plan (PPLAN), etc. The functional community requesting additional vehicle authorizations will fund the initial purchase of the vehicles, and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars. Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations. All adjustments to authorization quantities must be approved by AFELM VEMSO or other AF/A4LE designated enterprise management authority.

1.22.1. Non-cataloged vehicle request. Prior to requesting cataloging action, MAJCOM, FOA and DRU logistical support staffs will consider offsets, current authorizations and right sizing of the vehicle requirement. Staffs will also coordinate with the appropriate Item Manager/Equipment Specialist to determine if there is an AF stock listed vehicle to satisfy the requirement. If a requirement for cataloging action still exists after completing the considerations and coordination above, staffs will submit an AF Form 601 with item specifications and justification to VEMSO. VEMSO will review and submit approved requests to the AF Allowance Standard (AS) Manager for cataloging action and AS inclusion.

1.23. Vehicle Validation Visit (VVV). The AF vehicle fleet represents a significant investment for the corporate AF. Validated vehicle authorizations define the overall AF requirement for vehicles and must be periodically revalidated to ensure that installation vehicle needs are economically being met, at the least possible cost. VEMSO is responsible for performing a VVV of each fleet every 3 to 5 years depending on established trigger points. Responsibility for VVVs previously resided with the MAJCOM and it is anticipated there will be a 2 year transfer plan implemented to migrate this requirement and its associated cost to VEMSO.

1.24. VEMSO. VEMSO acts as an adjunct staff to all the MAJCOM Vehicle Management Staffs. VEMSO is responsible for all data collection and draft report generation required above the MAJCOM-level. While they are responsible for the data collection and draft report generation, each MAJCOM finalizes their own written narrative to those reports as required. Responsibilities and procedures for VEMSO are provided in **Chapter 8**.

1.25. Wartime Readiness. It is AF policy to have motor vehicles, manpower, tools, facilities, and shop equipment on hand to support the *USAF War and Mobilization Plan (WMP*). Contingency operations are addressed in **Chapter 2**.

1.26. LSV. Each Air Logistics Center (ALC), MAJCOM, Direct Reporting Unit (DRU) and base LRS will have the same "cradle to grave" management of LSV as they do with the conventional fleet. MAJCOMs, DRUs and the Air Force District of Washington (AFDW) residing on military installations will replace existing general-purpose assets to the greatest extent possible with LSVs. The goal is to replace 30 percent or more of all applicable LDVs with more fuel efficient LSVs by FY 2012. However, all echelons are highly encouraged to seize additional opportunities wherever possible. This will be a Unit Compliance Inspection (UCI) checklist item to ensure enforcement of this new procurement policy. See **Table 1.4.** for the new categories and applicable NSNs.

Table 1.4. LSV Sub-Categories.

LSV Category	Management Code	NSN
LSV Cargo 2 Pax	B142	2320-01-571-3861
Heavy Duty Crew Cab	B143	2320-01-549-0666
Heavy Duty Standard Cab	B144	2320-01-549-0665
Cargo	B145	2320-01-543-6363
Utility Truck	B146	2320-01-543-4411
Utility Transport	B147	2320-01-543-4760
Electric LSV-4 PAX	B154	2320-01-558-3316

Table 1.2. Lead-Free Wheel Weights Available Through the Supply System

Nomenclature	Size/Ounces	Unit of Issue	NSN	Part No.
Wheel Weight	1/4	BX (BX = 25 EA)	2530-01-559-8912	5518200025
Wheel Weight	1/2	BX (BX = 25 EA)	2530-01-559-8927	5518200050
Wheel Weight	3/4	BX (BX = 25 EA)	2530-01-559-8958	5518200075
Wheel Weight	1	BX (BX = 25 EA)	2530-01-559-8985	5518200100
Wheel Weight	1 1/4	BX (BX = 25 EA)	2530-01-559-8951	5518200125
Wheel Weight	1 1/2	BX (BX = 25 EA)	2530-01-559-8956	5518200150
Wheel Weight	1 3/4	BX (BX = 25 EA)	2530-01-559-8934	5518200175
Wheel Weight	2	BX (BX = 25 EA)	2530-01-559-8947	5518200200
Wheel Weight	2 1/4	BX (BX = 25 EA)	2530-01-559-8943	5518200225
Wheel Weight	2 1/2	BX (BX = 25 EA)	2530-01-559-9021	5518200250

1.26.1. For those LSVs purchased with unit funds prior to June 2006, organizations may continue to manage these assets as equipment, in which case they will be considered non-Registered Equipment Management System (REMS) reportable LSVs. However, if the owning organizations currently have vacant authorizations, the Base Fleet Manager will consider filling the authorizations with the available non-REMS reportable LSVs. The Base Fleet Manager and the owning organization's VCO or VCNCO will coordinate these actions.

1.26.2. The WR-ALC (580 CBSS) reclassified LSVs from "equipment" to "registered vehicles" to include creation of new NSNs for the seven sub-categories listed in **Table 1.4.** LSVs are identified as budget code "V" and classified as centrally procured vehicles, thus removing these assets from ASC 036 to 019. The current AF vehicle acquisition process now includes the procurement of these assets. Wings and bases are no longer authorized to purchase LSVs without first coordinating through the respective base-level and then MAJCOM Vehicle Management Staffs

1.26.2.1. All conventional vehicle authorizations will be scrutinized to determine potential candidates for conversion to LSVs**. Unit mission requirements and past utilization will be the key indicators along with the VFM/VMS recommendations when vehicle replacement decisions are made.**

1.26.2.2. Base/unit level Fleet Managers should use the following preferred approach when determining which general purpose vehicle authorizations can be converted to LSV authorizations. The goal is to convert 30 or more percent of the selected authorizations to LSVs.

1.26.2.2.1. Begin by identifying general purpose vehicles, by registration number that meet the following criteria:

1.26.2.2.1.1. Vehicle management codes B168, B170, B176, B178, B180, B200,

B204, B211 or B227

1.26.2.2.1.2. - Driven 7.5K miles or less over the past 12 months

1.26.2.2.1.3. Load capacity of 1.5T or less

1.26.2.2.1.4. Assigned organization, user and support area is on-base

1.26.2.2.1.5. Operates on roadways with 35MPH maximum speed limit and may occasionally cross roadways with higher speeds

1.26.2.2.1.6. Vacant authorizations not previously identified for vehicle procurement in your annual vehicle buy submission ***NOTE:*** Exceptions should be made for first responder and primary C2 vehicle authorizations

1.26.2.2.2. Once target list of authorizations has been developed, group them by organizations and schedule interviews with unit VCO/VCNCOs and flight Chief. It is imperative Fleet Managers discuss changes with the units that will receive the LSVs.

1.26.2.2.3. When conducting interviews, be sure to share the following with the unit representatives:

1.26.2.2.3.1. In most cases, LSVs cost nearly 20 to 50% less to purchase than GP counterparts.

1.26.2.2.3.2. LSVs get almost double the fuel economy of GP vehicles.

1.26.2.2.3.3. LSVs are very economical to maintain and are reliable assets.

1.26.2.2.3.4. LSVs are governed at 25MPH by federal law.

1.26.2.2.3.5. LSVs meet Federal Motor Vehicle Safety standards.

1.26.2.2.3.6. LSVs are bare bones mission support assets with limited comfort elements such as extensive leg room or power steering.

1.26.2.2.4. Once interviews are completed and a minimum of 30% of the authorizations from the management code list above have been identified for conversion, forward the results and authorization change request to your respective MAJCOM.

1.26.2.2.5. MAJCOMs should publish instructions to ensure the changes are reflected in the FY08 vehicle buy program submission.

1.26.2.3. WR-ALC centrally procures all LSVs and LSV management and maintenance is the responsibility of the local Vehicle Management Flight. All aspects of maintenance on non-REMS reportable LSVs will remain the responsibility of owning organizations.

1.27. Sport Utility Vehicle (SUV) Authorizations. The following paragraphs establish Air Force policy regarding SUV Authorizations.

1.27.1. DOD 4500.36-R and this AFI requires we authorize only the minimum number and minimum size vehicles to meet mission needs.

1.27.2. Conversion of any type of vehicle authorization to an SUV will not be approved to support AFV initiatives or to meet mandated fossil fuel acquisition requirements.

1.27.3. Average purchase cost for an SUV is $7K higher than a sedan/station wagon and GSA lease cost is $1.6K more annually.

1.27.4. SUVs are "gas guzzlers" and each authorization awarded detracts from compliance with EO 13423 and EPAct 2005 guidance to reduce fossil fuel consumption.

1.27.5. Sedans have historically provided adequate mission support for key operations and senior leaders. Example, MSG/CC On-Scene Commander (OSC) duties/responsibilities do not justify an SUV authorization.

1.27.6. An occasional need for 4X4 capability does not support an upgrade to a fulltime SUV authorization (OSC duties considered here).

1.27.7. Public perception: a vehicle authorization upgrade or conversion to SUV for senior leaders and group commanders can easily be viewed as a perk associated with rank or position.

1.27.8. If a verifiable mission requirement warrants conversion to an SUV authorization then the SUV size will be limited to the minimum body size and maximum fuel efficiency. MAJCOM Fleet Managers must adhere to the maximum Gross Vehicle Weight (GVW) restrictions listed in **Table 1.3.**, **Sedan to SUV Conversion**. ***Note:*** MAJCOMs will identify SUV authorization, user assignment and utilization as UCI checklist item(s).

Table 1.3. Sedan to SUV Conversion.

GSA Classification	Vehicle Type	Maximum SUV GVW
Class I	Subcompact Sedan and Station Wagon	5,400 pounds
Class II	Compact Sedan and Station Wagon	5,400 pounds
Class III	Midsize Sedan and Station Wagon	5,401-6799 pounds
Class IV	Large Sedan	6,800 pounds and higher
Class V	Limousine Sedan	6,800 pounds and higher

1.27.9. For positions in the ranks of Lieutenant General and below, SUVs, minivans or crossovers will not exceed 5,400 lbs GVW. In addition, sedans will be limited to compact size as per Federal Regulations. Exceptions to this policy are limited. Medium sized SUVs and crossovers (GVW of 5,401 – 6,799 lbs) require SECAF approval before acquisition or lease is allowed. Large SUVs and crossovers (GVW of 6,800 lbs or higher) are strictly reserved for SECDEF, Service Secretaries and Four Star Officers. ***Note:*** Per SECAF memorandum dated 27 Mar 2009, the AF/A4/7 has been delegated the authority for Class III exceptions to policy.

Chapter 2

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

Section 2A—General Information

2.1. Introduction. This chapter establishes instructions for VFMs and VMSs tasked with a deployment mission, Air and Space Expeditionary Force (AEF) responsibility, War Reserve Material (WRM) management, command levy contingency shipment and/or supporting Military Operations Other Than War (MOOTW). Provisions of this chapter apply to steady state, transition to surge, Major Theater War (MTW) and reconstitution operations. All Vehicle Management personnel, regardless of rank, will be familiar with the contents of this chapter.

2.1.1. This chapter is designed to be used in concert with AFH 24-320, *Expeditionary Vehicle Management.* This chapter contains guidance primarily for use prior to deployment and the handbook contains guidance for use during deployment. The handbook provides Vehicle Management specific information for combat environment operations and is designed to assist deployed Vehicle Management personnel of all grades to establish and operate shops in a contingency environment. Its use is mandatory.

2.2. AEF Process Overview. The AEF process is based on a 20-month rotation cycle. The cycle is designed to allow for training, preparation and on-call deployment eligibility. The process is designed to provide deployment predictability. Steady-State deployments equal the capabilities of about two lead wings, one bomber group and associated units. The transition to Surge Stage occurs when mission requirements start to exceed Steady State capabilities. Surge may lead to the MTW phase if an established war plan is activated or if force requirements exceed the amount contained in two full AEFs. Reconstitution is initiated after the MTW phase ends. Reconstitution's goal is to return forces and equipment to full Mission Capable (MC) as soon as possible.

Section 2B— Overall Responsibilities

2.3. AF/A4RE. The AF will have sufficient motor vehicles, manpower, tools, facilities and shop equipment on hand to support the USAF WMP, AEF operations and/or MOOTW.

2.3.1. Adjudicate any vehicle sourcing reclama issues.

2.3.2. Appoint specific MAJCOM A4, as determined by Area of Responsibility (AOR), as Point of Contact (POC) for logistical support for specific operation.

2.4. Air and Space Expeditionary Force Center (AEFC):

2.4.1. Sources personnel after receiving OPLAN or AEF tasking request from parent MAJCOM.

2.4.2. Adjusts or forwards personnel tasking shortfalls as appropriate.

2.5. WR-ALC

2.5.1. Implements procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations.

2.5.1.1. This does not relieve unit responsibility for maintaining duplicate, deployable printed or electronic copies of TOs for WRM or Mobility (Use Code (UC) "A" on Vehicle Authorization Listing (VAL)) tasked vehicles.

2.5.2. Sources vehicles after receiving OPLAN or AEF tasking request from parent MAJCOM. WR-ALC will work closely with MAJCOM Vehicle Management Staffs to identify potential sources for MC vehicles. ***Note:*** Since WR-ALC is not a force provider, Air Combat Command (ACC), as the air component to Joint Force Commander (JFCOM), will manage the scheduling and sourcing of forces (including vehicles) to meet the Combatant Commander's (COCOM's) requirements through the AEFC. ACC/A4XV will work directly with WR-ALC to coordinate with other MAJCOMs, where necessary, to source required vehicle assets. The same process will be followed by other MAJCOMs who have air component/force provider responsibilities in their respective AOR.

2.5.3. Adjusts or forwards vehicle tasking reclamas as appropriate.

2.6. VEMSO. Provides support necessary to equip expeditionary Vehicle Management forces with the best tools, equipment, parts, maintenance techniques, policy and general support for deployed operations. This support is accomplished through research of available commercial products, development of parts kits, capture and formalization of deployment lessons learned, and policy change recommendations.

2.6.1. Tools and equipment will be specifically chosen for transportability (light weight, small size); ease of use in the field (power requirements, etc.); and overall necessity/practicality for the type of maintenance performed.

2.6.1.1. VEMSO approved tools and equipment for deployment will be formalized into appropriate Unit Type Codes (UTCs) for AEF and contingency tasking.

2.6.2. Develops vehicle parts support kits such as Temporary Mission Support Kits (TMSKs), Mobility Readiness Spares Packages (MRSPs) and Contingency High Priority Mission Support Kits (CHPMSKs) to support Vehicle Management activities in an expeditionary, deployed environment.

2.6.2.1. TMSKs, MRSPs and CHPMSKs will be standardized for AF use by vehicle make, model and type. A TMSK Library Link is located on the AF Vehicle Management Neighborhood Community of Practice (VM CoP), AF Portal website, for AF-wide use: **https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-66**.

2.6.3. Researches and develops management techniques, procedures and guidance necessary to guide Vehicle Management operations in an expeditionary, deployed environment. Tips and lessons learned will be captured, developed and distributed to enhance knowledge level of personnel subject to deploy.

2.6.4. Develops vehicle deployment condition standards to ensure maximum reliability in field conditions with minimal investment. Monitors condition of vehicles deployed through collection and dissemination of "lessons-learned" and other means to institutionalize readiness and maximize return on investment.

2.6.5. Refer to **Chapter 8** for additional VEMSO guidance.

2.7. MAJCOM Vehicle Management Staffs:

2.7.1. Develop supplemental guidance specific to theater-unique operations.

2.7.2. Ensure Vehicle Management activities are equipped and trained to fulfill wartime and AEF mission requirements.

2.7.3. Program for manpower, facilities, shop equipment, technical manuals and tools necessary to support organizational and intermediate management concepts for all vehicles committed to wartime and AEF missions.

2.7.4. Participate in MRSP reviews and validations to ensure sufficient spare parts are available to support contingency operations for a minimum of 30 days. Specifically address spare parts support concept for initial and follow-on parts support to the theater of operations.

2.7.5. Coordinate establishment of CHPMSKs with Materiel Management personnel.

2.7.6. Manage WRM vehicle assets according to AFI 25-101, *War Reserve Materiel* (WRM) *Program Guidance and Procedures*, as supplemented.

2.7.7. Contact WR-ALC for vehicle repair assistance above MAJCOM capability.

2.7.8. Assign primary WRM vehicle management function within the headquarters.

2.7.9. Establish minimum reporting requirements to identify on-hand vehicle assets and ensure shortages, vehicle MC rates and materiel management support problem areas are identified.

2.7.10. MAJCOMs with host base responsibilities are required to provide Vehicle Management and spare parts support for inbound forces identified in OPLANs.

2.7.11. MAJCOMs with host base responsibilities may direct Individual Toolkits (ITKs) for all Air Force Specialty Codes (AFSCs) be left in place during rotations. If this happens, the host base and MAJCOM should notify inbound forces that ITKs are not required for that operating location.

2.7.12. Where appropriate, tenant MAJCOMs assist the host MAJCOM to source their command's vehicle-specific and peculiar spare parts. The host base Vehicle Management organization is responsible for follow-on spare parts support.

2.7.13. Serve as Functional Area Managers (FAMs) on MAJCOM Crisis or Contingency Action Teams (CATs) or equivalent. Identify, source and track deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility (ITV) to MAJCOM leadership as required. Refer to **paragraph A2.2.** for additional guidance.

2.7.14. Contact WR-ALC for additional vehicle requirements to support OPLAN and AEF taskings.

2.7.15. Adjust or forward vehicle tasking reclamas as appropriate.

2.7.16. Transfer accountability for vehicles that have been deployed from home station. The shipping MAJCOM transfers vehicle accountability to the combatant MAJCOM. The combatant MAJCOM accepts accountability for vehicles deployed to their AOR. After accountability has been transferred, the losing MAJCOM can initiate replacement actions with WR-ALC using the command levy process (see **paragraph 2.14.**) or through their

vehicle buy process. Transfers from AFR and ANG must comply with DODD 1225.6, *Equipping the Reserve Forces*.

2.8. Base-Level and WRM Deploying Activities:

2.8.1. Maintain WRM vehicles according to guidelines established in this chapter, related AF TOs, Vehicle Management publications and AFI 25-101, as supplemented by the MAJCOM.

2.8.2. Comply with the provisions of TO 36-1-191 and other shipping instructions as provided by WR-ALC or MAJCOM.

2.8.3. Identify problem areas which cannot be resolved locally to the MAJCOM.

2.8.4. Develop local guidance for Vehicle Management wartime concept of operations as directed by the MAJCOM. Include procedures for operating in chemical/biological contaminated environments and repairing contaminated vehicles. See AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*, for additional guidance.

2.8.5. Select best (most serviceable and maintainable) vehicles for deployment. Ensure each deployment-tasked vehicle is placed in TO 36-1-191 plus condition, and accompanied with an assembled spare wheel/tire, all applicable TOs and a complete TMSK, if required (see **paragraph 2.15.**). In addition, each commercially designed light and medium duty vehicle (see **paragraph 1.1.1.**) and military designed prime mover must also be equipped with lug wrench(es), jack and jack handle.

2.8.5.1. Assemble TMSKs IAW guidance on the VM CoP. Each kit will include a serviceable mounted spare wheel/tire provided by owing organization or vehicle management if not available and TOs. TMSKs will be affixed to the vehicle or shipped against the appropriate vehicle's contingency Transportation Control Number (TCN). Refer to **paragraphs 2.15.** and **2.17.** in this instruction for additional TMSK and TCN guidance.

2.8.6. Ensure VFMs and VMSs are familiar with current Designed Operational Capability (DOC) statement, OPLANs, Base Support Plans (BSPs) and UTC Mission Capability (MISCAP) statements.

2.8.7. Ensure mobility UC "A" vehicles have MRSPs established if authorized by Materiel Management guidance or develop a TSMK listing for each asset.

2.8.8. Research and provide information for CHPMSK establishment if required. Coordination with VEMSO, MAJCOM and Logistics Support Center (LSC) personnel may be required.

2.8.9. Deploy with sufficient skilled personnel and equipment resources to satisfy all contingency wartime and AEF requirements.

2.8.10. Document costs to prepare vehicles, spare parts and tech data for shipment. Units should retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.8.11. Monitor the Time Phased Force Deployment Data (TPFDD) to ensure tasked vehicles are shipped to the correct location on time. For ITV, units are required to provide

the MAJCOM with the following information concerning vehicle equipment: Deployment TCN (F-Prefixed), Unit Line Number (ULN), UTC, vehicle registration number and departure and delivery dates within the allotted transit times. For tracking purposes, when Vehicle Management personnel are tasked to deploy with a tasked vehicle (e.g., natural disasters) forward the following information to the MAJCOM: Complete name, grade, AFSC and last four digits of the social security number. See AFI 24-201, *Cargo Movement*, Attachment 2, for allotted transit times.

2.8.12. Maintain duplicate printed or electronic copies of TOs to support WRM outload and mobility (identified by UC "A" on VAL) vehicles.

2.8.13. Deploying units will ensure individual members are trained and equipped for contingency operations. Individual members will ensure they are qualified and equipped for contingency operations. Refer to **Figure A2.4.** for specific pre-deployment training requirements.

2.8.14. Fill or shortfall personnel OPLAN or AEF taskings as appropriate.

2.8.15. Refer to VFM pre-contingency checklist, **Figure A2.1.**, for guidance on thorough pre-deployment planning.

Section 2C— Steady-State Operations

2.9. Training:

2.9.1. Repair Operations: Although difficult to predict the actual operating environment at a contingency location, it is possible to exercise personnel in a simulated or practice deployment. Personnel selected to fill AEF and mobility positions will receive annual refresher training at the unit level to ensure an adequate proficiency level is maintained.

2.9.1.1. Deployable personnel need to be prepared for flexible operations under adverse conditions. They must also be well-trained in the use of all tools and shop equipment.

2.9.1.2. Mandatory training must be completed on OLVIMS and Automated Fleet Information System (AFIS), metalworking, re-supply procedures and maintenance of unique deployed vehicles for personnel assigned to an upcoming AEF. Training completion will be documented on AF Form 1098. See **Figure A2.4.** for specific guidance.

2.9.2. Contingency Environment: Operations in a contingency environment will expose vehicle maintainers to many situations and problems not encountered in normal peacetime operations. Personnel selected to fill AEF or mobility positions will receive annual refresher training at the unit level on basic survivability techniques.

2.9.2.1. Examples include Air Base Survivability, Unexploded Ordnance procedures, Self-Aid/ Buddy Care, etc. Refer to AFMAN 10-2602; AFH 32-4014, Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*; and AFH 24-320 for additional training guidance.

2.10. WRM Vehicle Storage. WRM vehicles are authorized to bridge the gap between peacetime and wartime requirements. These vehicles are authorized and maintained separately

from the active peacetime vehicle fleet and are normally preserved in storage. MAJCOMs develop specific storage concepts for vehicles identified against OPLAN taskings.

2.10.1. Vehicles are stored in active (ready to roll) or inactive (deep stored) categories. MAJCOMs determine the mix of active and inactive stored vehicles. For basic planning, the following guidance applies:

2.10.1.1. Active stored vehicles: Vehicles stored outdoors, under partial cover or vehicles required to support initial incoming forces are preserved to Level C as described in TO 36-1-191 or as specified by the MAJCOM.

2.10.1.2. Inactive stored vehicles: Vehicles will be stored in an enclosed building and preserved to Level A storage as described in TO 36-1-191 or as prescribed by MAJCOM guidance. ***Note:*** Dense packing vehicles in an enclosed building does not constitute inactive storage.

2.10.2. Vehicles are controlled according to AFI 25-101, as supplemented.

2.10.3. Accomplish lubrication at least every 18 months on active stored vehicles. An oil and filter change is accomplished every 3 years.

2.10.4. WRM vehicles are rotated into the active peacetime fleet (where like-vehicle peacetime authorizations exist) to ensure equipment dependability/life cycle management and to equalize utilization.

2.10.5. Develop a parking plan for each storage location.

2.10.6. Fire extinguishers and chocks are mounted to or located in each vehicle, or positioned in the vehicle storage area.

2.10.7. When inside storage cannot be provided, outside storage areas are well lit, have adequate drainage and are secured by a chain link or equivalent fence.

2.10.8. Exceptions to Storage Policies. Fuel servicing, fire fighting, aircraft cargo loaders and certain other vehicles are equipped with systems that must be exercised more frequently. To the maximum extent practicable, fully exercise operational systems on these vehicles every 30 days.

2.11. WRM Manpower Determination. Vehicle Management and Manpower Office consider the following factors when developing manpower requirements supporting vehicle storage:

2.11.1. The quantity and complexity of vehicles to be stored (vehicle equivalents).

2.11.2. The storage level (active storage requires more manpower than inactive storage).

2.11.3. Frequency of inspection and the average amount of time required for each inspection.

2.11.4. Age of the Fleet. Older vehicles may require more maintenance than pre-positioned new vehicles.

2.11.5. The degree and frequency of vehicle fleet involvement in exercises (that is, used to support Joint Chiefs of Staff (JCS), intra-theater or local exercises).

2.11.6. Rotation. This will affect the number of Limited Technical Inspections (LTIs) required.

2.11.7. If applicable, the amount of time required for vehicles to be placed in or removed from storage.

2.11.8. Hours of operational coverage, e.g., 24 hours a day, 7 days a week.

2.11.9. Material handling and surface movement of cargo to, from and between operating locations in support of surge and sustainment operations at bare base versus fixed facilities.

2.11.10. Fleet size for management and dispersed locations.

2.11.11. Contractor Operated Storage. Contractor operated storage is the AF Standard. Explore the use of military personnel only if local environment and political conditions prevent contract establishment. Vehicle Management and Manpower Office also consider manpower ceilings, contractor availability, cost, location, and duration of storage as governing factors. Assign technically competent (7-level personnel in AFSC 2T3) AF vehicle repair technicians as Quality Assurance Personnel (QAP) and ensure QAP-specific training is provided. See **Chapter 9** for additional information on QAP.

2.12. WRM Pre-Positioned Support. MAJCOMs identify the types of items and appropriate quantities to develop WRM MRSP and TMSK. Spares for pre-positioned vehicles will be identified, maintained and accounted for. Normally, MRSP and TMSK are designed to support 30 days of operations. Go to VM CoP for comprehensive TMSK content listings.

2.12.1. Ensure MRSPs, TMSKs and CHPMSKs are adequate to support increased wartime usage. Each WRM vehicle identified for deployment to an un-established operating location will be equipped with an MRSP, TMSK or CHPMSK. An un-established operating location is defined as a base without bench/working stocks capable of supporting the out-loaded vehicle.

Section 2D—Transition to Surge/Deployment Preparation

2.13. Personnel:

2.13.1. Closely review all deployment tasking MISCAPs and line remarks. Also, review AOR reporting instructions found on the AEFC web page under deployment requirements. Current MISCAP information can be obtained from the Unit Deployment Manager (UDM). Contact the Installation Deployment Officer (IDO) for assistance if UDM is unavailable.

2.13.1.1. The MISCAP describes the performance level required by the tasked UTC. The tasked unit is responsible for ensuring deploying personnel can meet all MISCAP requirements.

2.13.2. If the unit cannot support the tasking, forward a shortfall request through appropriate channels immediately.

2.13.3. Personnel with AFSCs 2T3X1, 2T3X2A, 2T3X2C, 2T3X5 and 2T370 will deploy with a complete ITK of standard and metric hand tools unless specifically directed to deviate by the host MAJCOM. ITK should also include any AFSC-specific tools required to fulfill MISCAP requirements. See **Figure A2.6.** for recommended items.

2.13.3.1. Personnel with AFSCs 2T370, 2T390 and 2T300 will deploy with publications and forms listed in **Figure A2.2.** and **Figure A2.3.** Ensure all publications and forms are

the most current versions. Electronic copies (floppy disc, CD, data stick, etc.) are preferable if computer support capable of reading media is confirmed.

2.13.4. Personnel with AFSC 2T3X7 will deploy with an ITK consisting of laptop, all-in-one printer/ scanner/fax, 30 days of administrative office supplies and current versions of electronic publications and forms listed in **Figure A2.2.** and **Figure A2.3.,** unless specially authorized to deviate by host MAJCOM.

2.13.4.1. The 2T3X7 ITK will consist of a functional, fully tested and modern laptop computer. Software will include current versions (AF standard) of Microsoft® (MS) Outlook®, Word®, Excel® and PowerPoint® as a minimum. Laptop will have internet, floppy disk and CD-RW/ DVD capability. It will be loaded with the most current and fully functional version of OLVIMS and AFIS. A compatible printer with extra ink or toner cartridges will accompany the VM&A laptop. Ensure laptop can read electronic publications. Laptop will be exercised before departure to ensure full capability. See **Figure A2.7.** for additional guidance.

2.13.4.2. The deploying unit should send an in-use OLVIMS computer and printer. Replacement computers can be easily sourced for home station use. It is imperative the deploying members be able to establish and operate OLVIMS at the deployed location as soon as practical.

2.13.5. Material Control personnel will deploy with an ITK for materiel control operations consisting of laptop, printer, fax machine, 30 days of administrative office supplies and current versions of electronic publications and forms listed in **Figure A2.2. and Figure A2.3.,** unless specially authorized to deviate by host MAJCOM.

2.13.5.1. The ITK supporting materiel control will consist of a functional, fully tested and modern laptop computer. Software will include current versions (AF standard) of MS Outlook, Word, Excel and PowerPoint as a minimum. Laptop will have internet, floppy disk and CD-RW/DVD capability and any appropriate software needed for conducting Materiel Control functions. A compatible printer with extra ink or toner cartridges will accompany the Materiel Control laptop. Ensure laptop can read electronic publications. Laptop will be exercised before departure to ensure full capability. See **Figure A2.8.** for additional guidance.

2.13.5.2. The deploying unit should send an in-use Materiel Control computer, printer and supplies. Replacement items can be easily sourced to backfill for home station use. It is imperative the deploying members be able to establish and operate Materiel Control functions at the deployed location as soon as practical.

2.13.6. ITKs will be limited to 70 pounds and 62 linear inches (length + width + height) to ensure commercial air transportation capability. Some domestic flights may have a 50-pound weight limit. Ensure excess baggage allowance is authorized on deploying member's orders if the member is deploying with an ITK.

2.13.7. The combatant MAJCOM may direct ITKs for all AFSCs to be left in place during rotations. If this happens, the combatant MAJCOM should notify inbound forces that ITKs are not required for that operating location.

2.13.8. Units are responsible for ensuring each deploying member has all required individual equipment. Items such as steel toe boots, safety glasses/goggles, reflective belts and hearing protection are mandatory. See **Figure A2.5.** for other mandatory and recommended items.

2.14. Command Levy Vehicle Tasking:

2.14.1. MAJCOM forwards WR-ALC command levy request to tasked base. MAJCOM also provides shipping information based on TPFDD.

2.14.2. Tasked units send reclama requests back to MAJCOM as soon as possible. This enables better decision-making and prevents short-notice taskings to the same or other units.

2.14.3. Funding. Tasked units fund all costs to place vehicles into TO 36-1-191 plus condition and build TMSKs from their O&M budgets, unless otherwise provided in the shipping instructions. Units document and retain all expense data associated with the preparation of vehicles for shipment for possible reimbursement.

2.14.4. Preparation for Shipment: Units ensure that only their best (newest/most serviceable and maintainable) vehicles are shipped to meet OPLAN, AEF or command levy shipment taskings. Rotate vehicles as necessary within the wing to satisfy home station priority needs. Leasing may be required. The following steps will be accomplished prior to vehicle shipment:

2.14.4.1. Perform an LTI.

2.14.4.2. Place vehicle in TO 36-1-191 plus condition. Repair or replace components and subassemblies, which do not meet TO 36-1-191 plus standards.

2.14.4.3. Service vehicle fluid systems or perform PM&I and Special Inspections if due within 90 days of shipment date. Complete all Time Compliance Technical Orders (TCTO), Service Bulletins (SB), One-Time Inspections (OTI), Manufacturer Recalls and delayed maintenance prior to deployment. Contact the MAJCOM for guidance if unable to comply before the shipment date.

2.14.4.4. Vehicle Historical Data. A copy of pertinent historical data is required along with a spare set of keys for the vehicle. Secure data and spare keys in cab or operator's compartment for shipment. If shipped data and/or keys are not readily visible, identify location with a prominently placed label.

2.14.4.5. Each tasked 60K-loader will deploy with one air transport configuration tool.

2.14.4.6. When deploying aircraft refueling vehicles the losing organization will contact the gaining organization for specific fuel type, filters and/or additives used at the deployed location. LRSs will install appropriate filters prior to aircraft refuelers being shipped.

2.14.4.7. Ensure each deployment-tasked vehicle deploys with an assembled spare wheel/tire, all applicable TOs , a complete TMSK, if required (see **paragraph 2.15.**) and spare key(s). In addition, each commercially designed light and medium duty vehicle (see **paragraph 1.1.2.**) and military designed prime mover must also be equipped with lug wrench(es), jack and jack handle.

2.14.4.8. Ensure vehicle deployment TCNs are generated and tracked IAW guidance in **paragraph 2.17.**

2.15. Pre-deployment Parts Kit Development:

2.15.1. TMSKs:

2.15.1.1. Each vehicle identified for deployment to an un-established operating location will be shipped with a TMSK. Vehicle-specific TMSK listings are available for download on the VM CoP. If a listing is not available on the website, download the template and refer to **paragraph A2.4.** for a list of items to include when building one. Provide a copy of the competed listing to VEMSO for posting on the VM CoP.

2.15.1.2. Unless otherwise required by the MAJCOM, TMSKs are packages of common and high-use items developed and purchased for vehicle sustainment when no MRSP is available for this vehicle type. TMSKs are designed to sustain a vehicle operating in adverse conditions for 30 days.

2.15.1.3. Kits are individually assembled, boxed, and shipped within the cab, trunk, and truck bed or on the forks of each vehicle, if physically possible. Kits will be packed in reusable cabinets for ease of inventory, access and security at the deployed location. If more than one vehicle of the same type is deploying to the same location, those kits can be consolidated into a larger kit. When consolidating kits, quantities and breadth of the kits should be increased. Each small general purpose vehicle and military designed prime mover needs to deploy with lug wrench(es), jack and jack handle so operators are self-sufficient to change out a spare tire; especially, in remote or hostile locations. This ensures availability of items if vehicles are redistributed, diverted or forward deployed.

2.15.1.4. Every effort should be made to ensure the TMSK is affixed to the vehicle to prevent separation. If this is not feasible, consider placing the most critical items (TO and critical parts) in the cab or other vehicle compartments. Any over-sized kits should be shipped IAW **paragraph 2.17.1.6.** to ensure the kit arrives at the same location with the vehicle.

2.15.1.4.1. If items shipped inside the vehicle are not readily visible (e.g., inside high reach or telephone maintenance truck compartments), identify location with a prominently placed label.

2.15.1.5. Mobility (UC “A” on VAL) and deployment-prone vehicles can have TMSKs pre-built if authorized by the MAJCOM. The unit will have emergency acquisition procedures in place for any kits that are not pre-assembled.

2.15.1.6. Mark each TMSK exterior with vehicle make, model, registration number, shipping unit, gaining unit (if known) and shipping unit POC with Defense Switch Network (DSN) phone number. Each TMSK item inside the kit will be individually labeled with part number, NSN, description, vehicle type and model year.

2.15.1.7. Ship current printed or electronic copy of TO and any other necessary technical data for maintenance with each vehicle, unless directed otherwise by the MAJCOM. When several vehicles of the same make/model/type are deployed as a package, each vehicle should be accompanied with a complete TO set. This ensures availability of technical data if vehicle is redistributed, diverted or forward deployed. If a unit is tasked to deploy a vehicle and has only one TO for the vehicle, the unit ships that TO or a photo copy with the vehicle.

2.15.2. MRSPs:

2.15.2.1. Each mobility UC "A" vehicle listed on the VAL should have an MRSP established if authorized by materiel management guidance or develop a TMSK list for each asset.

2.15.2.2. Deploying units and MAJCOMs ensure that if an MRSP is authorized and built to support a number of vehicles, each vehicle deploys with its assigned MRSP in the event vehicles are shipped to separate locations. Ensure local materiel management personnel are notified when a vehicle with an MRSP is being deployed. If an MRSP is not available, develop a TMSK list for each tasked vehicle IAW **paragraph 2.15.1.**

2.15.3. CHPMSKs:

2.15.3.1. CHPMSKs can be established to support mission-critical vehicles. CHPMSKs can provide lateral support to multiple bases. They should be developed and deployed to locations that can best serve the entire theater if possible. Kit consists of NSN items requested by owning/maintaining unit and approved by MAJCOM. The CHPMSK is maintained in the materiel management warehouse and is deployed with the vehicle. Ensure local materiel management personnel are notified when a vehicle with a CHPMSK is being deployed.

2.15.3.2. Contact the applicable LSC and MAJCOM for additional guidance.

2.16. Tools and Equipment Deployment:

2.16.1. VFMs and VMSs at all levels must be aware of their UTC taskings. This information is available from the UDM, base-level Readiness Flight or the MAJCOM Logistics Plans and Readiness function.

2.16.2. Tasked units build and deploy tool and equipment kits from host Vehicle Management shops as necessary to meet wartime taskings. **Figure A2.9.** provides mandatory items for UTC UFMXK, Transportation Vehicle Management Support Kit. UTC UFMXK is designed to support Vehicle Management operations for 30 days.

2.16.3. Transformers may be required for some overseas locations. Contact MAJCOM if specific guidance is required.

2.16.4. Deliver kits in air transportable tool storage cabinets to facilitate shipping and secured storage at pre-positioned and contingency locations.

2.17. Vehicle Deployment:

2.17.1. Process:

2.17.1.1. No vehicle will be deployed from an installation without coordination through the host VM&A activity. Units deliver vehicles to Vehicle Management Customer Service Center (CSC) for an LTI to ensure suitability for deployment. The VFM, VMS or designated representative will inspect and approve each vehicle and documentation package prior to shipment to ensure suitability and compliance with TO 36-1-191. Unsuitable vehicles are either repaired or replaced with another vehicle. ***Note:*** VM&A will contact parent MAJCOM to validate unit directed vehicle shipments.

2.17.1.2. Upon satisfactory completion of LTI, VM&A prepares a deployment package consisting of: Operator's Inspection Guide and Trouble Report; Waiver Card; DD Form 518, *Accident Identification Card*; AF Form 1297**,** *Temporary Issue Receipt*; Standard Form (SF) 91, *Motor Vehicle Accident Report*; copy of LTI; Vehicle Historical Record and DD Form 1348-1A. See **paragraph A2.3.** for more specific guidance.

2.17.1.3. Prepped vehicles are delivered to the Cargo Deployment Function (CDF) or Traffic Management Flight (TMF) as directed by local policy. Vehicle Management may be responsible for transporting TMSKs if they are not affixed to the vehicle. The Installation Deployment Plan (IDP) should provide additional guidance on air and surface shipment standards and deploying unit UDM responsibilities.

2.17.1.4. Any vehicle or equipment shipped against a TPFDD tasking will have a contingency TCN automatically generated from the Logistics Module (LOGMOD). The UDM or IDO should be able to determine if a vehicle is tasked against the TPFDD. The TCN for a TPFDD shipment will start with "FF" if generated correctly.

2.17.1.4.1. If LOGMOD is unavailable, use the following guidance to ensure correct TCNs have been manually generated: The TCN for each vehicle is built using the ULN from the TPFDD. Contingency TCNs are identified by "$" symbols in the 7th and 8th position of the 17-character data element. Refer to DOD 4500.9-R, *Defense Transportation Regulation*, Part II, *Cargo Movement*, and Part III, *Mobility*, for additional guidance.

2.17.1.5. Any vehicle or equipment not shipped against a TPFDD tasking will have a standard TCN created. Do not have a standard TCN created for a TPFDD-tasked vehicle shipment.

2.17.1.6. Vehicle Management will closely coordinate with deploying unit UDM when the TMSK is not affixed to the vehicle. TMSKs shipped with, but not attached to, vehicles are moved as multi-piece shipments. Ensure they are correctly marked (i.e., item 2 of 2) against shipment's contingency TCN. Also, ensure the proper priority and Required Delivery Date (RDD) is assigned to all TMSKs that are shipped separately. This ensures the kit will arrive in time to support the vehicle.

2.17.1.7. This data is entered into the Cargo Movement Operations System (CMOS) or Global Air Transportation Execution System (GATES) and initiates ITV through the Global Transportation Network (GTN).

2.17.1.8. Document and retain all TCNs for deploying vehicles and related cargo. Monitor all shipments and provide all data to MAJCOM and gaining unit.

2.17.2. Surface Movement: Do not move vehicles to sea port until contacted by Surface Deployment and Distribution Command (SDDC) with a call forward date. SDDC replaced Military Traffic Management Command (MTMC) as of 1 Jan 04.

2.17.3. MAJCOM staff tracks TPFDD deployment actions and operates MAJCOM CATs or equivalent. See **paragraph A2.2.** for specific guidance.

2.18. Home Station Survival. Deployment and AEF taskings can impact home station operations beyond sustainability. The following paragraphs give VFMs and VMSs possible options to mitigate the impact of heavy deployment taskings. Refer to the VM CoP for additional

survival tips and examples. Ensure leadership is informed and approves implementation of any operational changes.

2.18.1. Manpower:

2.18.1.1. Augmentation. Explore the use of civilian over hires, or ANG and AFR backfills. Contact Base Civilian Personnel Office for guidance on civilian over hires. Contact nearest ANG or AFR base for possible augmentation. Also, contact MAJCOM POC for Individual Mobilization Augmentee (IMA) support. Manning Assistance can also be requested through the MAJCOM. Requesting unit is responsible for funding Temporary Duty (TDY) costs. A contingency Emergency and Special Program (ESP) code may be available for reimbursement.

2.18.1.2. Training. Prior to deployment, accelerate 3-level training while the majority of your trainers are still available. Compensate for reduced capability by training non-deploying members in critical shop operations. This should help maximize shop productivity during heavy deployment periods.

2.18.2. Shop Operations:

2.18.2.1. Develop and implement a vehicle parking plan. Identify serviceable, non-essential vehicles to be parked. Identification method could be from across the base, focused on deploying unit's vehicle fleet, commander's or equivalent's option or by number/type of mechanics deployed. If the last option is selected, compute the total number of vehicle equivalents earned by the deploying mechanics, then park the proper fleet mix based on the total vehicle equivalents. Extensive coordination with base leadership must occur before implementing any type of parking plan. The following guidance should be used if a parking plan is implemented.

2.18.2.1.1. The vehicles should be stored in a controlled and monitored environment. They should be parked for the duration of the deployment. A parking plan and map are recommended.

2.18.2.1.2. Ensure parked vehicles are preserved to the appropriate storage level IAW TO 36-1-191.

2.18.2.1.3. Do not cannibalize from parked vehicles. This will cause increased workload before vehicles can be returned to using organizations.

2.18.2.2. Focus on quality of maintenance performed. Use the approved vehicle Minimum Essential Levels (MEL) and **paragraph 3.29.** as a gauge to develop maintenance priorities and establish in-house MC rate goals. Established goals should be thoroughly briefed and approved by the commander.

2.18.2.3. Contract Maintenance. Preplanning potential contract maintenance is crucial. Contact local Contracting Office to set up Blanket Purchase Agreements (BPAs) or short-term maintenance contracts. Maximize use of ESP codes for funding support.

2.18.2.4. ISSA. If available, contact local DOD components or government maintenance operations in your area. Discuss establishing an ISSA for Vehicle Management support during contingencies and/or AEF rotations. Ensure any ISSAs address AF unique requirements for priority, types of maintenance and quality of services.

Section 2E—Deployed Location Operations:

2.19. Handbooks:

2.19.1. Personnel will deploy with and use AFH 24-320.

2.19.2. Personnel will deploy with and use the Vehicle Maintenance Safety Handbook.

2.19.3. Personnel will deploy with and use AFMAN 10-100, *Airman's Manual*.

2.20. VFM and VMS. After the initial phase of all contingencies, the deployed VFM and/or VMS implements responsibilities outlined in **Chapter 1** and **Chapter 3** of this instruction at the deployed location**.** When the deployed LRS does not have a VFM or VMS assigned, the senior ranking military member with AFSC 2T3XX assumes those duties.

2.21. Qualification Training. Initiate immediately if needed. The senior deployed 2T3XX ensures personnel are qualified on available shop equipment, local safety procedures, emergency response actions and assigned vehicle fleet**.**

2.22. Mission Critical Vehicle List. Each deployed Vehicle Management operation employs a maintenance priority system which considers current battle conditions and requirements. The deployed VFM or VMS assigns priorities as necessary.

Table 2.1. Priority I Vehicles, Sortie Generating.

VEHICLE TYPE	MODEL OR SIZE
Aircraft Refuelers	R-9; R-11; R-12; Fuels Mobility Support Equipment (FMSE), Fuels Operational Readiness Capability Equipment (FORCE)
Aircraft Towing	MB-2, MB-4, U-30,Bobtail
Munitions Loading/Hauling	7.5T Crane; 50K Container Handler; Truck Tractor; 30/40 Foot Semi-Trailer; Forklift assigned to munitions functions
Aircraft Servicing	Potable Water Truck; Deicer; Lavatory Service Truck; Staircase Truck
Aircraft Cargo Loading/ Unloading	Aircraft Loader (25, 40/60K) and Wide Body/Lower Lobe Loader, 10K Standard Forklift; 10K All Terrain Forklift; 40 Foot Rollerized Trailer
Aircraft Launch Vehicles	Various general purpose vehicles for crew transport and aircraft maintenance

NOTE: Keyed to parts availability and local priorities, sortie-generating vehicles receive immediate maintenance attention.

Table 2.2. Priority II Vehicles, Sortie Sustaining.

VEHICLE TYPE	MODEL OR SIZE
Firefighting Vehicles	Structural, Crash and Rescue Firefighting Vehicle
Medical	Ambulance Bus; Ambulance, Modular
Material Handling	Forklift; Truck, 9 Ton Hi-Lift
Explosive Ordnance Disposal	M-113 Armored Personnel Carrier (APC), M1116 High Mobility Multipurpose Wheeled Vehicle (HMMWV), Armored Conversion
Fuel Support	Truck Tank 1200 gallon, Trailer, Fuel 600 gallon
Rapid Runway Repair (RRR)	Truck, Dump; Tractor Dozer; Loader; Roller; Truck Tractor; Excavator; Grader; Sweeper Vacuum; Trailer; Farm Tractor, with broom
Snow and Ice Removal	Snow Plows, Blowers and Sweepers; Dump Trucks equipped with plows, blowers and/or brooms; Farm Tractors equipped with brooms
Security Forces Vehicles	HMMWV; M-113 APC; air conditioning equipped K-9 vehicles; other critical vehicles assigned to SFS

2.23. Materiel Control. A Materiel Management Specialist (AFSC 2S0X1) may be assigned to Vehicle Management to perform Materiel Control functions as specified in **Chapter 5.**

2.23.1. Materiel Control personnel will follow standard supply procurement procedures and utilize the Standard Base Supply System (SBSS) when procuring repair parts and supplies. Material Control personnel can also coordinate with the servicing Contracting Office to establish vehicle parts procurement via local purchase. Innovations in information technology, worldwide commercial delivery and government reforms have made internet parts sourcing through commercial vendors with BPAs and the Government Purchase Card (GPC) a viable alternative to traditional parts acquisition methods. Aggressive use should be made of commercial style transportation parts delivery alternatives.

2.23.2. The combatant MAJCOM specifies how to accomplish follow-on spare parts support to the theater of operations. An LSC will be in place to support contingency operations. Other support systems will be identified in theater-unique supplements.

2.23.2.1. The LSC Ground Support Flight provides service for Vehicle Management activities. They manage Mission Impaired Capability Awaiting Parts (MICAP) and NSN items. The LSC will also have a local purchase element to handle non-NSN requirements.

2.23.3. Aggressively follow up with local ELRS Materiel Management function, NAF or combatant MAJCOM to establish contact with the appropriate LSC.

2.23.4. After initial deployment, vehicle parts support may be improved by establishing a CHPMSK. A CHPMSK is established through coordination with the LSC and approved at the parent MAJCOM-level.

2.23.4.1. CHPMSKs support mission-critical vehicles and consist of parts requested by owning unit (after approval by combatant MAJCOM). Once established, they are stored at the deployed location in the LSC warehouse. Parts are issued when a supply demand is levied. LSC personnel automatically requisition replacements. CHPMSK requisitions receive a much higher priority than regular bench stock. CHPMSKs can provide lateral support to multiple bases. They should be developed and deployed to locations that can best serve the entire theater if possible.

2.23.4.2. Contact local LSC personnel and combatant MAJCOM for additional guidance.

2.23.5. Refer to AFH 24-320, for supply sources and additional guidance.

2.24. VM&A:

2.24.1. A 2T3X7, or qualified vehicle maintenance technician, is responsible for AF Form 1823/ 1823-1, (computer generated) *Vehicle and Equipment Work Order*, preparation and ensuring vehicle repairs are accomplished consistent with priorities established by the VFM or VMS**.**

2.24.2. If a 2T3X7 is not available, use checklists in AFH 24-320 to establish and operate OLVIMS. Contact NAF or MAJCOM for additional assistance if required.

2.24.3. All maintenance performed on vehicles requires documentation IAW procedures established by the combatant MAJCOM. OLVIMS is implemented and used as soon as practical, normally within 30 days. See **Figure A2.2.** and **Figure A2.3.** for publications, TO, and forms needed to operate at a deployed site.

2.24.4. Establish a vehicle control point upon arrival at a forward operating location. The vehicle control point's primary function is to establish and maintain accountability for the base vehicle fleet as soon as possible. Vehicle fleet size is controlled by AS 019 and/or vehicle sets identified in the "Force Module Construct".

2.24.5. Establish a VCO program. Generate VCO/VCNCO list with 24-hour contact information. Brief VCOs/VCNCOs (in mass or individually as mission permits) on official use, accident and abuse procedures, use of DD Form 518 and SF 91, *Motor Vehicle Accident Report*, accountability, host nation/local use restrictions, weather/geographic related conditions, drivers license requirements, discrepancy reporting, add-on equipment requests, other vehicle management procedures, and vehicle related items listed in AFI 24-301, *Vehicle Operations* (mainly drivers license requirements), AFJMAN 24-306 and **Chapter 10**.

2.24.6. Ensure all fleet data is accurately entered into AFIS. AFIS is implemented and used as soon as practical, normally within 30 days. Reconcile AFIS with OLVIMS. Generate hand receipts for unit VCOs and/or VCNCOs to review and sign. A VAL may not exist but hand receipts are used to establish accountability.

2.24.7. Create and maintain a tracking system for all commercial leased vehicles. At a minimum, the system will contain: License/tag number, lease date, lease length, using organization, monthly lease cost, monthly miles traveled, fuel consumption by fuel type, PM&I and Special Inspection intervals.

2.24.8. Create a contingency vehicle MEL and Vehicle Priority Recall Listing (VPRL) if not already established. If both listings are already in place, review for accuracy and update if

required. Route vehicle MEL and VPRL to Expeditionary MSG Commander for final approval. Brief vehicle MEL and VPRL purpose and procedures to VCOs and VCNCOs, and to Unit Commanders as needed.

2.24.9. Destroyed/Contaminated Vehicle Replacement. Vehicles may be destroyed or rendered unusable by conventional, chemical, biological, radiological or nuclear weapons during combat operations. Rotate vehicles from lower to higher priority units to maintain base operations. Leasing may be required to fill shortages. Contact NAF or MAJCOM to obtain replacement vehicles if necessary. ***Note:*** Contaminated vehicles can be considered serviceable. Do not abandon or stop reporting items contaminated. Follow guidance in **paragraph 2.30.**

2.25. Reporting Requirements. Host MAJCOMs and other AF agencies require information for decisions necessary to support a deployed unit**.**

2.25.1. During the deployment phase, report capability to NAF and MAJCOM weekly or as directed. Send information copies to the main operating base and tenant organizations. Ensure Vehicle Management personnel at NAF and MAJCOM are aware of Situation Report (SITREP) inputs.

2.25.1.1. During the first 30 days, the following information is required at weekly intervals or as directed. It will be provided by classified message or e-mail to the combatant MAJCOM Commander, with information copies to the main operating base and tenant organizations.

2.25.1.2. Total priority 1 and priority 2 vehicles assigned, total vehicle losses, and total vehicles Non Mission Capable Supply (NMCS) and Non Mission Capable Maintenance (NMCM).

2.25.1.3. Facility, equipment, tools, technical data and part shortfalls.

2.25.1.4. Personnel and skill shortages.

2.25.1.5. For specific materiel management support difficulties requiring MAJCOM assistance, list vehicle registration number and type, part number, date parts ordered, requisition number, and status. MAJCOMs develop procedures for reporting vehicle status when repairs exceed local capability (including other military and contract sources).

2.25.2. After the initial 30-day period, initiate reporting from AFIS. Required documents are: Ship, Salvage and Rotate Report; Newly Received Vehicle Report; and Host Base Transmit/Receive Report. Reports are due to the combatant MAJCOM No Later Than (NLT) the 10th of each month.

2.25.3. The combatant MAJCOM Commander establishes additional reporting requirements and timelines.

2.25.4. Reports Control Symbol. MAJCOMs and other AF agencies assign a reports control symbol to recurring and one-time reporting requirements.

2.26. Facilities:

2.26.1. Facilities at forward operating locations may consist of host nation buildings, expandable structures, tents, or other appropriate mobile units. Vehicle Management

facilities support PM&I, Special Inspections, unscheduled and intermediate levels of maintenance. Care needs to be taken in planning to include ample electrical service, wash facilities, exhaust ventilation, compressed air source and explosion-proof utility systems for refueling vehicle shops. For planning purposes, shop working areas must accommodate approximately 5 percent of the fleet at one time in addition to ancillary functions. Refer to AFH 32-1084, *Facility Requirements*, for exact space authorization.

2.26.2. WRM mobile facility authorizations are outlined in AS 157 (Basic Expeditionary Airfield Resources (BEAR)) and AS 158 (Harvest Falcon).

2.26.2.1. The Vehicle Management Facility is a component of the AS 157 BEAR Industrial Operations (B-IO) Set (UTC XFBRC) and a component of the AS 158 Harvest Falcon Industrial Operations (IO) Set (UTC XFBTD). It is designed specifically for Vehicle Management operations. It contains a large structure for repair operations and a smaller shelter for administrative support. The kit also comes with AM-2 matting for the large shelter only. VFMs or VMSs need to request and monitor shipment of UTC XFBRC in BEAR or UTC XFBTD in Harvest Falcon when operating at an austere location without dedicated repair facilities.

2.26.3. Facilities should be accessible to the key functions supported, e.g., sortie-generating; consider placement of repair facilities in close proximity to flight line and Aerial Port Operations Center (ATOC). It may be necessary to establish dispersed Vehicle Management locations.

2.26.4. A separate facility for refueling trucks is highly desired. Some contingency locations may not have the capability to establish a separate refueling maintenance facility. Those operating locations may be driven by necessity to combine with Vehicle Management operations. Combined maintenance operations can only be conducted under strict adherence to the following guidelines:

2.26.4.1. Applies only to vehicles transporting diesel or Jet Propulsion (JP)-8.

2.26.4.2. Properly train all assigned personnel in fuels management safety procedures.

2.26.4.3. Maximum of one fuel truck inside shop at any time.

2.26.4.4. Properly ground vehicle with ground reel IAW TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding.*

2.26.4.5. No smoking within 50 feet of vehicle or shop area.

2.26.4.6. No spark or flame within 50 feet.

2.26.4.7. A truck or trailer mounted refueling system will not be opened inside the main shop. Repairs and service will be limited to the actual prime mover only (chassis, exterior, drive train, etc.). Refueling system repairs must be accomplished in designated area/shop and will not be accomplished inside a combined Vehicle Management shop.

2.26.4.8. Drain refueling system fuel storage tank as much as possible prior to entering shop to reduce mass spill potential. If the storage tank/system cannot be drained, ensure fuel system is completely closed and there are no leaks before entering shop. Comply with all installation spill containment procedures.

2.27. Tools and Equipment:

2.27.1. UTC UFMXK, Vehicle Management Support Kit, is designed to support maintenance operations at a bare base location in the 1-30 day range. It is a light, lean, air transportable kit limited to one aircraft pallet position. Each UFMXE, Wing Vehicle Management Element Team, tasked to support a bare base location should be equipped with one UFMXK. If not, immediately contact local TMF, ATOC, Reception Control Center (RCC), NAF and/or MAJCOM to determine the UTCs actual location. If known, the TCN expedites tracking efforts.

2.27.2. UTC UFMXT is a heavier follow-on kit designed for arrival in the 30-60 day range. The kit contains tire machines, portable shop cranes, wheel dollies, hydraulic hose equipment, heavy jacks, etc. This kit should be immediately requested through NAF or MAJCOM if operating location is projected to remain open more than 30 days.

2.28. Forward Vehicle Deployment. Forward vehicle deployment refers to moving vehicles from one forward operating location to new or captured bases. The unit may have minimal response time to meet forward deployment taskings. New or captured bases will be operating with minimal support functions. It is imperative that the best vehicles and equipment are forward deployed. To ensure full MC; the following vehicle shipment standards apply:

2.28.1. Perform an LTI and service all fluid systems. Vehicle must be safe and serviceable. Vehicle must be able to perform assigned mission with no or very minimal support. Vehicle will be shipped with an assembled spare wheel/tire and all applicable TOs. Commercially designed light and medium duty vehicles and military designed prime movers should be equipped with lug wrench(es), jack and jack handle.

2.28.2. Assemble TMSK with 30-day supply of available working/bench stock items. If time permits, purchase any vital parts or supplies not readily available. Include TOs (may require copying manual or shipping only available copy). See **paragraph 2.15.** for TMSK shipment guidance.

2.28.3. Secure OLVIMS data and spare keys in cab or operator's compartment. Shipping base should maintain copy of historical data until gaining location accepts and loads vehicle. If shipped data and/ or keys are not readily visible, identify location with a prominently placed label.

2.28.4. Contact NAF or MAJCOM Vehicle Management Staffs for guidance if unable to meet the above standards by the shipment deadline.

2.29. Maintaining Other Government Motor Vehicle Conveyances (OGMVC) and Non-REMS Reportable LSV in a Contingency Environment. All OGMVCs and non-REMS reportable LSVs will be inspected and maintained to manufacturer specifications. This ensures both safe operations and full life expectancy from AF equipment. When possible, using organizations will have OGMVCs and non-REMS reportable LSVs maintained through a local vendor contract. Refer to **paragraph 4.20.** for additional guidance on tracking OGMVCs and non-REMS reportable LSVs.

2.30. Contaminated Environment Operations. Detailed guidance for Vehicle Management operations in a Nuclear, Biological and Chemical environment are contained in AFMAN 10-2602, paragraphs A4.5. and A4.9.

Section 2F—Reconstitution. Reconstitution in the context of this publication refers to drawdown and base closure operations after hostilities have ended. Reconstitution includes activities at home station and the deployed location.

2.31. Personnel (Home Station):

2.31.1. Training. Evaluate training status after personnel have returned to home station. Initiate training for any appropriate areas. Ensure all personnel supporting OPLAN and AEF taskings can fulfill MISCAP requirements.

2.31.2. Reporting: IAW AFI 10-201, *Status of Resources and Training Systems (SORTS).* Accurately report status of all personnel UTCs in the Air and Space Expeditionary Force Reporting Tool (ART). Ensure training status and skill level concerns are reflected in the comments section. Reporting in Status of Resources and Training System (SORTS) does not fulfill ART reporting responsibilities.

2.32. Vehicles (Deployed Location):

2.32.1. Accountability. Maintain accountability of all vehicles that have been redeployed from closing locations. HQ USAF, NAF or MAJCOM Vehicle Management Staffs will provide redeployment/ shipment guidance. Provide current shipping status to NAF and MAJCOM Vehicle Management Staffs as required.

2.32.2. Disposition Authority (USCENTAF AOR Only). Deployed sites do not have local authority to salvage vehicles. For non-critical vehicles that are replacement eligible or have exceeded the one-time repair limit, this decision is left to USCENTAF/A4RV. All other disposition decisions will be made by the MAJCOM. To request salvage instructions units need to submit an AFTO Form 91, Limited Technical Inspection-Motor Vehicle, to CENTAF-AUAB, e-mail: **uscentafa4lgtv@shaw.af.mil**.

2.32.3. DRMS Procedures. Contact Regional or Zone DRMS Manager for processing guidance after a vehicle has been approved for DRMS. Notify NAF or MAJCOM Vehicle Management Staffs if unable to locate a Regional or Zone DRMS Manager for your theater of operations. If DRMS representation is not able to assist with disposal, the MAJCOM or NAF Vehicle Management Staffs will direct disposal IAW DOD 4160.21-M, *Defense Materiel Disposition Manual*, Chapter 8, Abandonment or Destruction (A/D). Some general guidance is listed below:

2.32.3.1. Property cannot be A/D without proper confirmation that necessary Defense Militarization (DEMIL) has been completed and certified. DOD 4160.21-M outlines DEMIL procedures and certification official criteria. Some A/D Officer and witnessing party guidance is listed below.

2.32.3.1.1. The A/D Officer may not be the Accountable Officer, responsible Property Officer or serve as a witnessing party to A/D actions.

2.32.3.1.2. The witnessing party shall attest to having observed actual accomplishment of A/ D action. The witnessing party will normally not be involved in the receipt, classification or accounting of property.

2.32.3.2. The accountable activity shall document all actions on or attached to, DD Form 1348-1A. The 1348-1A will be used to credit the appropriate account.

2.32.3.3. VM&A personnel will fax, mail or e-mail scanned copy of DRMS issued 1348-1A (for each approved asset) to Langley AFB.

2.32.3.4. Refer to DOD 4160.21-M and **https://www.drms.dla.mil/** for more guidance.

2.32.4. **Vehicles Sent to DRMS (USCENTAF AOR Only).** All SBSS transactions for the AOR are processed at Langley AFB. Before HQ ACC will salvage a vehicle in SBSS they require a signed 1348-1A for their records, and this form will have to be generated locally. Once the form is filled out and signed by all parties, fax to DSN 965-2801 or scan it and email to **acc.a4tvf.swa@langley.af.mil**.

2.33. Tools and Equipment (Home Station):

2.33.1. Reporting. Report all equipment UTC status in ART. Ensure reporting is accurate as compared against UTC MISCAP. Use comments section to describe details if necessary.

2.33.2. Replenishment. Air Staff or MAJCOM will issue replenishment guidance. The message will contain funding information, points of contact, applicable units and purchase deadlines.

Chapter 3

THE OBJECTIVES, RESPONSIBILITIES, ORGANIZATION AND PRINCIPLES OF MANAGING THE AF VEHICLE FLEET

Section 3A—Objectives

3.1. Objectives of Vehicle Management. Use economical, reliable and up-to-date procedures for life cycle management of the AF Vehicle Fleet.

3.2. Application of this Chapter. Managers at all levels use this chapter to ensure they are adhering to the responsibilities, objectives and principles of Vehicle Management.

Section 3B—Responsibilities

3.3. HQ USAF/A4L Responsibilities.

3.3.1. Set policy for life cycle management of AF vehicles and vehicular equipment.

3.3.2. Facilitate MAJCOM programming and funding requests for vehicle infrastructure.

3.3.3. Manage personnel, training and manpower matters for the career fields.

3.3.4. Analyze, improve and implement vehicle automated management systems.

3.4. VEMSO Responsibilities. VEMSO is an AF Element assigned to HQ USAF/A4L. They are tasked as an adjunct staff to Air Staff to work vehicle and equipment issues. Information regarding VEMSO can be found in **Chapter 8** of this instruction.

3.5. WR-ALC Responsibilities. WR-ALC provides Vehicle Management aid in wartime for AF forces worldwide when needs are beyond the MAJCOM capability. They implement procedures to meet spare parts and TO shortfalls through emergency procurement actions to support surge and sustainment phases of contingency operations. Responsibilities include:

3.5.1. Support central logistics of registered vehicles.

3.5.2. Provide central logistics support of registered vehicles and vehicular equipment items (W200 series management code).

3.5.3. Implement warranty policy and managing its result.

3.5.4. Implement manufacturer defect notification and measuring its impact.

3.5.5. Manage depot-level maintenance for AF vehicle needs.

3.5.6. Act as the central procurement agency for all AF vehicle purchases.

3.6. MAJCOM Vehicle Management Staffs Responsibilities.

3.6.1. Develop supplemental guidance and plans for Vehicle Management to support contingency operations in their specific theater of operation.

3.6.2. Equip and train their Vehicle Management units to fulfill their wartime vehicle mission requirements.

3.6.3. Program for vehicles, manpower, facilities, shop equipment, technical manuals and tools to support organizational and intermediate maintenance concepts for all vehicles committed to wartime missions.

3.6.4. Ensure enough spare parts are available to support contingency operations for a minimum of 30 calendar days.

3.6.5. Manage WRM vehicle assets according to AFI 25-101, as supplemented.

3.6.6. Request vehicle repair assistance, as necessary, from WR-ALC according to TO 00-25-107, *Maintenance Assistance*.

3.6.7. Establish minimum reporting requirements to identify on-hand vehicle assets and to identify shortages.

3.6.8. Provide vehicle support for tenant forces identified in OPLANs where MAJCOMs have host base responsibilities and ensure host base vehicle management activities update supported units in OLVIMS annually with reimbursement distribution code of 3 or 4.

3.6.9. Identify force structure requirements in support of contingencies.

3.6.10. **(DELETED)**.

3.6.10.1. **(DELETED)**.

3.6.10.2. **(DELETED)**.

3.6.11. Develop and provide guidance/instructions on the control and management of Air Force watercraft to base level Vehicle Management activities as required.

3.6.12. Provide COCOM reporting and LIMS EV data as directed.

3.6.13. Assume responsibilities as the Command or Equivalent Account Manager (CAM) for the DOD Fleet Fuel Card Program for base-level organizational accounts within their MAJCOM. Additional program information and specific responsibilities can be found in **paragraph 4.4.**, DESC-P-8, *Government Fuel Card (GFC) Program Roles, Responsibilities and Accountability*, and DOD 4140.25-M, Volume II, Chapter 16, *Government Fuel Card Program Management Office Department Of Defense (DOD) Fleet Card, Air Card, And Sea Card*.

3.7. Wing and Center Commanders or Equivalents Responsibilities.

3.7.1. Recognize the policies and procedures in this AFI.

3.7.2. Responsible to the MAJCOM for the management of vehicles and equipment.

3.7.3. Direct organizational maintenance according to technical directives.

3.7.4. Support the AF vehicle abuse and accident prevention policy.

3.8. MSG Commanders or Equivalents Responsibilities.

3.8.1. Act as the installation's vehicle authorization review authority.

3.8.2. Review and approve the installation annual vehicle buy submission.

3.8.3. Approve the installation VPRL and the vehicle MEL.

3.8.4. Administer the installation vehicle abuse and accident program.

3.9. LRS Commanders or Equivalents Responsibilities. Ensures vehicles and equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material. They also ensure that:

3.9.1. Vehicle Management facilities are adequately programmed to eliminate deficiencies and appropriate status is maintained for vehicle repair projects in the military construction program.

3.9.2. Material is available to support Vehicle Management.

3.9.3. Vehicle Management quality standards comply with AF policy.

3.9.4. Vehicle Management budget programs are accurate and submitted on time.

3.9.5. Personnel are available, according to mission requirements, to prevent disruption of the shop workflow.

3.9.6. Approve and disapprove all requests that exceed a vehicle's one-time repair limit, and requests for disposition. This authority may be delegated in writing no lower than the VFM or VMS. Any recommendation to process a vehicle identified as "AF critical" in the Vehicle Management Index File (VMIF) or on command critical vehicles, or vehicles not in replacement code A-J, for disposal (salvage) is forwarded to the MAJCOM Vehicle Management Staff for final disposition.

3.9.7. Ensure personnel are properly trained to progress in the 2T3XX Air Force Specialty (AFS).

3.9.8. The rotation of 2T3XX personnel outside the Vehicle Management Flight is limited to a period not longer than 18 months within a 3-year period.

3.9.9. Manage logistics readiness vehicle resources at the installation or activity level.

3.9.10. Ensure vehicle data reconciliations are accomplished at least monthly to maintain accurate vehicle accountability.

3.9.11. Ensure REMS personnel receive Air Force Equipment Management System (AFEMS) and SBSS training.

3.9.12. Set target dates for beginning and completing repairs on off-season vehicles and equipment to ensure their readiness when seasonal needs require their use.

3.10. VFM and VMS Responsibilities. The VFM and VMS are responsible for overall vehicle fleet management. Responsibilities are as follows.

3.10.1. Establish a layout for work centers, considering such factors as workflow, equipment, tools and supplies. ***Note:*** Provide a separate facility for vehicles and equipment that transport or dispense combustible materials such as fuel, oil, water-alcohol vehicles, hose carts, filter and separator units and so forth.

3.10.2. Establish local vehicle fleet management procedures for assigning and using government owned, leased, or rented motor vehicles. Ensure procedures comply with AF and MAJCOM Vehicle Management policy.

3.10.3. Coordinate on all correspondence above unit-level dealing with Vehicle Management issues.

3.10.4. Ensure maintenance facilities and programs for deficiency elimination are adequate.

3.10.5. Assign responsibilities and give authority to supervisors to ensure all functions within the Vehicle Management Flight operate effectively.

3.10.6. Resolve technical problems or ask for technical aid to solve problems that involve maintenance beyond local capabilities.

3.10.7. Ensure personnel are available to meet workload demands and productivity of assigned personnel is maintained.

3.10.8. Authorize minimum essential repairs to uneconomically repairable vehicles. Develop a Vehicle Management OI prescribing essential repairs to accomplish without written approval. Define the repair authority by vehicle components or dollar value, and do not exceed the one-time allowance unless authority is delegated IAW **paragraph 3.9.6.**

3.10.9. Assume the responsibilities of the Functional Commander or Functional Director for the Contractor-Operated Parts Store (COPARS) contract, as prescribed by AFI 63-124, *Performance-Based Services Acquisition (PBSA).*

3.10.9.1. Authorize personnel to order and receive parts from the COPARS store. Keep authorizations to a minimum consistent with effective management and control.

3.10.9.1.1. A current, up-to-date listing of those personnel authorized to purchase parts must be posted in the store and a copy kept in the contract file. The list reflects the printed name and sample of the individual's signature by organization (as a minimum, first and last name) and includes personnel from other organizations using COPARS when authorized. Changes are given to the COPARS contractor and Materiel Control as they occur.

3.10.10. Authorize the use of the GPC and ensure its use conforms to prescribed directives.

3.10.11. Coordinate with the Materiel Management Flight to make sure required supplies are available.

3.10.12. Approve NMCS requisitions.

3.10.13. Approve or disapprove all cannibalization requests, or delegate authority in writing.

3.10.14. Develop an OI to ensure that tire/battery issues and inventory controls are implemented to identify fraud, waste and abuse.

3.10.15. Develop an OI specifying tool control and accountability procedures.

3.10.15.1. Develop a tool kit list for each AFSC or work center.

3.10.15.2. Ensure tool kits, shop tools and equipment are safe and serviceable, and used for their intended purposes.

3.10.15.3. Choose the type of toolkit to be used, either an ITK or Composite Toolkit (CTK).

3.10.15.4. Make frequently used special tools available in the work centers.

3.10.15.5. Ensure shop equipment requiring an AFTO Form 244 is inspected and serviced monthly at a minimum unless more frequently required by manufacturer. Also

ensure compliance with requirements in Air Force Occupational, Safety and Health Standard (AFOSHSTD) 91-66, *General Industrial Operations*.

3.10.15.6. Ensure procurement of special tools, test equipment and training for newly received vehicles. ***Note:*** The latest VEMSO evaluations on new tools and equipment can be accessed at the VM CoP.

3.10.16. Assign responsibility for the technical publications library to the section that can maintain it most effectively.

3.10.17. Perform organizational quality control for AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply.*

3.10.18. Develop continuity folders to track major problems, construction projects, long-range plans, approved waivers and/or deviations, and unique operating requirements and past maintenance practices.

3.10.19. Develop and submit an annual Vehicle Management budget. Control expenditures during the budget year and act as Cost Center Manager.

3.10.20. Evaluate training requirements and request formal training by:

3.10.20.1. Checking training progress and needs by personal observation and coordination with supervisors, using VM&A analysis of workload output, reviewing recurring maintenance reports, evaluating skill levels and assessing training status reports.

3.10.20.2. Ensuring On-the-Job Training (OJT) is conducted according to AFI 36-2201v3, *Air Force Training Program On the Job Training Administration*, and choose a qualified person to set up and administer the training program. Ensure an Air Education and Training Command (AETC) Form 156, *Training Quality Report* (TQR) is submitted when technical graduates do not meet the training proficiency level of the approved Career Field Education and Training Plan (CFETP). Submit an AETC Form 156 also when deficiencies are identified in Career Development Courses (CDCs). Refer to AFI 36-2201v3 for specific instructions.

3.10.20.3. Submitting requests for formal training to MAJCOM Vehicle Management Staff.

3.10.21. Perform duties of AF Innovative Development through Employee Awareness (IDEA) program OPR for vehicle related suggestions (see AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*).

3.10.22. Provide VCO and VCNCO orientation. See **Chapter 10** for further guidance.

3.10.23. Be familiar with the vehicle buy program and know what new vehicles are due in. When such information is available, the VFM or VMS should identify vehicles in replacement codes A-J that will be tentatively disposed of when the replacement vehicles are received.

3.10.24. Maintain liaison with and visit using activities. In addition, be aware of their mission and operation, and provide technical assistance for organizational maintenance.

3.10.25. Develop local procedures to ensure all requests to locally purchase equipment that Vehicle Management has primary or assistance maintenance responsibility for are coordinated through the VFM or VMS. This ensures that maintenance can be performed and parts are readily available. The VFM and VMS are not obligated to accept maintenance responsibility for equipment if the request to purchase the equipment was not properly routed through Vehicle Management for coordination. O&M costs for locally purchased equipment are paid by the using organization. VFMs and VMSs also need to be aware that they do not earn manpower for locally purchased equipment items. Be very careful when you agree to take on maintenance responsibility.

3.10.26. Take full advantage of part and vehicle warranties as outlined in **paragraph 7.28.16.5.** and TO 36-1-191.

3.10.27. Control the contract maintenance program IAW PWS and AFI 63-124.

3.10.28. Ensure proper documentation of vehicle accident and abuse repairs.

3.10.29. Ensure vehicle deficiency reports are processed IAW USAF Joint Deficiency Reporting System (JDRS), TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, and TO 36-1-191. Act as certifying official for the accuracy and release of deficiency reports. ***Note:*** JDRS user log-in is mandatory. Contact the DRIS Helpdesk, DSN 787-5578 or**dristeam@dris.wpafb.mil**, for "Originating Point" training assistance.

3.10.30. Ensure VM&A maintains vehicle active and historical data IAW **paragraph 7.6.** and **Table 7.1.,** and retains/disposes active and historical data IAW *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil/**.

3.10.31. Analyze reports received from VM&A (manpower, MC rates, cost, etc.) to find weak or deficient areas, and set up corrective policies and procedures.

3.10.32. Review workloads, schedule work assignments, leave schedules, standby rosters and recall rosters.

3.10.33. Look at inspections and quality assurance findings with supervisors and take corrective action when it is indicated. Identify specific vehicles, vehicle types or users that require an excessive amount of maintenance effort and initiate the process to correct the problem.

3.10.34. Conduct shop meetings with section supervisors to identify and solve maintenance problems.

3.10.35. Conduct weekly Roll Call with all Vehicle Management employees. These weekly meetings should help keep Airmen and civilians informed on current issues, clear up confusion and dispel rumors, and provide additional face-to-face communication between supervisors and their teams. A weekly product, called "Roll Call" highlights the topics that supervisors should include in the weekly meetings. ***Note:*** The weekly Roll Call requirement is not applicable to contracted vehicle management operations.

3.10.36. Ensure LTIs are prepared promptly and accurately.

3.10.37. Ensure vehicles requiring an LTI for acceptance, shipping, disposition action and repair decisions meet the processing time limits.

3.10.38. Ensure vehicles are placed in proper condition prior to shipment IAW TO 36-1-191.

3.10.38.1. Personally inspect all vehicles prior to shipment. (Final shipping inspection responsibility may be delegated to the most senior-ranking shop supervisor during the absence of the VFM or VMS). For contracted vehicle maintenance units, vehicles must be inspected and documentation completed IAW the PWS.

3.10.38.2. When validated by losing MAJCOM Vehicle Management Staff (losing and gaining MAJCOM when applicable), the losing unit, including contracted vehicle maintenance units, are obligated to reimburse gaining unit for unserviceable conditions and damage **not** caused by shipping.

3.10.39. Stay abreast of all environmental matters associated with Vehicle Management.

3.10.40. Promote safety, occupational health and fire prevention. As a minimum:

3.10.40.1. Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, for Vehicle Management safety standards, practices and procedures.

3.10.40.2. Maintain an AF Form 55, *Employee Safety and Health Record*, for all assigned personnel as required by AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

3.10.40.3. Schedule meetings to discuss safety and hazards at least twice a year.

3.10.40.4. Ensure surveys of shop noise levels, lighting, fume, and exhaust, paint booth and welding extraction systems are performed by the Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) by regulation, or whenever a major change in shop operations occurs that creates a hazardous condition.

3.10.40.5. Ensure at least two people are in the work center when repairing vehicles. When repairs are required after duty hours and/or by mobile maintenance, a qualified operator for the type of vehicle being repaired satisfies the two-person requirement when the mechanic is a five skill-level or higher.

3.10.40.6. Satisfactorily complete the safety checklist in AFOSHSTD 91-20, *Vehicle Maintenance Shops*, Attachment 7, at least quarterly. File a copy of the completed checklist in the Vehicle Management Flight's safety handbook and retain for 1 year. In addition, reference other applicable AFOSHSTDs as identified in AFOSHSTD 91-20.

3.10.41. Prepare seasonal equipment for use at the start of the operating season. Any local procedures must comply with MAJCOM guidance.

3.10.42. Ensure VM&A updates tenant units in OLVIMS annually with reimbursement distribution code 3 or 4.

3.11. Primary Responsibility for Vehicle Management. Vehicle Management provides the AF with safe and serviceable motor vehicles, watercraft and railroad equipment to meet the war fighter's requirements. Vehicle Management is responsible for the management, repair and accountability of the AF vehicle fleet.

3.11.1. Organizations procuring non-REMS equipment (i.e., OGMVCs, All-Terrain Vehicles (ATVs), mowers, etc.) will coordinate with the VFM or VMS to ensure parts, facilities, manpower, funds, etc. are available to support the equipment prior to acquisition. Organizations must first consider purchasing a maintenance agreement to support the equipment. As a minimum, Vehicle Management will be reimbursed by owning

organizations for O&M expenditures to equipment maintained by Vehicle Management. VM&A will load non-REMS equipment in OLVIMS as refundable/reimbursable (R/D Code 3 or 4). For vehicle equivalents being calculated for manpower or funding, equivalents will be excluded for "X" registration equipment. Maintenance negotiated prior to the release of this publication for organizational equipment will be determined by the VFM or VMS for O&M reimbursement.

3.11.1.1. When Vehicle Management is responsible for the non-registered item:

3.11.1.1.1. Master records are loaded into OLVIMS.

3.11.1.1.2. Vehicle equivalents are added according to the information in the "Help Function" in OLVIMS.

3.11.1.1.3. Vehicle Management schedules all required inspections, to include PM&I and Special Inspections.

3.11.1.1.4. Using organizations bring equipment to Vehicle Management for inspections or repair, or arrange for servicing by mobile maintenance. Information on gains or losses is provided to VM&A by the using organization. If units refuse or fail to comply with scheduled maintenance requirements for unit-purchased equipment, notify the unit VCO or VCNCO, Unit Commander or equivalent, and the host Base Safety Office in writing that the equipment is no longer considered safe to operate until maintenance requirements are met.

3.11.1.2. Special tools designed for operator preventive maintenance shipped with a specific piece of equipment are transferred with the equipment to the using organization.

3.11.1.3. Where no repair criterion is established by the Item Manager (IM), the one-time repair limit is the lesser of:

3.11.1.3.1. 75 percent of the acquisition cost or.

3.11.1.3.2. Multiply the replacement cost by two and divide the result by the expended age in years.

3.11.1.4. Attachments that originally come with a vehicle or registered piece of equipment, for which Vehicle Management has prime responsibility, are maintained or replaced by Vehicle Management. If the using organization purchases additional attachments for the same vehicle or piece of equipment, it is the using organization's responsibility to maintain or replace them unless the VFM or VMS agrees to do so. Associated O&M costs are paid by the owning organization.

3.11.1.5. Maintenance on major specialized systems mounted on standard vehicle chassis is the responsibility of the using organization. Specialized systems include, but are not limited to, communications equipment, munitions maintenance systems, environmental systems, special hoists and sensitive test equipment. Using organizations arrange for in-house or contract repair of the equipment. Vehicle Management is only responsible for maintaining the basic vehicle body, chassis and power train.

3.11.1.6. Paint and mark vehicles following guidance in TO 36-1-191, Chapter 2.

3.11.1.7. Use TO 36-1-191, Chapter 5 to determine the logistics supportability of obsolete vehicles. Perform an LTI and make a repair decision when logistics supportability is in question.

3.12. Assistance Responsibility for Vehicle Management. When requested, and when within its capabilities, Vehicle Management will assist organizations owning the vehicles and equipment listed in the "Help Function" of OLVIMS. Maintenance and parts support for this equipment will be on a reimbursable basis if deemed necessary by the VFM or VMS. ***Note:*** If recurring maintenance is done on any of these vehicles or equipment by Vehicle Management, they will be loaded into OLVIMS using the management code in the "Help Function" of OLVIMS. Scheduled maintenance dates, miles/hours/kilometers, etc., are loaded for all powered equipment.

3.13. Organizational Responsibilities. Vehicle operators and using organizations are responsible for and will perform at a minimum the following inspections, servicing, and maintenance:

3.13.1. Using the applicable AF Form (AF Form 1800, *Operator's Inspection Guide and Trouble Report* or AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing)),* using organizations will perform a vehicle serviceability/functional check of vehicles under their control at least weekly. Fire Trucks, Refuelers and 463L equipment will be checked daily, if used, or at least weekly. MAJCOM Vehicle Management staff may increase the frequency of serviceability/functional checks at their discretion.

3.13.1.1. Check all fluid levels IAW applicable TOs. General-purpose vehicle operators will check and service fuel, engine oil, and the windshield washer reservoir. All other fluid levels, i.e., coolant, automatic transmission, power steering, brake and batteries are checked by the vehicle operators and reported to Vehicle Management for servicing when required. Vehicle Management checks manual transmissions and differential fluid levels at PM&I intervals. Additionally, for special purpose vehicles, vehicle operators check and service hydraulic fluid reservoirs on special units or attachments.

3.13.1.2. Tire pressure checks/adjustments will be accomplished by the 10th of each month and documented on the applicable AF Form 1800 or 1807. Refer to ***Section 7B—Operator's Inspection Guide and Trouble Report Forms*** for further guidance.

3.13.1.3. Keep vehicles clean at all times to include the interior. Operators will not steam clean engines or engine compartments. Wash vehicles as needed and IAW TO 36-1-191, Table 6-3. Wax vehicles often enough with a manual application type wax to preserve the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes. Vehicle management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization should clean the vehicle prior to being accepted in the CSC.

3.13.1.4. Keep tires properly inflated and change flat tires. Operators may request assistance from Vehicle Management for mounting and demounting outsized tires.

3.13.1.5. Operators assist tire shop personnel in the removal and installation of tires on vehicles when vehicles are taken to Vehicle Management for tire-only repair work.

3.13.1.6. Unit VCOs and VCNCOs ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. Spare wheel/tires received with new vehicles will be given to the using organization. If no spare is included with a vehicle as original equipment and a unit requires a spare, or if a unit requires more spares, then the unit purchases the initial requirement, and vehicle maintenance covers the cost of replacement tires after the original purchase.

3.13.1.7. Tighten loose nuts, bolts and screws, replace light bulbs and windshield wiper blades.

3.13.1.8. Special purpose vehicle operators purchase and replace wire ropes/cables on assigned vehicles so equipped. They will immediately notify VM&A of any wire rope/cable replacement and provide VM&A with copies of all certification paperwork. They also make adjustments to mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc). Inspect and grease vehicles as required by the TO or manual, and report any problems to vehicle management.

3.13.1.9. Fire truck operators maintain and replace accessory fire fighting equipment such as power saws, air breathing apparatus, smoke extractors, ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment, and portable lights or lighting systems, even if they are shipped as part of the vehicle purchase.

3.13.1.10. Medical personnel maintain and replace non-vehicular medical equipment such as life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment, even if they are shipped as part of the vehicle purchase.

3.13.1.11. Organizations assigned tracked vehicles procure and replace track shoes.

3.13.1.12. Base communications or contract maintenance (arranged for by the using organization) repairs two-way mission radio and intercom systems, even if they are shipped as part of the vehicle purchase.

3.13.1.13. Maintenance of locally procured vehicle-mounted equipment and attachments costing under $10,000. ***Note:*** Organizations must coordinate with the VFM or VMS to make sure facilities and manpower are available to support any equipment before it is acquired. Associated O&M costs are paid by the owning organization. This topic will be briefed at VCO meetings.

3.13.1.14. Include maintenance and parts publications in the request to locally purchase equipment to be supported by Vehicle Management. Send the publications to Vehicle Management after the equipment is received. The VFM or VMS do not assume management responsibility for locally purchased equipment without the necessary technical data if, in their opinion, inspection, servicing, adjustment or repair work cannot be performed properly.

3.13.1.15. Buying jacks, jack handles, lug wrenches, wax, highway warning kits, spare tires, wheels, tire chains, fire extinguishers, wheel chocks, placards, shoring, dunnage, lubricants, lubrication equipment, starting fluid, windshield washer fluid, special tools, and accessories to meet operating requirements. ***Note:*** When equipment operators are

responsible for lubricating equipment before and during use, Vehicle Management may advise operators regarding the lubricant to be used, tools needed and frequency of lubrication. The using organization procures required tools and lubricants, and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair.

3.13.2. Vehicle Discrepancies. Using organizations ensure delayed discrepancies do not affect the vehicle safety or mission. Refer to **paragraph 4.10.1.**

3.13.2.1. Vehicle operators record maintenance discrepancies as they perform inspections, or when discovered. Operators record discrepancies in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report, to be reported to Vehicle Management within one normal workday.

3.13.2.2. Operators do not delay discrepancy reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed below are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible. ***Note:*** If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day.

3.13.2.2.1. Tires or brakes.

3.13.2.2.2. Steering mechanisms.

3.13.2.2.3. Operating levers controlling power transmission, hoisting, dumping and tripping devices. Warning lights such as turn signals, brake lights, emergency and rotating flashers.

3.13.2.2.4. Headlights, reflectors and clearance lights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).

3.13.2.2.5. Windshield wipers and defrosters (when weather conditions require them to be operated).

3.13.2.2.6. Other similar safety and warning equipment and devices peculiar to special purpose units.

3.13.2.2.7. Any other condition reasonably considered to be a safety hazard.

3.13.3. CES Responsibilities**.** CE personnel will:

3.13.3.1. Rewrap or change the broom, filter bags, skid plates and deflectors on all sweepers. Maintain correct adjustment of brooms, deflectors and caster wheels on all sweepers. Change the moldboard cutting edges and shoes on earth-moving and snow-removal equipment. Sharpen and change blades and deflectors on grass-cutting equipment. Conduct or arrange for weight and dielectric tests and provide documentation to VM&A. Replace wire ropes/cables on assigned equipment. They will immediately notify VM&A of any wire rope/cable replacement and provide VM&A with copies of all certification paperwork. The user and Materiel Management Flight ensure these requirements get requisitioning priorities according to the mission being supported. ***Note:***

The using organization funds for and buys these items and associated hardware such as nuts and bolts.

3.13.3.2. Maintain installed equipment related to the normal CE function, such as stoves, refrigerators, heaters, air-conditioners, sanitary facilities, similar CE items mounted in government-owned trailers (including house trailers) and truck cargo compartments.

3.13.3.3. Fund for and maintain real and non-real property equipment assigned on the CE Equipment Authorization Inventory Data (EAID) and tenant equipment assigned to CE according to AFI 25-201 agreements. This includes mobile (wheeled or skid-mounted) engine-driven utility-type generator sets, pumps, air compressors, liquid gas generators, house and office trailers, and so forth, to which USAF/AFEMS vehicle registration numbers have not been assigned.

3.13.3.4. Store and inspect seasonal equipment not in possession of Vehicle Management every month during off-season months, using the applicable Operator's Inspection Guide and Trouble Report. Fully **o**perationally check motorized equipment during this inspection.

3.14. "Maintenance Purposes Use Only" Vehicle Operator Certification. The VFM or VMS appoints "Maintenance Purposes Use Only" vehicle trainers, in an OI, who will ensure that personnel are qualified to operate general purpose vehicles and telephone maintenance trucks over 14,000 GVW, passenger vehicles with a carrying capacity of more than 15 passengers, special purpose vehicles, tactical vehicles, construction equipment, materiel handling equipment, and railway equipment (locomotives or cranes) for maintenance purposes before authorizing use.

3.14.1. Follow procedures in AFI 24-301, paragraph 8.21.

3.14.2. Personnel will retain a copy of the most current completed and signed AF Form(s) 171 when transferring to another unit and give to new supervisor.

3.14.3. **(DELETED)**

***NOTE*:** "Maintenance Purposes Use Only" vehicle operator certification will not satisfy local law enforcement licensing requirements if vehicles are not properly licensed for off base/site use. Check with local law enforcement authorities to ensure compliance with local laws if vehicles are tested off base/site. All personnel who operate AF vehicles must have a valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*. Contractor employees must follow procedures in AFI 24-301, paragraph 8.10.

Section 3C—Organization

3.15. Organization of Vehicle Management . Organize the Vehicle Management activity IAW AFI 38-101, *Air Force Organization*. Follow the guidance in AFI 38-101 if directed to contract Vehicle Management (See **Figure 3.1.** for a typical shop organization chart). All Vehicle Management functions are consolidated under the VFM and VMS. HQ USAF/A4LE is the approval authority for requests to deviate from consolidation. ***Exception:*** Mobile units with organic maintenance capability, having separate Vehicle Management facilities, sufficient manpower and an organizational structure, usually including VM&A and Materiel Control, maintain their own equipment when in garrison. These units may be consolidated under the

installation VFM; however, they do not require HQ USAF/A4LE approval to operate independently.

3.16. Maintenance Work Centers. Establish work centers as focal points for the labor, parts, and tools needed to do the job. Determine the number of work centers by the type and quantity of vehicles to be serviced and the location of shop buildings. The work center supervisor is responsible for all work done in the work center.

3.17. Administration Section. If applicable, the administration section performs administrative functions as directed by the VFM or VMS.

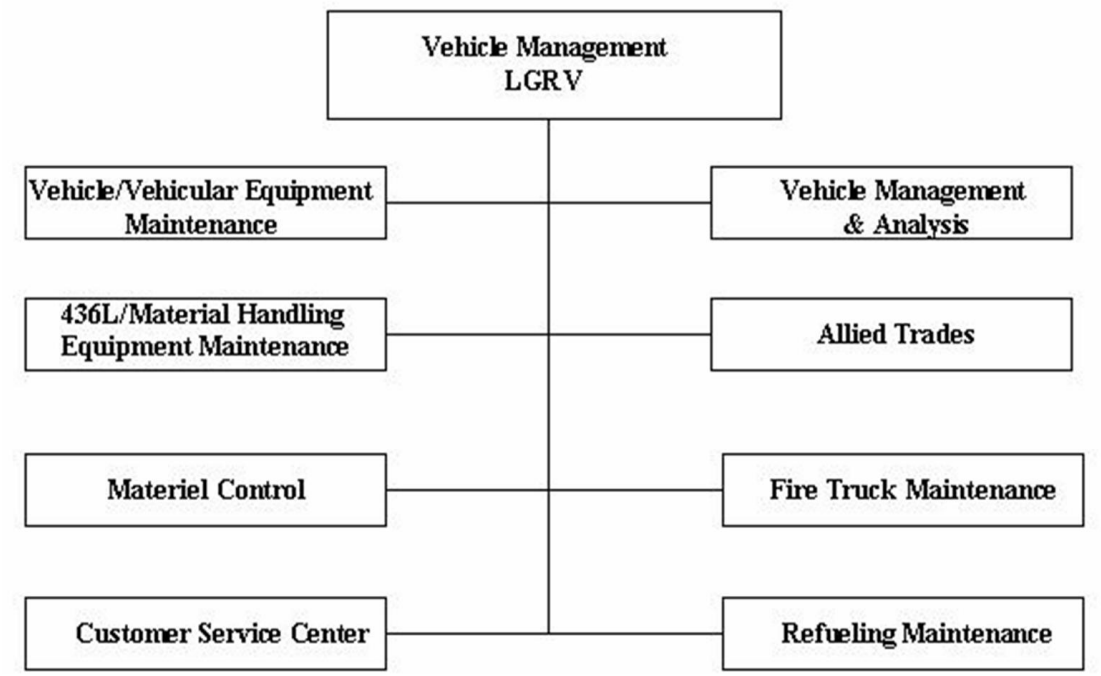
3.18. Battery Service Center:

3.18.1. Maintain an adequate stock of batteries to give quick service.

3.18.2. Test, fill and charge all batteries.

3.18.3. Keep all batteries under lock and key to prevent theft.

Figure 3.1. Sample Vehicle Management Organization Chart.



Note :

1. Except where approved by HQ USAF/A4LE, consolidate all Vehicle Management functions under the VFM or VMS. ***Exception:*** Mobile units with organic maintenance capability.
2. The VFM or VMS typically establishes minor maintenance, lubrication, mobile maintenance, tire repair and battery shop work centers under CSC.
3. The total number of work centers required depends on facilities, staffing and type of vehicles.

4. If needed, the VFM or VMS can place other work center supervisory responsibilities under VM&A.

3.18.4. Keep all assigned equipment, such as battery chargers, tools and safety equipment in good operating condition. Comply with all applicable safety standards.

3.18.5. Use an AF Form 1827, *Minor Maintenance Work Order*, work order number J9998, to account for direct labor hours spent in battery servicing that cannot be accounted for against a specific vehicle (see **Chapter 7** for documentation procedures).

3.18.6. Refer to AFOSHSTDs 91-20, 91-66 and 91-501, *Air Force Consolidated Occupational Safety Standard*, for additional guidance.

3.19. CSC. CSC is the POC between the vehicle user and Vehicle Management. CSC technicians debrief vehicle operators and perform incoming inspections on vehicles for the purpose of determining maintenance requirements. ***Note:*** The VFM or VMS determines (in an OI) the extent of completed work to be inspected, what types of repairs and services are inspected, and by whom. The skill level of personnel, the vehicle complexity and critical mission support are determining factors. Generally, all completed PM&I, steering and brake repairs receive an outgoing inspection. The technician in charge of this section is well experienced in all aspects of Vehicle Management. In this section, consideration of the needs of the using organization is given to avoid unnecessary vehicle downtime and increase MC time by providing service within the shortest turn-around time possible. Quality and service is the byword of this section; it must be readily accessible and recognizable to the customer. VFM and VMS ensure this section provides timely service. When necessary, personnel from other sections are used during peak workload periods. Specific responsibilities of CSC include the following:

3.19.1. Provide fast and dependable service to the user.

3.19.2. Debrief vehicle operators.

3.19.3. Verify malfunctions and perform a complete inspection using diagnostic test equipment when required. Use AF Form 4355, Vehicle Incoming Inspection, to document vehicle's condition. ***Note:*** Using AF Form 4355 to validate vehicle's safe operating condition, whenever a vehicle is turned in for maintenance or at least annually, will satisfy the annual safety inspection requirements listed in DOD 4500.36R.

3.19.4. Determine if the malfunction is a result of suspected accident or abuse, and if so, take proper action. Waiver only non-essential work. Using the appropriate series Operator's Inspection Guide and Trouble Report as a permanent waiver card is optional at the discretion of the VFM or VMS. Alternatives for tracking waivered items can be established through the use of a computer listing, card file index, etc.

3.19.5. Delay work when necessary, only when safety defects are not involved and when deficiencies will not cause further damage to or problems with the vehicle. Complete delayed/deferred work as soon as is practical, i.e., parts are on hand and vehicle is in the shop.

3.19.6. Perform minor maintenance as required. Portable test equipment and a small working/bench stock enhance the CSC operation. The CSC and outlying work centers use AF Form 1827 for repairs that take no more than 2 total labor hours time for all jobs required and requires only the installation of low-cost stock parts. Do not use the AF Form 1827 for

PM&I, Special inspections, TCTOs, SBs and OTIs. The AF Form 1827 will not be used when the total repair time (including awaiting maintenance, awaiting parts and actual labor) exceeds 2 hours. A normal work order will be processed to capture NMC downtime exceeding the 2-hour limit. The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair time frame. Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS.

3.19.7. Vehicle and Equipment Work Order and Vehicle Processing (Main Shop). When the vehicle operator reports to the CSC/shop with the vehicle inspection guide, the operator stays with the vehicle until the inspection and debriefing are complete. Operators will perform required operator care, to include interior and exterior cleanliness, before turning the vehicle over to the CSC. Processing steps essentially follow the pattern below (the VFM or VMS may adjust procedures for vehicle in-processing as necessary to meet local conditions and mission):

3.19.7.1. Using the Operator's Inspection Guide and Trouble Report form along with the AF Form 4355, the inspector makes a complete inspection to verify the vehicle's malfunctions, validate waived items and to ensure repairs that effect safe vehicle operation are addressed. CSC personnel use the proper diagnostic and test equipment to identify and isolate the malfunctions when required.

3.19.7.2. The CSC determines if there are any delayed/deferred or scheduled inspections due. Install delayed parts that have been received, workload permitting.

3.19.7.3. The CSC will initiate an AF Form 1823/1823-1 if the vehicle requires any one of the following:

3.19.7.3.1. PM&I, Special Inspections, TCTO, SB or OTI are required/due.

3.19.7.3.2. Repair action takes two or more hours to complete.

3.19.7.3.3. Vehicle/equipment NMC downtime has been longer than two hours. See **paragraph 3.31.**

3.19.7.3.4. If required part used is other than low-cost bench/working stock.

3.19.7.4. The CSC enters the actual/suspected malfunctions on the AF Form 4355, to include all tests that have been performed, and the direct labor-hours spent to perform the inspections and tests, and forward (and AF Form 1823/1823-1 if processed in the CSC) to VM&A.

3.19.7.5. The "look phase" of PM&I, lubrications, and oil filter changes may best be performed by the CSC section. Enter labor-hours for this work on the AF Form 1823/1823-1.

3.19.7.6. The VFM or VMS determines which outgoing quality inspections will be done.

3.19.7.7. Perform road tests as needed. Ensure road test locations are approved in advance through SFS and wing safety.

3.20. Lubrication Center:

3.20.1. VFM or VMS may request adjustment of lubrication intervals, and engine oil and filter change intervals (PM&Is) when justified by local operational conditions. Changes to

intervals in TO 36-1-191 are supported by written justification and approved by the MAJCOM Vehicle Management Staff.

3.20.2. Inspect vehicles by the visual and feel method during lubrication. Report deficiencies noted during this inspection to VM&A. Assign a qualified technician to the lubrication work center to ensure the quality of inspections during the lubrication process.

3.21. Shop Facilities:

3.21.1. The AF has a large investment in Vehicle Management shops because the majority of intermediate maintenance is done in these fixed facilities. Productivity is increased by using new methods and procedures to get the most out of personnel, tools and space. For example, to have good workflow, locate VM&A and the CSC in places that are easy for customers to reach. Ideally, related work centers are located close together.

3.21.2. Use AFI 32-1024, *Standard Facility Requirements*, as a guide to compute total space needs to provide adequate facilities, to identify deficiencies in the shop, and as the basis to initiate corrective action.

3.21.3. Send requests for real property construction, modification or changes to the CE on AF Form 332, *Base Civil Engineer Work Request.*

3.21.4. Send requests for maintenance or repair of real property facilities to the CE.

3.21.5. Activities that do not have standard AF shops develop a plan to use the shop areas to gain the most efficiency and productivity. The VFM or VMS consider the following in their plans:

3.21.5.1. Type, size and number of vehicles to be worked on.

3.21.5.2. Type of work and service to be done.

3.21.5.3. Time needed to do a job.

3.21.5.4. Space required for each type of repair.

3.21.5.5. Locations of water, air, electrical outlets and exhaust fume ventilators.

3.21.5.6. Location of shop tools, such as hydraulic floor jacks, transmission jacks, portable lubrication equipment, etc.

3.21.5.7. Locations of COPARS, VM&A, CSC and Materiel Control are as close to each other as possible. Be sure that the CSC section is easy for vehicle users to find.

3.21.5.8. Size of the shop parking area.

3.21.5.9. Location of vehicle publications.

3.22. Tire Repair Section:

3.22.1. Repair all vehicle tires.

3.22.2. Maintain all assigned tire repair and servicing equipment in a safe operating condition.

3.22.3. Ensure strict compliance with safety standards.

3.22.4. The vehicle operator has primary responsibility for removing and installing mounted tires; however, Vehicle Management personnel remove and install mounted tires once the vehicle has been accepted into the shop, unless it has been previously agreed upon that the operator will provide assistance.

3.22.5. Use an AF Form 1823/1823-1 to cost new or recapped tires that are put on vehicles (see **Chapter 7** for documentation).

3.22.6. Use an AF Form 1827, work order number J9998, to account for direct labor hours spent in tire repair that cannot be accounted for against a specific vehicle (see **Chapter 7** for documentation).

3.22.7. Personnel assigned to the Tire Shop will be thoroughly trained in all aspects of tire inspection and repair procedures. Document training certification in appropriate military and civilian training records. Copies of TOs 36-1-191 and 36Y32-1-142, *Organizational, Direct Support, and General Support Maintenance Care, Maintenance and Repair of Pneumatic Tires and Inner Tubes*, will be available in the Tire Shop. Personnel must be familiar with the instructions outlined in these publications. Exercise extreme caution when working with split-rim wheels. Refer to AFOSHSTD 91-20 for additional guidance.

3.23. Training Leader. The Vehicle Management Training Leader sets up and administers a training program as outlined in **Chapter 6** and AFI 36-2201 V3, *Air Force Training Program On The Job Training Administration*.

3.24. VM&A. VM&A is the focal point for determining repairs and authorizing the expenditure of manpower and material through the work centers. It is also the focal point for the movement of vehicles and equipment to and from the work centers and for commercial contract repair activities. VM&A ensures the efficient and economical operation of the base vehicle fleet. VM&A oversees the Vehicle Control Program (VCP), Fleet Analysis and REMS functions. Specific responsibilities are outlined in **Chapter 4**.

3.25. Work Center Supervisors. Are responsible for:

3.25.1. Coordinating with VM&A to ensure priorities are met and maintenance tasks are completed on time.

3.25.2. Assigning work to personnel commensurate with their skills.

3.25.3. Ensuring that proper tools and equipment are readily available and serviceable, and that subordinate personnel are properly trained in their use. The supervisor reports shortages and deficient equipment to the VFM or VMS.

3.25.4. Ensuring technicians comply with safety procedures and technical data. ***Note:*** Complying with technical data does not mean an open book reference for each repair task. It does require the technician to be familiar with the procedures for each job. Complex repair tasks, performance specifications, torque ratings, special tolerance adjustments and so forth, do require reference to technical data, and, in some cases, repeated reference at the job location. Technical data for vehicles or vehicular equipment, including nuclear certified assets, must be current. Any of the following data sources, in printed or digital form, are acceptable: TOs; commercial manuals, printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and

repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1® or its equivalent**.**

3.25.5. Inspecting incoming vehicles and equipment not processed through CSC. The supervisor coordinates with VM&A if additional repairs not listed on the AF Form 1823/1823-1 are required and revises the Estimated Time In Commission (ETIC) as needed.

3.25.6. Inspecting repaired vehicles and equipment to ensure all vehicles are in a safe serviceable condition.

3.25.7. Briefing newly assigned personnel.

3.25.8. Assigning personnel to duty positions to ensure full use and progression opportunities.

3.25.9. Determining the most efficient and economical means of returning vehicles to service. The supervisor will carefully consider the repair or replacement of individual assemblies or subassemblies and components to make effective use of resources. In addition, adhere to any safety and serviceability standards, and avoid "over-maintaining" the vehicle.

3.25.10. Informing VM&A of the requirement for more work so that maximum productivity may be obtained from assigned personnel.

3.25.11. Checking with Materiel Control on parts requirements and availability.

3.25.12. Accounting for labor hours for work center.

3.25.13. Setting up training needs, sending training requirements to the VFM and VMS, and assisting in OJT.

3.25.14. Ensuring parts received for vehicles during the work phase are properly protected and not improperly stored on the vehicle's seat or other soft trim.

3.25.15. Ensuring vehicles are properly prepared and maintained for storage when placed in NMCS status (see TO 36-1-191).

Section 3D—Principles

3.26. Cannibalization Rules. The VFM and VMS use cannibalization primarily to meet mission goals. Cannibalization action is documented according to **Chapter 7** and proper cost accounting will be done.

3.26.1. MAJCOM or WR-ALC may direct the repair of critical vehicles pending disposition. Cannibalization of the major components or assemblies of critical vehicles (as identified in the VMIF **https://sevpgm.robins.af.mil/vehicle/vmif**) pending disposition instructions must be approved by the MAJCOM Vehicle Management Staff.

3.26.2. The AFEMS (C001) provides an on-line query, with the exception management code ID (IIEM), to determine the vehicle criticality. A critical vehicle is identified by the exception management code "C".

3.26.3. The VMIF also identifies vehicles as critical or non-critical.

3.27. Contract Operated Vehicle Management Activities. All Performance Based Work Statements (PWS) for vehicle management should be performance-based. Vehicle management

functional managers at all levels should use AFI 63-124, Performance-Based Services Acquisitions (PBSA) and this AFI (citing specific chapters and/or paragraphs) as the basis for developing a performance-based PWS. Also, **Chapter 9**, Quality Assurance Personnel should be reviewed for additional information concerning contract activities. ***Note:*** It is not mandatory to rewrite PWS' completed prior to the publication of AFI 63-124, dated 1 Aug 05. However, once those contracts expire, AFI 63-124 and its requirements will have to be followed when developing new PWS'.

3.28. Deficiency, Warranty and Unsatisfactory Reporting. Reporting deficiencies, warranty repairs and unsatisfactory conditions for vehicles and equipment is mandatory. See TOs 36-1-191 and 00-35D-54 for policy and reporting procedures.

3.29. Maintenance Priorities. Each Vehicle Management activity applies priorities to support the mission and customer needs. The MSG Commander or equivalent approves these priorities, which are set as follows:

3.29.1. MEL for vehicles are developed and verified each year between using organizations and the LRS. The MEL shows the number of vehicles, by authorized type, any substitutes, that can be in the shop at one time and not seriously affect the user's mission.

3.29.2. The VFM and VMS review the vehicle MEL for maintenance priorities and for backfilling primary vehicles when vehicles are in Vehicle Management. Questions on the proposed vehicle MEL and any problems in maintaining the levels are resolved with the using organization before the final publication of the list. Normally, it is not possible to have 100 percent of any vehicle type in an organization listed as MEL. Allowance must be made for scheduled maintenance, normal breakdowns, etc. The vehicle MEL is presented to the MSG Commander or equivalent for approval. This list serves as the vehicle maintenance priority repair list.

3.29.3. Vehicle Management assigns a "routine" priority to all vehicles, regardless of type or use, unless one of the conditions in the following paragraph applies.

3.29.3.1. Use a RED priority when one or more of these conditions exists:

3.29.3.1.1. A unit is below the minimum essential vehicle level, further loss of vehicles will degrade mission support and other base assets cannot fulfill the need of a particular vehicle.

3.29.3.1.2. A special project requires a certain type of vehicle in service.

3.29.3.1.3. Severe weather or other natural circumstances create a need for certain types of vehicles.

3.29.4. Vehicle Management ensures that minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities. Within Vehicle Management, it may be necessary to consolidate the work force, work overtime, cannibalize parts, delay work or make temporary repairs to return priority vehicles to service.

3.29.5. Installed emergency warning lights, military radios or other such accessories do not automatically cause a vehicle to be a higher priority. Like and possibly dissimilar vehicles without such accessories are generally sufficient to perform the mission until the equipped vehicle is returned to service.

3.29.6. When a replacement vehicle is temporarily given to a user, the prime vehicle receives a routine maintenance priority.

3.30. Modification Policy. Process major modifications to vehicles and equipment as follows:

3.30.1. Change configuration only when the customer needs cannot otherwise be met. ***Note:*** Secondary restraint systems (airbags) will not be disabled unless approved by the National Highway Transportation Safety Administration (NHTSA). Wing-level, and MAJCOM Safety and Vehicle Management areas, prior to submission to the NHTSA, will validate requests for such action.

3.30.2. Adding special equipment or a commercial optional part or accessory to meet certain operational needs is not considered a modification if the vehicle is still used for its original purpose. Requesting organizations send written add-on equipment justification to Vehicle Management. If approved, when workload and resources permit, Vehicle Management may elect to install these items. Requests to add special equipment (add-ons) to nuclear certified assets must be coordinated with Vehicle Management and Base Safety Office prior to installation IAW AFI 91-103, *Air Force Nuclear Safety Design Certification Program*. File written authorization to install equipment in the permanent portion of the vehicle record jacket. Comply with established safety standards when installing these items. ***Note:*** Using organizations budget for initial and replacement items, such as air conditioners, camper shells, hydraulic tailgate lifts, cargo covers, bed liners, light bars, radios and special equipment needed to meet special operational requirements. The using organization provides necessary funds for the installation of these items at the time of purchase. Likewise, the using organization funds for damages from installation of such items when the vehicle is identified for rotation and redistribution. In addition, the add-on equipment will be retained by the original organization.

3.30.2.1. Requesting organizations send written change justification to Vehicle Management for add-on equipment/changes to government leased vehicles. If approved, VM&A will submit to leasing agency (i.e., GSA) to obtain approval for installation of add-on equipment or changes to vehicle. Leasing agency's concurrence or non-concurrence will be maintained in the requesting organization’s vehicle control records in VM&A.

3.30.2.2. Add-on equipment will be assigned vehicle equivalents and captured in OLVIMS for government owned assets. Vehicle Fleet Managers should take the following guidance into consideration when deciding whether or not to claim additional equivalents for locally added or factory-installed optional equipment:

3.30.2.2.1. Items are only claimed once, regardless of how many are on the vehicle. Examples are pintle hooks on bobtails, roof mounted air conditioning units on buses, etc.

3.30.2.2.2. Some examples of items not to count as add-on equipment are standard (original equipment) shelving, bins, flashing lights, additional wiring on ambulances, standard plows and blades on snow plows and graders, standard AM/FM radios, anti-lock brakes, air bags, mud flaps and electronic fuel injection systems.

3.30.3. Bases must get MAJCOM Vehicle Management Staff approval prior to modifying vehicles. MAJCOMs must get approval for modifications from the prime ALC. The prime

ALC ensures the configuration changes to special mounted equipment is documented in appropriate technical data and that necessary adjustments are made to logistics support plans. Permanent local modifications to special mounted equipment are usually not approved unless required to correct isolated problems. Controlled vehicles are: aircraft and ground support equipment tow tractors, major crash fire rescue vehicles, 463L MHE, aircraft refuelers, compressed gas servicing equipment, special aircraft and missile cranes, personnel lifting mechanisms on high reach trucks or cranes, M-series tactical vehicles, support equipment in the W-series USAF management codes and munitions MHE. Additional guidance is provided in AFI 91-103, *Air Force Nuclear Safety Design Certification Program,* for nuclear certified assets.

3.31. NMC Hours:

3.31.1. NMC hours start at the time the customer signs in at the Vehicle Management CSC shop. The date and time is also entered on the Operator's Inspection Guide and Trouble Report as the date/time that the discrepancy is reported to Vehicle Management. The CSC adjusts the start time to account for actual downtime beginning with any preliminary wrecker service or mobile maintenance support. Adjustments should be coordinated with VM&A and Vehicle Operations Dispatch to confirm the operator's original request for repair assistance. Upon VFM or VMS request, VM&A provides a NMC report reflecting hours controlled by Vehicle Management (in-house) and repair hours not controlled by Vehicle Management (contract, warranty, etc.). NMC time ends after completion and verification of all maintenance actions.

3.31.2. To support MAJCOM management programs, separate MC percentage goals can be established to apply as a metric (management indicator). This may be by major vehicle type or overall fleet. ***Note:*** The MAJCOM Vehicle Management Staffs may exclude reporting NMC hours for excess vehicles awaiting disposition instructions, vehicles in depot and seasonal equipment during the off season such as snow removal, deicing equipment and lawnmowers. Additionally, MAJCOM Vehicle Management Staffs may exclude reporting NMC hours for vehicles owned or under the control of the Advanced Power Technology Office (APTO) located at Robins AFB. These vehicles are placed in fleets around the AF to collect O&M data in an effort to develop and perfect new technologies for AF use. Significant NMC hours are expected during these tests. Vehicle downtime begins when the vehicle is turned in for maintenance or when a request for maintenance support (wrecker, mobile, etc.) is received. Vehicles awaiting accident, abuse and repair decisions/repairs will draw downtime. This includes those awaiting repair decisions by MAJCOM, WR-ALC or local.

3.31.3. NMCS vehicles are not normally repaired until all the parts have been received, unless approved by the VFM or VMS. For example, an engine received for a crash fire fighting vehicle may be installed even though a required converter has not been delivered. After the engine is installed, the status of the vehicle reverts to NMCS. The supply priority for the converter is not downgraded. ***Note:*** Vehicles on NMCS status should be prime candidates for corrosion control repairs. Remove the vehicle from NMCS status in OLVIMS only until the corrosion repairs are completed, then return the vehicle to NMCS status until the parts are received.

3.31.4. Use MC data to support manning, shop equipment, vehicle replacement criteria, new vehicle buy budgets and reliability and deployment programs.

3.32. Reclamation Procedures:

3.32.1. Accomplish reclamation to the extent necessary before or after processing to DRMS. VM&A coordinates with using organizations for removal of organizational equipment prior to transferring a vehicle to DRMS. Document removed parts on AFTO Form 91. MAJCOM Vehicle Management Staffs establishes policy regarding retention of DRMS-bound vehicles for purposes of parts reclamation or for training purposes.

3.32.2. Withdraw vehicles from DRMS for special projects or an authorized need upon written MAJCOM Vehicle Management Staff approval. VFM and VMS provide technical assistance in selecting vehicles to be withdrawn. Requirements for withdrawing vehicles from DRMS are in AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2.

3.32.3. VFM or VMS will monitor the repair and turn-in of vehicle parts to ensure serviceable parts with a foreseeable need are not turned in for disposal. To reduce the potential for fraud, waste and abuse, inventory and store serviceable, non-credit turn-in parts for which there is a projected need, as work order residue.

3.33. Staff Assistance. MAJCOM Vehicle Management Staffs provide staff assistance to the base Vehicle Management activity. A visit is made when required by the MAJCOM or requested by the senior commander or equivalent, and approved by the MAJCOM.

3.34. Shop Publications. Necessary technical literature, including TOs and service manuals will be available at all times. Technical data for vehicles or vehicular equipment, including nuclear certified assets, must be current. Any of the following data sources, in printed or digital form, are acceptable: Current TO or commercial manual; printed material, microfilm or software provided by or procured from the asset manufacturer; commercially procured after-market parts and repair manuals, such as Chilton® Manuals; or digitized technical data such as Mitchell1®. When conflict occurs between technical data sources, or questions arise about the accuracy of any technical data, repair procedures or replacement parts, other than AF-directed inspection criteria, the final decision authority lies with the representative or dealer for the manufacturer of the vehicle or equipment item in question. Rationale being the manufacturer or their representative should have the latest procedures and parts information available.

3.34.1. Set up a central publication file accessible to all work centers.

3.34.1.1. Geographically separated work centers will have current publications such as TO 36-1-191, AFOSHSTDs, etc., available in printed or digital form to prevent wasted travel time to the central library. The work center supervisor, with VFM or VMS approval, determines which publications are needed in their work center.

3.34.2. Order commercial books or TOs when new vehicles are received without publications, using the emergency ordering procedures in TO 00-5-1, *AF Technical Order System*.

3.35. Technical Publications. Report deficiencies on AFTO Form 22 IAW TO 00-5-1. Return all excess copies of new vehicle or equipment TOs promptly to the appropriate ALC as required by TO 00-5-1.

3.36. The VCP in the Using Activity. Provide vehicle status to the using organization's VCO or VCNCO. VM&A maintains a complete and current list of these individuals, to include:

3.36.1. Name, grade, telephone number and email address of the person(s).

3.36.2. Name of the organization, its assigned code and mailing address.

3.36.3. Reference **Chapter 10** for further information regarding VCO and VCNCO requirements.

3.37. Vehicle Redistribution. Ensure vehicles and equipment designated for shipment meet serviceability standards. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-201, Cargo Movement, Chapter 3. Unless directed by the parent MAJCOM Vehicle Management Staff for intra-command shipments, for shipments between commands, vehicles are not redistributed when they reach replacement eligibility as outlined in TO 36-1-191. The VFM or VMS certifies on an AFTO Form 91 that the vehicle being shipped meets serviceability standards.

3.38. Vehicle Improvement Working Group (VIWG). The VIWG is established to improve the communications between MAJCOM Vehicle Management Staffs and the Vehicle System Manager located at WR-ALC. The VIWG meets annually, or as directed, to review deficiency and unsatisfactory reports, and to discuss technical matters. TO 36-1-191 stipulates the responsibilities of the VIWG.

3.39. Vehicle Transformation Acquisition Council (VTAC). The VTAC is established to provide a forum for discussion of Vehicle Management issues between HQ USAF/A4LE and MAJCOM Vehicle Management Staffs The VTAC meets annually or as directed, normally in conjunction with the VIWG.

Chapter 4

VEHICLE MANAGEMENT & ANALYSIS

Section 4A—Managing the Maintenance Workload

4.1. Vehicle Management & Analysis. Vehicle Management & Analysis (VM&A) is responsible for the efficient and economical operation and maintenance of the base vehicle fleet. The element is responsible for accountability of the vehicle fleet, analysis and scheduling of maintenance requirements, base vehicle buy submissions, establishing and managing the vehicle control program, and general analysis.

4.2. Specific Responsibilities of VM&A. VM&A's specific responsibilities include:

4.2.1. Managing AFEMS/REMS functions specific to vehicles.

4.2.2. Utilizing the Fuels Automated System (FAS) program.

4.2.2.1. Download the fuel input for OLVIMS from the DESC FAS program, commonly referred to as the "Purple Hub". Download frequency will be at the direction of the MAJCOM.

4.2.3. Submitting vehicle buy requirements.

4.2.3.1. Develop vehicle buy plan across Future Years Defense Plan (FYDP).

4.2.4. Managing VAL.

4.2.5. Monitoring workload status and controlling work flow through the work centers.

4.2.6. Performing required analysis.

4.2.7. Preparing the computer-generated Vehicle Historical Record, when required.

4.2.8. Completing the static and variable data entries on data collection forms.

4.2.9. Maintaining the master vehicle historical record file**.**

4.2.10. Obtaining Vehicle Identification Numbers (VINs) from newly assigned vehicles and entering them into OLVIMS. ***Note:*** Enter the complete number.

4.2.11. Developing and maintaining an 18-month scheduled maintenance plan.

4.2.11.1. Accomplish a review of vehicles requiring completion of AF Form 4355 by October of each year. If a vehicle has not had AF Form 4355 completed within the last 12 months VM&A **must** schedule the vehicle to be brought in as soon as possible.

4.2.11.2. Consider seasonal needs, labor-hour availability, organizational needs and fair apportionment of the 18-month requirement when developing a plan. Scheduled maintenance has priority and is not delayed. When necessary, resort to a two-shift operation, overtime, or contract to fulfill this need.

4.2.11.3. Vehicles used as static training aids (not operated on-base or public highways) are exempt from scheduled maintenance. Also, vehicles such as mobile communication vans positioned in a semi-permanent or permanent site are exempt. Perform scheduled maintenance before operating these vehicles over public roads.

4.2.11.4. Develop, as necessary, work cards and checklists for certain vehicle types or special inspection and servicing requirements. Bilingual work cards and checklists may be mandatory when local national employees are not required to read and speak English.

4.2.12. Monitoring all OLVIMS (Fleet and Maintenance Modules) sites and helping resolve any problems encountered while processing OLVIMS data.

4.2.12.1. Capture and input all maintenance historical data in OLVIMS from supported Geographically Separated Units (GSU).

4.2.13. Processing OLVIMS data as prescribed by Air Force Computer System Manual (AFCSM) 24-1, *On-Line Vehicle Interactive Management System.*

4.2.14. Preparing and submitting deficiency, warranty and unsatisfactory reports using procedures provided in TO36-1-191, Chapter 7.

4.2.15. Developing the VPRL and vehicle MEL**.**

4.2.15.1. Execute, initiate and conduct all vehicle recalls. Vehicles will then be distributed to the appropriate agencies.

4.2.16. Reviewing base support and OPLANs with LGRR. Establish vehicle recall and redistribution procedures to support these plans as applicable. Incorporate vehicle recall and redistribution plans in the transportation annex to the basic plan as applicable.

4.2.17. Establishing a VCP.

4.2.18. Filling vehicle authorizations with the most suitable asset in the inventory. ***Note:*** Substituted assets will be the oldest vehicles of each type in the fleet. Newer assets should only be used to fill authorizations that correlate with the prime stock number.

4.2.19. Provide COCOM reporting and LIMS EV data as directed.

4.2.20. Establish and monitor an organizational email account that will be used to receive Vehicle Management related correspondence and data calls from C-NAF, MAJCOM, VEMSO and Air Staff.

4.2.20.1. Vehicle Management activities should establish the organizational email address using the following example as a naming pattern: **50LRS.VM&A@CHANUTE.AF.MIL**.

4.3. VCP. VM&A personnel will develop a training plan and thoroughly train newly appointed VCOs and VCNCOs on their duties. Additionally, a knowledge test will be administered that will be rated pass/ fail to ensure VCO/VCNCOs attain an acceptable knowledge level during training. A sample test can be downloaded from the VCF Program folder within the AF Vehicle Management Neighborhood (**https://wwwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-66**). VM&A personnel may modify or add to the questions on the test to meet local requirements. All new VCOs and VCNCOs will be administered the test and must attain a satisfactory grade of 70 percent or higher to assume their new duties. Associate units will participate in and support the host VCP. Associate unit VCPs are subject to assessment by the host command Inspector General (IG). ***Note:*** AFOSI) vehicles leased through GSA in Continental United States (CONUS) are exempt from inspections and staff assistance visits.

4.3.1. A VCP assistance visit will be conducted annually. The results will be documented to include the topics discussed, noted discrepancies, and noteworthy comments, and provided to the Unit Commander or equivalent within 14 days after the visit. Copies may be provided to tenant command staff assistance teams and IG teams upon request. The VCO and VCNCO are provided the following information during each visit:

4.3.1.1. An analysis of vehicle utilization as it compares to AF goals.

4.3.1.2. Issues such as operational problems, vehicle rotations, utilization, requirements, security, operator training, licensing, lesson plans and misuse will be discussed.

4.3.1.3. A computation of O&M cost per mile for each unit vehicle.

4.3.2. Utilization/Rotation Analysis. Rotate vehicles when practical and economical to help ensure they will reach their programmed life expectancy. The OLVIMS Fleet Module will be used to determine how well the fleet compares to established AF and base mileage averages and other Vehicle Management objectives. AF goals listed in the VMIF are used as the basis for utilization/rotation analysis. Analysis and summary of actions need to be documented. Authorization deletions, changes and rotation need to be considered for under-utilized vehicles. Consider utilization data, mission requirements and the cost of moving equipment when determining if rotation actions are necessary. Results of this analysis must be documented to include rationale for action(s). ***Note:*** GSA or other leased assets are exempt from this analysis.

4.3.3. Perform Semiannual Wing Assessment Vehicle Inspections. At a minimum, conduct inspection of at least 25 percent of each unit's AF owned or leased vehicle fleet every 6 months using the vehicle assessment inspection checklist at **Attachment 8**. If 25 percent of unit's assets are not scheduled for maintenance in a 6-month period, establish a schedule to accommodate the remaining vehicles needed to reach the 25 percent mark using the vehicle assessment inspection checklist at **Attachment 8**. An emphasis should be placed on operator care and maintenance of leased vehicles since AF vehicle maintenance personnel do not maintain these assets. Any vehicle found to be in operation with a documented (noted on AF Form 1800 or 1807) safety discrepancy is an automatic failure for that vehicle (score recorded as zero). After completing all vehicle inspections for a unit, the individual vehicle scores will be averaged to produce an overall assessment score. For example, a unit had three vehicles inspected: vehicle A received 80 points, vehicle B received 70 points and vehicle C received 90 points, equaling an overall assessment score of 80 percent (80 + 70 + 90 = 240 points/3 vehicles = overall assessment score of 80 percent). Inspection results will be provided to the Unit Commander or equivalent within 14 days after 25 percent of their vehicle fleet has been inspected. A consolidated report will be provided to the MSG Commander or equivalent after each semi-annual inspection cycle.

4.3.4. The VCF will conduct a VCO meeting at least twice a year. Topics will include: preventative maintenance, official use guidance, safety, operator care and any other information deemed necessary by the VCF.

4.4. DOD Fleet Credit Card System. The DOD Fleet Credit Cards are used to obtain fuel and services from off-base commercial service stations. Services are limited to those which are needed in order keep a USAF vehicle in (or return to) serviceable condition when the vehicle is operating outside of the using organization's Permissible Operating Distance (POD). Each

registered AF motor vehicle authorized for off-base use may be assigned a DOD Fleet Credit Card, if the vehicle is normally operated outside of the base's POD or if an authorized DOD or AF base refueling facility (that utilizes the Vehicle Identification Link Key) is not available. DOD Fleet cards **are not** to be used in place of an organization's Government Purchase Card when purchasing items required to support field operations or fleet maintenance support. DESC is the Program Manager and policy oversight for the DOD Fleet card, however units will develop, and ensure execution of, local programs and procedures IAW with the DESC sponsored fuel charge card guidelines and this AFI. To facilitate multi-vehicle fuel purchases, each Vehicle Management activity is authorized to obtain generic cards. Generic cards should reflect unit descriptions, i.e., 96th Vehicle Management. Keep in mind that the Vehicle Management community should maintain as few credits cards as possible to ensure mission accomplishment. CAMs or unit Agency Program Coordinators (APC) may restrict Fleet card purchases to fuel only. Car wash purchase amount limits may also be set by CAMs or unit APCs, i.e. $10 per car wash.

Notes:

1. LRS Commanders or equivalents have the option of establishing alternative off-base refueling programs, using the Fleet Credit Card, when alternative fuel requirements cannot be met by local fuels management agencies and/or supported by other federal agencies (refer to **paragraph 1.13.4.**). When Fleet Credit Cards are authorized for this use, APCs will ensure that funds for fuel purchases of non-UDI vehicles are reimbursed to the Fleet Credit Card account fund code. Additionally, APC will restrict purchases to fuel only.
2. Air Force Material Command (AFMC) and AFOSI activities with indigenous assets assigned are exempt from this policy.
3. As a rule, vehicle operators should obtain approval from the host base VM&A office before using the fleet credit card to obtain off-base maintenance or towing services. Vehicle Management function may waive POD requirements if individual purchase or service procured with the DOD Fleet Credit Cards are more advantages to the government.

4.4.1. Unit Level Program Management Positions. Normally, the Vehicle Management activity is responsible for administration of the DOD Fleet Credit Card Program. Appropriate personnel within controlling activity/flight should be appointed to the following positions:

4.4.1.1. APC.

4.4.1.2. Accountable Official (AO).

4.4.1.3. Certifying Official.

4.4.1.4. In-depth responsibilities for the positions above can be found on the DESC website at: **http://www.desc.dla.mil/default.asp**.

Note:

1. The APC position would normally be held by the VFM, VMS or flight OIC, however small units/functions with limited supervisory personnel authorizations may combine the APC and AO position/responsibilities.

2. Certifying Officials may be the unit Resource Advisor.

3. All program management position appointments should be made by the unit commander or appointing authority utilizing a DD Form 577, *Appointment/Termination Record – Authorized Signature*. Signed DD Form 577(s) must be forwarded to the DESC Account Manager and maintained in unit program file. AOs also require completion of the Fleet DoD/DESC AO Nomination Form, this form is also forwarded to DESC and maintained in a program file. Alternates should also be appointed for each position and have the same appointment form requirements as stated above. All responsibilities of the positions, as outlined in the DESC policy, must be adhered to.

4.4.2. Establishing DOD Fleet Credit Card Account. Units should contact the AF Component Program Manager (AFCPM) and/or visit the DESC website for details.

4.4.3. Non-Fuel Purchase Funding and Payment Procedures. Specific payment procedures must be established at each host base when accounts are established. Make all payments directly to the authorized vendor. Provide the Accounting Liaison Office (ALO) an estimate of non-fuel purchases to be made against all DOD Fleet Credit Cards each fiscal year or quarter as required. This can be accomplished by preparing the appropriate funding document, i.e. AF Form 406, *Miscellaneous Obligation/ Reimbursement Document*, and forwarding the original and one copy to ALO for approval at the beginning of each year and/or quarter. The approved copy is authority to cite funds for purchases. A separate DOD Fleet Card Program funding file will be maintained for each account for each fiscal year. The file will include:

4.4.3.1. Copies of the current FY funding documents (i.e. AF Form 406 and DD Form 250).

4.4.3.2. Fund cite authorization.

4.4.3.3. Requests for additional or supplemental funds.

4.4.3.4. Copies of current FY vendor monthly invoices, to include all purchase and other transactions receipts. ***Note:*** The current Fleet card vendor, Wright Express, only produces monthly invoices for download using the WEX Online Account Management System if non-fuel purchases were made during the billing cycle (first calendar day to last calendar day each month). The "balance due" amount on the monthly invoice will only reflect the amount due to non-fuel purchases.

4.4.3.4.1. All purchase receipts must have the following associated information documented:

4.4.3.4.1.1. The full name, grade, unit and duty phone number of purchaser.

4.4.3.4.1.2. Description of purchase. If fuel, type of fuel and gallons. If service, part or repair, provide full description.

4.4.3.4.1.3. Vehicle registration number and odometer/hour meter at the time of purchase. ***NOTE:*** All vendor invoices and transaction receipts must be maintained for three years.

4.4.4. Administration and Management Controls. The AO will maintain a control file to account for the DOD Fleet Credit Cards. The control file will contain, but not be limited to: local program policies/procedures, appointment letters and training certificates, a receipt for on-hand credit cards to include list of PIN numbers (PINS must be secured at all time), copies of documents certifying loss, investigation, destruction, turn-in, semiannual validation and credit card register. The register will be valid for one FY. All cards must be reissued on a new register by the 1st of October each year. Develop a local credit card control log to document use. Store unused cards in a suitable locked container. MAJCOM Account Managers (CAM) and unit level AOs must establish on-line account management access with the credit card vendor (WEX Online). On-line account management will allow CAMs transaction oversight and AOs the ability to retrieve monthly statements, set-up "alert" emails, quickly view status of account(s), card(s) used and to verify transactions against their account(s). Other duties of the APC, AO and Certifying Official include, but are not limited to, the following:

4.4.4.1. Developing a local card user/training guide.

4.4.4.2. Acquiring the minimum amount of DOD Fleet Credit Cards to meet installation requirements.

4.4.4.3. Controlling the DOD Fleet Credit Card register and the issuance of Fleet Credit Cards.

4.4.4.4. Reviewing user control documents and DOD Fleet Credit Card register twice a year to include a physical inventory.

4.4.4.5. Reporting questionable purchases to Unit Commander (or equivalent), CAM and AFCPM.

4.4.4.6. Posting all non-fuel delivery tickets on AF Form 406.

4.4.4.7. Ensuring all fuel (to include mileage update) and maintenance transaction costs are input into OLVIMS as an off-base cost at least weekly.

4.4.4.8. When received, verifying and certifying vendor's invoice against purchase receipts.

4.4.4.9. Forwarding invoice and delivery tickets for non-fuel purchases to the ALO.

4.4.4.10. **(DELETED)**.

4.4.4.11. Ensuring all card users sign a Statement of Understanding prior to initial use, and annually thereafter, that outlines card user responsibilities and authorized purchases. This may be accomplished by preprinting AF Form 1297 with the following statement: "By signing this form, the above named individual acknowledges their responsibilities for Fleet card use and authorized purchases".

4.4.4.12. Notifying DESC, AFCPM, CAM and card contractor immediately of changes to your account including telephone numbers, addresses, POCs, AOs, Certifying Officials, Department of Defense Activity Address Codes (DODAACs), etc. Subsequently, if your unit is disbanded or relocated, the AO responsible for the fuel card account is required to provide the card contractor with a forwarding address where any unpaid invoices can be sent. Further, if the unit is disbanded, the unit is responsible for

proper disposition of the cards and personal identification numbers (PIN) to prevent unauthorized use or fraudulent activity.

4.4.4.13. Ensuring the PIN associated with each DOD Fleet card is different and unique and that steps are taken to ensure PINs are not divulged to unauthorized personnel. When a PIN has been compromised, the cardholder shall contact the contractor immediately for card cancellation or resetting of the PIN.

4.4.4.14. Establish reimbursement policy/procedure for units/individuals that purchase unauthorized items or car washes that are over AO directed policy limits.

4.4.4.15. Ensuring complete documentation (specific item/service purchased and rational for purchase) of all non-fuel purchases are maintained on file.

4.4.5. Disposition of the DOD Fleet Credit Cards. Destroy credit cards no longer required, authorized or expired. Maintain a record of DOD Fleet Credit Card destruction for 1 year after the expiration date of the card. Channel request to activate or permanently deactivate (cancel) account card(s) to the Fleet Credit Card vendor, CAM, AFCPM or DESC. Notify Fleet Credit Card vendor of all lost and/or stolen cards.

4.4.5.1. Lost or stolen account numbers and cards must be reported immediately to the Fleet Credit Card vendor. Refer to account control files, account statements, or the back of a Fleet Credit Card for vendor contact information. Notification is mandatory whether or not the fuel card is to be replaced to enable the contractor to update the data file.

4.4.5.2. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, shall be destroyed immediately.

4.4.6. DOD Fleet Card Training.

4.4.6.1. Training is mandatory for CAMs and local account APC/AO. New APCs, AOs and alternates must complete required training within 30 days of appointment and annually thereafter. The mandatory AO training can be found on the DESC website, **http://www.desc.dla.mil/default.asp**. CAMs will maintain current contact in formation for all AOs under their MAJCOM hierarchy.

4.4.6.2. All card users must receive initial training prior to using the DOD Fleet fuel card and annually thereafter. A mandatory card user training presentation can be locally developed or downloaded from the DESC website, **http://www.desc.dla.mil/default.asp**. A list of trained card users will be maintained at the point of issue.

4.5. Fuel Issues. The FMF is responsible for the Automated Fuel Service Station (AFSS) equipped for Vehicle Identification Links (VIL).

4.5.1. VIL. VM&A will provide the FMF a quarterly, or as required, master list depicting all assigned vehicles and organization codes to include a break out of all vehicles that have changed since the previous list. This list must include the vehicle registration number, unit, all grades of product that will be used (e.g., MUR, MRR, DL1, DL2, CNG, LNG, etc.), and if it is an alternative fuel capable vehicle. FMF will use this list to encode the VIL with a UC. A system will be developed between the FMF and VM&A to ensure notification of vehicle deletions, assignments, rotations, nontaxable and alternative fuel use. VIL keys will only be encoded with the appropriate alternative fuel code when the required alternative fuel type is available. Local procedures will be developed to ensure alternative fuels are used to the

maximum extent possible in vehicles equipped to use them (see **paragraph 1.13.3.**). Failure to use reasonably available alternative fuels in AFVs may be considered as vehicle abuse. Some vehicles, like bi-fuel CNG, require a minimum amount of gasoline to be used periodically. In this case, VIL keys for those types of vehicles may be encoded with all fuel types required, provided fuel requirement documentation is maintained in the vehicle's Vehicle Historical File.

4.5.2. Recording Taxable Fuel Consumption. Current Internal Revenue Service (IRS) guidance identifies fuel for government vehicles operated solely on government installations as exempt from Federal and some state levied taxes. In order to ensure the DOD obtains appropriate tax credit for the fuel consumed by these vehicles the following procedures must be followed. ***Note:*** If any vehicle uses a county, state or federal highway one or more times during a fiscal quarter, fuel consumed by that vehicle is taxable for that period. Crossing over a county, state or federal highway at an intersection does not count as use. All off-road vehicles, e.g., graders, forklifts and K-loaders, qualify. DESC is responsible to issue guidance clearly outlining taxable and non-taxable guidelines for DOD fuel use. Additional information can be found on the DESC website at **http://www.desc.dla.mil/**.

4.5.2.1. VCOs and VCNCOs, in conjunction with VM&A, must verify and list all vehicles designated for travel off the installation during the upcoming quarter.

4.5.2.2. Once finalized, VM&A then forwards the list of vehicles expected to travel off the installation to the FMF IAW **paragraph 4.5.1.** The FMF then verifies each vehicle's VIL is encoded to properly reflect taxable status of fuel to be consumed by the vehicle.

4.5.3. Fuel Tax Refund Requests. The AF is not authorized to seek reimbursement for DLA-owned fuel or fuel purchased under a GSA lease as they are purchased under standard pricing. For information on obtaining reimbursement of fuel taxes on non-DLA-owned fuel or fuel purchased under a GSA wet lease, contact the local Accounting and Finance office.

4.6. Scheduling Maintenance. VM&A uses good judgment and exercises flexibility in scheduling work into the shop. Parts availability, work center manning and the needs of the customer are considered when VM&A plans, schedules and adjusts the shop workload.

4.6.1. The VM&A work center should be accessible and recognizable to its customers.

4.6.2. Monitor workload status and control work flow through the work centers.

4.6.3. Schedule vehicles for needed inspections, services and repairs. An appointment system is recommended.

4.6.4. Ensure work is authorized before it is started and notify the VFM or VMS of any estimated repair costs that exceed the one-time repair limit for the vehicle.

4.6.5. Assign work priority. Notify the VFM or VMS when the total NMC or number of mission essential vehicles NMC exceeds acceptable levels. PCN SB004-008 can be used to aid in this requirement.

4.6.6. Inform the work center supervisor of scheduled work, TCTOs, SBs, OTIs, Manufacturer Recalls, completed defers and other needs.

4.6.7. Initiate and route AF Form 1823/1823-1 to the work centers. Process using at least 90 days of OLVIMS vehicle historical data.

4.6.8. Update the workload control board with vehicle and personnel status as required by the VFM or VMS.

4.6.9. Consider maintenance in progress, backlog maintenance and work awaiting shop when an ETIC is requested. The VM&A Workload Controller and the applicable work center supervisors jointly determine the ETIC to be assigned.

4.6.10. Delay work when needed.

4.6.11. Check the delayed workload and schedule vehicles for work when the shop capability and needs of the customer permit.

4.6.12. Recommend, in coordination with the work center supervisor, contract repair action when repair work or the workload becomes too excessive. Initiate contract documents after approval is received from the VFM or VMS.

4.6.13. Ensure that vehicle and parts warranties are used.

4.6.14. Monitor cannibalization and vehicles on NMCS.

4.6.15. When applicable monitor contract repair funds and advise the VFM or VMS and Cost Center Manager as appropriate.

4.6.16. Assist work centers in preparing LTI forms and deficiency reports.

4.6.17. Ensure repairs for TCTOs, SBs, OTIs and Manufacturer Recalls are scheduled, tracked, accomplished and recorded.

4.6.18. Establish and control Vehicle Management labor hour reporting in OLVIMS as prescribed by AFCSM 24-1.

4.6.19. Process OLVIMS Maintenance data as prescribed by AFCSM 24-1.

4.7. Repetitive Maintenance, Warranty and Authorized Repairs. Before sending an AF Form 1823/ 1823-1 to the shop, the VM&A Workload Controller:

4.7.1. Reviews the AF Form 1823/1823-1, Vehicle Historical Record and the OLVIMS repetitive maintenance screen for repetitive maintenance.

4.7.2. Estimates repair costs (for major repairs and repairs that may cause the one-time repair limit to be exceeded) and ensure repairs are authorized according to TO 36-1-191.

4.7.3. Decides whether the repair is covered by a new vehicle warranty or a previous contract, COPARS or other parts warranty.

4.8. Vehicles in Replacement Codes A Through J. VM&A identifies vehicles that will be tentatively replaced by new vehicle gains by registration number. Perform only minimum essential repairs on these vehicles to keep them in service until replacements are received. Process requests for disposition instructions IAW TO 36-1-191. Process requests for repair authority and disposition instructions for vehicles assigned to **tenant** organizations using the OLVIMS Automated LTI function to the owning MAJCOM Vehicle Management Staff.

4.9. Work Order and Vehicle Processing for Outlying Work Centers. The operator debriefing and incoming inspection is done in the work center. Repair needs are validated. The de-briefer gives the information to initiate the AF Form 1823/1823-1 to the VM&A Workload Controller and makes sure any scheduled maintenance and delayed requirements are known. The

work center supervisor (or a designated technician) accomplishes final inspections, which will be shown on the AF Form 1823/1823-1.

4.10. Work Order Control for Delayed Maintenance.

4.10.1. Delayed maintenance is work that may be put off without damage to the vehicle or equipment and without compromising safety standards. Delayed maintenance codes are in AFCSM 24-1, Attachment 4, and on the OLVIMS help screen.

4.10.2. When delayed work is entered on a closed AF Form 1823/1823-1, OLVIMS generates a delayed maintenance AF Form 1823/1823-1 for the delayed items and maintains delayed work by work center.

4.10.3. A copy of the new (delayed) AF Form 1823/1823-1 and parts requisition document is sent to Materiel Control when parts are required. Another copy of the AF Form 1823/1823-1 is retained by VM&A in a delayed maintenance file.

4.10.4. VM&A uses the delayed maintenance report to verify shop backlog, maintain NMCS status, make sure parts are installed after receipt, and catalog identified malfunctions and discrepancies until repaired. Routine delayed maintenance is accomplished during the next scheduled/unscheduled work occurrence, workload and mission permitting. Delayed maintenance can be accomplished as workload allows or be done by mobile maintenance.

4.11. Work Order Number Control. OLVIMS controls and assigns work order numbers to AF Form 1823/1823-1. VM&A can assign blocks of work order numbers to outlying work centers. The PCN SB004-018 is used to monitor work order number assignment.

4.12. AF Form 1823/1823-1Processing for Vehicles NMCS. These procedures apply when needed parts are not readily available through Materiel Control and the vehicle cannot be returned to the user.

4.12.1. The work center supervisor ensures that all necessary parts are annotated on the parts requisitioning form or worksheet accompanying the AF Form 1823/1823-1.

4.12.2. Materiel Control selects the supply source and processes the parts request. If the parts are not available from normal sources (including bench/working stock, work order residue and delayed parts in stock), Materiel Control, together with the work center supervisor and VM&A, checks whether parts are available from a vehicle approved to be sent to DRMS. If all other attempts to locate parts are unsuccessful and the NMCS vehicle would seriously affect the user's mission, Materiel Control and the work center supervisor may consider cannibalization.

4.12.3. When parts are not immediately available, the AF Form 1823/1823-1 is taken to the VFM, VMS or designee, who reviews each possible NMCS condition to make sure all attempts have been made to return the vehicle to service and approves placing the vehicle in NMCS status.

4.12.4. Once a NMCS condition is approved, the AF Form 1823/1823-1 is taken to the VM&A Workload Controller who places the vehicle on NMCS. The work order is then sent to Materiel Control and the work center supervisor is advised to prepare the vehicle for NMCS storage.

4.12.5. Materiel Control obtains parts according to **Chapter 5**.

4.12.6. As soon as the parts are received, Materiel Control sends the work order to VM&A. VM&A will take the vehicle off NMCS status and schedule it for work.

Section 4B— Procedures

4.13. Procedures for Processing Contract Maintenance Work Orders.

4.13.1. VM&A keeps active and inactive files on contract maintenance work order correspondence, coordinates with the VFM or VMS and the work center supervisor, plans the workload, monitors the funding status and keeps files on work specifications.

4.13.2. VM&A initiates the AF Form 1823/1823-1 and funding documents, i.e. AF Form 9 and GPC, for all work done commercially. They include work specifications and other data as needed. The completed documents are sent to the VFM, VMS or designee for review and signature. ***Note:*** Vehicle down time for contract work orders, including awaiting contract action, is NMCM time.

4.13.3. After the funding documents are signed, one copy is retained.

4.13.4. VM&A arranges to send the vehicle to the vendor.

4.13.5. VM&A monitors the downtime of vehicles being repairs and informs the VFM or VMS if corrective action is needed.

4.13.6. When work is completed, the work is inspected for compliance with agreement, estimate and/ or industry standard requirements. The VFM, VMS or designee checks the AF Form 9 (if used) and the vendor's invoice for accuracy against the AF Form 1823/1823-1. Warranty provisions are programmatically entered during "JZ" transaction processing. Additional warranty information may be entered in the remarks area of the closed AF Form 1823/1823-1.

4.13.7. A "JZ" transaction is accomplished in OLVIMS to input the repair cost. If an actual vendor's invoice is not received with the vehicle, use the price on the contract document.

4.13.7.1. Upon receipt of the vendor's invoice, compare the cost to the agreed price and change OLVIMS if necessary. (Not applicable if using the GPC).

4.13.8. The ALO develops and certifies SF 1034, *Public Voucher for Purchases and Services Other Than Personal,* (original and three copies) to pay the vendor. The ALO reports discounts for prompt payment or other changes to the original invoice cost to VM&A for adjustment to the original input to OLVIMS (not applicable if using the GPC).

4.13.9. The original invoice is attached to the original voucher for submission by the ALO. A copy of the invoice is attached to the ALO's copy of the voucher and another copy returned to the vendor with the payment. (Not applicable if using the GPC).

4.14. Procedures for Distribution and Processing COPARS Sales Slips. The Vehicle Management activity establishes filing and retention procedures for COPARS sales slips as it pertains to the tracking of expenditures, warranties and vehicle historical repair documentation.

4.14.1. Distribute sales slips as follows:

4.14.1.1. Copy one is retained by the contractor, attached to the invoice, and sent to Contracting, and Accounting and Finance, in turn.

4.14.1.2. Copy two is sent to the QAP for verification, and then forwarded to VM&A, in batch sequence, for processing into the OLVIMS and filing.

4.14.1.3. Copy three is attached to the filed copy of the AF Form 1823/1823-1.

4.14.1.4. Other copies are distributed according to documentation needs.

4.14.2. Sales Slip Processing. Materiel Control checks for the following data elements on sales slips each duty day for obvious errors:

4.14.2.1. Date.

4.14.2.2. Work order number.

4.14.2.3. Nomenclature.

4.14.2.4. Quantity.

4.14.2.5. Charge code ("M," "N" or "D").

4.14.2.6. Category of part (new or rebuilt).

4.14.2.7. No changes have been made on the slip.

4.14.2.8. Vehicle registration number.

4.14.2.9. Part number.

4.14.2.10. RC/CC Code.

4.14.2.11. Unit price, discount and total price by line item.

4.14.2.12. Warranty (if applicable).

4.14.2.13. Sales slip is "Z'd" out after the last entry.

4.14.2.14. Bin number when charge code "D" is used.

4.14.2.15. Total of sales slips on adding machine tape or other printed media, and attached to sales slip.

4.14.3. Each person authorized to sign for parts is responsible for seeing that the data elements listed above are present on each sales slip before signing for the parts. Upon completion of the sales slip, the recipient signs the sales slip using the same signature as the sample signature on the COPARS authorization list. Materiel Control ensures that discounts have been figured accurately and provides them to VM&A along with the adding machine tape or other printed media, of the total of all sales slips on a daily basis. Sales slips for the day are numbered consecutively, to include copies of voided slips.

4.14.4. Process COPARS transactions through OLVIMS each duty day.

4.14.4.1. VM&A processes the sales slip cost data by line item (except L9999) into OLVIMS.

4.14.4.2. VM&A verifies the sales slip line items with PCN SB004-005 and makes corrections as necessary. These sales slips are then returned to Materiel Control for filing.

4.14.4.3. Input all discounts or charges such as premium communications and transportation, and COPARS overtime, to OLVIMS, as identified by Materiel Control.

4.14.4.4. VM&A adjusts cost data in OLVIMS, as identified by the ALO for such things as prompt payment discounts or other financial adjustments.

4.14.5. When a part costing more than $100 comes with a warranty VM&A records the provisions in OLVIMS on the "PZ" transaction, which can then be monitored using the PCN 49. Specific warranties are noted on the COPARS sales slip. VFM or VMS determines if warranty tracking is accomplished for parts costing less than $100.

4.15. Procedures for Processing AF Form 15, United States Air Force Invoice, and DOD Fleet Credit Card.

4.15.1. Process AF Form 15 cost into OLVIMS for all vehicle-related services. If the ALO notifies VM&A of changes to the AF Form 15, such as discounts for prompt payment, VM&A will process the change into OLVIMS.

4.15.2. Process the Fleet Credit Card cost after VFM or VMS certification. After VM&A enters and validates the data in OLVIMS (reference AFCSM 24-1), the Fleet Credit Card receipts are processed IAW **paragraph 4.4.**

4.16. Control of TCTOs, SBs and OTIs. TCTOs are managed differently than regular TOs. They must be requisitioned individually and as a series they must be identified for automatic distribution. TCTOs, SBs and OTIs are managed according to these procedures:

4.16.1. VEMSO is notified by WR-ALC concerning newly released TCTOs, SBs and OTIs. VEMSO will provide MAJCOM Vehicle Management Staffs a list of vehicles requiring the TCTO, SB or OTI for forwarding this information to units in their command for action. Upon receiving new TCTO release notification, these units ensure the TO Monitor places the unit on distribution for the specific TCTO.

4.16.1.1. Units must ensure they are on distribution for each TCTO series. These series are listed in the “-36” index for the type of vehicle they pertain to. The TO monitor should review the “-36” index on receipt and ensure that for each type of vehicle assigned, if there is an applicable TCTO series that it is on distribution. This ensures TCTOs published under that series are sent to the unit. The system is not foolproof; however, as new TCTOs are sometimes issued for which a series has not been established. That is why a manual notification is usually made.

4.16.2. VM&A should date stamp each TCTO, SB or OTI once received (electronically dated e-mail/ message traffic is sufficient); determine TCTO, SB or OTI action and/or parts kit requirement by reviewing the TCTO, SB or OTI cover page for affected vehicle registration numbers; and notify Materiel Control to order required parts kits after determining and verifying base requirements. ***Note:*** Use the “T” prefix for work order numbers when a TCTO will be completed on that work order. Use the “S” prefix for work order numbers when a SB will be completed on that work order.

4.16.2.1. WR-ALC requires verification of correct TCTO or SB ordering before kits are released for shipment. Contact the appropriate IM or Equipment Specialist for the affected vehicle type by telephone, fax or electronic mail, provide vehicle registration numbers and requisition due-in document numbers, obtained from Materiel Control, to enable kit release.

4.16.3. Take continuous supply follow-up action until kits are received.

4.16.4. Schedule TCTOs, SBs and OTIs as soon as possible. See the "when work will be done" part of the specific TCTO, SB or OTI. A TCTO, SB or OTI that is not completed by this date is an "outstanding" TCTO, SB or OTI and places the affected vehicles' serviceability in jeopardy. When directed by the WR-ALC, VEMSO and/or MAJCOM, these vehicles are removed from service until the outstanding TCTO, SB or OTI is accomplished. The VFM or VMS advises VEMSO and the MAJCOM within 24 hours after a TCTO, SB or OTI becomes outstanding.

4.16.5. Record the completion of the TCTO, SB or OTI on the computer-generated Vehicle Historical Record (OLVIMS PCN SB004-828). VEMSO will collect completion/compliance reporting via LIMS EV monthly data files for completed TCTOs and SBs. Urgent action TCTO and SB completion reporting will be included with all others, however they may require manual completion reporting depending on time constraints and fleet safety concerns. VEMSO will notify applicable units as the need arises.

4.16.5.1. When closing TCTO/SB work orders, VM&A activities must ensure the TCTO/SB number entered into OLVIMS exactly matches the TCTO/SB Number shown in LIMS EV TCTO view for that registration number.

4.16.6. Maintain active master TCTO, SB and OTI files. A rescinded file may be maintained when needed for special programs and projects. When a rescinded TCTO is needed, it can be obtained by following the procedures in TO 00-5-1.

Section 4C— Policy

4.17. Vehicle Abuse Repairs. Local procedures are established for reporting suspected vehicle abuse. Usually, damage not attributable to fair wear and tear (acts of nature) or accidents is characterized as abuse. ***Note:*** Wind damage to the door is not an act of nature.

4.18. Accident Repairs. When the shop receives a vehicle with accident damage, CSC personnel will initiate an AF Form 1823/1823-1 estimating the cost of repair. When computing estimated cost for repairing accident damage, indirect cost is included only to determine one-time repair limitations.

4.18.1. Document accident repairs separately from normal work.

4.18.2. Prepare an AF Form 20, *Repair Cost and Reparable Value Statement*, when required by local policy or requested by the Surveying Officer. ***Note:*** Both military and civilian Direct Labor charges computed by OLVIMS are used for determining labor cost for in-house repairs of vehicles/equipment on the AF Form 20.

4.19. Excess Vehicles. Redistribute excess vehicles to base activities having open vehicle authorizations or reassign them to replace less serviceable and/or maintainable (usually older) vehicles eligible for replacement. Do not assign excess vehicles to organizations waiting approval for additional vehicle requirements. VM&A will control excess vehicles pending MAJCOM Vehicle Management Staff action.

4.19.1. If reassignment to another base activity is not possible, change the vehicle status code to "I" and place in an excess detail using ASC "048" and applicable base code and user org code (e.g., 048CNEG). Accomplish an AFTO Form 91 and send the LTI requesting disposition instructions to the MAJCOM Vehicle Management Staff within 60 calendar days

from the date the vehicle becomes excess on the Custodian Authorization/Custody Receipt Listing (CA/CRL).

4.19.2. Initiate follow-up action after 60 calendar days from the date the LTI was sent to the MAJCOM.

4.19.3. Asset becomes excess once it is rotated from a valid authorization into an excess detail.

4.19.4. Excess assets may not be used for deployments or special projects.

4.20. AF LSV and OGMVC. Slow moving conveyances (e.g., neighborhood EVs, golf cars, scooters and other small low-speed utility vehicles, etc.) will be managed in several different categories with a prime NSN for each category. This guidance does not include non-appropriated funded LSVs and OGMVCs.

4.20.1. Vehicles, whose maximum speed is not greater than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in **Table 1.4.** This item will be loaded in AFEMS AS 010 and managed as a registered vehicle. This category must meet Title 49 CFR 571.500 Federal Motor Vehicle Safety Standard (FMVSS).

4.20.1.1. For those LSVs purchased with unit funds prior to June 2006, organizations may continue to manage these assets as equipment until the vehicle has reached its life expectancy. This category of LSVs will be assigned prime NSN 2340-00-540-3900, AS 036 and will be considered as non-REMS reportable LSVs.

4.20.2. Self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, ATVs, quad-runners, snowmobiles, etc.) not meeting specifications of Title 49 CFR 571.500 FMVSS will be categorized as OGMVCs and assigned prime NSN 2340-00-585-7495 in AFEMS, AS 036. ***Note:*** Skid steer loaders and mini-excavators made by Bobcat or other manufacturers are classified as registered vehicles and will be managed as vehicles under the category of Base Maintenance/Construction Equipment.

4.20.3. OGMVCs will be procured and managed as equipment items. Non-REMS reportable LSVs will no longer be procured, but existing assets will be managed as equipment items.

4.20.3.1. As equipment (refer to AFMAN 23-110, chapter 22 for policy on equipment), OGMVCs and non-REMS reportable LSVs will be loaded in AFEMS (NF3) and managed on the CA/CRL (R14). MAJCOMs may track OGMVCs and non-REMS reportable LSVs on the VAL. The serial number (or other unique identification number), part number and cage code must be recorded in the AFEMS in-use serialized asset screen.

4.20.3.2. OGMVCs and non-REMS reportable LSVs will be maintained IAW manufacturer recommended intervals or standards in TO 36-1-191 for a comparative asset, and at a minimum will have a complete serviceability inspection, to include all safety related systems, at least annually. Owning organizations will fund and manage all aspects of the maintenance program. Vehicle Management will provide technical assistance as requested.

4.20.4. OGMVCs will be purchased IAW the Federal Acquisition Regulation (FAR), Defense FAR Supplement, AF FAR Supplement, related AFIs and AFPD 64-1, *The Contracting System*, and managed IAW AFMAN 23-110 and AFI 91-207, *Air Force Traffic Safety Program*. Purchase requests for OGMVCs will be processed through the Base Ground Safety Office (coordination), Contracting (coordination),Vehicle Management Flight (coordination) and LRS Equipment Accountability Office (approval).

4.20.4.1. Wing/Installation Ground Safety will review each purchase IAW AFPAM 91-210, *Contract Safety*, paragraph 7.1.4.

4.20.4.2. The Vehicle Management Flight will review and forward purchase requests to their MAJCOM for clarification to ensure the desired asset is an equipment item and not a vehicle. Vehicle Management will load and track any scheduled inspections on OGMVCs and non-REMS reportable LSVs in the OLVIMS for the purpose of notifying owning organizations pending maintenance actions due and ensuring inspections are accomplished (tracking purposes only). OGMVCs and non-REMS reportable LSVs will be assigned X-registration numbers. Request X-registration numbers from VEMSO. MAJCOMs may authorize bases to utilize a separate site code for tracking OGMVC and non-REMS reportable LSV inspections only. Owning organization will provide to VM&A, the original warranty documents and specifications prior to the assets being loaded into OLVIMS.

4.20.5. Installation Commanders or equivalents should set a ceiling on the number of OGMVCs while reducing the current fleet when OGMVCs are purchased based on guidelines provided by their respective MAJCOM.

4.20.6. LSVs and OGMVCs programs will be an UCI checklist item(s) to ensure all management and maintenance requirements are being met. During VVVs, OGMVCs and non-REMS reportable LSVs will be considered as an element of a unit's total motor vehicle capability when assessing vehicle fleet size adequacy.

4.20.6.1. Specialized OGMVCs such as Bobcats, quad-runners and ATVs will not be a consideration for reducing existing general purpose or passenger carrying vehicles authorizations.

4.20.7. Salvage Procedures. Owning units will process OGMVCs and non-REMS reportable LSVs in the same manner, as local procedures dictate for disposal of other organizationally owned government equipment. License plates provided by Vehicle Management will be turned in as accountable items and assets will be removed from the OLVIMS database.

4.21. Withdrawing Vehicles from DRMS. The following procedures apply for withdrawing vehicles from DRMS:

4.21.1. Vehicles may be considered for withdrawal from DRMS only when an open authorization exists or when the vehicle in DRMS is in better condition than the vehicle assigned. MAJCOM Vehicle Management Staff must approve vehicles withdrawn from DRMS to be placed in the AF inventory. Vehicle Management must certify a vehicle as economically repairable and warrants withdrawal action.

4.21.2. Vehicles previously identified as REMS reportable can be withdrawn for use in AF training courses as a Vehicle Management training aid for non over-the-road use with

approval from MAJCOM Vehicle Management Staff. Submit request through the LRS Equipment Liaison Office (ELO).

Section 4D—Vehicle Authorization

4.22. Vehicle Requirements. Federal law controls the purchase of vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing of certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline or vehicles in depot maintenance. Meet peak workload and unusual requirements for vehicles by borrowing from other government agencies, renting or leasing vehicles from GSA or commercial sources. POVs may be used on a reimbursable basis according to the JTR.

4.22.1. Limousines. Restrict the use of Class V sedans (see **Figure 4.1.**) to these DOD officials and visiting foreign officials of comparable rank (Title *41 CFR, Chapter 101, Subpart 101-38.1* and *101-39.2):*

4.22.1.1. The Secretary of Defense.

4.22.1.2. The Deputy Secretary of Defense.

4.22.1.3. The Chairman, JCS.

4.22.2. Large Sedans. Restrict the use of Class IV sedans to these DOD officials and to visiting foreign officials of comparable rank:

4.22.2.1. The Secretaries of the AF, Army and Navy.

4.22.2.2. The Chiefs of Staff of the AF, Army, Chief of Naval Operations and the Commandant of the Marine Corps.

4.22.2.3. The Under Secretaries of Defense.

4.22.2.4. All four-star officers.

4.22.2.5. Directors of Defense Agencies.

4.22.2.6. **(DELETED)**.

4.22.3. Class III midsize sedans or SUV equivalent. Public Law stipulates that Class I or Class II vehicles be used to meet daily mission requirements. When Class I or Class II vehicles clearly do not meet mission requirements, Exception authority to authorize the use of Class III AFV or Hybrid vehicles must be fully justified and coordinated through the Base & MAJCOM/CC or equivalent. Once coordination is approved all requests for exception to policy will be submitted to HQ USAF/A4LE for AF/A4/7 consideration. MAJCOM, wing and unit commanders will heavily scrutinize any exceptions to policy that are not in line with the SECAF, CSAF and OSD policy.

4.22.4. Class I or II. Passenger sedans, station wagons, mini-vans and SUVs acquired for support, other than those specified in **paragraphs 4.22.1.**, **4.22.2.** and **4.22.3.** will be Class I or II.

4.22.4.1. Wing commanders, equivalents or higher are no longer authorized an upgrade to a Class III AFV or non-AFV, sedan or SUV equivalent (refer to **Table 1.3.**) since they

are not required as a mission essential upgrade. With regulatory mandates to purchase, and the increased availability of AFVs, Class II AFVs must be used to the *fullest extent possible*. See **paragraph 1.27.** for further guidance.

4.22.4.2. Law Enforcement Sedans. The size of sedans authorized for use for law enforcement shall be the minimum size available with the equipment modifications necessary to meet mission requirements. Since the size of police-equipped vehicles varies by model year, fleet management activities may authorize sedans larger than Class II when the HQ USAF A4/7 has authorized procurement prior to acquisition if that class of vehicle is not factory equipped to perform the law enforcement mission.

4.22.5. AF vehicle management activities are required to acquire (procure, rent and lease) and use the most fuel efficient vehicle to meet mission requirements in order to support the National Strategy for Energy Security, DOD 4500.36-R and this AFI. Refer to **paragraph 1.13** and **4.22.3** for AFV acquisition requirements.

Figure 4.1. GSA Sedan and Station Wagon Classifications.

Vehicle Type	Classification
Subcompact Sedans	I
Subcompact Station Wagons	I
Compact Sedans	II
Compact Station Wagons	II
Midsize Sedan	III
Large Sedan	IV
Large Station Wagon	IV
Limousine	V

4.23. Vehicle Authorization Review Authority. IAW *Title 40 United States Code (USC) Section 491*, only the minimum number of vehicles necessary to support the mission should be authorized. The wing MSG Commander or equivalent is the vehicle authorization review authority for the installation. The MSG Commander or equivalent:

4.23.1. Reviews and validates vehicle requirements and vehicle change requests.

4.23.2. Recommends increases or decreases in vehicle authorizations.

4.23.3. Reviews and approves the annual base vehicle buy submission.

4.23.4. Approves the VPRL and vehicle MEL annually.

4.23.5. Reviews the vehicle distribution and sourcing plan to support the Emergency War Order (EWO) and/or other contingency tasking during the BSP process.

4.23.6. Evaluates effectiveness of the local rotation program using data in the annual utilization and rotation report.

4.23.7. Considers the following to address additional vehicle authorizations:

4.23.7.1. Use of vehicles from the U-Drive It (UDI) fleet to satisfy short duration or sporadic mission requirements.

4.23.7.2. Types and quantities of vehicles must be clearly the minimum number to accomplish the mission.

4.23.7.3. Do not authorize vehicles for reasons of grade, prestige, personal convenience or to individual persons except as previously stated.

4.23.7.4. Review vehicles that do not meet AF or base utilization goals for possible authorization, deletion or rotation actions.

4.23.7.5. Services staff engaged in direct administrative support may use general purpose vehicles acquired with appropriated funds. Do not acquire vehicles with appropriated funds justified either partially or wholly for transportation support of Morale, Welfare and Recreation (MWR) activities. See AFI 65-106, *Appropriated Fund Support for Morale and Recreation and Non-appropriated Fund Instrumentalities*, for additional guidance.

4.24. AS. AS 010 identifies core AF owned vehicle allowances. Core allowances are those allowances common to all AF commands. AS 012 identifies core AF leased vehicle allowances. If a Basis of Issue (BOI) does not exist, a request to establish a BOI must be sent to the MAJCOM Vehicle Management Staff. If approved by the MAJCOM, the request will be sent to WR-ALC for final approval and inclusion in the applicable AS. ASs prescribe the required authorizations for vehicles to accomplish functional and organizational missions. ASs constitute authorization and approval authority for vehicles.

4.24.1. ASs are identified in AFMAN 23-110v2. The ASs most commonly used in VM&A are:

4.24.1.1. 048 – Excess: Unauthorized equipment on hand.

4.24.1.1.1. **(DELETED)**.

4.24.1.2. **(DELETED)**.

4.24.1.3. **(DELETED)**.

4.24.1.4. 051 - Contractor support (not AF replaced): Use when AF vehicles are Government Furnished Property (GFP) to a contractor and will not be replaced by the government (USAF). VM&A will not rotate vehicles to/from a contractor authorized/assigned under ASC 051. Authorizations under this allowance will be reduced/deleted upon final disposition of the vehicle.

4.24.1.5. 054 - Special project: Use to report authorizations supporting a MAJCOM or USAF approved special project/program. 054 authorizations should not exceed 1 year. If the authorization is needed beyond the termination date, MAJCOMs will establish permanent authorizations using another AS or the authorization will be deleted.

4.24.1.6. 076 - Base closure: Reports authorizations at installations projected for closing.

4.24.1.7. 987 - A temporary authorization not to exceed 179 days: Use for short-term vehicle requirements or projects. A numeric Julian date will be used at the end of the AS

(e.g., 9878014) to identify when the authorization expires. Consecutive 987 authorizations for the same requirement or project are not authorized.

4.24.1.8. 034 - Contingency: Reports authorizations at contingency locations (non-normalized) worldwide.

4.24.1.9. 037 - Contractor support (AF replaced): Use when AF vehicles are GFP to a contractor and will be replaced by the government (USAF).

4.24.1.10. 024 DEPOT specific support assets: Reports authorizations at DEPOT locations.

4.24.1.11. 049 Research and Development Equipment (Vehicles) support assets.

4.25. Vehicle Justification Requests. Use MAJCOM approved format to justify adjustments to vehicle requirements. Use the same form to justify vehicles if they are the same type, they perform similar functions or they fall under the same ASC in the ASs. The AS is the allowance document for validating vehicle authorizations and is not an authorization document. Initiate follow-up disposition action after 60 calendar days.

4.25.1. Authorization Analysis. VM&A will conduct an authorization analysis on all vehicle authorization requests. The objective of the analysis is to validate the requirement and determine whether a more effective avenue, such as short-term leasing or co-utilization of assets, can satisfy the requirement without adding additional authorizations. The VFM or VMS will use the conclusions of the analysis to make approval/disapproval recommendations through the LRS Commander or equivalent prior to submission to the MSG Commander or equivalent.

4.25.2. Justification Requirements. Each of the following questions must be addressed and answered in the affirmative before the request can be sent to the applicable MAJCOM for disposition:

4.25.2.1. Does the justification indicate the current VAL using activity or the proposed user?

4.25.2.2. Does the justification cite the directive, project or publication that generated the request, if appropriate?

4.25.2.3. Does the justification fully explain the proposed use of the vehicle?

4.25.2.4. Does the justification identify expected utilization information (miles, hours, passengers, equipment, supplies, materials, number of trips, etc.)?

4.25.2.5. Does the justification list the number of vehicles currently authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements?

4.25.2.6. Does the request justify why transportation support from Vehicle Operations (taxi or UDI) cannot satisfy the vehicle requirement (OLVIMS data must substantiate lack of support)?

4.25.2.7. Does the justification include a mission impact statement on the organization, base or wing if the request is denied?

4.25.2.8. Does the justification cite any actions taken to realign other authorizations to accommodate the requirement? ***Note:*** The MSG Commander or equivalent signs/approves the justification package.

4.26. Control Numbers. Assign a control number to the vehicle justification package using OLVIMS Fleet Module. For example; a 9-digit code like "V91250001" where:

4.26.1. "V" denotes vehicle request.

4.26.2. "9125" denotes the Julian date the request was submitted to higher headquarters for action.

4.26.3. "0001" denotes the next available control number from the log for that Julian date.

4.27. Processing of Returned Vehicle Justification Requests. Requests returned will be processed as follows:

4.27.1. Update the OLVIMS Fleet Module control log approved or disapproved.

4.27.2. Update the SBSS and VAL if approved.

4.27.3. Notify the unit of approval or disapproval action.

4.27.4. Maintain approved and disapproved justifications for 3 years. VFM or VMS may determine a longer retention period.

4.27.5. Retain requests for special authorizations (048, 054, 987, etc.) for as long as the requirement exists.

4.28. Vehicle Allocations and Due-In Listing. Each MAJCOM Vehicle Management Staff is provided vehicle procurement allocation and delivery information from WR-ALC. The MAJCOM Vehicle Management Staff provides shipping information, to include add-ons such as special paint, air conditioning, towing package, pintle hooks, heavy duty alternator, etc., to the IM, and notifies each base VM&A of allocations they can expect to receive with delivery dates if available. Changes affecting allocation or status information are provided to each installation when they become available. Vehicle allocation listings (due-ins) should be updated as required. This data is also used to validate annual vehicle buy requirements and as a source for vehicle repair decisions. ***Note:*** MAJCOM MAFIS and base AFIS systems must be updated with current vehicle due-in information.

4.29. Repair Authority and Disposition. Guidelines for determining repair allowances and approval levels are in TO 36-1-191. Repair approval or disposition request is documented on an AFTO Form 91 and routed through the VFM or VMS to the LRS Commander, equivalent commander of equivalent or designee who has authority to exceed one-time repair limits.

Section 4E—Vehicle Rental and Leases

4.30. Vehicle Rental and Lease Administration.

4.30.1. DOD components may rent or lease motor vehicles when any of these conditions exist:

4.30.1.1. An Economic Analysis (EA) verifies a cost benefit to the government. Reference AFI 65-501, *Economic Analysis,* for EA requirements and procedures.

4.30.1.2. Unforeseen requirements demand vehicles prior to acquisition through normal procurement.

4.30.1.3. Local laws or Status of Forces Agreements (SOFAs) prevent using government vehicles.

4.30.1.4. Normal REMS procedures or resources cannot fill the authorization.

4.30.2. The leasing or rental of passenger sedans, station wagons, mini-vans and SUVs shall be limited to those designated as Class I and II by GSA. Class III and Class IV will not be rented or leased unless filling a valid Class III or Class IV requirement. Refer to **paragraph 4.22.3.**

4.30.3. The requester may accept the next larger size vehicle (if rented/leased less than 60 days) without obtaining SECAF approval if the rental agency does not have the authorized size vehicle. This does not apply to Class III and IV sedans.

4.30.4. The LRS Commander or equivalent will coordinate on all lease requests prior to submission to contracting.

4.30.4.1. VM&A validates all requests for rentals and leases for installation activities. Coordinate with contracting to ensure vehicles are not rented/leased without prior validation regardless of who funds for the rental/lease. Lease or rental may be executed with an AF Form 9 or, where guidance allows, GPC. A copy of the validated AF Form 9 or related GPC documents will be retained in VM&A.

4.30.4.2. VM&A will maintain a log of all leases/rentals. The log should list each purchase request in numerical sequence and the reason for its initiation. ***Note:*** CE occasional leases accomplished IAW **paragraph 4.30.4.5.** are **not exempt** from this requirement.

4.30.4.3. Requesting units/users provide funds for each lease. ***Note:*** All requests for leases exceeding 60 days are justified using the MAJCOM-approved vehicle justification request format and forwarded to the MAJCOM Vehicle Management Staff for action before entering into a lease agreement through contracting. Approved requests must remain on file until the lease is terminated.

4.30.4.4. Upon termination of a vehicle rental or lease, VM&A verifies and certifies charges.

4.30.4.5. CE Special Purpose Equipment Leasing. Special consideration should be given to base-level CE activities concerning lease on demand of base maintenance and construction vehicles and vehicular equipment. The intention of offering this special consideration is to reduce AF infrastructure costs.

4.30.4.5.1. VM&A personnel should jointly review the vehicles authorized for the CES with the unit VCO, VCNCO or other personnel as deemed appropriate focusing on vehicles with low utilization or open vehicle authorizations.

4.30.4.5.2. Open authorizations, vehicles with low utilization, or vehicle types with multiple assets assigned, should be considered for coding of the vehicle authorization for lease, with the assets assigned in those authorizations processed for disposition.

4.30.4.5.3. In-turn, CES should enter into a lease on demand agreement with local vendors through use of BPAs or other firm fixed price contractual arrangements to provide required vehicle support on demand, without first processing the request through the base-level LRS. This arrangement accommodates charging the cost of the lease of construction and base maintenance vehicles and vehicular equipment to the specific project for which the vehicles are required, and expedites the lease process for the CE community.

4.30.4.5.4. The special consideration described above is applicable to construction and base maintenance vehicles and vehicular equipment only. Under no circumstances will passenger-carrying vehicles be leased under the occasional use lease program.

4.30.4.6. Fuel servicing vehicle lease requests will be coordinated with the MAJCOM Fuels Management Staff, AFPET and WR-ALC to ensure commercially available vehicles meet the compatibility, safety and servicing requirements of AF systems. Contact AFPET for baseline requirements for leasing aircraft fuel servicing vehicles.

4.31. Vehicle Lease Procedures.

4.31.1. Short-Term Lease. LRS Commanders or equivalents may rent or lease vehicles to meet peak workloads and unusual or emergency requirements for periods **not to exceed 1 year** (provided organizational O&M money is available) without established authorizations. For any rental or lease of vehicles exceeding 60 days, request written approval from the host MAJCOM identifying the vehicle type, quantity and duration of the lease. Use GSA vehicles if they are available. Confirm non-availability from the MAJCOM before executing a commercial lease exceeding 60 days for general purpose vehicles. Keep non-availability certification documents for 1 year. Do not use this authority to provide transportation for normal or routine purposes, when vehicles are available. Rentals or leases that exceed 1 year must have a valid authorization. Leases that exceed 18 months have to be coordinated with contracting and should be justified IAW DFARS Part 207.401. Concurrent leases are not authorized.

4.31.2. Long-Term Lease. Leasing over 1-year is generally to fill open authorizations not filled through normal acquisition procedures.

4.31.2.1. Requests must be sent to the MAJCOM Vehicle Management Staff for approval. The MAJCOM Vehicle Management Staff approves all lease requests and coordinates on all "lease with option to buy" clauses.

4.31.2.2. VM&A reviews and validates all vehicle lease requests. VM&A will process requests to the MSG commander or equivalent for approval or disapproval recommendations. Forward the justification requests to the MAJCOM Vehicle Management Staff for processing.

4.31.3. Use short-term leases under 60 days to satisfy emergency requirements pending receipt of long-term lease approval.

4.32. Funding for Long-Term Leased Vehicles. Vehicle leases are funded by unit O&M funds. When executing a long-term lease, contracts with option to buy require prior approval by WR-ALC (see **paragraph 4.33.**).

4.33. Lease with Option to Buy. Lease with option to buy is the preferred method of entering into long-term vehicle leases per the FAR, Sections 7.401 and 7.402 and DFARS 207.401. WR-ALC must approve all leases with an option to buy clause. In a lease with option to buy contract, the cumulative lease costs and the cost to exercise the purchase option must not exceed the purchase cost unless fully justified in writing.

4.33.1. Once the lease asset is purchased, the authorization must be changed to budget code "V" and a vehicle registration number must be requested through the MAJCOM Vehicle Management Staff.

4.34. Insurance Coverage and Maintenance for Rented or Leased Vehicles.

4.34.1. "For Hire" solicitations and resulting contracts provide insurance coverage as prescribed by applicable portions of the FARs. Unless the rental company requires purchasing insurance, rented or leased vehicles are obtained with the AF providing self-insurance.

4.34.2. Vehicle operators conduct daily operator care on rented or leased vehicles unless otherwise specified in the contract.

4.34.3. GSA approved local vendor performs all maintenance on rented or leased vehicles, unless a prior agreement is made showing it is more economical for the AF to perform maintenance, or a matter of military necessity. All waivers must be submitted and approved by AF/A4LE prior to any maintenance action taken on the vehicle fleet. AF/A4LE will only approve waivers based on the lack of a commercial maintenance facility within the local area or within the normal travel distance from the base.

4.35. Installation of Radio Equipment in Rented or Leased Vehicles. When two-way radio sets are required, hire vehicles having radio equipment already installed. Install radio sets in government-owned, rented or leased vehicles when it is not economical to rent or lease equipment. Use portable or non-fixed radios when feasible.

4.36. Exceptions for Acquiring, Renting or Leasing Foreign Made Buses. Federal law requires the armed forces to use US manufactured buses to satisfy requirements, unless their use is not economical or not in the best interest of the US. The rule applies when you purchase, lease, rent or make contractual arrangements for transportation services. These are exceptions to the Federal Law:

4.36.1. When US manufactured buses are not available to meet requirements that cannot be postponed; foreign manufactured buses may be used temporarily. However, this time must not exceed the lead time required for acquiring and delivering US manufactured buses. MAJCOMs can submit a waiver request to AF/A4LE if it is not economically feasible to lease US manufactured buses.

4.36.2. To meet a special but nonrecurring requirement or where a recurring requirement is sporadic and infrequent. The time of use must not exceed the time needed to meet the nonrecurring or recurring infrequent requirement.

4.36.3. Where foreign manufactured buses are available at no direct or indirect acquisition cost to the US Government.

Section 4F—Identifying, Marking and Registering Motor Vehicles

4.37. Prescribed Identification. Except for vehicles hired for 60 days or less, vehicles acquired for official purposes are identified by specific markings (Title 40 USC 491). Specific marking instructions are in TO 36-1-191. Identification consists of three parts:

4.37.1. Title of DOD component.

4.37.2. The registration number.

4.37.3. The legend, "Official Use Only". ***NOTE:*** This legend must not be covered or blacked out with organizational markings.

4.38. Markings. Removing Markings. Remove all prescribed or authorized vehicle markings when the vehicle is permanently disposed.

4.38.1. Special Marking Procedures**.** Only a minimum number of special markings may be affixed to vehicles. For economical reasons, they must be removable to speed the rotation of vehicles. All markings must comply with TO 36-1-191.

4.38.2. Installation and Activity Markings**.** TO 36-1-191 prescribes using AF installation, activity or organizational markings.

4.39. Exemptions from Identification Markings. Vehicles which are exempt from DOD identification markings (**paragraph 4.44.**) shall be registered and inspected IAW the laws of the State, Commonwealth, territory or possession in which they are primarily used (Title 41 CFR 101-38.201-2).

4.39.1. Unlimited Exemptions. Motor vehicles regularly used for intelligence, investigative or security purposes are exempt from identification and marking provisions. These include vehicles:

4.39.1.1. Used by the AFOSI.

4.39.1.2. Required to be exempted under a SOFA.

4.40. Registration Numbers.

4.40.1. Registration numbers are assigned to motor vehicles and designated non-motorized vehicular equipment. Vehicular equipment in Federal Supply Group (FSG) 17, 23, 24, 38, and 39; Federal Supply Class (FSC) 4210, and Material Management Aggregation Codes (MMAC) CT and YW have registration numbers. Registration numbers are also required for all AF activities (including the ANG and the AFR) that record vehicles on any type of property account.

4.40.2. These vehicles do not require REMS reportable registration numbers:

4.40.2.1. Any vehicular-type equipment in FSGs, FSCs or MMACs not listed in **paragraph 4.40.1.**

4.40.2.2. Non-self-propelled MHE. Examples include two- or four-wheeled hand trucks, warehouse trailers or hoists.

4.40.2.3. Aerospace ground or hanger equipment. Examples include bomb lift trailers, trailer-mounted air conditioners and oxygen or nitrogen-servicing carts.

4.40.2.4. Vehicle attachments. Examples include bulldozer and snowplow blades or refuse containers.

4.40.2.5. Non-motorized bicycles.

4.40.2.6. Non-self-propelled agricultural implements.

4.40.2.7. Mobile homes or house trailers.

4.40.2.8. Vehicles earmarked for the Military Assistance Program (MAP).

4.40.3. The vehicle IM at WR-ALC assigns all REMS vehicle registration numbers. Registration numbers will be applied by Vehicle Management as specified in TO 36-1-191.

4.40.4. The owning base (VM&A) requests X-registration numbers from VEMSO for equipment listed in **paragraphs 4.40.2.1.** through **4.40.2.8.** or considered by the IM as not requiring REMS control. X-registration numbers are not reportable in REMS.

4.40.4.1. Vehicles changed by modification to a different basic type must have old registration numbers canceled by the losing IM and new registration numbers assigned by the gaining IM.

4.40.4.2. The responsible IM obtains registration numbers for vehicular support equipment from WR-ALC.These numbers must have an alpha "W" in the third position. They are not reportable in REMS.

4.40.5. The VCO or VCNCO submits a request for a registration number to VM&A. The VFM or VMS forwards approved recommendations through the MAJCOM Vehicle Management Staff to the appropriate IM at WR-ALC for any vehicle that does not have a registration number but meets the above criteria. If doubt exists, VFM or VMS will request a registration number. The IM either assigns the number or advises VFM or VMS to request an X-registration number from the VEMSO.

4.40.5.1. Registration number requests will include NSN, description, model year or year of manufacture, and chassis serial or VIN of the vehicle. AF Form 86, *Request for Cataloging Data/ Action*, lists this information if the vehicle does not have a valid NSN.

4.40.5.2. Government license plates are applied to vehicles as soon as practical after the receipt of registration numbers.

4.40.6. WR-ALC:

4.40.6.1. Assigns registration numbers or advises activities to request an X-registration number from VEMSO.

4.40.6.2. Makes sure a current listing of reportable vehicle NSNs is maintained.

4.40.6.3. Makes sure that other AF publications citing definitions or registration techniques conform to this AFI.

4.40.7. Vehicle Management destroys license plates or obliterates registration numbers according to TO 36-1-191 when vehicles are removed from the AF inventory and transferred to:

4.40.7.1. The DRMS.

4.40.7.2. Another agency for other than repair and return.

4.40.7.3. A MAP.

4.40.7.4. Conversion to a training aid.

4.41. General and Flag Officer Identification. Plates indicating the occupancy of a vehicle by a general or flag officer are affixed to the front of the vehicle. In addition, AF Commanders or equivalents at the installation group level or above, and other persons as designated by MAJCOM Commanders may display distinguishing metal plates on their motor vehicles.

4.42. Registering, Inspecting and Licensing Motor Vehicles.

4.42.1. Motor vehicles that are regularly based or housed in the states, territories, possessions or foreign countries and are exempt from identification provisions under **paragraph 4.40.** must be registered and licensed according to local laws.

4.42.2. All other vehicles will display official markings using US Government tags IAW TO 36-1-191.

4.42.3. Federal Motor Vehicle Registration System (FMVRS): All non-tactical Highway Vehicles that travel or may travel on public highways are required to be registered in FMVRS and plated with the new design plate, PN AF05. Units have three years from January 2009 to transition over to the new design plate and must be ordered pre-stamped with the registration number from **http://www.amerimac.net/**. ***Notes:*** 1. Only those vehicles that display or will display plate number AF05 are required to be registered on the FMVRS website **https://fmvrs.fas.gsa.gov/**. 2. AFCENT locations are exempt from FMVRS.

4.43. Complying with International Agreements. When required by the North Atlantic Treaty Organization (NATO) or other international agreements, AF vehicles must contain the markings prescribed in standards that have been ratified by the US commands having jurisdiction over the military activities in these countries. Unless HQ USAF/A4LE instructs otherwise, logistics readiness officers must make sure military activities comply with these international agreements.

Section 4G—Special Authorizations

4.44. Vehicle Support Resulting From Terrorist Threats. Because of terrorist activities, the AF has a program to provide heavy and light armored vehicles, domicile-to-duty transportation, and vehicle painting and marking exceptions for threatened key personnel and senior officers. HQ USAF Criminal Investigation & Counterintelligence (SAF/IGX) consolidates and validates all requests for these special vehicles or marking waivers in response to terrorist threats.

4.44.1. Submission Procedures**:**

4.44.1.1. The requesting MAJCOM, DRU or Field Operating Agency (FOA) Vehicle Management Staffs submits all requests for special vehicle requirements to SAF/IGX.

4.44.1.2. SAF/IGX validates special vehicle requirements based on terrorist threats. Once validated, SAF/IGX provides a recommendation to HQ USAF/A4L and A4P.

4.45. Armored Vehicle Requirements.

4.45.1. New Vehicle Procurement. HQ USAF/A4PR ensures the recommendation is consistent with public law, EOs and DODDs and approves the recommendation.

Procurement, both quantity and unit cost, must be authorized by Congress. If approved, the MAJCOM allocates necessary BP8200 funds.

4.45.2. Light Armored Vehicles. MAJCOMs, FOAs or DRUs may request SAF/IGX approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

4.45.2.1. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

4.45.2.2. Agreements provide separate funding for vehicles and armor.

4.45.2.3. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

Section 4H—Vehicle Buy

4.46. Vehicle Requirements Process. WR-ALC programs vehicle acquisitions for the AF through the vehicle buy program. WR-ALC is the central procurement agency for all AF vehicle purchases. AF agencies outside of WR-ALC will not purchase vehicles without prior coordination and approval through WR-ALC. **Note:** WR-ALC is required to go through GSA initially unless they are unable to support buy requirements.

4.46.1. WR-ALC annually:

4.46.1.1. Provides MAJCOM Vehicle Management Staffs with specific vehicle buy submission instructions/guidelines.

4.46.1.2. Compares MAJCOM vehicle buy submissions against requirements stated in AFEMS (DSDC001).

4.46.1.3. Jointly resolves any inventory discrepancies with MAJCOM Vehicle Management Staffs.

4.46.1.4. Compiles the AF vehicle budgetary requirement.

4.46.1.5. Is the review authority for specifications, purchase options, purchase descriptions and standards for procuring AF vehicles.

4.46.1.6. Determines MAJCOM allocations and coordinates shipment of assets acquired.

4.46.2. MAJCOM Vehicle Management Staffs annually:

4.46.2.1. Provide vehicle buy submission guidelines to base-level LRS activities.

4.46.2.2. Compile and prioritize MAJCOM requirements.

4.46.2.3. Submit MAJCOM vehicle requirements through CARS.

4.46.2.4. Work with WR-ALC to resolve any inventory data discrepancies.

4.46.2.5. Provide WR-ALC with shipping information and special specification requirements.

4.46.2.6. Monitor due-ins.

4.46.2.7. Prepare Mission Need Statement (MNS), as required. Document all vehicle requirements and modifications in a MNS when research and development efforts are required during program development or the program has joint service or allied nation applicability. Follow procedures in AFI 10-601, *Capabilities Based Requirements Development*, for processing a MNS.

4.47. Specification Review. WR-ALC forwards the vehicle specifications for all other vehicles by 15 October to the lead command for use during the following FY's buy process. The lead command is usually the dominant user of a specific vehicle type. WR-ALC does not review specifications for: Vehicles bought through GSA, M-series vehicles or vehicles on an optional or multi-year contract for the follow-on FY.

4.47.1. The Lead Command:

4.47.1.1. Coordinates the specifications with appropriate agencies within that command.

4.47.1.2. Forwards one copy of the specifications to each using MAJCOM Vehicle Management Staff.

4.47.1.3. Consolidates all responses and works out all disparities and forwards a single coordinated response with recommended changes by 15 February to WR-ALC.

4.47.2. Using Commands:

4.47.2.1. Coordinate the specifications with the appropriate command agencies.

4.47.2.2. Forward a single consolidated response to the lead command by the suspense date. ***Note:*** Specifications will not be "gold-plated" with "nice-to-have" items or capabilities.

4.48. First Article Testing (FAT). When required, a PWS should state that the vendor/contractors must develop at least one first article vehicle for full testing. Commands may observe and participate in these tests. VEMSO will observe and participate in tests with the lead command. WR-ALC is the liaison in this effort.

4.48.1. Test Parameters. When specified by the PWS, contractors define the test parameters for in-plant FAT. When possible, WR-ALC will provide a copy of the parameters to the lead command 15 days prior to the test. WR-ALC can address questions about the test parameters.

4.48.2. Test Procedures. For tests in the factory, the manufacturer normally accomplishes the tests and the Defense Contract Administration Service (DCAS) monitors those tests.

4.48.2.1. WR-ALC can require a second first article vehicle. Commands may assist in making that decision. Request a second prototype at the same time the specification review response is made. The lead commands provide recommended user test parameters and pass or fail criteria. Send the second prototype to the AF base designated by WR-ALC and the lead command.

4.48.2.2. AF personnel and the manufacturer conduct tests at a base. The lead command ensures the primary users of the vehicle participate in the tests.

4.48.2.3. The lead command forwards a report of the test results to WR-ALC 15 days after the test is complete.

4.48.2.4. WR-ALC makes the final decision on specifications, revisions, user test parameters and pass or fail criteria.

4.48.3. Operational Test and Evaluation (OT&E). Use OT&E procedures on major 463L MHE, aircraft tow vehicles, large refueling vehicles and most crash fire equipment. The lead command and the Vehicle System Program Manager coordinate the use of OT&E on vehicle types within 6 weeks after the Annual Buy Budget Review.

Section 4I— Performance-Based Work Statement Government Furnished Property (GFP) Requirements

4.49. Policy. IAW FAR 45, contractors are provided GFP when it is clearly demonstrated that it is in the Government's best interest, that the overall benefit to the procurement significantly outweighs the increased cost of administration, including ultimate property disposal; that the assumption of risk by the Government is not substantially greater if property were not provided; or that Government requirements cannot otherwise be met. The contactor(s) will assume sole responsibility for all associated utilization costs of the GFP vehicles, including operations, maintenance, repair and replacement. The contractor(s) will determine replacement based on best business practices/replacement criteria.

4.49.1. Activities must obtain MAJCOM Vehicle Management Staff approval prior to including any government-owned vehicles as GFP in a PWS.

4.49.2. If GFP includes government vehicles, consult FAR Part 45.3 and AFFARS Part 5345.304.

4.49.2.1. Use AS 037, Appropriated Funded Vehicles for Contractors, when AF vehicles are provided as "agency-peculiar" GFP to a contractor and the AF is responsible for providing replacements.

4.49.3. When a contract requires AF vehicles be provided as GFP to a contractor and the vehicles will not be replaced by the government, ensure the vehicles are identified and retained on the contract GFP listings. As identified in FAR 45, the contractor will be accountable for the GFP vehicles, eliminating the requirement for SBSS reporting in REMS.

4.49.4. GFP assets will be accounted for by coding ASC 051, Contractor Support and on GFP contract listings. Appropriate coding establishes assets will not be replaced by the government and allows quick review and accountability of GFP assets. VM&A will not rotate vehicles to/from a contractor authorized/assigned under ASC 051. The installation contracting officer, or designee, may authorize disposal of GFP vehicle assets through DRMS or other available options. The installation contracting office will coordinate with Vehicle Management for possible redistribution prior to any disposition actions. The government identify if the contractor(s) is responsible for obtaining replacement vehicles. At the end of a given contract, all GFP vehicles with residual value will be transferred as GFP vehicles on subsequent contracts. The number and type vehicles proposed for transfer to the contractor should be included in the PWS. A memorandum stating the equipment will be available prior to or on the contract start date is to accompany the PWS. Authorizations under this allowance will be reduced/deleted upon turn in of the asset to DRMS.

4.49.5. AFI 38-203, *Commercial Activities Program*, Chapter 9, provides direction pertaining to furnishing existing government property. Units should apply the decision matrix in Table 6-1 to determine the potential advantage of providing GFP.

4.49.5.1. If after applying the matrix, the host unit determines government furnished vehicles are potentially advantageous to the Government and the host Financial Analysis Office will perform a Cost Benefit Analysis (CBA) to substantiate the cost advantage of providing vehicles.

4.49.5.1.1. The CBA will include a Certificate of Satisfactory EA stating the analysis follows AFI 65-501 and AFMAN 65-506, *Economic Analysis*, guidance. The Certificate of Satisfactory EA will include signed coordination with base Finance, Contracting and Vehicle Management.

4.49.5.1.2. Vehicle leases in support of a contract will be the responsibility of the contractor.

4.49.5.1.3. Vehicles owned or provided by the contractor are not subject to the management policies contained in this instruction. In very rare instances, Vehicle Management may provide maintenance support on a reimbursable basis only, if approved by the MAJCOM Vehicle Management Staff.

4.49.5.1.4. The Government procurement process may not be used to purchase replacement vehicles for contractors. If the Government pays the contractor the purchase price of a vehicle, that vehicle becomes a Government asset.

4.49.6. If the Most Efficient Organization (MEO) is the successful bidder, assets will revert to the original authorizations under the respective AF and MAJCOM AS. However, there is potential for MAJCOMs to direct reductions based on MEO bid proposals.

4.49.7. GFP vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by the MAJCOM Vehicle Management Staff. Submit all requests through the applicable MAJCOM or DRU Vehicle Management Staffs.

4.49.8. The procedures for managing the allocation, use, operation and maintenance of AF motor vehicles are applicable to assets furnished to contractors, except as exempted in **paragraph 4.44.1.2.**

4.49.9. IAW Title 41 CFR 101-38.301 1., government furnished vehicles are for official use only.

Section 4J (DELETED).

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Section 4K—Data Reconciliations and Analysis

4.63. (DELETED).

NOTE: **(DELETED)**

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4.63.6. **(DELETED)**.

4.63.7. **(DELETED)**.

4.63.8. VMIF (**https://webapps.robins.af.mil/vehicle/vmif/**). This file is the source document for several data elements used in VM&A for management of the vehicle fleet. Section II of the file provides NSNs, management codes, replacement criteria and standard pricing information for all vehicles. Use of this section helps correct programming of OLVIMS vehicle master records and communications compatibility between VMIF and SBSS functions within the LRS. This file provides information for identifying suitable substitutes for similar vehicle types.

4.63.8.1. **(DELETED)**.

4.64. The Importance of Analysis.

4.64.1. Effective vehicle management includes continuous process improvement by constantly assessing customer needs, analyzing services and monitoring efficiency, economy, utilization and cost of the vehicle fleet. The VFM and VMS are responsible for ensuring the analysis for evaluating fleet performance is accomplished. Recommendations from an analysis must be validated and documented. Fully document decisions, process improvements or corrective action taken as a result of analyst recommendations. Monitoring and controlling performance indicators (metrics) are usually done by exception when requested by VFM or VMS; however, the following indicators will be monitored monthly:

4.64.1.1. NMC rates.

4.64.1.2. Costs (per mile, per vehicle, and total).

4.64.1.3. Maintenance (scheduled, delayed, and unscheduled).

4.64.1.4. Labor-hours (direct, indirect productive and indirect non-productive).

4.64.1.5. Authorization analysis.

4.64.1.6. Utilization/rotation analysis.

4.64.2. VM&A is the focal point for collecting, accumulating, storing and analyzing vehicle data.

4.65. Degree of Analysis. Circumstances will dictate varying degrees of analysis. VFM or VMS makes the call as to what performance indicator will be analyzed, charted, plotted or otherwise trended, and sets the frequencies for such analysis. OLVIMS product control number SB004-115 should satisfy the data display requirements.

4.65.1. The level of performance achieved or the symptomatic condition of the indicator dictates which analysis action to follow.

4.65.1.1. An indicator well within a set standard may not need any more analysis for that reporting period.

4.65.1.2. An indicator just barely within a standard may need some analysis for that reporting period; it may need some analysis to find out why, whether corrective action is needed or other areas it may affect.

4.65.1.3. An indicator that points to poor performance, worsening trends or unfavorable effects that may go on if not stopped, calls for in-depth analysis. In-depth analysis is "analysis that shows a performance deficiency or failure to reach a goal, explains why, shows the effect of the deficiency or substandard performance and outlines action that will help reach the goal”.

4.65.2. Analysis of the areas set by commanders or equivalents, MAJCOM, VFM and VMS make up most of the analysis effort by VM&A. The analyst must be aware of the savings in manpower and material cost, and the greater mission capabilities that may be gained by a more detailed analysis. During an in-depth analysis, certain factors perceived as the primary cause of the problem may not be the root of the problem. The scope of the analysis, then, is expanded, the true cause determined and corrective action identified.

4.65.3. Independent studies and analyses may not provide a definite conclusion when viewed alone. There are times when a larger base of data will be needed; a sampling may need a longer span of time; a first look shows nothing significant is expected to result; or when the end can be confidently predicted without doing a formal study.

4.65.4. Studies and analyses may take the analyst out of the office. The analyst goes where the data is or where the process is conducted; this may require reviewing vehicle records jackets and vehicle historical records in VM&A, material cost data in Materiel Control, and sometimes working with a supervisor in the work center.

4.66. Using Analysis Products. The use of analysis helps management project existing capabilities into plans and schedules and institute controls against variation. The results of the review and analysis of collected data are needed in all successful planning phases. To be of benefit, analyses and recommendations are used as soon as possible after completion.

Presentations are brief, factual, easily understood and must show the picture as it presently exists. Most effective analysis is in response to VFM or VMS requests for special studies.

4.66.1. HQ USAF, MAJCOMs or individual installations may impose standards or develop goals for performance measurement.

4.66.1.1. Standards or goals developed by a MAJCOM are tempered with considerations such as geographical location, seasonal peculiarities, military and civilian staff mix, fleet age or composition, and parts availability.

4.66.1.2. A large part of resource management is based on comparing a computed average to set standards that allow the significance of a bulk of data to be understood in a single value. An average may be the usual amount, rate, quality or time.

4.66.2. A goal is a measure taken by general consent to be a basis for comparison. A standard may be based on analyzing past data alone, past data weighed with known values or on expert opinion. In any event, the criterion for making a valid standard or goal is founded on objectivity, suitability and reality. Some sources from which realistic goals may be set are: Existing programs, maintenance reports, historical reports and records, and unit plans and needs.

4.66.3. The analysis process addresses two distinct phases that may or may not be used together. They are production analysis and deficiency analysis.

4.66.3.1. Through data gathering and surveillance, production analysis is used to identify problems, highlight any that need additional study and identify areas that may represent a standard of excellence.

4.66.3.2. The real troubleshooting is done through deficiency analysis as a key part of the analysis process. Perform deficiency analysis to whatever degree is needed to highlight and bring undesirable performance to an acceptable level.

4.67. Method of Presentation. For standardization, a way to present each performance indicator is given as part of that indicator. For each of the indicators, the level of performance achieved needs to be graphically displayed in chart form.

4.67.1. If an indicator does not meet the established standard or goal, the VFM or VMS should be informed to determine if an in-depth analysis is needed.

4.67.2. The analysis or study narrative addresses such things as the primary cause of the problem, factors that affect it, recommendations for correcting the deficiency and anticipated time required for correction. A narrative may be required on all standard indicators each month by the VFM or VMS.

4.68. Presentation of the Analysis.

4.68.1. Some general presentation rules are:

4.68.1.1. Understanding that the value of management information lies in its being used while it is still valid and current. Strive for its use by the appropriate personnel.

4.68.1.2. Use flexible rules and techniques. There are circumstances when it may be impossible to show a result properly if forced to conform to a rigid method. When possible, comply with the rules, but deviate if it allows better analysis.

4.68.1.3. Make a briefing which covers the collected data in a professional way. Briefings address such things as "what, where, how, when and why", and suggest corrective or preventive actions. Briefings are concise, clear and easily understood by those to whom they are directed.

4.68.1.4. Set up a program to coordinate analysis findings with the VFM or VMS before the formal presentation to the LRS Commander or equivalent each month or as scheduled.

4.68.2. Show statistical or narrative data in some usable form. Properly tabulate and arrange data for analysis or projection. Data credibility suffers when shown in a confusing or unfamiliar way. Keep it simple and key the presentation to those who will review it. The following aids in making graphic presentations:

4.68.2.1. Plan the construction in advance; keep it simple, honest and accurate. Do not give the wrong impression.

4.68.2.2. Start scale values at zero or bracket the reference point, and keep the background clear of unnecessary gridlines.

4.68.2.3. Name the presentation fully and accurately; use one subject at a time to keep from crowding the material.

4.68.2.4. Use short but complete notes where necessary and be sure the presentation is informative.

4.69. Performance Indicators (Metrics). Standard indicators have been developed to provide a basis for measuring the performance of each level of Vehicle Management. The VFM, VMS, LRS Commander or equivalent, or MAJCOM Vehicle Management Staffs make use of these, or develop their own indicators to meet their own circumstances. Indicators are analyzed as prescribed by the VFM or VMS and recommended actions provided if the performance does not meet minimum standards. Standard performance indicators have been automated and can be obtained each month by producing PCN SB004-115 (OLVIMS Automated Analysis).

4.70. Specific Performance Indicators. Unless otherwise stated, goals or standards for performance measurement are set by MAJCOM Vehicle Management Staffs, VFMs or VMSs. They also set the rules for charting or trending the indicators that can be tracked as either "Fleet" or "Registered Vehicles." See AFCSM 24-1 for explanations and examples of performance charts that are part of the OLVIMS PCN SB004-115, Automated Analysis Report. The remainder of this paragraph covers the standard indicators and MAJCOM Vehicle Management Staffs, VFMs or VMSs optional indicators.

4.70.1. Cost Analysis. O&M analysis is required to ensure that money and manpower are not wasted. The analysis should identify unfavorable cost trends and prime vehicles or groups of vehicles using large amounts of labor or material. O&M costs are combined and shown as a single cost.

4.70.1.1. Average cost Per Unit is Indicator #1 on PCN SB004-115. See rules 1 through 31, **Attachment 6**, for analysis procedures.

4.70.1.2. Average cost Per Mile (Administrative Fleet) is Indicator #2 on PCN SB004-115. See rules 1 through 31, **Attachment 6**, for analysis procedures.

4.70.2. NMCM Hours to Direct Labor-Hours Percentage. A shop's ability to respond to workload may be measured by use of this indicator. It checks the percentage of direct productive labor-hours in relation to the number of NMCM hours on AF Forms 1823/1823-1. The intent is to keep the spread of these two factors to a minimum.

4.70.2.1. NMCM Hours or Direct Labor-Hour Ratio (Closed Work Orders) is Indicator #3 on PCN SB004-115. See rule 32, **Attachment 6**, for analysis procedures.

4.70.3. Indicator #4 on PCN SB004-115 is no longer valid and should be disregarded.

4.70.4. Number of PM&Is Overdue is Indicator #5 on PCN SB004-115. See rules 66 through 71 of **Attachment 6** for analysis procedures.

4.70.5. Number of Work Orders Opened is Indicator #6 on PCN SB004-115. See rules 12 through 14 and 31 through 46 of **Attachment 6** for analysis procedures.

4.70.6. Number of Hours in Delay Code "C" is Indicator #7 on PCN SB004-115. See rules 61 through 65 of **Attachment 6** for analysis procedures. As a minimum, these shops will manually accumulate the total backlog hours and track, chart, or analyze at least two categories, hours with parts on hand and other delayed hours. Over a 12-month period, these shops should be able to develop an acceptable level of backlog hours, which will result in efficient shop management.

4.70.7. Percent Direct Labor is Indicator #8 on PCN SB004-115. See rules 54 through 58 of **Attachment 6** for analysis procedures.

4.70.8. Percent Indirect Labor Productive is Indicator #9 on PCN SB004-115. See rule 59 of **Attachment 6** for analysis procedures.

4.70.9. Percent Indirect Labor Nonproductive is Indicator #10 on PCN SB004-115. See rule 60 of **Attachment 6** for analysis procedures. VM&A personnel may use rules 54 through 60 in **Attachment 6** and the data in OLVIMS PCNs SB004-028, SB004-029 and SB004-032 to check on labor usage by work center.

4.70.10. Percent of Fleet NMCM is Indicator #11 on PCN SB004-115. See rules 31 through 46 in **Attachment 6** for analysis procedures.

4.70.11. Percent of Fleet NMCS is Indicator #12 on PCN SB004-115. See rules 47 through 53 in **Attachment 6** for analysis procedures.

4.70.12. Percent of Fleet NMC is Indicator #13 on PCN SB004-115. See rules 31 through 53 in **Attachment 6** for analysis procedures.

4.70.13. Percent Hours NMC by Vehicle Group or Category is Indicators #14 through #22 on PCN SB004-115. See rules 31 through 53 in **Attachment 6** for analysis procedures. When there are enough vehicles in each category, a graph is printed for:

4.70.13.1. General Purpose Vehicles. USAF Registration Numbers that contain a "B" or a "K".

4.70.13.2. Construction and base maintenance vehicles and equipment. USAF Registration Numbers that contain a "D" or "M".

4.70.13.3. Registered non-reportable Vehicular Equipment. USAF Registration Numbers that contain a "W".

4.70.13.4. 463L MHE. USAF Registration Numbers that contain an "E".

4.70.13.5. MHE (non-463L). USAF Registration Numbers that contain an "E", with selected USAF management codes.

4.70.13.6. Fire Trucks. USAF Registration Numbers that contain a "C" or "L".

4.70.13.7. Refueling Vehicles and Equipment. USAF Registration Numbers that contain a "C" or "L" with selected USAF management codes.

4.70.13.8. Special Purpose Vehicles and Equipment. USAF Registration Numbers that contain a "C" or "L" (other than fire trucks and refuelers) with selected USAF management codes.

4.70.13.9. Non-registered Vehicles and Equipment. USAF management codes that begin with a numeric character. ***Note:*** VM&A personnel may use rules 31 through 53 in **Attachment 6** and the data in OLVIMS' PCNs SB004-008 or SB004-032 to see which vehicles or groups of vehicles have abnormal NMC rates on a scale other than the groups seen above.

4.71. Other Indicators. There is a continuing need to check and measure motor vehicle related statistical and historical data beyond that outlined in this chapter. There is almost no end to the material to be reviewed, just as there is no end to the need to improve customer service and save resources. While some of the following areas may well be used as a part of a major analysis, they also lend themselves to independent tests and analyses. In some way, each of the areas affects the outcome of the total vehicle management effort. They are not listed in priority order, nor can any one be singled out as being more important than the other. The analyst must weigh each on a basis of what the goal is at a given time. The remainder of this paragraph covers "other indicators" that can be monitored at the direction of the MAJCOM Vehicle Management Staffs, VFM or VMS, who may set goals to gauge the effectiveness of these indicators.

4.71.1. Repeat Maintenance. This is often found to be one of the main causes of high costs and low MC rates. A high occurrence of repeat maintenance may indicate improper scheduling, inadequate quality control, failure to use test equipment to diagnose malfunctions or the need for training. Use OLVIMS PCN SB004-032, particularly Part 10, to see which vehicles or equipment items are in and out of the shop too often. Also, see rule 14 in **Attachment 6** for analysis guidance.

4.71.2. Contract Maintenance and Other Government Agency costs. By analyzing these costs, it may be possible to identify inadequate manning, skill levels, shop layout, tools and equipment, and the extent to which in-house capabilities may be improved. It may be best to check these indicators in major vehicle categories. See OLVIMS PCN SB004-032 for the data to be used in this review. See rules 35 and 36 of **Attachment 6** for analysis guidance.

4.72. Areas to Monitor. The following areas do not need to be charted, but should be checked by VM&A:

4.72.1. Vehicle and Equipment Work Order Status. Remove appropriate AF Forms 1823/1823-1 from the Work Order Master File Status Report (PCN SB004-018) on a timely basis. Validate AF Forms 1823/1823-1 on the list 45 days or longer.

4.72.2. Transient Vehicles. Mail, fax or electronically transmit the vehicle repair transaction (PCN SB004-019) report and fuel report to the vehicle's home base as soon as they are received.

4.73. Controlling and Evaluating Problem Areas. When unfavorable trends or indicators are present, VM&A can use **Attachment 6** to identify problem areas and their causes and effects. **Attachment 6** also reflects suggested review procedures and preventive measures. When performing analysis, refrain from using inflation as a cause for increased cost-per-mile, the aging fleet for increased NMCM rates or other often used "crutches".

4.73.1. When investigating the cause of poor performance or when trying to isolate the prime reasons for a bad trend, try all the procedures listed in **Attachment 6**.

4.73.2. All situations are not in **Attachment 6**; conditions that are command or base related may affect a situation in one case and may not in another.

Section 4L—Depot Maintenance Program

4.74. Depot Maintenance Program. VM&A is responsible for the effective use of the depot program.

4.74.1. Initiate and plan depot repair needs IAW TO 36-1-191. ***Note:*** Prior to submitting vehicles for depot overhaul, review the vehicle due-in listing to ensure a future need exists for the overhauled asset.

4.74.1.1. At the MAJCOM Vehicle Management Staffs discretion, capture vehicle downtime. Retain vehicle record in master file while vehicle is undergoing depot rebuild so that vehicle downtime is accurately documented.

4.74.1.2. The downtime begins when the vehicle is removed from service and the shipping LTI is accomplished (this 4000 work order remains open). Downtime ends after the vehicle returns from depot, the acceptance LTI is accomplished and the vehicle is available for use. There will be no accounting of vehicle downtime if the vehicle is being shipped to depot and will not return to the shipping base.

4.74.1.3. Capture depot rebuild cost. Process a "JZ" transaction to capture the cost of depot rebuild when the vehicle returns from depot (JZ transaction is generated by the JZ screen that may be seen on the PCN SB004-005, edit list. JZ is used to charge the contract cost and establish contract warranty information). The cost will include transportation and actual depot repair costs. JZ transactions are limited to $99,999 per month/quarter. If depot and shipping costs exceed $80,000, split the cost evenly and capture the remaining cost the following month/quarter. Depot cost is provided by WR-ALC to the MAJCOM Vehicle Management Staff, which subsequently forwards the cost data to the base. Contact your local TMF for the shipping cost to depot. Use this same shipping cost for the return cost from depot.

4.74.1.4. Ensure depot rebuild date is captured and properly loaded via the AZ (years and months) in OLVIMS to prevent premature movement into replacement codes A-J, reference AFCSM 24-1 (AZ transaction used to load/update/delete a vehicle (static data)).

Section 4M—Maintenance Monthly/Quarterly Processing

4.75. Procedures for OLVIMS Maintenance Module Monthly Processing VM&A completes the following procedures before, during and after new month processing:

4.75.1. Before submitting a new month parameter transaction (YK), VM&A will:

4.75.1.1. Backup OLVIMS database and print files.

4.75.1.2. Validate the accuracy of the tire recapping percentage.

4.75.2. After the new month parameter transaction is submitted, but before closing out the previous month (Dual Month Status) via the YB transaction, VM&A will:

4.75.2.1. Review the Work Order Master File (PCN 18). Ensure all work order numbers marked partially closed are closed completely, verify work orders identified as "open excessive time" or "Special Action Required" are accurate and review work orders marked "Awaiting Contract cost" for accuracy of status.

4.75.2.2. Input indirect employee time for the previous month.

4.75.2.3. Ensure employee master list changes are input.

4.75.2.4. Ensure GSU AF Form 1823/1823-1 data is input, when applicable.

4.75.2.5. Input minor maintenance actions for the previous month.

4.75.2.6. Run Man-hour Utilization Report for the previous month.

4.75.2.7. Input all previous month parts and fuel charges.

4.75.2.8. Contract operated maintenance elements input overhead cost IAW AFCSM 24-1 (VZ Transaction). ***Note:*** Performance based contracts are exempt.

4.75.2.9. Review/update mileage inconsistencies and MPG estimators on the Quick Reference Listing (PCN 63).

4.75.2.10. Backup OLVIMS database and print files.

4.75.2.11. Prepare six formatted disks or other removable storage media, to receive monthly processing files (this number may vary depending on fleet size and files produced for your site).

4.75.3. After closing out the previous month (YB), VM&A will:

4.75.3.1. Print, file or electronically store monthly products and reports.

4.75.3.2. Use the OLVIMS AFIS zip file to update OLVIMS Fleet Module.

4.75.3.3. Validate data contained in the refundable/reimbursable file. Process refund and reimbursable costs according to local accounting and finance rules.

4.75.3.4. Upload the Halverson and Tunner loader OLVIMS monthly data to the AF Vehicle Management Neighborhood, after completion of monthly processing, but NLT the 5th duty day of the month (if applicable).

4.75.4. After making quarterly corrections to the PCN SB004-56 (Quarterly Corrections Listing), perform an "XN" transaction and forward the file created "[site code]

RAQ6T.DA1" file to the MAJCOM electronically. MAJCOM Vehicle Management Staffs will provide instructions for forwarding the data.

4.75.4.1. MAJCOM Vehicle Management Staffs establish a NLT date for the file to arrive.

4.75.4.2. The consolidated MAJCOM input must arrive at WR-ALC NLT the 10th work day of the first month following the end of the quarter.

4.75.5. RCRA reporting: All base-level Vehicle Management activities will collect and update their RCRA data on a quarterly basis to VEMSO via the web-based form provided. The report will include:

4.75.5.1. Total gallons and cost of virgin antifreeze purchased; total gallons and cost of re-recycled antifreeze purchased; and total gallons of antifreeze recycled on site and amount used.

4.75.5.2. Total number and cost of retread and regular tires purchased.

4.75.5.3. Total gallons and cost of virgin and re-refined oil purchased.

4.75.5.4. Base-level Vehicle Management activities will need to update their RCRA report NLT the 10th work day after the end of each quarter (Jan, Apr, July and Oct).

4.75.5.5. VEMSO will consolidate the data for A11 Exhibit 55 Annual Energy management Report that goes to the Office of the Secretary of Defense and Congress.

Section 4N—Railway Equipment

4.76. Railway Equipment. This chapter provides procedures for managing and operating AF-owned or operated railway equipment. It applies to all AF organizations having custody of, using, operating, maintaining or controlling railway equipment. Railway equipment consists of locomotives, locomotive cranes, railway cars (including box, flat, gondola, hopper and tank cars) and special purpose vehicles operated on railroad tracks.

4.77. Acquisition of Railway Equipment. All acquisitions for railway equipment (including purchase, lease or construction) will be evaluated to exclude items not conforming to the criteria listed below. Railway equipment will not be assigned for USAF ownership unless one of these criteria is met:

4.77.1. Equipment is peculiar to the military, or is specialized and not available from commercial sources, or is not available in sufficient quantities to meet USAF requirements.

4.77.2. Equipment is required to meet overseas requirements.

4.77.3. Equipment is required to meet intra-installation requirements of a USAF activity.

4.77.4. Equipment is required to meet a specific mobilization requirement that cannot otherwise be met within the US or Canada and involves movement of USAF-owned items.

4.77.5. Equipment is required in training and maneuvers and cannot otherwise be provided.

4.77.6. Security considerations dictate USAF ownership.

4.77.7. Cost of procuring equipment service from commercial sources is in excess of the cost of operating USAF-owned equipment.

4.77.8. Equipment is required for other special needs, specifically approved by the Secretary of Defense.

4.78. Specific Duties. HQ USAF/A4LE will establish broad program guidance and establish utilization standards for locomotives.

4.78.1. WR-ALC will designate the USAF Railway Equipment Inventory Manager and will furnish direction and guidance to implement policies established by HQ USAF. The Inventory Manager will evaluate programs, review operation and maintenance, and provide a representative to serve as a member of the Interservice Locomotive Management Committee IAW DOD 4140.50-R.

4.78.2. WR-ALC maintains a worldwide inventory of locomotives (including contracted) and ensures railway equipment is accounted for. In addition, WR-ALC:

4.78.2.1. Distributes the annual Locomotive Utilization Report and Inventory to the appropriate offices as outlined in DOD 4140.50-R.

4.78.2.2. Computes, budgets and defends the buy for USAF railway equipment and develops replacement plans.

4.78.2.3. Approves authorizations, makes initial assignments, transfers and replaces USAF railway equipment.

4.78.2.4. Authorizes the disposition of railway equipment when excess, obsolete or beyond economic repair.

4.78.2.5. Evaluates utilization reports to determine under-utilized equipment.

4.78.2.6. Maintains liaison with the Department of the Army and Navy to ensure timely delivery of newly purchased equipment.

4.78.2.7. Develops and coordinates ISSAs with the Department of the Army to provide other than organizational maintenance and schedule railway equipment for intermediate/depot-level repairs.

4.78.2.8. Assists MAJCOMs in the operation, inspection and maintenance of railway equipment.

4.78.2.9. Catalogs and standardizes USAF railway equipment, and ensures all procurement actions are accomplished through the DOD executive agent for railway equipment.

4.78.2.10. Provides input to the Army designated POC for central maintenance of information as outlined in DOD 4140.50-R.

4.78.3. MAJCOMs, FOAs and DRUs will:

4.78.3.1. Validate authorizations for railway equipment at subordinate installations.

4.78.3.2. Establish and inform subordinate units of information required to support requests for new authorizations and replacement assets.

4.78.3.3. Furnish management reports.

4.78.3.4. Validate USAF ownership of railway equipment every 5 years at installations where commercial sources are available to determine if the program is cost effective.

4.78.3.5. Report excess railway equipment to WR-ALC for disposition.

4.78.3.6. Account for railway equipment authorizations and assets in AFEMS.

4.78.3.7. Coordinate with WR-ALC prior to acquiring or relocating railway equipment.

4.78.4. Installations will:

4.78.4.1. Prepare and submit all required reports.

4.78.4.2. Report excess equipment through the MAJCOM, FOA or DRU to WR-ALC.

4.78.4.3. Account for assigned railway equipment through AFEMS.

4.78.4.4. Ensure locomotive operators are properly trained and licensed IAW Federal Railroad Administration guidelines.

4.78.4.5. Maintain licensing records for individuals qualified to operate locomotives.

4.78.4.6. Prepare requests for new authorizations and replacements for current assets.

4.78.4.7. Perform organizational-level maintenance. See TO 36-1-191 for railway equipment inspection requirements.

Section 4O—Interagency Motor Pools and Systems

4.79. Interagency Motor Pools and Systems. Title 10 U.S.C, 133(d) delegates authority to the Secretaries of the Army, Navy and AF to establish and operate interagency motor pools and systems. Title 40 USC 486 gives this responsibility to the Administrator of GSA for the actual establishment and operation. GSA develops necessary data and cost statistics to determine the economic feasibility of establishing a motor pool in an area. DOD components are notified if consolidation is feasible.

4.79.1. Services Provided by Interagency Motor Pools:

4.79.1.1. Rent vehicles by the month.

4.79.1.2. Maintain and provide Petroleum, Oils and Lubricants (POL) for other government-owned vehicles.

4.79.1.3. Store government-owned vehicles.

4.79.2. Discontinuing Interagency Motor Pools. If an established interagency motor pool fails to achieve a savings during a reasonable period, i.e., 2 successive FYs, the GSA administrator gives a 60-day notification to discontinue the pool.

4.79.3. Managing GSA Vehicles. Use GSA vehicles for official purposes only. If leasing GSA vehicles is more expensive than using AF-owned vehicles, or the AF cannot resolve operational problems with the interagency Motor Pool, AF activities will send full details through channels to HQ USAF/A4LE for resolution.

Section 4P—Interservice Vehicle Support Agreements

4.80. Interservice Vehicle Support. Interservice support among DOD components will be used where economies can be realized without impairing mission effectiveness. DODI 4000.19, “Interservice and Intergovernmental Support”, implements DOD policy concerning Interservice

support. As a rule, the DOD component having the greater AOR (equipment and manpower) furnishes the support requested to the extent capabilities and military commitments permit.

4.81. Arranging for Interservice Vehicle Support. Arrangements for Interservice support generally provide that DOD components furnishing the service may not assume any liability whatsoever for personal injury or property damage caused by any vehicle while it is in the custody of the using component. The using DOD components must:

4.81.1. Assume the cost of picking up and delivering vehicles.

4.81.2. Properly operate, maintain and use vehicles in their custody.

4.81.3. Take administrative action relating to damage or theft of the motor vehicle in their custody.

4.81.4. Assume responsibility for any damages resulting from accidents, abuses or incidents while the vehicle is in their possession.

4.82. Activity Pooling. A transportation and equipment pool:

4.82.1. Operates where it will be most economical or provides the most satisfactory transportation service.

4.82.2. Pools full or partial transportation assets of separate activities. The pool segments are located within an area most convenient to the majority of the vehicle users.

4.82.3. Is administered by a lead activity designated by the components. It may be subdivided locally as necessary. Agreements for activity pooling are sent through channels to HQ USAF/A4LE for coordination.

Section 4Q—VVV

4.83. VVV. VEMSO is required to perform a complete review of all installations' vehicle authorizations every 3 to 5 years depending on established trigger points. A message should be sent out annually to inform the bases of the scheduled VVVs. When a VVV is within 30 days of the visit, another message should be sent to that particular base. These visits should either be performed on site at each servicing VM&A or conducted electronically via email, teleconference and/or VTC. The trigger point determines which of these methods to use.

4.83.1. Vehicle justification packages will not be accepted by VEMSO 3 months prior to the start of the VVV. A 1-year moratorium on new vehicle justification packages will be in place once validation is completed.

4.83.2. Local VM&A will accomplish the following prior to VVV:

4.83.2.1. Educate base on purpose of vehicle validation visit.

4.83.2.2. Conduct a validation dry run prior to validation visit and ask the following questions for each authorization:

4.83.2.2.1. Who is using the vehicle?

4.83.2.2.2. What is the vehicle being used for?

4.83.2.2.3. Is this the right size and type vehicle needed?

4.83.2.3. Have a conference room designated for visit.

4.83.2.3.1. Make sure Local Area Network (LAN) capability exists.

4.83.2.3.2. Have a detailed base map available.

4.83.2.4. Develop a schedule.

4.83.2.4.1. Each unit authorized vehicles must be scheduled.

4.83.2.4.1.1. Unit representation should be able to speak to each vehicle need. The unit's flight leadership and VCO or VCNCO must attend and facilitate for their unit. VCOs and VCNCOs are not the target representative.

4.83.2.4.1.2. Units should be available 15 minutes prior to their scheduled appointment.

4.83.2.4.2. Vehicle Operations should be last.

4.83.2.4.3. Leave time for redirects at the end of the validation visit.

4.83.2.5. Schedule a base tour (include off-base sites) before in-brief on 1st day.

4.83.2.5.1. Inform validation team what your mission is and where the units are located.

4.83.2.5.2. Decide on the route before validation team arrival.

4.83.2.6. Set up in-brief and out-brief at group-level.

4.83.2.6.1. In-brief should follow base tour and precede any meetings with the units.

4.83.2.6.2. Briefing must be with MSG Commander or equivalent.

4.83.2.6.3. Invite all Squadron Commanders or equivalents, or their designated representatives.

4.83.2.6.4. Base leadership should know that VVV is coming and why.

4.83.2.7. Have a folder for each organization with the following:

4.83.2.7.1. Copy of VCO hand receipt for all attendees (MAJCOM representatives plus copies for each unit).

4.83.2.7.2. Utilization data (12 months):

4.83.2.7.2.1. Sorted by org user.

4.83.2.7.2.2. Grouped by org master.

4.83.2.7.3. MOLVIMS UDI requests over the last year.

4.83.2.7.4. MOLVIMS open and closed AF Forms 868 by requesting unit.

4.83.2.7.5. MOLVIMS Status Code report.

4.83.2.7.6. Other documentation may be requested as needed (for example, priority posting chart for SFS, UMD for CES, MOG, primary aircraft authorization, amount of towable aerospace ground equipment for Aircraft Maintenance, etc.).

4.83.3. VEMSO (with the assistance of MAJCOM Vehicle Management staffs) will conduct preliminary meetings with key lead command FAMs (i.e., CE, fire department, fuel management, SFS, etc.) prior to each VVV. The meetings should include discussions on the following:

4.83.3.1. Purpose of visit.

4.83.3.2. Known concerns for each specialty.

4.83.3.3. Funding issues resulting from an increase in a functional area. ***Note:*** Increases on the VAL for each functional area must be funded by the FAMs prior to authorizations being added to the VAL. Vehicle Management funding will only be used to replace assets in existing authorizations, not to establish new ones based on growth.

4.83.4. At the end of each VVV, VEMSO will complete and file an AF Form 4353, Vehicle Validation Visit.

Chapter 5

MATERIEL CONTROL

Section 5A—General Information

5.1. Description of Materiel Control.

5.1.1. Materiel Control provides support to Vehicle Management using the SBSS, COPARS, Alternate Parts Procurement System (APPS) or other decentralized purchasing methods. Materiel Control manages SBSS transactions for management. Any action deviating from the procedures and guidance listed in this chapter must first be approved by HQ USAF/A4LE.

5.1.1.1. COPARS is a DOD approved method of supplementing SBSS and for getting commercially available automotive parts. It reduces research, item identification times and costs for parts that are not stock listed or cataloged. Ideally located next to COPARS, Materiel Control personnel have many contacts with the contractor each duty day. This relationship makes it most important that all Materiel Control personnel read and know the terms of the contract. Vehicle Management activities wishing to establish a COPARS contract should contact their local Contracting Officer for more information.

5.1.1.2. Decentralized purchasing methods, such as a BPA or GPC, may be more appropriate for some Vehicle Management activities than methods such as COPARS. The Contracting Officer is the source for information and advice on COPARS, BPAs and GPC provisions.

5.1.1.3. BPAs for parts purchases are individual contracts with parts suppliers. Contracting negotiates for authorized items and discounts. They also surveil the BPA. Vehicle Management provides funds and manpower to identify, order requirements and document part procurement/ purchase activity for internal purposes. Vehicle Management may provide funds; however, they do not have authority to purchase (unless it is by GPC) nor do they document contract activities. Base Contracting does not provide surveillance on BPAs.

5.1.1.4. GPC is a credit card used for purchasing parts and services within the parameters of the program. Contracting approves its use, trains the cardholder and manages the program. Vehicle Management nominates cardholder(s) who become Purchasing Agent(s), and are responsible for identifying and buying only authorized items, negotiating discounts and documenting GPC purchases.

5.1.2. Materiel Control is not a unit supply function. The VFM or VMS ensures supply functions unrelated to Vehicle Management needs are not given to Materiel Control.

5.1.3. Manpower for Materiel Control is limited.

5.1.4. The management personnel supervising Materiel Control may not have much exposure to supply procedures, but they must have a basic understanding of the job to properly supervise personnel, evaluate supply support and make knowledgeable performance ratings. SBSS provides customer training IAW AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures,* to fulfill part of this requirement. Where this

training leaves off, this chapter explains supply terms and complicated procedures in language familiar to the maintenance worker.

5.1.5. The scope of Materiel Control operations requires additional emphasis on training, because these specialists must maintain proficiency in the supply career field as well as develop a basic understanding of maintenance.

5.1.5.1. The VFM and VMS ensures Materiel Control personnel become fully qualified in all aspects of the operation, including the use of SBSS, OLVIMS, COPARS procedures and all management products.

5.1.5.2. A qualification training program is set up for all newly assigned personnel to ensure they receive proficiency training as soon as possible.

5.1.6. The concepts and procedures outlined here ensure compatibility with AFMAN 23-110, Volume 2, Part 2, and AFCSM 24-1. At the ALCs, use AFMAN 23-110, Volume 3, Part 2, *D035K Users Manual*, with this chapter. At bases with a manual supply system, use AFMAN 23-110, Volume 2, Part 1, *Global Combat Support System - Air Force (GCSS-AF)*, with this chapter.

5.1.7. Overseas commands are authorized to establish requirements contracts (BPAs) for procurement of parts and supplies to support foreign buy vehicles. Overseas MAJCOMs develop procedures for the effective security, control, documentation and issue of parts purchased through BPAs. Authority to bypass the stock fund is provided in AFMAN 23-110, Volume 2, Part 10, *Standard Base Supply System (SBSS) Supply Management Activity Group (SMAG).*

Section 5B—Specific Guidance

5.2. Materiel Control Responsibilities.

5.2.1. Keep VM&A and key personnel informed of the overall supply situation as it affects the shop.

5.2.2. Assist shop equipment custodians in acquiring equipment authorizations.

5.2.3. Manage and operate the tool crib, as designated by the VFM or VMS.

5.2.4. Maintain a current file of all needed supply-related catalogs, reports, publications and management listings.

5.2.5. Initiate, monitor and follow up (as needed/required) on part requests.

5.2.6. Check daily and verify the need and status of parts for all NMCS vehicles.

5.2.7. Check, verify and revalidate all parts requirements on delayed AF Form 1823/1823-1. Inform the VM&A Workload Controller of their status, as directed by the VFM and VMS.

5.2.8. Obtain, temporarily store and issue all parts and supplies needed for AF Form 1823/1823-1. Advise the VM&A Workload Controller and work center supervisor as to parts availability.

5.2.9. Coordinate the establishment of both high-cost and low-cost bench/working stock items with the work center supervisor and VFM or VMS. In addition, coordinate bench stock items with the LRS Bench Stock Support Section.

5.2.10. Manage centralized bench/working stocks. Review bench/working stocks with the work center supervisor and VFM or VMS. In addition, review bench stock items with the LRS Bench Stock Support Section.

5.2.11. Coordinate procedures with outlying work centers to ensure high-cost bench/working stock items are charged to the proper AF Form 1823/1.

5.2.12. Coordinate all repair cycle asset matters with the LRS Flight Service Center. This includes set up, inventory, reconciliation and management of supply points; turn in of serviceable and unserviceable assets, management of Due In From Maintenance (DIFM) assets, Awaiting Parts (AWP) and listings.

5.2.13. Materiel Control should coordinate with the VM&A Workload Controller on appropriate DIFM status and process, and return DIFM assets to the LRS Flight Service Center as soon as possible.

5.2.14. Inventory, store and list work order residue. When the VFM or VMS determines residue is no longer required, process turn-ins to the LRS Demand Processing Section or the DRMS IAW appropriate procedures.

5.2.15. Assist the work center supervisor when requesting adjusted levels (AF Form 1996, *Adjusted Stock Level*) to support new and mission essential vehicles. Act as the focal point for the adjusted stock level review, and ensure changes reflect current mission and vehicle requirements.

5.2.16. Assist with and perform parts research.

5.2.17. Advise the Functional Commander or Functional Director of any COPARS problems.

5.2.18. Keep a daily record of COPARS funds on funds ledger and tell the Functional Commander or Functional Director when the cost of the delivery order is 85 percent obligated. A computerized spreadsheet may be used as the funds ledger.

5.2.19. Ensure the most economical parts are purchased. Order the least expensive part (including rebuilt items) when shop records do not show poor performance, less service life or reliability problems with rebuilt items.

5.2.20. Query parts dealers to ensure new, rebuilt or after-market parts for all vehicles and equipment meet or exceed OEM specifications before ordering parts. ***Note:*** Individual parts are not specifically nuclear-certified by any manufacturer; however, any part is acceptable for use on certified vehicles and equipment if the part meets or exceeds the OEM specifications.

5.2.21. Verify parts charges on the Daily VIMS Materiel Transaction-Non Fuels (D22), and ensure all materiel costs are validated and properly charged in OLVIMS.

5.2.22. Coordinate with the LRS Stock Control Section and work center supervisors in updating Initial Spares Support Lists (ISSLs) and Follow-on Spares Support Lists (FOSSLs) for new equipment.

5.2.23. Establish Minimum Reserve Authorization (MRA) as needed.

5.2.24. Perform monthly or quarterly (as directed by VFM or VMS) AF Form 1823/1823-1 backorder validation with VM&A.

5.2.25. Utilize the HAZMART to the fullest extent. Ensure the AF Form 3952, *Chemical/Hazardous Material Request Authorization*, reflects an appropriate quantity to fulfill mission requirements but not create undue waste. An approved AF Form 3952 must be on file for any HAZMAT purchase regardless of purchasing method.

5.2.26. Dispose of waste IAW appropriate directives and laws.

5.3. Required Publications, Reports and Listings for Materiel Control.

5.3.1. Required publications.

5.3.1.1. Federal Logistics Record (FEDLOG) System for research.

5.3.1.2. Applicable Illustrated Parts Breakdowns (IPB), dash-four (-4) TOs. Access to a TO library meets this requirement.

5.3.1.3. Applicable TCTOs. Access to the applicable TCTO file meets this requirement.

5.3.1.4. Applicable ASs.

5.3.1.5. TO 00-20-14-WA-1, *AF Metrology and Calibration Program*. Access to a copy in a TO library meets this requirement.

5.3.1.6. AFMAN 23-110, Volume 2, Part 13.

5.3.2. Required reports and listings.

5.3.2.1. Daily Document Register (D04). Document Control Register (A-DO35K-BA6-DM-L41) for ALCs.

5.3.2.2. Priority Monitor Report (D18), Parts 1 and 5. The ALCs will use the Daily Priority Monitor Report (A-D035K-BC6-DA-L60) and the MICAP Control Register (D035K-BEI-DA-L78).

5.3.2.3. Repair Cycle Asset Management Listing (D23). The D23 is used by LRS and maintenance activities to reconcile DIFM assets. The Daily DIFM/Due-Out to Maintenance (DOTM) Review List Part II (D035K-B72-DA-L87), Monthly DIFM/DOTM Review List (A-D035K-BE7-MO-L87) and the Monthly DIFM/DOTM Review List Part I (A-D035KBH3-MO-L97) are used at ALC bases.

5.3.2.4. AWP Validation Listing (D19).

5.3.2.5. Daily VIMS Materiel Transaction Non Fuels (D22). ALC bases use the Audit and Control List (DO50-2TPB).

5.3.2.6. Supply Point Listing (Q13), if applicable.

5.3.2.7. Organization Bench Stock Listing (S04). S04 comes in four parts: Part 1 is the master Bench Stock Listing and Part 3 is the Organization Bench Stock Listing. ALCs will use the Bench Stock Authorization Lists (A-D035K-B91-QR-L27 and A-D035K-B93-QR-L29).

5.3.2.8. Due-out Validation (M30). Urgency of Need Backorder List (DO33-OZIC) is the ALC base counterpart.

5.3.2.9. Stock Number Directory (M14). No ALC base counterpart is distributed. A remote terminal within Materiel Control satisfies this requirement.

5.3.2.10. OLVIMS. Delayed Maintenance Report, PCN SB004-015.

5.3.2.11. OLVIMS. High Cost Bench Stock Master List, PCN SB004-046.

5.3.2.12. Authorized Working Stock List(s) (manually or computer prepared).

5.3.2.13. OLVIMS. Delayed Parts Received, PCN SB004-062.

5.3.2.14. Computer generated listing of all work order residue within Vehicle Management.

5.3.2.15. Daily Project Funds Management Record (PFMR) and Organization Cost Center Record (OCCR) Update and Reconciliation (D11).

5.4. Optional Publications, Reports and Listings for Materiel Control.

5.4.1. Optional publications are:

5.4.1.1. AFCSM 24-1.

5.4.1.2. AFMAN 23-110, Volume 1, Part 1.

5.4.1.3. AFI 63-124, *Performance-Based Services Acquisition (PBSA).*

5.4.1.4. The US Army Tank-Automotive Command (TACOM) publishes a supply newsletter periodically which provides information on items supported by code "AKZ." Contact TACOM/ AMSTA-FPC, Warren MI 48379-5000 for distribution.

5.4.1.5. TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System.*

5.4.2. Optional reports and listings are:

5.4.2.1. Organization Cost Center Report (MO3). ALC bases use the Customer Funds Record (DO33-KV1B).

5.4.2.2. I&S Listing (RO2). No ALC counterpart is distributed.

5.4.2.3. Due-out Status Listing (R31). No ALC counterpart available.

5.4.2.4. TCTO Reconciliation Listing (see AFMAN 23-110, Volume 2, Part 2, Chapter 24, *Repair Cycle Support*).

5.4.2.5. Repair Cycle Data List (Q04). No ALC counterpart available.

5.4.2.6. OLVIMS, Edit List ("PZ" and "VZ" transactions) PCN SB004-005.

5.4.2.7. Vehicle ISSLs or FOSSLs, as applicable.

5.4.2.8. Quick reference lists, as applicable.

5.5. Use of Reports and Listings in Materiel Control. Various reports and listings are available from the SBSS and ALC supply systems for managing supply support for the shop. Some of these reports are sent automatically; others are sent based on local needs. All reports are listed in AFMAN 23-110, Volume 2, Part 2, Chapter 24, for SBSS bases. AFMAN 23-110, Volume 3, Part 2, Chapter 14, *Output Products*, discusses the ALC base counterpart. All reports

should be neatly bound in order that they may be easily used. The following paragraphs describe the basic uses of the most significant reports and listings (AFMAN 23-110, Volume 2, Part 13, explains most reports):

5.5.1. The Daily Document Register (D04) is made in document number sequence and is a comprehensive review of the previous day's supply transactions. It shows exceptional transactions that may require analysis; answers questions about supply that the shop may have and points out possible abuses of the supply system. It will be checked each duty day for issues, due-out releases and cancellation information.

5.5.2. The Priority Monitor Report (D18) is reviewed each duty day for Urgency of Need Designator (UND) "A" requirements and weekly for UND "B" requirements. (The weekly and monthly reports exclude bench stock, equipment and supply point requirements). It lists outstanding due-outs for each item. It is used to validate all back ordered parts for delayed AF Form 1823s or AF Form 1823s.

5.5.3. The AWP Validation Listing (D19) shows the required information to manage DIFM assets, to maintain a current inventory of DIFM items and to reconcile DIFM balances.

5.5.4. The Supply Point Listing (Q13) lists all items authorized, on hand and due out to the supply point. It also has summary data on shortages, excesses and identification of buildup items.

5.5.5. The Organization Bench Stock Listing (SO4) lists all bench stock items for each activity that applies. It can be used to find items in the bench stock, to check bench stock authorizations and to add new bench stock items. This listing is shown in NSN and item number sequence.

5.5.6. The Due-out Validation (M30) provides data for review of UND "A" and "B" priority due-outs. It is also a managerial tool for validating all UND "C" due-outs monthly (except equipment, which is validated at least quarterly).

5.5.7. The Stock Number Directory (M14) (frequently called SNUD) is a monthly list of all NSNs stored in the SBSS. It tells whether an item has been loaded in the computer as well as data about the item (unit price, unit of issue, source of supply and so forth). Due to its volume, this directory is not sent automatically and only a small number of copies are made. Materiel Control should tell the Management Systems Flight that it would like a copy of the previous month's list.

5.6. Supply Discipline. Supply discipline is essential to good materiel management and applies to all personnel. Responsibilities are identified in AFI 23-111, *Management of Government Property in Possession of the Air Force.*

5.6.1. A reparable is as important as a serviceable item, since the reparable may be the only source of supply. SBSS considers a DIFM detail as a potentially serviceable asset and will print an I023 Asset Management notice on an issue request. Reparable assets removed from the end item must be promptly sent through repair channels and controlled throughout the repair cycle. Local vendors and COPARS often require a reparable item (core) before a serviceable one is sold.

5.6.2. Double ordering from any source wastes funds, reduces credibility and does not serve the shop well. Do not use such practices.

5.7. Priority System. There are five main terms that all Materiel Control personnel should know:

5.7.1. Force Activity Designator (FAD). Each organization is assigned a FAD (1 through 5) by the JCS through the USAF Program Document. The organizational FAD indicates the relative priority of a unit. The FAD code is loaded in the SBSS and will be loaded in OLVIMS. Vehicle Management, as a support unit, is rarely assigned a FAD as high as many of the vehicles it works on (such as flight line vehicles, fire trucks, etc.). In these cases the FAD of the mission supported by the vehicle should be used to order the parts needed for maintenance.

5.7.2. UND. The UND is a one-character alpha code, used to indicate the urgency of the need. There are three primary UNDs: A, B and C.

5.7.2.1. UND "A" means a lack of the requested item prevents mission accomplishment.

5.7.2.2. UND "B" means lack of the item impairs mission accomplishment.

5.7.2.3. UND "C" is used for routine needs not meeting the criteria for a higher UND.

5.7.2.4. “1” is a fourth UND used to indicate a verified NMCS condition for a MICAP reportable vehicle.

5.7.3. Urgency Justification Code (UJC). The UJC is a two-character code that shows the priority and use of the required part (see AFMAN 23-110, Volume 2, Part 2, Chapter 11, *Customer Requirements*). The first character of the UJC is the UND; the second character is an alpha code assigned to the type of equipment being worked on. In the case of vehicles, the assigned code is "F" or "Q.” When requesting most parts from the LRS Demand Processing Section, Materiel Control uses UJC 1F, AF, BF, BQ or CQ.

5.7.4. Base Delivery Priority. A local delivery priority is assigned by Materiel Control for each demand placed in SBSS. The delivery priorities are in AFMAN 23-110, Volume 2, Part 2.

5.7.5. Requisition Priority. The requisition priority is assigned by the SBSS computer based on a combination of the FAD code of the requesting organization (or the supported vehicle, if FAD override is used) and the UND code. When the property is not available in LRS supply system for immediate issue, this priority tells the source of supply the level of urgency.

5.8. Coordination between Materiel Control and OLVIMS. Materiel Control has a key role in ensuring all materiel costs are properly charged in OLVIMS.

5.8.1. This part of the AFI integrates Materiel Control’s procedural responsibilities for OLVIMS with its other responsibilities. AFCSM 24-1 gives further procedures for expenditure data input and output using OLVIMS (see **Figure 5.1.** for cross-reference listing).

5.8.2. Materiel Control personnel must know all aspects of the materiel costing process. VM&A is the focal point for OLVIMS and is the main source of information and training for new personnel. Also VM&A is the POC for keeping all personnel informed of system changes. The information in **Figure 5.1.** is provided for a quick reference of OLVIMS formats and listings used by Materiel Control. All references are from AFCSM 24-1.

Figure 5.1. Materiel Control and OLVIMS Cross-Reference Listing.

Summary of the OLVIMS System	Section 2
Format for establishing High Cost Bench Stock Master (EZ)	Section 5
Format for High Cost Bench Stock (OLVIMS VZ) Transaction Issue (QZ)	Section 5
Format for OLVIMS Materiel Cost Card	Section 5
OLVIMS Edit List (for VZ, QZ and Transactions)	Section 5
Delayed Maintenance Report	Section 5
High Cost Bench Stock Master List	Section 9

5.8.3. Materiel costs for purchases are inputted in OLVIMS. Items are charged in three different ways; to the:

5.8.3.1. Vehicle on which the item is used.

5.8.3.2. "High-Cost Bench Stock" account (work order number H8888), for items of bench stock or working stock costing $60 or more per unit. Do not charge these items to a specific vehicle until the parts are installed.

5.8.3.3. "Low-Cost Bench Stock" account (work order number L9999), for items with a unit of use cost of less than $60. These costs are charged as overhead against the entire fleet, rather than to a specific vehicle.

5.8.4. Items are further identified by charge codes for maintenance or non-chargeable costs (D, M or N). The requester assigns these codes and Materiel Control verifies them. For examples of items to be charged to D, M or N, see AFCSM 24-1, Attachment 4.

5.9. Adjusted Stock Levels. Adjusted levels provide a means to change base stock levels and are used when usage experience is not the best predictor of future needs. When wisely used, adjusted levels are a valuable tool in supporting the mission. Because AF resources are limited, the approval of an adjusted level frequently means that fewer dollars are available to buy items with established consumption rates. Requests for adjusted levels must be carefully considered. Procedures are in AFMAN 23-110, Volume 2, Part 2, Chapter 19, *Stockage Policy*.

5.9.1. Requests for adjusted levels are sent to the LRS Stock Control Section on an AF Form 1996, *Adjusted Stock Level*. This form is used to request a change to stocked levels, not to bench stock minimum reserve levels.

5.9.2. Materiel Control initiates the AF Form 1996 in five copies, with help from the requester. The VFM or VMS signs as the approving authority.

5.9.3. One copy of the AF Form 1996 is held in a suspense file, three copies are sent to Stock Control Section and one is sent to the requester.

5.9.4. Initiate follow-up actions if Materiel Control is not notified within 10 days for items that require base-level approval or 45 days for items that require IM approval. When

notification is received, inform the requester, remove the copy from the suspense file and file the approved AF Form 1996.

5.9.4.1. Approved requests are filed in Materiel Control to use during adjusted level reviews.

5.9.4.2. Rejected requests are reviewed with the requester to see whether more action is needed.

Section 5C—Issue Procedures

5.10. General Information. This section discusses procedures used in obtaining off-the-shelf parts from LRS. To be effective, Materiel Control personnel must know the procedures of the supply system they work with (SBSS, GPC, COPARS or BPAs). These procedures supplement supply procedures, and generally apply to requesting parts for NMCS and delayed AF Form 1823/1823-1s. The LRS Customer Service & Training Section gives supply system training when requested. AFMAN 23-110, Volume 2, Part 13, outlines detailed procedures used in issue requests.

5.11. Identifying the Requirement.

5.11.1. This section discusses guidelines for determining the source of supply and describes the procedures to use. This is one of the most critical aspects of materiel support for the shop. Attention to detail in this process goes a long way in ensuring that the right part is ordered the first time.

5.11.2. The technician helps Materiel Control determine the following information about the item:

5.11.2.1. NSN, part numbers and associated manufacturer's codes.

5.11.2.2. Nomenclature.

5.11.2.3. Quantity.

5.11.2.4. TO, figure and index.

5.11.2.5. UND. See **paragraph 5.7.2.**

5.11.2.6. FAD from the AF Form 1823/1823-1.

5.11.2.7. Management code.

5.11.2.8. Make and model of vehicle.

5.11.2.9. Source code, when available. Check the format of the TO; if no code is available or item is coded Local Purchase (LP), COPARS or other sources may be used.

5.11.2.10. VIN.

5.12. Requests Sent Through LRS Demand Processing.

5.12.1. Document all parts requested through LRS Demand Processing Section by one of three methods:

5.12.1.1. Initiate AF Form 2005 according to AFMAN 23-110, Volume 2, Part 2, Chapter 11. Give Demand Processing the original and one copy. Hold a copy in suspense

until the transaction appears on the D04, D22 (with OLVIMS transaction) and the property is received. If the transaction fails to appear on the D04 on the next computer processing day, follow up with demand processing to find out the status of the transaction.

5.12.1.2. Log all parts requested on AF Form 2413, *Supply Control Log*. Column G contains the work order number and Column N (Mark For) contains the vehicle registration number. Once property is received, highlight the entire entry. Items not highlighted are considered active requests.

5.12.1.3. Use a locally created database to track part ordering. Procedures are the same as AF Form 2413 in the preceding paragraph.

5.12.2. Several actions take place when an item is issued from LRS Demand Processing Section:

5.12.2.1. The part is delivered along with a DD Form 1348-1A**.** The part is checked against the suspensed AF Form 2005, supply control log entry or locally developed database to ensure the correct item was received. Clearly annotate the AF Form 2005, AF Form 2413 or locally developed database to show receipt of property.

5.12.2.2. Using the D04, verify receipt of all issues and due-out releases. Initiate follow-up actions on any property not received by the next duty day.

5.12.2.3. Using the D22, verify the following fields prior to uploading into OLVIMS and forwarding to VM&A:

5.12.2.3.1. Compatibility of charge code and item (example: A tire FSC 2610 with a charge code 0 is incorrect).

5.12.2.3.2. Validity of work order number (example: Real work order number is B1234 but shows F1234; L9999 or H8888 improperly used).

5.12.2.3.3. Suspected unit of issue or extended cost errors.

5.12.2.3.4. Verification of the cost on issues of $500 or more.

5.12.2.4. To clear the AF Form 2005 issue suspense, supply control log suspense entry or locally developed database entry, Materiel Control must receive both the OLVIMS transaction and the item.

5.12.2.5. Useful data on the D22 listing includes:

5.12.2.5.1. Heading "CC." On an issue, an "R" or "N," if present shows the demand code; on a turn-in, the coded entry indicates the action taken.

5.12.2.5.2. Heading "UJC." This column is blank for off-the-shelf issues; the urgency of need code is shown for all delayed and NMCS issues.

5.12.2.5.3. Heading "RVP." This column contains an "R" when a transaction was reversed out of the SBBS.

5.12.2.6. VM&A inputs the “VZ” transaction into OLVIMS. This transaction charges or reverses costs for items received from or turned in to the LRS Demand Processing Section. All transactions are shown on PCN SB004 - 005. Those that pass all edits (see

AFCSM 24-1) reflect an Input Record Accepted (IRA) status on the right hand side of the list under column "RCDS-1." If there are any errors shown by the system, an "IRE" appears in the columns, as well as an asterisk (*) to the right of the field in error. VM&A should be able to correct any error shown for these transactions.

5.12.2.7. MAJCOM Vehicle Management Staff may authorize alternative methods to check on the receipt of OLVIMS materiel costing transactions and property.

5.13. Requests Submitted Through COPARS. A valid AF Form 1823 or work order number is required to submit request and receive items from COPARS. Organizations other than the LRS will use their appropriate document to purchase parts from COPARS.

5.14. Requests Submitted Through BPA or GPC. The sales slip or invoice is the source document for updating OLVIMS. After screening the sales slip or invoice, Materiel Control forwards it to VM&A for the transaction input into OLVIMS. A separate "PZ" transaction is input for each item (except L9999 or H8888) and will be shown on PCN SB004-005.

Section 5D—Vehicle NMCS Processing

5.15. General Information. When the required parts are not available from SBSS or other sources, the vehicle is designated as NMCS. AFI 23-106, *Assignment and Use of Standard Reporting Designators*, provides justification and guidance for the use of Standard Reporting Designators (SRD). A NMCS condition starts extraordinary supply action by Materiel Control. Track NMCS-reportable vehicles by the MICAP reporting system (if applicable) and the depot IM until the need has been met. This section describes the procedures Materiel Control uses in handling NMCS conditions. MICAP-reportable vehicles are found in the SRD list in Integrated Maintenance Data Systems (IMDS) and Supply Systems. A quick-reference list is provided in **Attachment 3**. Non-MICAP requisitions coded with a NMCS and AF UJC are authorized to include a “777” RDD. The “777” identifies the item for fast transportation (AFMAN 23-110, Volume 2, Part 2, Chapter 9, *Requisitioning*). Materiel Control personnel will ensure the judicious use of this code. The VFM and VMS will ensure appropriate emphasis is placed on parts procurement priorities by periodically verifying compliance as necessary to meet mission requirements.

5.16. NMCS Verification Procedures. Prompt, responsive verification is the key to preventing unwarranted NMCS conditions, cannibalizations, priority system abuses and unnecessary funds abuse.

5.16.1. Order UND "A" and "B" requests on a "fill" or "kill" basis, except AWP requests.

5.16.1.1. When assets are not available to fill the request, a "kill" action takes place and the computer prints an I023 Other Assets Management Notice.

5.16.1.2. Information on the I023 includes: DIFM details, supply point details with on-hand balances, substitute NSNs with the requested Interchangeable Substitute Group (ISG) with serviceable balances, percent base repair and whether the item is on a bench stock.

5.16.1.3. Materiel Control immediately verifies the need.

5.16.2. Verification of requirements includes the following steps:

5.16.2.1. Materiel Control researches part numbers, TO figure and index, next higher assembly or bits and pieces, usable-on-codes, quantity per assembly and source codes.

5.16.2.2. The verifier checks availability of bench stock assets. If none are available, but a substitute item is, the verifier contacts the requester to find out whether it is suitable. If the substitute is suitable, Materiel Control makes the necessary arrangements with the shop with the bench stock.

5.16.2.3. If DIFM assets are available, coordinate with the shop work center to expedite repair and return of the reparable to satisfy the request in time to meet the need. Materiel Control will not verify a repair cycle item as NMCS until it is found that an item cannot be fixed locally.

5.16.2.4. Research the next higher assembly, find out its availability and suitability.

5.16.2.5. Check the delayed part bins for needed item. Use the PCN SB004-016, “Delayed Parts Received”, as an aid to find whether other vehicles of the same type have delayed parts on hand. If so, complete an AF Form 1832, *Record of Cannibalization* (Vehicle Maintenance), transferring the parts from the delayed AF Form 1823/1823-1 to a NMCS AF Form 1823/1823-1. Send the AF Form 1823/1823-1 to VM&A where an "SW" transaction is made to charge the materiel cost from the delayed record to the open NMCS AF Form 1823/1823-1. Materiel Control submits the parts request for the delayed part, using the delayed AF Form 1823/1823-1’s number. The delayed AF Form 1823/1823-1 should be marked accordingly.

5.16.2.6. If the above actions have still not met the need, consider locally manufacturing the part within the shop. If there is no internal capability to do this, find out whether the capability exists elsewhere on-base. If a base shop is found that can fabricate the part, contact LRS Demand Processing Section and send the request as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 11.

5.16.2.7. If a new part cannot be obtained, a serviceable used part can be purchased under a separate contract on a one-time basis.

5.16.2.8. Notify requester to determine further actions on UND “B” requests.

5.16.2.9. If a part is not available for a UND "A" need, the verifier tells the work center supervisor or VM&A Workload Controller to verify that a NMCS condition exists. At this time, the VFM or VMS decides whether to cannibalize or to confirm an NMCS condition. If the VFM or VMS decides the latter, put the start time on the AF Form 1823/1823-1.

5.17. MICAP and NMCS (AF Requisitions).

5.17.1. Items backordered for a MICAP or NMCS condition (UJC 1F/AF) are shown on the Priority Monitor Report (D18). Review the report when received to ensure the supply system is acting on the request. Materiel Control verifies the following data:

5.17.1.1. NSN.

5.17.1.2. Quantity.

5.17.1.3. Vehicle registration number.

5.17.1.4. SRD. SRDs that apply to vehicles are in the IMDS and Supply Systems for query. ***NOTE:*** PCN SG054-84S, Standard Reporting Designator Codes, lists all SRDs. An extract from this report of commonly used vehicle and equipment MICAP Reportable SRDs is provided in **Attachment 3**.If the NMCS part does not appear or does not have a due-in date the day after the need has been levied, SBSS should be contacted to find the cause and correct it.

5.17.2. D18 (see AFMAN 23-110, Volume 2, Part 13, Chapter 5, *Due-Out Processing*, for more details). Status should be on the report within a given number of days, based on Military Standard Requisition and Issue Procedures (MILSTRIP) priority.

5.17.3. This status is posted to a status board or automated equivalent, and updated as changes occur. The NMCS status board or automated equivalent, has the following minimum data and must be readily available in the Materiel Control work center:

5.17.3.1. Type of vehicle.

5.17.3.2. Vehicle registration number.

5.17.3.3. NSN or part number.

5.17.3.4. Nomenclature.

5.17.3.5. Quantity and unit of issue.

5.17.3.6. Due-out document number.

5.17.3.7. MICAP (1F) or NMCS (AF) backorder date (a color code may be used to differentiate between MICAP or NMCS).

5.17.3.8. Current status.

5.17.3.9. Source of supply.

5.17.4. The VFM or VMS makes a policy on which MICAP and NMCS conditions they want briefed on and how often. Also set up a general procedure as to what is unsatisfactory status, thus requiring more action. Overseas bases supported by the Commercial Administrative Vehicle Repair Parts Program, under Project Code JZO, JCM and JZC, look at status policies as outlined in AFMAN 23-110, Volume 1, Part 1, Chapter 11, *Special Logistic Support Procedures*, before making this determination. With these procedures, Materiel Control can keep key management personnel informed on NMCS status and provide follow-up supply assistance or supply difficulty action with SBSS, as the case dictates. The Materiel Control supervisor ensures that follow-up management actions are tailored to specific shop needs rather than a system of arbitrary follow up.

5.18. Supply Assistance and Difficulty.

5.18.1. Materiel Control will submit follow-up, supply assistance or supply difficulty action when bad status is received from the depot. Materiel Control will never allow ineffective supply support to be traced to a lack of aggressive follow up on its part.

5.18.2. AFMAN 23-110, Volume 2, Part 2, Chapter 9, outlines the procedures for following up on established due-outs. AFMAN 23-110, Volume 1, Part 1, Chapter 1, outlines the policy for sending supply difficulty reports.

5.18.3. Materiel Control maintains a copy of each request for supply assistance or difficulty with the appropriate MICAP, NMCS or delayed requisition.

5.19. NMCS Requirements through BPA, COPARS or GPC.

5.19.1. View items in this category similarly to those requested through SBSS. Materiel Control must contact the vendor each duty day for current status.

5.19.2. Annotate MICAP and NMCS items ordered through BPA or GPC with the correct data on the NMCS status board or automated equivalent.

5.20. Receipt of NMCS Parts.

5.20.1. Materiel Control immediately informs the VM&A Workload Controller when a NMCS part is received so it may be scheduled for work. The parts are binned and the AF Form 1823/1 or parts ordering form marked accordingly. Mark the suspense copy of AF Form 2005 or the line entry in the supply control log to show that the part is received.

5.20.2. An OLVIMS transaction should be received the day following the due-out release. After verification against the data on the suspense slip or line entry on AF Form 2413, the OLVIMS transaction is sent to VM&A and the AF Form 2005 can be destroyed. The suspended entry on the control log clearly shows that both the OLVIMS transaction and the part have been received.

5.20.3. BPA or GPC parts received are binned and documented on the AF Form 1823/1823-1s. The sales receipt or invoice is reviewed for accuracy. The AF Form 1823/1823-1s and sales receipt or invoice is forwarded to VM&A for input into OLVIMS and scheduling of the repair.

Section 5E—Managing AF Form 1823/1823-1s Delayed for Parts

5.21. Importance of Delayed AF Form 1823/1823-1s. When a lack of parts does not cause a NMCS condition, a delayed-for-parts AF Form 1823/1823-1 is initiated and the vehicle is returned to the user. Delayed parts management is the heart of supply support for the preventive maintenance program. The importance of this function grows as vehicles get older. Although delayed parts have a lower priority than NMCS, they need special attention by Materiel Control to ensure that positive action is taken for each request.

5.22. Delayed Work Order Folders.

5.22.1. When an AF Form 1823/1823-1 has been delayed for parts, workload control VM&A makes a new AF Form 1823/1823-1 with all the required information, and sends a copy of the AF Form 1823/1823-1 and the parts request to Materiel Control for processing. All parts backordered through SBSS are marked on AF Form 2005 or the supply control log.

5.22.2. VFM or VMS determines filing sequence of delayed AF Form 1823/1823-1s folders.

5.23. Monitoring Delayed Work Orders.

5.23.1. For items requested through SBSS, the first check comes the day after the backorder requests are processed. The D04 is sent to Materiel Control for screening. Using the AF Form 2005 suspense file, supply control log, AF Form 1823/1823-1 or parts ordering request, Materiel Control verifies all backordered items appear correctly on the D04. The D04 also

shows all issues, due-out release actions, turn-ins and cancellations. If cancellation action is noted, research the cancellation and either reorder using the appropriate NSN or eliminate the suspense.

5.23.2. For items ordered with an UND "A" or "B", the Daily Priority Monitor report (D18) tells the user the latest status of the backorder. The D18 is reviewed each duty day. If the status shown in the report is unsatisfactory, Materiel Control begins follow-up, supply assistance or supply difficulty action.

5.23.3. For items ordered through COPARS, Materiel Control coordinates with the vendor for status updates IAW the contract requirements.

5.23.4. For items ordered through BPA or GPC, Materiel Control coordinates with the vendor for status updates. Frequent follow up is essential to prevent unnecessary NMC time.

5.23.5. The Delayed Maintenance Report (PCN SB004-015) also gives information for management to track delayed actions. This report shows all delayed AF Form 1823/1823-1s with required action by delayed maintenance code.

5.24. Processing Parts Receipts.

5.24.1. Take the following steps when receiving parts from SBSS, COPARS, BPA or GPC. Mark the suspense slip, AF Form 1823/1823-1, parts ordering form or supply control log to show the receipt. Hold the parts until the work can be scheduled. Mark the parts with the work order number and registration number, and bin them. Parts for the same vehicle may be binned together regardless of work order number. Do not mix bench stock, working stock, work order residue or delayed parts. Mark the AF Form 1823/1823-1 and parts ordering form (Materiel Control's copy) with the bin location in the space provided. Then forward the information to VM&A.

5.24.2. When the OLVIMS transaction is received from SBSS, verify the data against the suspense copy of the AF Form 2005, parts ordering form or the supply control log, before sending to VM&A for input in OLVIMS.

5.24.3. The receipt process for COPARS, BPA or GPC delayed parts is essentially the same. Mark the AF Form 1823/1823-1s with the bin location and advise the VM&A Workload Controller of its receipt. Verify sales slips or parts receipts and/or invoices before forwarding them to VM&A. VM&A inputs a "PZ" transaction into OLVIMS containing a "D" charge code and a bin location number.

5.25. Work Order and Backorder Validation.

5.25.1. Screen UND "A" or "B" requirements and validate as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 11. The basic record used to do the validation is the Materiel Control copy of the delayed AF Form 1823/1823-1.

5.25.2. Despite these efforts, the manual records used to track delayed AF Form 1823/1823-1s often disagree with the true needs of the individual vehicles. Consequently, Materiel Control, together with the VM&A Workload Controller, conducts an AF Form 1823/1823-1-to-backorder reconciliation and validation.

5.25.2.1. Reconcile all work orders either monthly or quarterly, or as directed by the VFM or VMS, in conjunction with the monthly UND "A", "B," and "C" validation outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 5.

5.25.2.2. The first step in the validation process is a line-item review for each delayed AF Form 1823/1823-1. Materiel Control compares its entire delayed AF Form 1823/1823-1 file to the VM&A Workload Controller's file of delayed AF Form 1823/1823-1s. The delayed maintenance report is used at this time. Update both sets of AF Form 1823/1823-1s and the delayed maintenance report as needed, to bring all into agreement. Resolve discrepancies before updating to ensure all records are accurate. If there are large differences between these two files, the local procedures for coordination between the two functional units should be evaluated to find the cause.

5.25.2.3. After VM&A and Materiel Control reconcile AF Form 1823/1823-1 records, Materiel Control ensures all necessary parts are backordered and reflect positive status through SBSS, COPARS, BPA or GPC. Materiel Control cancels the backorder for items no longer needed.

5.25.2.4. Materiel Control will accomplish a complete inventory on all AF Form 1823/1823-1s against which items have been received verifying bin location and quantity. If, after a complete search, the items are not available, the shortages are recorded and reordered. If this is a common occurrence, implement a local procedure to ensure parts are adequately safeguarded.

5.25.2.5. When these actions have been done:

5.25.2.5.1. All records should be in complete agreement.

5.25.2.5.2. All AF Form 1823/1823-1s should be shown on the PCN SB004-015 report with the partial or complete parts indicator.

5.25.2.5.3. All parts should have been backordered with positive status (including follow-up) or be on-hand.

5.26. Partial or Completed Vehicle and Equipment Work Orders. Materiel Control sends the completed work order to the VM&A Workload Controller for scheduling. Each time a new work order is opened on a vehicle, all delayed work orders are thoroughly screened. Every attempt is made to install received parts or accomplish maintenance that will complete any job listed in the job description block of the work order.

Section 5F—Bench Stocks

5.27. Purpose of Bench Stocks. Bench stocks are established so that expendable supplies needed to support the shop are always available. Failure to establish the proper line items and levels disrupts the shop and can be costly. Bench stock responsibilities and procedures for its establishment and operation are in AFMAN 23-110, Volume 2, Part 2, Chapter 11.

5.28. Establishment of Bench Stocks. Establishment of a bench stock is a coordinated effort between Vehicle Management and Bench Stock Support. When available, a vehicle ISSL or FOSSL may be used as a guide in identifying the items and quantities to be stocked. When an ISSL or FOSSL is not available, the shop or work center supervisor makes a list, based on his or her estimate and judgment of the need. The VFM or VMS approves the bench stock and

Materiel Control sends the request to Bench Stock Support according to AFMAN 23-110, Volume 2, Part 2, Chapter 11. Once bench stock is established, a copy of the Bench Stock Listing (S04) should be readily available and used.

5.29. Shop and Co-located Bench Stocks, Working Stocks and Work Order Residues.

5.29.1. Shop bench stocks, working stocks and work order residues may be set up within each Vehicle Management shop or its equivalent. Where two or more shops are co--located, a single bench stock, working stock and work order residue for their combined use is set up. NOTE: Bench stocks, working stocks and work order residue can be co-located; however, they must be separated and binned properly binned.

5.29.2. Under certain circumstances, it may be more advantageous (because of location, total number of line items, cost or pilferage) to secure the bench stock, working stock and work order residue, and operate it under a staffed environment. When the VFM or VMS finds this to be more advantageous, consider consolidating this bench stock,, working stock and work order residue with a tool room in the work area. In any event, the overriding factor is the need of the shop.

5.29.3. When using co-located bench stocks, working stocks and work order residues, units may want to display a bench stock "shadow board" outside the bench stock site, to be readily viewed by all personnel. Old and unserviceable parts for each item authorized can be shown, with the item or bin number under each asset as an easy means to show its location. Item descriptions may also be used in some cases.

5.30. Low-Cost Bench Stocks.

5.30.1. In Vehicle Management, authorized bench stock items whose unit cost (based on a unit-of-use issue from bench stock to an AF Form 1823/1823-1) is less than $60 are low-cost bench stock. (For example, if a box of 12 fittings costs $67.50 and they are issued one at a time, the fittings would be shown as low cost).

5.30.1.1. Replenish low-cost bench stock items using work order number L9999. This work order number is limited to "low-cost" items on authorized bench stock. The purpose of work order number L9999 is to prorate the cost of commonly used low-cost bench stock items against the total cost of maintaining the base fleet.

5.30.1.1.1. Low-cost parts that do not qualify as bench stock items may be purchased through COPARS, BPA or GPC using the work order number or the vehicle registration number when an AF Form 1827 is used for minor repairs.

5.30.2. Low-cost items may be on other unit bench stocks or working stocks. Replenishment of bench stock items is IAW AFMAN 23-110, Volume 2, Part 2 Chapter 11. ***Note:*** If applicable, COPARS working stocks are usually drawn from COPARS like other items. GPC working stock is replenished by Materiel Control, not to exceed the quantity authorized as determined by the VFM or VMS.

5.30.3. Bases are authorized to maintain shop stock. Shop stocks include parts kits consisting of universal-type hardware for brake systems, hydraulic systems, electrical systems, etc., which are not normally economically handled as bench/working stocks. VFM or VMS establish procedures for effective control and management of shop stock.

5.31. High-Cost Bench Stocks.

5.31.1. Items with a unit cost of $60 or more are defined as "high cost." Fast-moving, high-cost items can be authorized on bench stock when approved by the VFM or VMS. Replenish high-cost bench stock using work order number H8888. Use of H8888 causes the parts to be charged against a special "holding" account, rather than against the entire base fleet. When the high-cost items are issued to specific AF Form 1823/1823-1s, they are charged against a vehicle using a "QZ" transaction. ***Note:*** Review **paragraph 5.43.** for additional guidance. High-cost working stock items are not installed on a vehicle using an AF Form 1827.

5.31.2. On approval of the VFM or VMS, Materiel Control or VM&A completes an "EZ" transaction (see AFCSM 24-1) to add the item to the High-Cost Bench Stock Master List, PCN SB004-046.

5.31.3. Make a line-item entry or attach a preprinted label to the vehicle's AF Form 1823/1823-1 for each high-cost bench stock item issued.

5.31.4. Materiel Control keeps a current copy of the PCN SB004-046 listing. At least quarterly, adjust the prices on the PCN SB004-046 based on the latest M14, the current COPARS price list or vendor's price if purchased with the GPC.

5.31.4.1. Delete items no longer on high-cost bench stock using an "ED" transaction. Input of this transaction clears the item from the PCN SB004-046.

5.31.5. Request a new PCN SB004-046 listing when all changes, additions and deletions are made.

5.32. Shelf-Life Items. Control of shelf-life items is the responsibility of the Shop Bench/Working Stock Monitor once the items are placed in their bench/working stocks. Shelf-life items are identified in TOs, by markings on the package and on the bench/working stock labels by the shelf-life code. If the shelf-life item is packaged in a unit pack, the unit pack containing a quantity nearest the recommended level is issued as the authorized bench/working stock quantity. Use the oldest items first to prevent waste, First In First Out (FIFO).

5.32.1. Do not open shelf-life item containers until needed. If shelf-life items are loose in the bin and the expiration cannot be found, dispose of the items and replenish.

5.32.2. Shelf-life items containing a HAZMAT will normally be controlled by the base HAZMART. These items will only be issued in pre-authorized quantities to those shops authorized the material. Return unused, yet serviceable, HAZMAT to HAZMART if there is no immediate need. HAZMATs which have a shelf life are to be purchased for Vehicle Management only in a quantity that can be used before its shelf life expires.

5.33. Bench Stock Review. This is the standard method of adding, changing or deleting bench stock items. The bench stock review will be conducted IAW AFMAN 23-110, Volume 2, Part 2, Chapter 11, Attachment 11D-10.

5.33.1. **(DELETED)**.

5.34. Working Stock.

5.34.1. Working stock is essential to ensure certain fast-moving items are available at the Vehicle Management work site to reduce vehicle repair time. VFM and VMS cautiously weigh the costs against the benefits when approving stockage. A separate working stock

account is established for each outlying work center when approved by the VFM or VMS. Maintain a locally developed working stock computer listing for each separate account. The listing reflects the following information as a minimum:

5.34.1.1. Part description.

5.34.1.2. Part number.

5.34.1.3. Unit of issue.

5.34.1.4. Unit price.

5.34.1.5. Quantity authorized.

5.34.1.6. Bin location number.

5.34.1.7. Low or high cost item.

5.34.2. Working stock is limited to a 4-week level (based on past experience or consumption). Certain bulk items (such as heater hose, etc.) are cheaper and easier to manage when bought in bulk; working stocks may be authorized for these and for seasonal items, even if their rate of use is low.

5.34.3. Working stock replenishment is ordered against an L9999 work order number for lowcost items (items with a unit cost of less than $60) and an H8888 work order number for high-cost items (items with a unit cost of $60 or greater). Low-cost working stock items replenished using work order number L9999 are prorated against the entire fleet in the overhead labor rate. These items are not charged against individual AF Form 1823/1823-1s when consumed. Conversely, high-cost working stock items replenished using work order number H8888 are held in a special holding account and are charged against the vehicle being repaired or serviced on an AF Form 1823/1823-1 using a "QZ" transaction.

Section 5G—Repair Cycle Asset Management

5.35. General Information. Repair cycle assets are those items with Expendability, Recoverability, Reparability Code (ERRC) XD and XF. Examples are tires, some engines, etc. These items are a large cost investment for the AF and are stringently controlled and cycled back into the system.

5.35.1. Materiel Control reviews these items to see that they are processed according to AFMAN 23-110, Volume 2, Part 2, Chapters 13 and 24. Materiel Control also ensures that all items subject to repair cycle control are managed and controlled according to the DIFM concept.

5.35.2. Use the daily AWP Validation Listing (D19) to perform identification and control checks, and prescribed monitoring procedures and files. Close coordination with the Repair Cycle Support Element (RCSE) is a must to ensure strict control of DIFM assets.

5.35.3. DIFM items, whether in repair or in stock, are considered assets available to satisfy a requirement and may be the only source of supply.

5.36. DIFM Issues. A request for repair cycle assets automatically places the transaction under DIFM control; usually, DIFM issues are for a quantity of one each. For items for which multiple quantities may be needed (such as tires, matched sets, etc.) a multiple DIFM issue can be made.

Remember, though, when a multiple DIFM issue occurs, and various actions are taken on returns (for example, condemned and recapped tires), prepare a separate turn in for each "action taken" code. Since the DIFM issue document number is the control element on all DIFM transactions, the duplication of turn-in document numbers could result in difficulty in tracing the transaction audit trail.

5.37. DIFM Status. The AWP Validation Listing (D19) is a daily listing. The list provides Materiel Control with current status on each item DIFM. Materiel Control updates the DIFM detail record each time an item location or status changes. When standard DIFM delinquency criteria are exceeded, Materiel Control finds the cause and eliminates the delinquency. Immediately reconcile any discrepancies noted on the D19 with the RCSE. All daily changes to the D19 report are shown on the next DIFM listing. OLVIMS, PCNs SB004-016 and SB004-062 show delayed parts on hand that are DIFM controlled.

5.38. Supply Points. Operate supply points IAW AFMAN 23-110, Volume 2, Part 2, Chapter 24. When operationally effective, establish a supply point for vehicle tires IAW TO 36-1-191, unless space is not available in or near the Tire Shop. The supply points may be established for tires and other parts. VFM or VMS, and LRS Stock Control Managers establish manning requirements.

5.39. DIFM and Supply Point Reconciliation. Reconcile supply points each quarter or at an increased frequency due to high volume of changes.

Section 5H—Other Procedures for Materiel Control

5.40. TCTOs.

5.40.1. The AF rules on TCTO kit distribution are in TO 00-5-15, *AF Time Compliance Technical Order Process,* and AFMAN 23-110, Volume 2, Part 2, Chapter 24. The Vehicle Inventory Manager at WR-ALC makes TO modifications, including assembly, storage and distribution of related TCTO kits. Required parts and materials are controlled and sent according to the applicable TCTO.

5.40.2. Materiel Control orders TCTO kits from the AF Form 2001, *Notification of TCTO Kit Requirements.*

5.40.2.1. Enter the organization and shop code of the Vehicle Management shop responsible for doing the modification on part I of the form.

5.40.2.2. Initiate AF Form 2001 in three copies, with copies one and two sent to the RCSE and copy three filed in Materiel Control.

5.40.2.3. Provide due-in document number to VM&A when it is available for TCTOs requiring a TCTO kit. VM&A provides the document number(s) and registration number(s) to WR-ALC to request kit release.

5.40.3. Materiel Control checks the status of TCTO needs using the D18. Each time a TCTO kit asset is received, SBSS generates an IO29 management notice showing the total on-hand balance and each existing due-out detail record. A copy of this notice is sent to Materiel Control. Place it in the TCTO jacket file with the AF Form 2001. A display board (the NMCS board or an automated control board may be used) shows the following information for all current and outstanding TCTOs:

5.40.3.1. TCTO number.

5.40.3.2. Due out document number.

5.40.3.3. Quantity and unit of issue.

5.40.3.4. Date requested.

5.40.3.5. Current status.

5.40.3.6. Quantity on hand.

5.40.3.7. Date received.

5.40.3.8. Mandatory compliance date.

5.40.3.9. Remarks.

5.40.4. Materiel Control tells the RCSE to force a due-out release of the kit for installation when all items are received and the modification is scheduled.

5.40.5. As requested, SBSS produces a monthly TCTO kit reconciliation and status report to keep the shop informed of kit availability, shortages, excesses, due-outs and due-ins. Materiel Control tells the RCSE of excesses, changes or added requirements identified during the reconciliation.

5.41. Tool Accountability and Issue Procedures.

5.41.1. General Procedures.

5.41.1.1. The VFM or VMS will develop an OI to specify tool accountability procedures to fit the local mission and physical shop layout. At a minimum, the OI will cover inventory, spot checks, inlaying tools in foam, plastic, wood and etc., engraving, security requirements, reporting and reimbursement procedures for lost and/or missing tools. If a tool crib is utilized, its operation is further detailed in this OI.

5.41.1.2. All tool kits and tool cribs are periodically inventoried and/or spot checked. When accountability changes, written inventories are performed by the outgoing and incoming responsible individuals, jointly, with Materiel Control. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kit/crib. Written inventories will be maintained for 1 year. An inventory record includes the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column.

5.41.1.2.1. Technicians will visually inventory their ITKs on a daily basis at the end of their shift. Written inventories are accomplished annually by Materiel Control, jointly with the technician. Supervisors will spot check ITKs monthly. Spot checks will be documented in a locally determined manner.

5.41.1.2.2. Supervisors (or their designees) visually inventory CTKs at the end of their duty day to ensure accountability of assigned tools and to prevent FOD. Written inventories are accomplished semi-annually by Materiel Control, jointly with the supervisor or designee.

5.41.1.2.3. Materiel Control will visually inventory tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent

FOD. When tool cribs are managed by outlying sections, section supervisors perform this duty. Written inventories are accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center).

5.41.1.2.4. During inventory, the individual turns in any deleted tools and receipts for the remaining tools in his or her possession. Code shortages Not Issued ("NI") and annotate listing with due-in information for backordered tools. The individual completes the certification in ink on each page of the tool list to knowledge receipt of the tools. ***Note:*** Any change must be listed in ink and initialed in ink by the individual and Materiel Control. Destroy any old lists.

5.41.1.2.5. Materiel Control advises the work center supervisor when backordered tools are received. The responsible individual then goes to Materiel Control to pick up the tool and shows receipt by lining through the "NI" and dating and initialing the entry in ink. All newly received tools must be properly marked with unit or shop designator and ITK or CTK number before placement in the ITKs or CTKs.

5.41.1.3. The VFM or VMS identifies tool requirements for each functional AFSC and/or work center and approves initial tool listings for ITKs and CTKs. Listings include tool NSN and/or part number, nomenclature, and quantity authorized.

5.41.1.3.1. For ITKs, Materiel Control enters the technician's name, grade and tool box number at the bottom of the list, leaving room for signature.

5.41.1.3.2. For CTKs, Materiel Control enters the shop supervisor's (or designee's) name, grade and kit number at the bottom of the list, leaving room for signature.

5.41.1.4. Warranty hand tools are the standard for vehicle maintenance operations due to their high quality and free replacement policy.

5.41.1.5. Replace damaged and unserviceable tools on a one-for-one exchange basis through Materiel Control or the vendor.

5.41.1.6. Use a separate DRMS holding area for condemned hand tools not exchanged with the vendor. Transfer condemned expendable hand tools (by weight) to DRMS as scrap IAW AFMAN 23-110, Volume 2, Part 2, Chapter 13.

5.41.1.7. Powered hand tools may be issued to CTKs, tool cribs or ITKs. Ensure they are accurately accounted for due to their high replacement cost.

5.41.1.8. All tools in ITKs, CTKs and tool cribs are inlaid in foam, plastic, wood, etc. when stored in drawers and engraved with a locally assigned kit control number designated by Materiel Control. CTKs and tool crib control numbers include the shop initials.

5.41.1.9. Materiel Control makes and keeps custodial listings for all ITKs, CTKs and tool cribs in the Vehicle Management complex. Listings are maintained in folders, filed in control number sequence, and include the responsible individual's name, AFSC, shop and kit control number.

5.41.1.10. Due to the high expense of tools and equipment required for operation of a Vehicle Management shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause FOD, strict accountability is required. Account for any

missing tools or initiate a ROS IAW AFMAN 23-220, *Reports of Survey For Air Force Property*. Exceptions to initiating ROS must be approved by VFM or VMS and are usually based on unique circumstances surrounding the loss.

5.41.1.11. Ensure the procedures in TO 32B14-3-1-101, *Operation and Service Instructions Torque Indicating Devices*, are followed prior to the use of any torque device.

5.41.2. Tool Crib Operations.

5.41.2.1. A tool crib is a storage and issue point for common and specialized tools shown on one or more AS. Tool cribs are established when practical based on physical shop layout, Materiel Control manning and other local considerations. VFM or VMS can designate other tools to be controlled under these procedures. Materiel Control manages tool cribs authorized for the shop complex and outlying tool cribs can be operated by work center personnel.

5.41.2.2. A neat, clean, well-arranged tool crib is necessary to provide tool support and ease inventory requirements. Segregate special tools, if possible, by vehicle types and display them on shadow boards or store them in bins. Assign each item shown on a shadow board an item location designator. Mark this designator on the tool if practical and on its storage position on the shadow board. Post item identification and location lists near the issue counter. Store common items and those not suitable for the shadow board in bins, inlaid in foam, plastic, wood, etc.

5.41.2.3. Issue tools by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of time than the user's shift period without approval of the tool crib custodian. Do not issue tools for personal use. Set up a tool issue suspense system and check it each duty day to ensure tools are returned on time. The shop supervisor is told of individuals who fail to return tools within the established suspense time as determined locally. Advise the VFM or VMS of shops and personnel that continually fail to return tools on time.

5.41.2.4. Mechanics must clean all tools before returning them to the tool crib. The tool crib custodian inspects them on return to make sure they are clean, in good condition and free of corrosion.

5.41.2.5. Materiel Control keeps a complete list of all tools in the tool crib. The list contains NSN and/or part numbers, nomenclature, authorized and on-hand quantity and other data as needed locally. Perform a complete inventory semi-annually or when the tool crib custodian changes.

5.41.2.6. Materiel Control ensures Test, Measurement and Diagnostic Equipment (TMDE) tools are scheduled for calibration and certification according to TO 00-20-14, *AF Metrology and Calibration Program*. Use a visual display board or computer-generated listing to keep the current status of all TMDE requiring calibration. Ensure all TMDE is accounted for on the semi-annual inventory.

5.41.3. ITK Procedures.

5.41.3.1. The tool custodian establishes initial accountability by obtaining the current ITK custody receipt listings and folders for all personnel assigned to the unit and issued

tool kits. Materiel Control sub-receipts ITKs to the technicians using itemized inventory listings.

5.41.3.2. When personnel are transferred or ITKs are no longer needed, the accountable technician and Materiel Control conduct a joint inventory. Joint inventories are accomplished annually for all ITKs.

5.41.3.3. Unless another technician is to be assigned, the VFM or VMS may choose to keep the kit in storage. ITKs in storage are maintained by Materiel Control and have two copies of the tool list inside and shortages on order. The ITK is tagged with the kit number and the date turned in.

5.41.4. CTK Procedures.

5.41.4.1. A CTK is established for common tools not suitable for ITKs, typically when a shop is physically separated from the tool crib, and use of the CTK will save time and effort of the mechanics. VFM or VMS may, however, dictate the use of CTKs in place of ITKs when deemed most practical. CTKs will be maintained in a neat, clean and well-arranged manner to best provide tool support and ease inventory requirements. Unless impractical, CTKs are maintained in storage bins, with tools engraved and inlaid in foam, plastic, wood, etc.

5.41.4.2. Materiel Control manages CTKs which are sub-receipted to the section supervisors (or their designees) using itemized inventory listings. The tool custodian establishes initial accountability by obtaining the current CTK custody receipt listings and folders for all CTKs in the unit.

5.41.4.3. Materiel Control coordinates with applicable supervisors (or their designees) to update CTKs and perform inventories when kits are initially issued, semi-annually or when the responsible individual is transferred and a new one is assigned. The responsible individual and Materiel Control conduct a joint inventory at that time.

5.41.4.4. Issue tools from a CTK by AF Form 1297, a chit system, an automated system or other locally approved method. Tools are not generally issued for a longer period of time than the user's shift period without approval of the supervisor. Do not issue tools for personal use. VFM or VMS sets up a tool issue suspense system and the shop supervisor or his designee check the CTK(s) each duty day to ensure tools are returned. These checks also include inspection to ensure tools are clean and in good condition.

5.41.4.5. Materiel Control ensures tools and TMDE assigned to CTKs are scheduled for calibration and certification using the same procedures specified for the tool crib TMDE.

5.42. Tire and Battery Management.

5.42.1. Tire management and control procedures are covered in TO 36-1-191 and in AFMAN 23-110, Volume 2, Part 2 Chapter 21, *Special Logistic Support Procedures*. Management establishes local procedures to ensure all tires are maintained and accounted for on an as-received and issued basis using AFTO Form 70, *Tire Inventory Control Record*, or other local form that can reflect similar data. All new tires and batteries will be directly charged via the AF Form 1823/1823-1.

5.42.2. Charge recapped tires purchased through the supply system at the current recap percentage of the stock fund price as loaded in OLVIMS. Recapped tires are identified by a -2 suffix in the NSN.

5.42.3. Tires recapped using local contract, AF Form 9 or GPC, which are not tracked in the supply system, are input in OLVIMS using work order H8888. Use of H8888 causes the cost of parts to be charged against a special "holding" account, rather than against the entire base fleet. When the tires are issued to a specific AF Form 1823/1823-1, they are charged against a vehicle using a “QZ” transaction.

5.42.3.1. For each tire issued, make a line item entry or attach a preprinted label to the vehicle AF Form 1823/1823-1.

5.42.4. Forward supply point tires are issued with Transaction Identifier Code (TRIC) “MSI” through SBSS creating the OLVIMS transaction to ensure proper tire costing and accountability. The VFM/ VMS is encouraged to establish tire supply points for mission critical vehicles as necessary when space and manpower permit in order to meet mission demands. Forward supply points will be coordinated with the Materiel Management Flight and will be limited to levels not exceed 90 day requirements based on historical usage that should be accessed annually.

5.42.5. Consume tires in the SBSS inventory first, whether in the main base warehouse or in the Vehicle Management forward supply point. When ordering the tires from the SBSS system use demand code “R” for a recurring request. The “R” does build demand, which will replenishment supply stocks as determined locally. When tires are issued and no longer needed from the supply point, suppress the replenishment by placing an “F” in position 54 of the issue MSI request. Ensure appropriate actions are taken to remove the tire authorization from the supply point if determination is made that a tire stock level is no longer needed.

5.42.5.1. Tire recapping programs take precedence over new acquisitions of tires in accordance with RCRA (see **paragraph 1.16.2.**). Where recap or retread tires cannot be used, new tires will be obtained in SBSS as a mandatory source using the Michelin North American (MNA) fixed-price, tire contract via the Defense Supply Center-Columbus through the Defense Logistics Agency, (DLA). Delivery times for tires procured in SBSS will not exceed 3 duty days for the CONUS or 9 duty days for OCONUS from the date the requisition was established in SBSS. If tires cannot be obtained through SBSS in the time lines mentioned, tires can be procured using alternative sources such as the Government Purchase Card, SF44 Program, COPARS or ICOPARS as determined by the VFM/VMS. The VFM/VMS initiate actions to purchase the tires locally if delivery times do not meet the criticality of mission for sortie generation, base & missile defense, and tactical operations that are below the base approved minimum essential level (MEL). The VFM/VMS will also ensure no replacement vehicle is available through the Vehicle Operations U-Drive it Fleet or through an approved priority recall plan prior to going local purchase for new tires when SBSS cannot meet the delivery times. When local purchase or alternative procurement methods are used outside SBSS, correspondence must be sent to VEMSO specifically identifying the tire NSN, date requisitioned through SBSS, with a copy of the requisition and the reason tires had to be purchased locally. VEMSO will forward all information for consolidation to AFMC/A4SP (Land Tire POC) for review. A copy of correspondence

sent to VEMSO will also be attached to the AF Form 1823-1 and with the GPC approving official as further evidence that all resources were verified prior to going local purchase. For contracted vehicle maintenance activities, the MAJCOM will work with the base contracting officer to modify existing contracts to include the purchase of tires through SBSS as soon a possible, but prior to exercising the next option period.

5.42.5.1.1. If a particular MNA contract tire has considerably higher cost, meaning at least one and a half times the cost of a local competitor with the same ply or load range, that information will be sent to VEMSO for further research through AFMC/A4SP to find the reasoning for increased cost.

5.42.5.1.2. The local VFM/VMS is the determining authority for emergency requisitions for tires based on mission, circumstance and reasoning mentioned in **paragraph 5.42.5.1.** MAJCOMs, Contracting Officers, and the host base Materiel Management Flights will consider this a UCI checklist item.

5.42.5.1.3. At no time does the MNA contract take precedence or direct new acquisitions of new tires over retread or recapped tires where they can be used in accordance with TO 36-1-191 and locally established procedures.

5.42.5.1.4. Contract vehicle maintenance operations are exempt from the requirement to purchase new tires through SBSS and may instead purchase new tires directly from DLA. Contractors may order tires through the DoD EMALL at **http://www.dlis.dla.mil/emall.asp**.

5.42.5.2. **(DELETED)**.

5.42.5.3. **(DELETED)**.

5.42.5.4. **(DELETED)**.

5.42.5.5. **(DELETED)**.

5.42.6. Use work order number H8888 for all vehicle-type batteries ordered for the battery shop. Local procedures between Materiel Control and the battery shop supervisor assure that when batteries are installed, they are charged properly in OLVIMS, using the "QZ" materiel costing transaction. ***Note:*** Batteries must be accounted for on an as-received and issued basis for audit purposes.

5.43. Work Order Residue. Items left over from maintenance are placed in "work order residue" bins, preferably collocated but not commingled with bench stock. Identify work order residue by NSN or part number and date established as residue. If there is no foreseeable need, Materiel Control notifies all shop supervisors to take a "last look" to see if there is any need. If not, the items are processed for disposal. Develop an inventory management system to provide quick reference for all work order residue items. When a part is removed from residue and placed on a vehicle, annotate the action on the AF Form 1823/ 1823-1 or parts request form by writing “W/O Residue” in the job description block or parts form respectively. This action will provide management information concerning the source of the replacement part.

5.44. Vehicle Redistribution and Transfer. When vehicles are redistributed or transferred to other AF bases or sent to DRMS, VM&A advises Materiel Control and applicable work center supervisors. On notification of a vehicle transfer, Materiel Control will cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue

area. Work center supervisors will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries.

Chapter 6

TRAINING

Section 6A—General Information

6.1. General Information. Successful operation of AF Vehicle Management activities depends on the knowledge of assigned personnel and how well they accomplish the mission. The CFETP for Vehicle Management is a comprehensive training program outlining specific training requirements Vehicle Management personnel should receive as they progress throughout their career. Career Field Functional Managers at all levels participate in developing the CFETP and use it to tune their training programs toward achieving the plan's overall goals.

6.1.1. The VFM or VMS (senior base-level Vehicle Manager) is the Functional Manager for the Vehicle Management specialty at their respective location.

6.1.2. The VFM or VMS should offer training opportunities to tenant organizations that have 2T3 personnel assigned when Vehicle Management training resources are not available in the 2T3's assigned unit.

6.1.3. Major Command Functional Managers (MFMs) share responsibility in developing the CFETP. The Air Force Career Field Manager (AFCFM) is the single POC responsible for overall management of 2T3XX specialties, including policy development, training, skills management and career development.

6.2. MAJCOM Responsibilities.

6.2.1. Select qualified personnel to perform a detailed functional review of AETC course training standards.

6.2.2. Communicate with AETC or the appropriate school regarding training needs.

6.2.3. Identify training problems and aid base-level personnel in resolving them.

6.2.4. Coordinate Mobile Training Team (MTT) requirements with the technical training centers.

6.2.5. Develop OJT documentation requirements following guidelines in AFI 36-2201v3.

6.3. Vehicle Management Training Leader. The VFM or VMS shares overall responsibility for the Vehicle Management training program with the Unit Training Manager. The VFM or VMS should assign a qualified 2T3 as the Vehicle Management Training Leader and the appointee should be a civilian for continuity purposes in all shops with over 40 personnel. The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training and should not be assigned additional duties that will prevent full attention to the training program (i.e., Environmental Manager, Technical Order Distribution Account Manager, etc.). The Vehicle Management Training Leader will not reside outside of the physical Vehicle Management shop due to the need to specifically focus on Vehicle Management training.

6.3.1. The Vehicle Management Training Leader is also responsible for the following:

6.3.1.1. Complying with AFI 36-2201v3.

6.3.1.2. Assisting the VFM or VMS in selection of qualified OJT trainers and certifiers.

6.3.1.3. Preparing an annual budget to support training requirements (i.e., training mock-ups, commercial and unit funded classes and information technology items).

6.3.1.4. Providing supervisors with assistance in obtaining literature and directives pertinent to the OJT program.

6.3.1.5. Preparing and submitting AETC in-resident training requests in response to the Base Training Manager's annual screening requests. This should be prepared during the fourth quarter of the current FY for the next FY.

6.3.1.6. Assisting supervisors in the development and use of training requirements and techniques.

6.3.1.7. Coordinating with the Unit Training Manager in obtaining any needed training from AETC and commercial training sources as outlined in **https://etca.randolph.af.mil** and AFI 36-2201.

6.3.1.8. Conducting quarterly reviews of all AF Form 623s, *Individual Training Record Folder*, within the Vehicle Management Flight.

6.3.1.9. Conducting quarterly reviews on the training program using the Vehicle Management Training Checklist in **Attachment 5.**

6.3.1.10. Briefing VFM and/or VMS on status of all personnel in upgrade training on a regular basis.

6.3.2. VFM or VMS should consider sending the Vehicle Management Training Leader to the Instructional Systems Designer Course (J4AZT3S200 010) to enhance the individual's ability to plan and manage a training program.

Section 6B—Types of Training

6.4. Establishing and Managing a Vehicle Management Training Program. Vehicle Management training is more than progressing through the CDCs and certifying core tasks. Various and complex vehicle systems combined with frequent personnel changes demand a comprehensive, active training program that includes training beyond the initial skill-level upgrade process. The program must also include training mechanics on new or improved troubleshooting techniques, specialized test equipment and advanced vehicle systems. VM&A personnel receive advanced training on analysis techniques and fleet management processes. An all-inclusive training program should include the key areas listed below.

6.4.1. First is the actual skill-level awarding requirements achieved through the CDCs and core task certification.

6.4.2. Second is in-house training to keep mechanics proficient on new technologies and expand on the basic principles learned during the initial upgrade training. The in-house training will also assist in duty qualifying mechanics.

6.4.3. Third, and one of the most important areas, is qualification training. As personnel rotate from overseas to CONUS bases or into new duty positions, they often need task training to be duty position qualified. If not properly task trained, possible injury or death could be the result.

6.4.4. Finally, a training program should also include specific training on unique hazards of specific vehicle types and incorporate the use of Operational Risk Management (ORM) principles. Safety is paramount to day-to-day operations and it is critical trainers identify these hazards prior to the start of any task training.

6.5. OJT. OJT consists of two parts; the first is career knowledge and is achieved by the use of CDCs or other applicable technical references listed in the CFETP and the second is task performance and is provided during the actual hands-on training and certifying of core tasks identified in the CFETP. Refer to AFI 36-2201v3, for further guidance for setting up an OJT program.

6.5.1. CDC Administration. CDCs contain information on basic principles, techniques and procedures common to Vehicle Management. CDCs can be ordered all at one time. This reduces overall training upgrade time significantly by eliminating the 4 to 6 week waiting time between sets, but it does not change the time requirement to complete CDCs. Trainees will only have 30 days to complete each volume of their CDCs from the date the volume is issued to them (per AFI 36-2201v3, Table 8.1., Line 5). A trainee will not be issued more than one volume at a time.

6.5.1.1. Supervisors (with assistance from the Vehicle Management Training Leader) will determine volume sequence of study and set the overall course completion schedule.

6.5.1.2. The Vehicle Management Training Leader should use a local tracking system to ensure volumes are completed within 30 days of issue.

6.5.1.3. Supervisors will determine the reason for slow progress, counsel the trainee, document the counseling in the AF Form 623a and place the trainee in supervised study.

6.5.1.4. Pre-testing is a very effective tool in determining the current knowledge level of the trainee and should minimize End of Course (EOC) exam failures. VFM or VMS needs to develop local guidance for pre-testing trainees prior to taking the EOC exam.

6.5.1.4.1. A pre-testing policy should include the following:

6.5.1.4.1.1. When to administer the pre-test, after each volume or after each set.

6.5.1.4.1.2. Minimum passing score for each pre-test administered.

6.5.1.4.1.3. The number of pre-tests given prior to the EOC.

6.5.1.4.1.4. Frequency of re-testing for trainees that fail to achieve the established passing score on the pre-test.

6.5.1.4.2. VFM or VMS should conduct an interview with the trainee, trainee's supervisor and Vehicle Management Training Leader at least 3 days prior to EOC exam day. The interview should focus on the confidence level of the trainee to pass the test and should provide ample time to postpone the EOC exam if necessary.

6.5.2. Core Task Certification. Most of the 2T3 AFSCs have more than 100 core tasks that must be completed before a trainee can be upgraded and task certification is the most time-consuming portion of the upgrade process. Vehicle Management Training Leaders, with assistance from the work center supervisors, should develop projected timelines for core task completion. A proactive approach to core task certification will ensure the trainee is upgraded in a timely manner.

6.5.2.1. Consider reviewing your 18-month scheduled maintenance plan when developing your timelines. Since every vehicle will pass through Vehicle Management at least once every 18 months for PM&I, this will give you a good starting point to determine vehicle availability for each month.

6.5.2.2. Identify the number of tasks a trainee must complete per month and meet with the trainer and trainee to discuss the upcoming month's core task completion goals.

6.5.2.3. Trainers should use lesson plans to ensure all trainees are trained at the same level, no matter who is doing the training. Standardized lesson plans and Core Task Performance Standards are available for download from the Vehicle Management Neighborhood Community of Practice website.

6.5.2.4. Trainers will provide trainees safety briefings to identify hazards specific to the current vehicle or system being trained. Trainers will document the completion of the briefing on the trainee's AF Form 623a.

6.5.3. Developing a Master Training Plan (MTP). The MTP, developed by the work center supervisor, will reflect qualification requirements in each task a trainee is required to perform. The plan must provide 100 percent task coverage. At the minimum, the following items must be included in the MTP:

6.5.3.1. Master Task List.

6.5.3.2. Complete copy of the current CFETP.

6.5.3.3. Applicable AF Form 797, *Job Qualification Standard Continuation/Command JQS*.

6.5.3.4. Timelines for tasks and CDC completions.

6.5.4. Rotation Plan for 7-Levels. Rotate mechanics in upgrade training to the 7-skill level through each section of Vehicle Management. Allow sufficient time for the trainee to gain a working knowledge of the section. VM&A personnel will be rotated internally within their section to ensure competency in all areas of their specialty. Personnel rotation is considered an essential element of an individual's upgrade training and deployment preparation. Note: Remember to ensure 7-level mechanics continue to stay proficient by rotating them through each section of Vehicle Management as needed.

6.5.4.1. VFM and VMS should consider rotating experienced 5-levels through all work centers to increase breadth of experience and help prepare them for deployment taskings. This should also minimize the impact of high deployment taskings on home station operations by increasing the available manpower to perform unique tasks.

6.5.5. Tracking Time-In-Training. It is important the training program includes a mechanism to track the amount of time an individual has been in upgrade training. This should be a metric used by the VFM and VMS to measure supervisory involvement in upgrade training. The goal for the training program is established in the CFETP.

6.5.6. Graduate Assessment Survey (GAS). As part of its training effectiveness evaluation, AETC requests evaluations of recent graduates from field units. Shop supervisors complete the training evaluations on students completing formal training courses or schools. Complete

these evaluations within 90 days for students completing basic courses and within 45 days for those completing follow-on or advanced courses.

6.5.6.1. HQ AETC, in conjunction with 2AF, has converted to a web-based process that enables the supervisors of graduates to complete the GAS electronically. Supervisors will be notified through e-mail from base education. Paper-based surveys will still be sent to those isolated units that do not have access to electronic mail or internet. The website for the electronic GAS can be found at **https://hq2af.keesler.af.mil/metrics/default.htm**. Additional guidance can be found in AFI 36-2201v5, *Air Force Training Program Career Field Education and Training.*

6.6. In-House Training. The ever-increasing cost of maintaining vehicles demands trained mechanics pass on what they have learned to other mechanics. The rapidly changing technology used on vehicles requires the AF mechanic to stay proficient on theory of operations, diagnostic procedures and test equipment. The in-house portion of the program accomplishes this type of training and should include both classroom instruction and hands-on progress checks.

6.6.1. The in-house program should include various levels of training on the following main vehicle systems:

6.6.1.1. Automotive electrical and electronics.

6.6.1.2. Brake systems.

6.6.1.3. Wheel alignment.

6.6.1.4. Automatic transmissions and transaxles.

6.6.1.5. Engine cooling and climate control.

6.6.1.6. Four wheel drive and differentials.

6.6.1.7. Engine repair.

6.6.1.8. Engine performance diagnosis, emission testing and tune-up.

6.6.1.9. Oxyacetylene and welding (for contingencies).

6.6.2. Consider taking a "Phase" approach when developing classes within the nine main areas. This will provide the framework for a progressive approach and allow mechanics to enhance their skills as they move through each phase of the training.

6.6.2.1. Phase I should cover the basic vehicle systems and should target the entry-level mechanics. Some classes to include in Phase I:

6.6.2.1.1. Basic electricity.

6.6.2.1.2. Brake systems.

6.6.2.1.3. Steering system.

6.6.2.1.4. Engine cooling and heating.

6.6.2.1.5. Automatic transmission.

6.6.2.1.6. Four wheel drives and differentials.

6.6.2.1.7. Valve trains.

6.6.2.1.8. Fuel systems.

6.6.2.2. Phase II should train mechanics to a higher level of complexity and include classes in:

6.6.2.2.1. Chassis instrumentation.

6.6.2.2.2. Power brake systems.

6.6.2.2.3. Power steering systems.

6.6.2.2.4. Carburetion.

6.6.2.2.5. TBI and PFI Injections.

6.6.2.3. Phase III can be used to train the mechanics to the more advanced level and can include classes on manufacturer-specific systems:

6.6.2.3.1. Ford air conditioning systems.

6.6.2.3.2. Chrysler automatic transaxle.

6.6.2.3.3. GM 4L80E automatic overdrive.

6.6.2.3.4. 208D transfer cases.

6.6.2.3.5. Differentials.

6.6.2.3.6. Engine block rebuilding.

6.6.2.3.7. Valve refacing.

6.6.2.3.8. Drum and rotor lathe operation.

6.6.2.3.9. Antilock brake systems.

6.6.2.3.10. Wheel alignment.

6.6.2.4. Phase IV should be used to prepare mechanics specifically for the National Institute for Automotive Service Excellence (ASE) exams. ASE is the industry standard for measuring mechanic competency, and VFMs and VMSs should encourage this type of certification for those mechanics that wish to pursue ways to improve personal technical skills.

6.6.2.5. Phase V should incorporate the use of commercial advanced classes from various manufacturers (i.e., GM, Ford, Chrysler, Oshkosh, etc.). These types of classes are normally taught at a very advanced level and may seem overwhelming for younger, less-experienced mechanics. This is why only the most experienced mechanics should attend this type of training.

6.6.3. Identifying Your Needs**.** First, you must determine your local training requirements: There are several ways:

6.6.3.1. Solicit feedback from supervisors and mechanics.

6.6.3.2. Work with VM&A to perform data analysis on specific system codes or recurring maintenance for various vehicles. This should assist in identifying negative maintenance trends and pinpoint mechanics' weak areas that need to be strengthened

using focused remedial training. This is an ongoing requirement given that mechanics are constantly rotating in and out.

6.6.4. Training Aids/Materials. There are several media types that can be used to assist in the classroom instruction.

6.6.4.1. Commercial Trade Publications. Information technology has overcome the need to subscribe to trade publications in many instances. Information relating to management and upkeep of vehicles is readily available on the Internet. VFM or VMS will determine their needs and sources for obtaining this information or publications.

6.6.4.2. Web-based Course Material. On-line training courses are available from many commercial companies. On-line courses can save the administrative time required to keep information updated but are more expensive then videotapes.

6.6.4.3. Training Aids (Vehicle Components). Vehicle system mock-ups reinforce the theory of operation and diagnostics by providing hands-on demonstration. **Figure 6.1.** shows some training aids manufactured using vehicle components from salvaged vehicles.

Figure 6.1. Vehicle Management Training Aids.

6.6.4.4. Videotapes. Videotapes are the most common training aid used in the classroom and are great for supplementing classroom lectures but are not very student interactive.

6.6.5. Selecting Instructors. Key to a successful in-house training program is supervisory involvement. The supervisors are the most experienced and possess an understanding for what it takes to complete the day-to-day tasks. This is why the training leaders are encouraged to recruit the supervisors to fill the role as classroom instructors.

6.6.5.1. The Vehicle Management Training Leader should develop an internal program to enhance the classroom instructional skills of the instructors. This will not only build the confidence of the instructor but will also improve the quality of the delivery of the information.

6.6.5.2. Classroom instructors can improve personal teaching techniques by completing some of the following courses:

6.6.5.2.1. Air Force Training Course (E6ADL3S251) (Mandatory for all personnel identified as trainers and task certifiers).

6.6.5.2.2. Principles of Instruction (J4AZT3S200 011).

6.6.5.3. Instructors should conduct at least one class a month to stay proficient in the subject matter.

6.6.5.4. The Vehicle Management Training Leader should encourage instructors to pursue ASE certification in the area they will teach. This can bring increased credibility to the instructor.

6.6.6. Scheduling the Training. The Vehicle Management Training Leader should work closely with supervisors to ensure trainees are available for training. Consider scheduling your classes during the first half of the duty day and try not to conduct classes longer than 4 hours per day.

6.6.6.1. Classes do not need to include all trainees. Classes can be developed for multiple days for smaller groups. This will also minimize the impact on work center workloads.

6.6.7. Progress checks and follow up. It is important the training process include some type of tool to measure the effectiveness of the training upon completion of the class.

6.6.7.1. Pre-tests and post-tests are great tools to determine if the instructor was successful with the delivery of the course material.

6.6.7.2. A review of missed questions and open classroom discussions is another effective way to determine if the training was successful.

6.6.7.3. Supervisor and student feedback through the use of critiques and informal conversations are good ways to identify areas needing improvement in the curriculum and delivery of the material.

6.6.7.4. A long-term indicator for an effective training program is the decline in previously identified negative management trends.

6.7. Qualification Training. Qualification training is a continuous process, starting with the individual's entry into service. This portion of the program should train personnel on a specific duty position. An example of a need for qualification training would be a staff sergeant reassigned from an overseas to a CONUS base who is not familiar with certain vehicles in the local fleet.

6.7.1. Work Center Orientation and Initial Evaluation. Supervisors must conduct a work center orientation and an initial evaluation for all newly assigned personnel within 60 days of assignment. Both the orientation and evaluation must be documented on the AF Form 623a IAW AFI 36-2201, V3.

6.7.1.1. After identifying training requirements as part of the orientation and evaluation, the individual should be enrolled in the local in-house training track to get him or her duty position qualified.

6.7.2. Management Training. The VFM or VMS determines management qualification training needs and as personnel progress into supervisory/management positions they should attend, at a minimum, the following courses:

6.7.2.1. Supervisory Safety Training Course (ZZ132012).

6.7.2.2. Vehicle Maintenance Superintendent Course (L3AZP2T300 000).

6.7.3. EPA Certification Training. Technicians whose duties include MVAC maintenance require training and certification. They may also require specific certification if the local implementation of the EPA emissions control inspection and maintenance program contains provisions for the AF to perform this type of work. The EPA, and possibly a state or local authority implementing the program dictate approves courses of instruction and certification methods.

6.8. Advanced Training.

6.8.1. Commercial Training. Commercial sources provide many excellent training courses, as do manufacturers of equipment and vehicles at factory and regional locations. Some mobile commercial training courses can be scheduled on-base. The Vehicle Management Training Leader and VFM or VMS should seek local sources for commercial training. MAJCOM Vehicle Management Staffs can often aid in finding commercial sources. Once a commercial training source is located, send an AF Form 403, *Request for Special Technical Training*, through command training channels to HQ AETC IAW AFI 36-2201. AETC or the MAJCOM may make necessary arrangements to procure, schedule and fund for the training, if approved.

6.8.2. Inter-service Training. Special training by other DOD or Federal agencies can be arranged by AETC. Requests for this training are also made on AF Form 403 IAW AFI 36-2201v2, *Air Force Training Program Training Management.*

6.8.3. AFS Training. Specialty training courses available for Vehicle Management personnel are listed at **https://etca.randolph.af.mil/**. This includes basic and advanced courses. Submit requests for this type of training through the MAJCOM. These courses are available for all Vehicle Management skills including VM&A personnel. Other courses can be offered if an AF Form 403, generated at base-level, justifies the need.

6.8.4. Advanced AETC Courses. AETC special courses are conducted at AETC Technical Training Centers or by AETC MTT at the using command's facilities. Personnel selected for this type of training are normally at the 5-skill level or higher. Request this training through the MAJCOM as provided in AFI 36-2201v2.

6.9. ASE. ASE is the automotive industry standard of competency. Since it recognizes an individual's accomplishments, ASE certification serves as an impartial, third-party endorsement of a mechanic's knowledge and experience on a national, even international, basis.

6.9.1. ASE certification is a voluntary professional commitment to recognize qualified and competent individuals. It is an indicator of a mechanic's initiative to enhance personal technical skills. VFM and VMS should encourage participation.

6.9.2. Personnel are allowed to test twice yearly in May and November. The Defense Activity for Non-Traditional Support (DANTES) covers the cost of three exams per cycle but the individual or Vehicle Management must pay a registration fee. Certification is valid for 5

years at which time individuals must re-certify to keep ASE credentials in specialty areas of certification. Re-certification exams are not funded by DANTES so they will need to be funded by the individual or Vehicle Management.

6.9.3. Contact the base Force Development Flight/Education Office for more information on DANTES-funded ASE testing.

6.10. Certified Technician Program. Certified Technician Programs realign process ownership and responsibility for repair actions with those actually performing the work. MAJCOM Vehicle Management Staffs may establish certified technician programs for use at all subordinate, or specified management activities. If established, MAJCOM guidance will include eligibility criteria, certification-decertification-recertification processes and details on administering the program at the execution level as a minimum.

Chapter 7

DOCUMENTATION AND RECORDS ADMINISTRATION

Section 7A—Introduction and Documentation Rules

7.1. General Information. This chapter contains the procedures for Vehicle Management documentation and records administration.

7.2. General Description and Basic Principles of the Vehicle Management Data Collection System.

7.2.1. The VFM or VMS ensures all day-to-day business of the Vehicle Management activity is properly documented. Collect data by converting maintenance repair work to codes and recording those codes in spaces on forms. The codes are computer processed to make summary reports, which are sent to VFM and VMS for use in analyzing, planning, scheduling and controlling the vehicle management effort. This data is maintained as accurately and timely as possible. A comprehensive backup system is used to allow recovery of this data should a failure occur in the data system.

7.2.2. Labor hours spent on tire and battery build-up (not identifiable to a specific vehicle) are direct hours. Labor cost for these hours is prorated by OLVIMS against the entire fleet as indirect cost. Indirect productive hours (administrative, supervision, etc.) are automatically computed by OLVIMS using the difference between direct productive and indirect nonproductive hours and the employee available hours.

7.2.3. Labor-hour data is entered on forms in hours and 10ths. Minutes are recorded as 10ths of hours as follows:

01 through 02 minutes - .0 hour.

03 through 08 minutes - .1 hour.

09 through 14 minutes - .2 hours.

15 through 20 minutes - .3 hours.

21 through 26 minutes - .4 hours.

27 through 33 minutes - .5 hours.

34 through 39 minutes - .6 hours.

40 through 45 minutes - .7 hours.

46 through 51 minutes - .8 hours.

52 through 57 minutes - .9 hours.

58 through 60 minutes - whole hour.

7.3. Use of Printed Characters. Print all entries on records except for signatures and stamped initials of inspectors.

7.4. Legibility. Ensure that maintenance records are legible, complete and correct.

7.5. Transfer and Disposition.

7.5.1. VM&A ensures all records are complete and given to the vehicle REMS monitor when a vehicle is transferred to another base or to DRMS.

7.5.1.1. Send AF Form 1823s in the historical file at the time of transfer with the records.

7.5.1.2. VM&A keeps copies of vehicle historical records, Static Data A, B and C transactions and the last AFTO Form 91. ***Note:*** Retain only the AFTO Form 91 and the document that directed the disposition action for vehicles processed to DRMS.

7.5.2. Use USAF management code 4000 in place of the vehicle's actual management code when processing vehicles for disposal once disposition instructions have been received (the final preparation for salvage work order only). Use vehicle management's Responsibility Center/Cost Center (RC/CC) code and the using organization code of 0O (Zero Oscar) for management code 4000 AF Form 1823/ 1823-1s. MAJCOM Vehicle Management Staffs determine the use of USAF management code 4000 for new vehicles processing in to the base, excess or depot. The use of management code 4000 will show the proper NMC hours against the fleet.

7.5.3. Vehicle static data records for newly received vehicles may be put into OLVIMS when the using unit is known by using the proper vehicle management code, organization code and RC/CC code. All acceptance inspections are initiated and records loaded within 5 working days after release of the vehicle from the receiving activity.

7.5.4. Process vehicle disposition packages through all base-level OPRs within 10 working days.

7.6. Vehicle and Equipment Records.

7.6.1. Make a historical records file (jacket) for each vehicle maintained by the shop. This record file has two sections, historical and active. ***Note:*** Use **Table 7.1.** as a convenient guide for maintaining and filing records.

7.6.2. VM&A initiates a vehicle jacket file when a vehicle is first received.

7.6.2.1. File historical records in either vehicle registration number sequence or in management code and registration number sequence.

7.6.2.2. File all material in the active (working record) portion of the jacket file in chronological order and file material in the historical portion of the jacket file by record type, in chronological order.

7.6.3. See **Table 7.1.** for filing directions for forms, documents, correspondence and other related data for vehicle and equipment records.

TABLE 7.1. VEHICLE AND EQUIPMENT RECORDS. RULES 1-13.

RULE	A	B	C	D
	If the form, document or correspondence is a(n)	**and pertains to**	**and**	**then**
1	**AF Form 1823/-1,**	routine kinds of repair and inspection actions such as accident, abuse, PM&I, Special Inspections and unscheduled work, contract, etc., **Note:** Also see Rules 2 and 3,	the routine kinds of repair or inspection are accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the active portion of the records jacket. **Note:** Where paper copies are not retained, assure electronic copies are available.
2		distinctive or less routine kinds of repair and inspection actions such as for special approvals, corrections of DOT-directed manufacturer recalls, etc.,	the more distinctive kinds of repair or inspection are accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the historical portion of the records jacket with any supporting or directing paperwork attached (remains in the records jacket when the vehicle is either transferred or disposed of).
3		refundable and/or reimbursable repair,	the repair is accomplished, the entries are input into the computer and verified on the daily edit list as being correct,	file in the active portion of the records jacket (see **paragraph 7.38.2**.).
4	computer-generated Vehicle Historical Record	important initial static data and life-to-date summary repair history for in-use vehicles and	initial or continuation records of static data and life-to-date summary repair	file printed copies in the historical portion of the records jacket or maintain on central removable storage media (local

RULE	A	B	C	D
	If the form, document or correspondence is a(n)	**and pertains to**	**and**	**then**
		equipment,	history are completed, and recorded in computer records,	option). Retain the Vehicle Historical Record maintenance history for the life cycle of the vehicle. Provide copies by printed form or removable storage media when the vehicle is transferred or disposed of. **Note:** Retain duplicate forms or printed electronic records for vehicles which are transferring other than to disposal.
5		vehicles or equipment TDY for 30 days or more and/or vehicles TDY for special weapons movement,	the TDY vehicle is being returned to its home base or is being transferred to a subsequent TDY base or location,	forward the updated form or electronic record with the vehicle or equipment item when it departs your base or TDY location.

RULE	A	B	C	D
	If the form, document or correspondence is a(n)	**and pertains to**	**and**	**then**
6	LTI (AFTO Form 91, memo or message)	a. vehicle or equipment acceptance or preparation for storage, b. request for one-time repair or depot repair decision for reporting beyond base-level disposition and/or transfer instructions, c. requests for input to programmed depot repair facility,	a. the vehicle is accepted for service or is placed in storage, b. approval or disapproval instructions are received, attached to the form and the work is accomplished, c. approval or disapproval instructions are received, attached to the AFTO Form 91 and the action is completed,	a. file in the active portion of the records jacket. b. file the AFTO Form 91 and attachments in the active portion of the records jacket. c. file the AFTO Form 91 and any approval or disapproval attachments in the historical portion of the records jacket.
7	vehicle static data record (A, B & C transactions)	vehicles or equipment items assigned to using activities,	the vehicle is being transferred or disposed of,	file the original in the historical portion of the records jacket to be forwarded with the vehicle.
8	authorization document (memo or message)	direction or approval for special inspection, modification, etc., or WR-ALC or command SII condition,	directs, requests or establishes AF Form 1823 or inspection requirements,	file in the historical portion of the records jacket (unless otherwise directed).

RULE	A	B	C	D
	If the form, document or correspondence is a(n)	**and pertains to**	**and**	**then**
9	line-setting document	newly received vehicles or equipment items,	a copy is given to the maintenance shop to keep with parts catalog for reference,	file the original line-setting ticket or document in the historical portion of the records jacket.
10	DD Form 250, or delivery document	receipt of new vehicle or equipment item,	a new vehicle record file (record jacket) is initiated,	file in the historical portion of the records jacket.
11	COPARS sales slip	parts and material procured from the COPARS outlet for AF Form 1823/-1s,	a copy is attached to the appropriate AF Form 1823/-1s,	file with the AF Form 1823/-1s per Rule 1, 2, or 3 above.
12	AF Form 1827	minor or mobile maintenance accomplished on a vehicle (time awaiting parts, waiting maintenance and direct labor hours combined must not exceed 2 hours),	form entries have been accomplished and entered into the computer,	retain form in separate file for 90 days.
13	Certifications	any required non-emission certification that certifies the vehicle's or equipment's capability (i.e., mobile crane load test, mobile crane wire rope/cable test, high reach truck dielectric test, firefighting aerial ladders and elevating platform test…),	provide a copy of the original certifications to the using organization and ensure using organizations provide VM&A with copies of all future required certifications,	file the original or copy in the historical portion of the records jacket.

7.7. Missing Forms. The receiving unit asks the shipping unit to send missing records, or duplicate copies, when new or used equipment is received without complete records.

7.8. Maintenance of Forms for Vehicles and Equipment in Extended Storage. When placing vehicles and equipment in storage as stated in TO 36-1-191 or like directives, record vehicle maintenance inspections the same as if they were in an operational status. Maintain records in an active file until the vehicle is disposed of.

7.9. Processing Vehicles to Vehicle Management. VM&A schedules and controls vehicle management and inspections. Enter all work on an AF Form 1823 or AF Form 1827 according to **Chapter 4**.

7.10. Maintenance of Transient Vehicles.

7.10.1. Vehicle Management inspects and repairs transient vehicles.

7.10.2. Document and process transient vehicle AF Form 1823/1823-1s as shown in this chapter, except that VM&A sends copies of the AF Form 1823/1823-1s to the home station to ensure data is included in their historical records.

7.10.3. The base that does the work assigns a management code of 5000 and a work order number prefix code to the AF Form 1823/1823-1.

7.10.4. It is not necessary to total OLVIMS AF Form 1823/1823-1 entries, as the system automatically produces a transient vehicle listing that shows total cost. VM&A sends the listing to the transient vehicle's home base.

7.11. Vehicles Assigned TDY or Deployed.

7.11.1. A copy of the Vehicle Historical Record is sent with each vehicle operating on TDY for 30 days or longer. (***Exception:*** A copy of the current vehicle historical record accompanies each vehicle or equipment item sent TDY for special weapons movement, regardless of the duration of the TDY.) At the TDY station, VM&A ensures that each service, repair and inspection is updated on the vehicle historical record and that the form is returned with the vehicle when the TDY is over. At local option, on return from TDY, the home station VM&A can update the original vehicle historical record with new data from the TDY copy by initializing an AF Form 1823/1823-1.

7.11.2. When vehicles are sent TDY for more than 30 days, the home station, the TDY station and the TDY vehicle operator or supervisor complies with the procedures below which are necessary to provide cost, repair and inspection data to the home station.

7.11.2.1. The home station VM&A attaches a card showing the mailing and e-mail address of the home station VM&A and the scheduled data for that particular vehicle with the copy of the vehicle historical record. When the vehicle arrives at the TDY station, the Vehicle Management activity receiving the copy of the vehicle historical record and the attachments immediately notifies the home station of the address of the supporting VM&A activity. The operator or TDY team supervisor is responsible for this action if management support is provided by another government agency or commercial source.

7.11.2.2. For vehicles on TDY, VM&A at the TDY station controls the vehicle historical record, PM&I and Special Inspection data. It sets up schedules with the TDY personnel

for turning the vehicle in for PM&I and Special Inspections. The TDY station VM&A sends the vehicle return listing (PCN SB004-019) to the home station as they are received. Send copies of AF Form 1823/ 1823-1s, Operator's Inspection Guide and Trouble Reports, and other appropriate records to the home station when the TDY station no longer needs them for reference.

7.11.2.3. For TDY vehicles supported by another government agency or commercial source, the vehicle operator or TDY team supervisor sends copies of completed AF Form 1823/1823-1s or invoices (AF Form 15 or Commercial Fleet Service Card) to the home station and transcribes data to the duplicate vehicle historical record.

7.11.3. For vehicles on TDY for 30 days or less, VM&A at the TDY station or the operator sends the vehicle return listing and AF Form 1823/1823-1s or invoices, as indicated above, to the home station. All records generated during the TDY are generally returned to the home station with the vehicle.

7.11.4. Include the Vehicle Historical Record in the documentation package to accompany vehicles deploying in support of contingency operations. See **paragraph A2.3.** for specific guidance on documentation requirements for vehicle deployments.

Section 7B—Operator's Inspection Guide and Trouble Report Forms

7.12. General Information.

7.12.1. The two AF 1800-series Operator's Inspection Guide and Trouble Report forms are listed below.

7.12.1.1. AF Form 1800 (for use with all Registered Vehicle Equipment except Refueling Vehicles and Equipment).

7.12.1.2. AF Form 1807 (fuel servicing vehicles/equipment). ***Note:*** Page one has three signature blocks to accommodate documenting an operator inspection at each shift change. MAJCOMs may establish policy to standardize documentation of a single daily operator inspection or an operator inspection at each shift change.

7.13. Procedures for Recording Discrepancies and Delaying Maintenance.

7.13.1. Operators record any discrepancies found during inspections which require maintenance in the "Vehicle/Equipment Discrepancy and Maintenance Report" section of the appropriate series Operator's Inspection Guide and Trouble Report, and report them to Vehicle Management. ***Note:*** Operators do not make entries in the "Maintenance Report Status" section of the AF Form 1800 or the "Maintenance Control Report" section of the AF Form 1807, except for end-of-month closeout as stated in **paragraph 7.15.**

7.13.2. When an operator reports discrepancies in any of the safety-type systems or devices described in **paragraph 3.13.2.2.,** that could adversely affect the safety of personnel or the operation of equipment, that maintenance is not delayed and the vehicle or equipment item will not be continued in service. The VFM, VMS or a qualified representative resolves any question about the seriousness of a discrepancy, decides whether the discrepancy can be delayed and if it can, initials the maintenance report section on the inspection guide. At contract Vehicle Management locations, the FAC or QAP resolves any discrepancy issues.

7.14. Instructions for the Operator's Inspection Guide and Trouble Report. The following instructions apply to both the AF Form 1800 and 1807. The forms are described in three sections.

7.15. Heading Information. The using organization enters the heading data (top portion of front, page 1) and issues forms for each vehicle or equipment item on the 1st duty day of the month. The operator who performs the first inspection of the new month closes out the previous month's form by carrying forward the required entries according to the following paragraphs. The operator will ensure the previous month's form is returned to the using organization's VCO/VCNCO. The new form will be kept with the vehicle while in use.

7.16. Items to Be Checked, Operator's Signature and Monthly Tire Pressure Check. The items to be checked are listed by number on page 3. The numbered rows that are labeled "OTHER" can be used for locally added items. This is especially useful when adapting one of the forms to a peculiar equipment item. Items to be added will be coordinated between the user and the maintenance shop.

7.16.1. Each item identified on page 3 as requiring Operator's Inspection is serviced, checked and/or operationally tested during each inspection. To keep the form neat, the operator does not make any entry, such as a check mark or initials, on the rows where items are listed.

7.16.2. Space is provided for an operator's signature corresponding to the numbered day of the month and shift on page 1. An operator's legible signature consisting of first initial and last name (opposite the appropriate day of the month) shows completion of inspection or servicing for each item.

7.16.2.1. Further, the operator's signature shows the entry of item numbers for which a discrepancy is being reported on the discrepancy and maintenance report or, the signature could show that the operator is aware that the entry is already being carried in a delayed or waiver status. Leave blank or void entry on the operator signature lines opposite the days of the month an inspection was not performed (non-use days) or required.

7.16.2.2. The operator certifies completion of the inspection even though the discrepancies that are found and reported to Vehicle Management may result in placing the vehicle NMC. If the vehicle is returned to service that same day, the operator has only to make a brief visual check.

7.16.3. Vehicle operators will perform monthly tire pressure check by the 10th calendar day of each month and document completion on page 2 of the appropriate Operator's Inspection Guide and Trouble. ***Note:*** Monthly tire pressure checks will be completed and documented regardless of organizational utilization of the vehicle. ***Exception:*** The monthly tire pressure check for vehicles that are NMC during the first 10 calendar days of the month will be completed and documented by the operator at the time the vehicle is released/pick-up from maintenance.

7.17. Discrepancy and Maintenance Report Section (page 2). This section is used by operators and vehicle management personnel for documenting vehicle discrepancy and reporting actions, and the disposition (maintenance action/status) of discrepancies listed. However, Vehicle Management may also use this section to record the completion of scheduled inspections and/or discrepancies found during service/repairs.

7.17.1. Before entering a discrepancy, both Vehicle Management personnel and operators must check the discrepancy list, and status to avoid duplicate reporting and processing of discrepancies. When a new monthly form is initiated, all open discrepancies (when the date under “Maintenance Report Status” or "Maintenance Control Report" is blank) are transferred to the new form and “C/F” (carried forward) entered in the blank "Date" block of the old form.

7.17.2. Additional instructions for completing this part of the form are as follows:

7.17.2.1. Item No. Enter the "item number" of the inspection guide’s "item to be checked" list against which a discrepancy is being reported. Leave blank when the discrepancy is not related to a numbered item.

7.17.2.2. Discrepancy. Enter a brief description of the discrepancy.

7.17.2.3. Date Disc (Discovered). Enter the date the discrepancy is found and entered.

7.17.2.4. Date/Time. Enter the date the discrepancy is reported. Enter the 24-hour clock time (four-digit military time; e.g., 1430) that the vehicle or equipment was turned in for repair or request for support (mobile, wrecker, etc.) was received (reflect period that vehicle is not operational).

7.17.2.5. **(DELETED)**.

7.17.2.6. Miles/Hours. Enter the current hour meter or odometer reading next to the discrepancy. **Note:** Do not include “tenths”.

7.17.2.7. Name. The individual completing the "Reported To Maintenance" part of this form prints their name in this space.

7.17.3. VM&A personnel, VFM, VMS, a representative such as work center or shift supervisor, CSC personnel, or Mobile Maintenance technicians completed Maintenance Report Status entries. The VFM or VMS may prescribe permanent waiver forms use and/or a locally developed system to track waivered deficiencies. ***Note:*** The work center supervisor or designated personnel identifies items on the AF Form 1823/-1 that are permanently waived. VM&A and/or CSC transcribe these items to the permanent waiver form or system of record.

7.17.3.1. Work Order Number. Enter the work order number (block 2 of AF Form 1823/-1 or AF Form 1827) on which the discrepancy is annotated for maintenance action. Enter "None" if repairs were not required or if the discrepancy was waivered without an AF Form 1823/-1 or AF Form 1827 entry.

7.17.3.2. Date. Enter the AF Form 1823/-1 or AF Form 1827 close-out/completion time. If the maintenance action is delayed, leave the date blank and enter the appropriate status code.

7.17.3.3. Status Code. These codes are listed on the bottom of the form. The codes are self-explanatory, except that code "W" (waiver of repair) is intended to identify items that do not require repair or replacement, and do not adversely affect safety or performance of the equipment. Additional status codes may be adopted locally, according to need, for more detailed status information. Items entered in the discrepancy block which could not be validated by maintenance are dated, a "N" status code entered, and initialed in the

maintenance report section of the Operator's Inspection Guide and Trouble Report form. These entries are made only by Vehicle Management personnel. An optional procedure can be used to keep waived items in the permanent section of the vehicle historical record jacket as a backup in case the using organization loses or damages the waiver form kept in the vehicle. A computer-based software program is also authorized for waiver control (preferred method). At a minimum, wavered items will be reviewed and updated when vehicles are turned in for scheduled maintenance.

7.17.3.4. Employee Number. The person who assigns a status code to a discrepancy enters their OLVIMS employee number in this block.

7.17.4. Status code entries should not be made by VM&A or a representative until all management processing is performed and the vehicle is being released for use.

7.17.4.1. For delayed status codes, the date is not entered until the completed AF Form 1823/ 1823-1 is received, at which time the old status code is lined out or over stamped with a corrected code.

7.17.4.2. Each time VM&A or a representative processes an inspection guide form, all discrepancies in a delayed or code C-T (temporary fix) status are checked.

Section 7C—AF Forms 1823/1823-1 (1823) , Vehicle and Equipment Work Order

7.18. General Information. The AF Form 1823/1823-1 is used by Vehicle Management shops that are not supported by OLVIMS. The AF Form 1823/1823-1 is a computer-generated form used by Vehicle Management shops supported by OLVIMS. Instructions and information for completing this computer-generated form are in AFCSM 24-1. Work order open and close procedures are as follows: VM&A will print as many copies of the AF Form 1823/1823-1 as locally required. The shop uses a legible copy to tell the technician what repairs are needed. One copy may be retained in VM&A for workload scheduling and monitoring. Close the AF Form 1823/1823-1 in the computer when the shop’s copy has been completed.

7.19. Special Recording Procedures. All work performed by Vehicle Management personnel not recorded on an AF Form 1827 must be entered on an AF Form 1823/1823-1. On the AF Form 1823/ 1823-1, contract maintenance, accident repair, other government agency repair and final quality assurance inspections are shown by placing an "X" in the upper, right-hand corner of the form. Use of the AF Form 1823/1823-1 also requires the posting of appropriate entries on AF Form 754. On the AF Form 1823/ 1823-1, the type of work being performed will be displayed in the upper, right-hand corner. ***Note:*** The individual performing the final quality check will sign and either enter an "X" in the block or circle the PASS or FAIL depending on the AF Form 1823/1823-1 being used.

7.19.1. Make two AF Form 1823/1823-1s when repairs are performed at the same time by Vehicle Management and contract maintenance or when government parts are provided to the contractor.

7.19.1.1. If in-house repair is started and a part is repaired by contract maintenance, open and then close the contract maintenance AF Form 1823/1823-1 (same date and time) to prevent duplication of NMC time and to expedite the contract repair work.

7.19.1.2. The in-house AF Form 1823/1823-1 must stay open until all repairs (contract and in-house) are done.

7.19.1.3. The contract maintenance AF Form 1823/1823-1 stays in the work order master file until the contract repair work (JZ) transaction is processed.

7.19.2. Actual TCTO AF Form 1823/-1 entries are the same as for other types of maintenance, except that block 21, "Job Description", shows the TO data code number. On the AF Form 1823/-1, enter system code 43CZ to indicate "user defined". Enter a work order number prefix code "T" in block 2. ***Note:*** Report compliance IAW **paragraph 4.16.5.**

7.19.3. SB and OTI AF Form 1823/1823-1 entries are the same as for other types of maintenance, except that block 21, "Job Description", shows the SB number or OTI subject. On the AF Form 1823/ 1823-1, enter system code 43CZ to indicate "user defined". Enter a work order number prefix code "S" in block 2.

7.19.4. Accident repair AF Form 1823/1823-1s contain only the repairs caused by the accident. Put other repairs on a separate AF Form 1823/1823-1. Accident repair is identified in the upper, right-hand corner of the AF Form 1823/1823-1. All labor and material charges for accident AF Form 1823/1823-1s are charged as "M" (maintenance). An AF Form 1823/1823-1 is made for all accident repairs.

7.19.5. Contract maintenance and other government agency AF Form 1823/1823-1s are identified as such in the upper, right-hand corner of the AF Form 1823/1823-1. When the VM&A copy is processed, a contract maintenance indicator is displayed to show the contract or other government agency status of the Work Order Master File Status Report, PCN SB004-018. VM&A checks all completed contract maintenance documents to ensure that appropriate maintenance data is entered to OLVIMS. Review PCN SB004-018 prior to monthly processing to ensure all required contract costs are entered into OLVIMS.

7.19.6. Delayed maintenance AF Form 1823/1823-1s are identified by putting the appropriate maintenance code in block 19. On an AF Form 1823/1823-1, the delayed code will be put in the "ACTION TAKEN" block. When a delayed item appears on the shop's copy of a completed AF Form 1823/ 1823-1 (as shown by maintenance code), the VM&A Workload Controller immediately makes a new AF Form 1823/1823-1 for these items only. When closing an AF Form 1823/1823-1 with delayed jobs, the system will automatically print out a delayed AF Form 1823/1823-1 for those jobs only.

7.19.6.1. On AF Form 1823/1823-1 delayed work order, leave the work order number and kilometer, miles and hours blocks blank. The work order number from the original AF Form 1823/ 1823-1 is entered on the top margin of the new AF Form 1823/1823-1. On the delayed AF Form 1823/1823-1, the delayed work order number is printed in the middle of the AF Form 1823/ 1823-1. Print all other information as if this was an actual AF Form 1823/1823-1, with the exception that the word "DELAYED" will be printed in the upper, right-hand corner.

7.19.6.2. The original AF Form 1823/1823-1 is input in the computer for processing. Update delayed maintenance on the AF Form 1824, *Motor Vehicle Work Order Status* (see **Section 7I**). ***Note:*** Refer to AFCSM 24-1 for a list of work order number prefix and maintenance delay codes used for AF Form 1823/1823-1 entries.

7.19.7. The AF Form 1823/1823-1 for accident repairs includes the following costs on separate line entries for damaged vehicles.

7.19.7.1. All direct labor and material costs.

7.19.7.2. Indirect cost.

7.19.7.2.1. Shop indirect cost equals direct labor hours expended to repair the vehicle times the indirect hourly rate on the Employee Master List, PCN SB004-029 (these costs are not to be used for assessing ROS charges).

7.19.7.2.2. Towing costs equals miles towed times wrecker O&M cost per mile plus operator's hourly rate times the number of hours used or actual cost if contracted.

7.19.7.2.3. Storage cost, if identified on an off-base invoice.

7.19.7.2.4. The loss of use cost. This cost is computed by dividing the total service life (months) into the acquisition cost. Then compute use cost per month times number of months out of service. The provisions of this paragraph only apply if a replacement vehicle is required to be leased during the repair process. ***Note:*** If any combination of the above was completed by off-base contractors, the invoice should be used to compute the loss of use cost if a commercial or GSA vehicle is leased to replace the damaged vehicle in repair. Attach a copy of each invoice used and a copy of the completed AF Form 20 to the AF Form 1823/1823-1.

7.20. How to Fill Out an AF Form 1823/1823-1.

7.20.1. Block 1, Replacement Code Change. (One-time repair, age or miles). If the repair cost exceeds the one-time repair limit and it is decided not to repair the vehicle or equipment and it is returned to the user, check the one-time repair block and enter the new replacement code. VM&A makes the necessary changes to update the vehicle master list PCN SB004-023. The computer will automatically update the code to A, B, C or D, as applicable. ***Note:*** Whenever a vehicle is placed in one of these codes, jobs that were not accomplished will be delayed using code "G."

7.20.2. Block 2, Work Order Number. Always five characters. The first character is always an alpha character that shows the type of work being done. See AFCSM 24-1, Attachment 4, for a list of approved prefixes.

7.20.3. Block 3, Reimbursable Distribution Code. A one-position code that shows how costs are distributed (reimbursable or refundable) to a tenant organization or transient vehicle. VM&A loads the applicable code in OLVIMS for those vehicles assigned to the base and makes an entry on the AF Form 1823/1823-1 for applicable transient vehicles. The proper code is obtained from Accounting and Finance. Refer to **paragraph 7.51.**

7.20.4. Block 4, Registration Number. Enter the vehicle's registration number. The registration number is always eight positions.

7.20.5. Block 5, USAF Management Code. Enter the vehicle's management code.

7.20.6. Block 6, Miles/Hours. Enter hours, miles or kilometers as shown on the vehicle's hour meter or odometer. Round the entry to the nearest whole hour, mile or kilometer. For vehicles that have both hour meters and odometers installed, determine the proper entry from

the vehicle master list. For vehicles or equipment managed under utilization code "U", leave this block blank. The incoming inspector validates the odometer or hour meter reading.

7.20.6.1. New odometers or hour meters are set to show the accumulated miles, hours or kilometers. The cumulative figure may be obtained from the latest quick reference or vehicle master listing. If the new odometer or hour meter cannot be preset, then the past accumulated miles, hours or kilometers become the "add-on" figure in OLVIMS using the "AZ" transaction. Once the "add-on" has been entered into OLVIMS, only the present meter reading needs to be entered on the AF Form 1823/1823-1.

7.20.6.2. During the period that odometers or hour meters are inoperative, then show cumulative miles, hours or kilometers on the quick reference listing, minus any indicated "add-on".

7.20.6.3. For vehicles with inoperative odometers or hour meters, use the accumulated miles, kilometers or hours on the latest maintenance quick reference list for all service and maintenance documentation, as the miles, kilometers or hours value is adjusted in the OLVIMS by the mileage estimator.

7.20.7. Block 7, Work Center. Enter the work center code assigned to the maintenance activity where the work is done. See AFCSM 24-1, Attachment 4.

7.20.8. Block 8, Work Order Status. Check the initial/incomplete block when the AF Form 1823/ 1823-1 is opened. When the shop's AF Form 1823/1823-1 is completed, check the complete block.

7.20.9. Block 9, User Phone Number. Enter the telephone number of the using activity.

7.20.10. Block 10, Priority. Enter the priority for work to be performed according to **paragraph 3.29.3.**

7.20.11. Block 11, Manufacturer. Enter the make of the vehicle or equipment item, such as Dodge, Ford, etc.

7.20.12. Block 12, Model/Type. Enter the model or type of the vehicle or equipment item such as F-150 pickup, etc.

7.20.13. Block 13, Certified By. The work center supervisor or technician signs the AF Form 1823/ 1823-1 to indicate completion and certification that entries are complete and factual to the best of their knowledge.

7.20.14. Block 14, Received (Date/Time). Enter the date (MMDDYY) the vehicle was turned in to the shop or when the request for Vehicle Management support (mobile, wrecker, etc.) was received (example 013199 for 31 January 1999). Enter the clock time the vehicle was turned in using a 24-hour clock. The date and time starts when the vehicle or equipment item is physically turned in to the Vehicle Management facility or when a request for Vehicle Management support (mobile, wrecker, etc.) is received. Date and time must match the date and time reported to Vehicle Management on the Operator's Inspection Guide and Trouble Report. Vehicles awaiting accident, abuse and repair decisions/ repairs are not available to the user and will draw downtime.

7.20.15. Block 14A, Released (Date/Time). Enter the date and the 24-hour clock time the vehicle was released from Vehicle Management or the management support (mobile, etc.)

was completed and the vehicle returned to the user (reflect period that vehicle is not operational).

7.20.16. Block 15, Repair Estimates. Use blocks 15A through F for estimating costs of accident repairs and repairs that may cause the one-time repair limit to be exceeded. Make this estimate before work is started to avoid unauthorized repairs.

7.20.16.1. If the repair action places the vehicle in replacement codes A, B, C or D for maximum one-time repair cost and the decision is made by the VFM or VMS not to repair the vehicle, check block 1. The VFM or VMS will provide VM&A with disposition instructions.

7.20.16.2. Indirect costs are entered in block 15D. The indirect hourly rates can be obtained from the Employee Master List, PCN SB004-029.

7.20.17. Block 16, Job Number. This is a preprinted number that shows the work to be done in block 21. If more than seven jobs are required to repair a vehicle, a continuation AF Form 1823/1823-1 can be made using the same work order number and changing the job numbers in block 16 to 8 through 14. A new AF Form 1823/1823-1 work order number is required for any vehicle with over 28 jobs.

7.20.18. Block 17, System Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work was performed. The OLVIMS “Help File” lists the approved codes.

7.20.19. Block 18, Operations. No entry required.

7.20.20. Block 19, Maintenance Code. Use this code to identify delayed and NMCS maintenance conditions. See AFCSM 24-1 for codes and descriptions. VM&A enters these codes on the shop's copy of the AF Form 1823/1823-1.

7.20.20.1. When a delayed item is shown on the shop's copy of the completed AF Form 1823/ 1823-1, the VM&A Workload Controller makes a new AF Form 1823/1823-1 (in sufficient copies) for the delayed item.

7.20.20.2. Enter the work order number, date and time from the original AF Form 1823/1823-1 on the top margin of the new AF Form 1823/1823-1. Input the data from the original AF Form 1823/ 1823-1 in OLVIMS.

7.20.21. Block 20, Action Taken. The work center enters or circles the letter-code that best shows the actual maintenance action. Refer to AFCSM 24-1 for a list of the 13 action codes.

7.20.22. Block 21, Job Description. Enter a brief description of the job to be performed. For TCTO accomplishment, enter the TO and data code number. This entry should be clear and tell the technician the exact malfunction and what has to be done. ***Example:*** Replace water pump and repair shift linkage. The shop supervisor ensures the description identifies the repair or service actually completed. Make a separate entry for each special test done. ***Note:*** Add separate entries to reflect actual maintenance actions, i.e., remove broken exhaust manifold stud, free-up rusted brake linkage, etc. Do not take the total repair time against a single job described as "replaced exhaust gasket" or "replaced brake shoes”.

7.20.23. Block 22, Estimated Labor Hours. CSC enters the estimated hours to do the job described in block 21. Use the estimated hours for workload planning, scheduling maintenance and productivity assessments.

7.20.23.1. If the work performed does not agree with the job described on the AF Form 1823/ 1823-1, VM&A enters a revised estimated hour for the job actually performed. For example, if the job description called for brake shoe replacement, but an adjustment fixed the problem, then an estimated hour rate for the adjustment must be entered on VM&A's copy of the AF Form 1823/ 1823-1 also.

7.20.23.2. If the work center supervisor enters additional jobs on the shop's copy of the AF Form 1823/1823-1, they must also be entered on VM&A's copy and the estimated labor hour rate revised. ***Note:*** For delayed maintenance AF Form 1823/1823-1s, update the estimated hour rate by using AF Form 1824.

7.20.24. Block 23, Employee ID Number, Labor Hours and Overtime Indicator. Enter in the upper portion of the block the employee identification number of the technician who did the job. Enter in the lower portion of the appropriate block the actual labor hours used to do the job. This entry is in hours and 10ths. Use an overtime or holiday work code when the actual labor hours were expended during these periods. (AFCSM 24-1 contains these codes.) If actual labor hours are used during both normal duty hours and overtime periods, the technician must make separate entries.

Section 7D—AF Form 1827 and Tire and Battery Shop Man Hour Documentation

7.21. General Information. The AF Form 1827 is used to record minor maintenance repair actions for jobs of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours). Document the vehicle kilometer, miles or hour data to update the specific vehicle master record. The AF Form 1827 is also used to document labor hours: In tire and battery shop stock buildup or repair; hazardous/solid waste management, disposal and training; and repair of shop equipment or spares. Use the AF Form 1827 to collect direct labor hours used for these activities. ***Note:*** The AF Form 1827 will not be used to record multiple jobs on the same vehicle during the same repair time frame. Each line on the AF Form 1827 is interpreted as a separate work order in OLVIMS.

7.22. Procedures for Completing an AF Form 1827.

7.22.1. Minor maintenance documented on an AF Form 1827 is limited to minor maintenance repair actions of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours) that use only low-cost bench/working stock, work order residue, shop stock and non-warranted parts (parts that are not being locally tracked).

7.22.2. Do not use AF Form 1827 for scheduled services, inspections or transient vehicle repair.

7.22.3. Send AF Form 1827 to VM&A weekly, when the form is filled or as prescribed by the VFM or VMS. Use a new AF Form 1827 for each processing cycle, except for the tire and battery shop. ***Note:*** Labor hours may be entered on the AF Form 1827 for inspection of

vehicles and equipment prior to deployment or other contingency exercises, applying the same limitations as in **paragraph 7.22.2.**

7.23. How to Fill Out an AF Form 1827.

7.23.1. Block 1, Date. Enter the date on which the vehicle was repaired. For J9998 and J9999 entries, this date tells when the labor hours were used.

7.23.2. Block 2, Work Order Number. Enter the fifth position of the preprinted "J999" work order number as follows:

7.23.2.1. Use "6" for hazardous/solid waste management, disposal and training.

7.23.2.2. Use "7" for minor and mobile maintenance actions (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours).

7.23.2.3. Use "8" to record labor hours used in the battery shop to service or recharge batteries for stock. Also use "8" to record labor hours used in the tire shop to build up spares for stock. Direct labor hours and material cost used to install new batteries and tires are charged against the vehicle on an individual AF Form 1823/1823-1.

7.23.2.4. Use "9" to record labor hours used for the repair of spares or shop equipment.

7.23.3. Block 3, USAF Management Code. Not required.

7.23.4. Block 4, Vehicle Registration Number. For J9997 work order number only, enter the vehicle or equipment item registration number. For all other work order numbers, leave blank.

7.23.5. Block 5, Miles or Hours. For J9997 work order number only, enter the current odometer or hour meter reading, as described in **paragraph 7.20.6.** For all other work order numbers, leave blank.

7.23.6. Block 6, Action Taken. For J9997 work order number only, enter the letter that most nearly describes the actual maintenance action: G-repair; L-adjust; R-replace; or S-service. For all other work order numbers, leave blank.

7.23.7. Block 7, Job Description. Enter a brief description of the job to be performed.

7.23.8. Block 8, Actual Labor Hours. Enter the actual direct labor hours used to do the repair. This entry is in hours and tenths. For J9997 work order numbers, this entry does not exceed 2.0 hours. Use the AF Form 1823/1823-1 if the vehicle downtime exceeds 2.0 hours (awaiting maintenance/parts and direct labor hours combined).

7.23.8.1. Document repairs, servicing and upkeep of shop equipment and repair or rebuild of repairable (spares) items on AF Form 1827 using work order number J9999. For this type of work, if more than 9.9 labor hours are shown, they must be entered into the data system as multiple job entries.

7.23.9. Block 9, Overtime Indicator Code. Enter an overtime or holiday work code when the actual labor hours were spent during overtime or holiday hours. AFCSM 24-1 shows a list of these work codes.

7.23.10. Block 10, Employee Identification Number. Enter the employee identification number of the technician who did the repair.

7.23.11. Block 11, Status. Enter an "X" in this block to show completion of the required work. For J9997 work order number, enter a "/" to indicate this requirement was referred to an individual AF Form 1823/1823-1. Line entries with a "/" in block 11 will not be input to OLVIMS. Account for labor hours and required work on the subsequent AF Form 1823/1823-1.

Section 7E—Labor Hour Reporting, AF Form 1831, Indirect Labor Time Card and AF Form 1831-1, Indirect Labor Time Sheet

7.24. Labor Hour Reporting. The motor vehicle labor hour reporting system is based on categorizing labor hours into three areas: Direct (0 series), indirect productive (20 series) and indirect nonproductive (40 and 50 series). These hours are categorized to show the efficiency of the vehicle activity by comparing productive hours with hours used to support that activity, such as clerical, supervisory, material chasing and so forth. The third category of labor, indirect nonproductive, shows labor hours that were not used in repairing vehicles. Labor codes and categories are explained in AFCSM 24-1. ***Note:*** Reporting of indirect nonproductive labor hours is mandatory. The VFM or VMS will monitor use of 40- and 50-series labor codes to ensure they are properly recorded and entered in OLVIMS, rather than have these hours default to indirect productive (20 series) labor hours. Adjust available hours of personnel deployed in support of contingency operations or AEF rotations to zero.

7.24.1. Direct labor hours used by maintenance technicians are entered on the AF Form 1823/1823-1 or AF Form 1827. Use work codes to show whether hours were used during normal duty hours or overtime or holiday periods. Work codes are shown in AFCSM 24-1.

7.24.2. Indirect productive (20 series) labor hours are computed by OLVIMS, with the exception of 20-series labor hours used during periods of overtime or during a holiday. Document overtime and holiday indirect productive labor hours on AF Form 1831 or AF Form 1831-1.

7.24.3. Indirect nonproductive (40 and 50 series) labor hours are entered on AF Form 1831 or AF Form 1831-1 by shop personnel.

7.24.4. Summarize and report work center labor hour utilization data on a monthly basis for management. OLVIMS captures productive (0 series) labor hours entered on AF Form 1823/1823-1s and overtime and holiday indirect productive labor hours, as well as indirect nonproductive labor hours entered on AF Form 1831 or AF Form 1831-1. These hours are then subtracted from the total hours management personnel were assigned to calculate the indirect productive labor hours.

7.24.5. Labor hours are collected for each employee by the employee’s identification number from AF Form 1823/1823-1s and Indirect Labor Hour Time Cards or Indirect Labor Hour Time Sheets. This data is then applied to a name in the Master Personnel File (PCN SB004029) and summarized to a particular work center by OLVIMS. There is no attempt to reconcile any individual employee’s labor hours. As a consequence, this labor hour reporting system is considered ongoing; that is, no close-out of AF Form 1823/1823-1 labor data is needed for labor hour balancing. A sufficient amount of labor hour data within a work center offsets month-to-month highs and lows in this data.

7.24.6. Through this labor hour reporting system, labor hour distribution and utilization data are readily available for use by vehicle managers at all levels. AFCSM 24-1 describes labor hour reports.

7.25. AF Form 1831/1831-1. AF Form 1831-1 is an OLVIMS-generated time sheet. These forms are used to record an individual's overtime and holiday indirect productive or indirect nonproductive labor. It is not necessary that each reportable employee submit one of these labor cards/sheets each reporting period. In the absence of an indirect labor card/sheet for any employee, the data system assumes that all the labor for that employee is divided between direct and indirect productive labor hours. Where no direct labor is put on AF Form 1823/1823-1s for that employee, the system then assumes all assigned hours were used in the indirect productive (support) category, with no overtime or holiday hours used.

7.25.1. The same AF Form 1831/1831-1 for each employee is used for the whole month. At the end of the month, a copy is sent to VM&A for input into OLVIMS, unless otherwise directed by the VFM or VMS.

7.25.2. VM&A receives a copy of the AF Form 1831s/1831-1s at the end of the month from all work centers for processing. When the labor hour utilization summaries and reports are complete, VM&A sends a copy to the appropriate work center.

7.25.2.1. VM&A processes the individual time card or sheet into a "GN" transaction as outlined in AFCSM 24-1.

7.25.3. AF Form 1831s are not preprinted for individual employees. All entries on the cards are made manually. Separate cards are used for an individual transferring between work centers to show labor hours in each work center.

7.25.4. AF Form 1831-1 is preprinted with individual employees' names and man numbers. All other entries on these forms are made manually. Separate sheets are used for an individual transferring between work centers to show labor hours in each work center.

7.26. How to Fill Out AF Form 1831s/1831-1s.

7.26.1. AF Form 1831 entries.

7.26.1.1. Block 1, Card Code. VM&A always enters "G".

7.26.1.2. Block 2, Type Transaction Code (T/T/C). VM&A enters "N" for OLVIMS sites.

7.26.1.3. Block 3, Site Code. VM&A enters the assigned site code.

7.26.1.4. Block 4, Employee Identification Number. Employee enters his or her identification number.

7.26.1.5. Block 5, Work Center. Employee enters the work center to which he or she is assigned.

7.26.1.6. Block 6, Month. Enter the first three letters of the month, such as JAN for January.

7.26.1.7. Block 7, Last Name and Initial. Employee enters his or her last name and first initial.

7.26.1.8. Block 8, Indirect Man-Hour Data.

7.26.1.8.1. Block 8A, Date. Enter the date the labor hours were expended.

7.26.1.8.2. Block 8B, Labor Series. Enter the single-position labor code which most closely defines the labor hours entered in Block 8D. Indirect productive (20 series) labor codes can only be entered when labor was used for overtime or on holidays.

7.26.1.8.3. Block 8C, Work Code. Enter a work code only when showing use of indirect productive (20 series) labor hours during overtime and holiday periods. Leave blank when documenting the use of indirect nonproductive (40 and 50 series) labor codes.

7.26.1.8.4. Block 8D, Hours. Enter the labor hours and 10ths reported against the labor code shown in block 8B. Whole hours are entered in the first part of the block and 10ths entered in the last part (separated by a broken line).

7.26.2. AF Form 1831-1 Entries.

7.26.2.1. The AF Form 1831-1 is preprinted with the work center and employee's name on it. To complete the form, fill in the indirect labor hours to the right of the respective day of the month and under the labor series for each employee (overtime 20 series, 40 and 50 series).

7.26.2.2. At the end of the month, total the labor hours for each employee and labor series and return the form to VM&A.

Section 7F—Computer-Generated Vehicle Historical Record

7.27. General Information. The computer-generated Vehicle Historical Record (OLVIMS PCN SB004-828) is used much as a title for an AF vehicle, similar to that needed for POVs. Retain the Vehicle Historical Record maintenance history for the life cycle of the vehicle. File printed copies of the form in the historical portion of the vehicle records jacket or maintain on central removable storage media (local option). Instructions concerning the computer-generated historical record are contained in AFCSM 24-1.

7.28. How to Fill Out a Vehicle Historical Record. Where OLVIMS is absent and it is necessary to create a Vehicle Historical Record manually, use the following guidance:

7.28.1. Block 1, Stock Number. Enter the NSN of the vehicle.

7.28.2. Block 2, Short Nomenclature. Enter the nomenclature to identify the type of vehicle. Reference VMIF or use the AFEMS on-line query vehicle item data (IVID).

7.28.3. Block 3, Registration Number. Enter the registration number of the vehicle.

7.28.4. Block 4, Acceptance Date. Enter the date the vehicle was accepted by the AF from the manufacturer, as shown on the vehicle data plate (delivery date) or on the vehicle shipping document (DD Form 250).

7.28.5. Block 5, Standard Price. Enter the I&S NSN price of the vehicle or equipment item. Reference the SNUD. No entry is required for OLVIMS bases, as this price is on the Vehicle Master List PCN SB004-023. ***Note:*** This entry is required for all vehicles being transferred off-base.

7.28.6. Block 6, USAF Management Code. Enter the USAF Management Code according to VMIF.

7.28.7. Block 7, Vehicle Equivalents. Enter the equivalents for the vehicle as shown in the OLVIMS “Help File”.

7.28.8. Block 8, Chassis Serial Number. Enter the chassis serial number.

7.28.9. Block 9, Chassis Manufacturer/Model. Enter the chassis manufacturer’s name and chassis model number.

7.28.10. Block 10, Body Serial Number. Enter the body serial number, if available.

7.28.11. Block 11, Body Manufacturer/Model. Enter the body manufacturer’s name and body model number.

7.28.12. Block 12, Engine (Prime Mover). Enter the model, serial number (as applicable) and manufacturer of the engine used for moving the vehicle over the road.

7.28.13. Block 13, Engine (Auxiliary). Enter the model, serial number and manufacturer of the engine used to provide power for the special mounted equipment on the vehicle. ***Note:*** When an engine in the vehicle, prime or auxiliary, is replaced, the previous engine data in block 12 or 13 is lined out and the new engine data put in the appropriate block.

7.28.14. Block 14, Record of Transfer. Enter the code that identifies the type of activity getting the vehicle, i.e., “A” for AF, “B” for non-AF and “C” for disposal. In the "Base Location" block, enter the name or the location of the base that has the vehicle. In the “Date Shipped" and the "Date Received" blocks, enter the exact Julian date of shipment or receipt, e.g., for 2 Jan 1995, enter 95002. ***Note:*** Also use Block 14 to record the date a vehicle was shipped to or returned from a depot facility.

7.28.15. Block 15, Miscellaneous Information. These entries are mandatory for all vehicles when received and for in-service vehicles when this information can be identified. The following instructions apply to the individual line entries:

7.28.15.1. Line A, Technical Order or Series. Enter the TO or TO series that applies to the vehicle. If a TO number has not been assigned, enter the manufacturer's commercial manual number.

7.28.15.2. Line B, Ignition Key Code Number. Enter the manufacturer's code for the ignition key.

7.28.15.3. Line C, Body Key Code Number. Enter the manufacturer's code for the body or door key.

7.28.15.4. Line D, Armed Forces or GSA Contract Number. Enter the Armed Forces or GSA contract number. This number may be found on the DD Form 250 or the vehicle data plate.

7.28.16. Blocks 16, 17, 18, 19 and 20, Historical Maintenance Data. Entries in these blocks are made by VM&A from data recorded on completed AF Form 1823/1823-1s or on a commercial invoice, such as an AF Form 15 or a Commercial Fleet Service Card receipt. These blocks are used to identify recurring maintenance and to check the warranty program.

7.28.16.1. Block 16, Replacement Code. Bases not using OLVIMS record the vehicle's current replacement code in this block.

7.28.16.2. Block 17, Work Order Number. Enter the work order number assigned to the AF Form 1823/1823-1 to repair, service or inspect the vehicle. To record repairs or services performed on an AF Form 15 or a Commercial Fleet Service Card, enter, in place of the work order number, the type transaction used to buy the repair or services; for example, "Commercial Fleet Service Card" or "AF Form 15".

7.28.16.3. Block 18, Date. Enter the Julian date the work was completed. For example, for 2 Jan 1999, enter 99002.

7.28.16.4. Block 19, Kilometers, Miles or Hours. Enter the kilometers, miles or hours shown on the odometer or hour meter at the time the repair was made.

7.28.16.5. Block 20, Codes and System and Component. Enter an action code (or circle the preprinted G, L, R or S) and the subsystem code (see AFCSM 24-1) in the system or component block that most nearly describes the action taken to do the work. All job entries, except incoming, outgoing, daily inspections, and those inspections recorded on AF Form 1829, *Refueling Equipment Inspection Record*, and AF Form 1830, *Refueling Equipment Hose Installation and Hydrostatic Test data Record*, must be annotated. ***Note:*** Input the following information if it is not loaded in the OLVIMS warranty review screen/file: In remarks, enter the part nomenclature for each R-coded action replacing a warranty part that costs $60 or more; also enter the period of warranty. An entry will be made for all tires, starters, alternators and batteries, regardless of cost. VM&A will review the Vehicle Historical Record each time a tire or battery is installed to determine the frequency of these installations.

7.28.17. Blocks 21, 22 and 23. Entries in these blocks are the same as blocks 6, 3 and 2, and are used with the visible file system as described in **Chapter 3**.

7.28.18. Block 24, Day and Time Due-Out. The VM&A Workload Controller may use tab identifiers to show the ETIC.

7.28.19. Block 25, TCTO Record. An entry is made for all TCTOs, SBs and directed modifications. A short description of the work performed is entered in the remarks block. Also enter inspections that cannot be scheduled in OLVIMS. ***Note:*** When OLVIMS is not available, report compliance to VEMSO at **afelm.vemso@langley.af.mil**.

Section 7G—AF Form 1829

7.29. General Information. The AF Form 1829 may be used for recording inspection data for fuel-servicing components on mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.29.1. The form shows the vehicle's identifying static data; the AF Form 1823/1823-1 date and work order number for servicing, inspection, or maintenance; interval data; and the next due date.

7.29.2. The data source for the AF Form 1829 is the AF Form 1823/1823-1 on which the work was recorded. File AF Form 1823/1823-1s in the vehicle record jacket for reference purposes. After completing all blocks, a continuation of the AF Form 1829 is made and "next

due" information and interval data are posted on the continuation form. File completed forms in the vehicle record jacket.

7.29.3. AF Form 1829s may be maintained in the refueling maintenance section or filed with the Vehicle Historical Record.

7.30. How to Fill Out an AF Form 1829.

7.30.1. Block 1, Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID). Enter the management code at both the top and bottom of the form.

7.30.2. Block 2, Registration Number. Enter the registration number assigned to the specific vehicle at both the top and bottom of the form.

7.30.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-11. Entries should be made at both the top and bottom of the form.

7.30.4. Block 4, Work Order Date. Enter the date the inspection, service or maintenance action was accomplished.

7.30.5. Block 5, Work Order Number. Enter the work order number of the AF Form 1823/1823-1 used to do the inspection, service or maintenance.

7.30.6. Block 6, Normal Inspection/Service/Maintenance Interval.

7.30.6.1. Enter the number of months each listed component is to be inspected, serviced or maintained at the normal interval, as prescribed in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as a reference for this interval.

7.30.6.2. Enter the next due date each component is to be inspected, serviced or worked on. Each change in a due date or the accomplishment of any one of the items on a line of due dates, requires that new due dates be posted to the next line of the AF Form 1829. Those that are not affected by the AF Form 1823/1823-1 are carried forward. ***NOTE:*** ”X” out fuel-servicing components that do not apply to the specific vehicle or equipment item.

Section 7H—AF Form 1830.

7.31. General Information. The AF Form 1830 may be used to record hydrostatic testing of fuel-servicing hoses on those mobile, fuel-servicing vehicles and equipment for which Vehicle Management has primary responsibility.

7.31.1. The form shows the vehicle’s identifying static data, hose identification, and testing interval data, as well as the AF Form 1823/1823-1 date and the work order number, when the hydrostatic testing was last performed and the date the next hose test is due.

7.31.2. The data source for the AF Form 1830 is the individual vehicle’s records or the appropriate AF Form 1823/1823-1s. On completion of all blocks, a continuation AF Form 1830 is made, and "next due" information and interval data are posted on the continuation form. The completed form is filed in the vehicle record jacket.

7.31.3. AF Form 1830s may be maintained in the refueling maintenance facility or filed with the Vehicle Historical Record.

7.31.4. When refueling hoses are changed, hydrostatically tested or maintenance performed which can affect fuel quality, an entry is made on the AF Form 1807. This advises the operator that the hose requires flushing and fuel sampling.

7.32. How to Fill Out an AF Form 1830.

7.32.1. Block 1, USAF Management Code. Enter the USAF Management Code according to VMIF or the AFEMS on-line query vehicle item data (IVID), at both the top and bottom of the form.

7.32.2. Block 2, Registration Number. Enter the registration number of the vehicle on which the hose is mounted at both the top and bottom of the form.

7.32.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-9, at both the top and bottom of the form.

7.32.4. Block 4, Hose Identification and Interval Data. Complete blocks 4A through 4F of this section as follows:

7.32.4.1. Block 4A, Hose Installation Date. Enter the date this hose was placed in service.

7.32.4.2. Block 4B, Hose Size. Enter the size of this hose.

7.32.4.3. Block 4C, Hose Identity. Enter the locally assigned identification number of this hose, or identify it as either the left or right hose.

7.32.4.4. Block 4D, Hose Inspection Interval. Enter the number of months (interval) between hydrostatic hose tests, as shown in TO 36-1-191 or other applicable TO. Enter the paragraph and TO number used as the reference for the interval.

7.32.4.5. Block 4E, Military Specification Number. Enter the military specification number or API number for this hose.

7.32.4.6. Block 4F, National Stock Number. Enter the NSN of the hose.

7.32.5. Block 5, Hose Inspection and Test Data. Complete blocks 5A through 5C of this section as follows:

7.32.5.1. Block 5A, Work Order Date. Enter the date the hose test was performed.

7.32.5.2. Block 5B, Work Order Number. Enter the work order number for the hose test.

7.32.5.3. Block 5C, Next Hose Test Due Date.Enter the date the next hydrostatic hose test is due, based on the interval date in block 4D. ***Note:*** It is intended that inspection, servicing and maintenance of the fuel-servicing vehicles be performed at the same time. That is, as many interval requirements are performed during any single maintenance cycle as may be due. It is best that the due dates of hose tests coincide with the due dates of fueling components, as shown on AF Form 1829s.

Section 7I— AF Form 1824

7.33. General Information. AF Form 1824s may be used by VM&A to update information on the Delayed Maintenance Report (PCN SB004-015) via OLVIMS. Vehicles and equipment items are automatically entered on the delayed maintenance report for delayed maintenance repairs as a result of the maintenance code in block 19 of the AF Form 1823/1823-1. The AF Form 1824 is also used to start and stop NMCS hours in OLVIMS, add or change bin locations, transfer delayed parts costs, and delete or adjust labor hours.

7.34. How to Fill Out an AF Form 1824.

7.34.1. When the first part is received against a delayed AF Form 1823/1823-1, Materiel Control bins the part and gives VM&A an AF Form 1824 showing the bin location so that the delayed maintenance record may be updated. This is accomplished by making the following entries:

7.34.1.1. Work Order Number. Enter the work order number from the AF Form 1823/1823-1.

7.34.1.2. Date. Enter the date the form is initiated.

7.34.1.3. Bin Location. Enter the bin location and place an "X" beside the "Z" under Type Transaction. Once the bin location has been established, all subsequent part receipts against that delayed AF Form 1823/1823-1 will also be assigned to that bin. If a new bin location is desired for additional parts, a new AF Form 1824 must be submitted reflecting the new location. The new bin location will only affect future parts as they are received and will not affect parts already on hand. Parts received without a bin location established will display a location of XXX; changing the bin locations for parts already on hand is accomplished with a "SW" transaction.

7.34.2. When Materiel Control tells VM&A that a change in the status of parts and material has been made for a delayed AF Form 1823/1823-1, VM&A creates an AF Form 1824 to reflect this change by making the following entries:

7.34.2.1. Work Order Number. Enter the work order number from the AF Form 1823/1823-1.

7.34.2.2. Date. Enter the date the form is initiated.

7.34.2.3. Parts Status. Enter an "X" in the block beside either the letter "P" or "C" as the parts status code. The letter "C" (complete) is entered when all parts and material to accomplish delayed repairs on a specific AF Form 1823/1823-1 have been received. The letter "P" (partial) is entered to show only partial receipt of delayed parts or material. The letter "P" is programmatically entered by OLVIMS when the first part is received and should therefore only be entered when a previously completed delayed action reverts to a partial due to cannibalization.

7.34.3. When all delayed work against a specific maintenance code has been completed, VM&A creates an AF Form 1824 to delete that code from the delayed maintenance file by making the following entries:

7.34.3.1. Work Order Number. Enter the work order number from the AF Form 1823/1823-1.

7.34.3.2. Date. Enter the date the form is initiated.

7.34.3.3. Code (block under Current/Original Data section of form). Enter the code to be deleted.

7.34.3.4. Labor Hours (block under Current/Original Data section of form). Enter a "0" (Zero). ***Note:*** If the code deleted is the only one for which the vehicle is currently delayed, the entire AF Form 1823/1823-1 will be removed from the file. However, you cannot zero out all delayed hours on any AF Form 1823/1823-1 for which parts are still being reflected on the Delayed Parts File.

7.34.3.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center where the maintenance was delayed.

7.34.4. When it is necessary to adjust delayed labor hours, VM&A submits an AF Form 1824 with the following entries:

7.34.4.1. Work Order Number. Enter the work order number from the AF Form 1823/1823-1.

7.34.4.2. Date. Enter the date the form is initiated.

7.34.4.3. Code (block under Current/Original Data section of form). Enter the code you wish to adjust.

7.34.4.4. Labor Hours (block under Current/Original Data section of form). Enter adjusted labor hours (hours and 10ths).

7.34.4.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the work center in which the adjustment took place.

7.34.5. When informed that maintenance delayed for one reason has now changed to another or that maintenance delayed in one work center has been transferred to another, VM&A initiates an AF Form 1824 to change the maintenance code or work center by making the following entries:

7.34.5.1. Work Order Number. Enter the work order number from the AF Form 1823/1823-1.

7.34.5.2. Date. Enter the date the form is initiated.

7.34.5.3. Code (block under Current/Original Data section of form). Enter the original code.

7.34.5.4. Labor Hours (block under Current/Original Data section of form). Enter "0" (Zero).

7.34.5.5. Work Center (block under Current/Original Data section of form). Enter the last three digits of the original work center.

7.34.5.6. Code (block under New Data section of form). Enter the maintenance code you now want reflected in the delayed file.

7.34.5.7. Labor Hours (block under New Data section of form). Enter the adjusted backlog hours (hours and tenths).

7.34.5.8. Work Center (block under New Data section of form). Enter the last three digits of the new work center where the work is delayed.

7.34.6. When told of a NMCS, VM&A initiates an AF Form 1824 to update the AF Form 1823/ 1823-1 record on both the delayed and AF Form 1823/1823-1 master files, by making the following entries:

7.34.6.1. Placing a vehicle "ON NMCS".

7.34.6.1.1. Work Order Number. Enter the work order number from the AF Form 1823/ 1823-1.

7.34.6.1.2. Date. Enter the date the form is initiated.

7.34.6.1.3. On VDP Date/Time. Enter the date (YYDDD) and 24-hour clock time the vehicle was placed on NMCS from the AF Form 1823/1823-1. The control board copy of the AF Form 1823/1823-1 should also be annotated with the parts required and NMCS time.

7.34.6.1.4. Labor Hours (block under VDP Status section of form). Enter the flat rate or estimated hours and tenths that will be required to repair the vehicle when the parts have been received.

7.34.6.2. Taking a vehicle "OFF NMCS".

7.34.6.2.1. Work Order Number. Enter the work order number from the AF Form 1823/ 1823-1.

7.34.6.2.2. Date. Enter the date the form is initiated.

7.34.6.2.3. Off VDP Date/Time. Enter the date (YYDDD) and 24-hour clock time that the vehicle was removed from NMCS. This entry must match the date and time entered on the AF Form 1823/1823-1.

Section 7J— Bench/Working Stocks

7.35. High-Cost Bench/Working Stock. High-cost bench/working stock items cost $60 or more per item unit of use (refer to **Chapter 5**). Record high-cost bench/working stock consumption on the AF Form 1823/1823-1 when installed on the vehicle or equipment using a "QZ" transaction.

7.36. Low-Cost Bench/Working Stock. Low-cost bench/working stock is those items used from an authorized bench stock that cost less than $60 per unit of use (refer to **Chapter 5**). Low-cost bench/working stock is charged as an overhead indirect expense at the time of bench/working stock replenishment, using SBSS, COPARS or commercial issue document. In all cases, Materiel Control annotates the issue documents with work order number L9999 and sends completed documents to VM&A for processing. ***Note:*** Except for L9999 purchases, items drawn directly from COPARS, base supply or commercial source are charged on the AF Form 1823/1823-1 authorizing the repair, regardless of the item cost.

Section 7K— AF Form 1832

7.37. General Information. With the work center supervisor's assistance, Materiel Control initiates an AF Form 1832 when cannibalization action is recommended. Materiel Control completes the "Action by Materiel Control" section and forwards the document to VM&A. If cannibalization is not needed, no further action is necessary and the AF Form 1832 may be destroyed. If cannibalization is needed, workload control makes entries in their part of the form, and sends it to the VFM or VMS. The completed AF Form 1832 provides the information needed for Vehicle Management to decide whether approval to cannibalize is justified.

7.38. How to Fill Out an AF Form 1832.

7.38.1. The AF Form 1832 pertaining to the cannibalized vehicle is attached to the AF Form 1823/ 1823-1 on file in Materiel Control. ***Note:*** If the parts are not going to be replaced on the cannibalized vehicle, a copy of the AF Form 1832 is filed in the cannibalized vehicle's record jacket.

7.38.2. Total labor costs of the cannibalization (that is, removing the part from the cannibalized vehicle and installing it on the vehicle to be returned to service) are charged to the vehicle on which the part is installed. The labor and material costs of installing replacement items on the cannibalized vehicle are charged to the cannibalized vehicle. ***Exception:*** If costs for repairs to the cannibalized vehicle are reimbursable, they are not charged to it; all costs are charged to the vehicle receiving the cannibalized parts.

7.38.3. Materiel Control ensures that replacement parts are ordered for the cannibalized vehicle according to **Chapter 5**, except as previously stated above.

7.38.4. The following is entered on an AF Form 1832:

7.38.4.1. The date, NSN or part number, description, quantity and price in the form heading area related to the date the form is initiated and describing the part or component needed for the current repair requirement.

7.38.4.2. Section 1, Action by Materiel Control. This section describes information provided by Materiel Control that relates to the vehicle the part or component is to be installed on.

7.38.4.3. Section II, Action by Maintenance Control, Analysis. This section describes information provided by VM&A indicating when the part is desired, labor hours and clock hours required, and the vehicle and status of the vehicle from which the part should be cannibalized.

7.38.4.4. Section III, Authorization. Signature of the VFM or VMS authorizes the cannibalization.

7.38.4.5. Section IV, Action by Maintenance Control, Analysis Section. When annotated with 24-hour clock time, date and signature of VM&A, this section indicates that maintenance documentation has been completed.

7.38.4.6. Section V, Action by Materiel Control Section. When annotated with 24-hour clock time, date and signature of Materiel Control person, this section indicates that

Materiel Control documentation has been completed. ***NOTE:*** Document AFTO Form 91 with cannibalization action taken, where applicable.

Section 7L—AF Form 4354

7.39. General Information. This form is to be used in conjunction with any applicable manufacturer inspection requirements during the 18-month PM&I. The form will be filed with the AF Form1823/ 1823-1.

7.40. How to fill out an AF Form 4354.

7.40.1. Block 1,Vehicle Registration Number. Provide the vehicle registration number of the vehicle.

7.40.2. Block 2, Work Order Number. Fill in the vehicle work order number.

7.40.3. Block 3, Date. Fill in the date the technician performed the inspection.

7.40.4. Block 4, Employee Name (printed) & Number. Fill in the printed name and number of the technician completing the inspection.

7.40.5. Block 5, Supervisor Name (printed) & Signature. The supervisor of the technician that performed the inspection must provide printed name and signature.

7.40.6. Blocks 6-51. The technician will check the Pass or Fail blocks, depending on the out come of the inspection.

7.40.7. Blocks 52-55. These blocks are reserved for identifying any local inspection requirements.

7.40.8. Blocks 56-61. These blocks identify specific inspection areas for crash fire trucks. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.40.9. Blocks 62-70. The blocks list specific areas for fuel servicing units. Technicians will mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.40.10. Block 71. This block is reserved for identifying a local inspection requirement.

7.40.11. Blocks 72-75. These blocks identify the inspection criteria for MHE. Check the Pass or Fail block, depending the results of the inspection.

7.40.12. Blocks 76-78. These blocks are reserved for identifying any local inspection requirements.

7.40.13. Blocks 79-97. The blocks list the required inspection areas for base maintenance equipment. Check the Pass or Fail block, depending the results of the inspection.

7.40.14. Blocks 98-103. These blocks are reserved for identifying any local inspection requirements.

7.40.15. If inspection area (Item 6 - 103) is not applicable to a specific vehicle type, leave Pass/Fail blocks blank.

Section 7M— AF Form 4355

7.41. General Information. This form must be completed each time a vehicle is processed into VM (via AF Form 1823) to identify repair actions needed and to ensure repairs that effect safe vehicle operation are addressed. It must be filed with the corresponding AF Form 1823/1823/-1 upon completion. ***Note:*** All AF owned vehicles are required to have this checklist ran on them at least annually.

7.42. How to fill out the AF Form 4355.

7.42.1. Section I—General Information.

7.42.1.1. Block 1., Registration Number. Provide the vehicle registration number of the vehicle.

7.42.1.2. Block 2, M/H/K. Fill in the current miles, hours or kilometer reading.

7.42.1.3. Block 3, Inspector's Name/Number.

7.42.1.4. Block 4, Accident or Abuse WO. Circle Accident if it is an accident work order or abuse if it is a vehicle abuse work order. You must also get the VMF or VMS sign this block.

7.42.1.5. Block 5, Vehicle Location. Include the location of the vehicle (i.e. parking spot 4A or west side of building 113).

7.42.1.6. Block 6, NMC Start Date/Time. Fill in the date and time the vehicle was reported NMC by the using organization.

7.42.2. Section II—Inspection Items.

7.42.2.1. Blocks 7 through 27. The blocks identify the areas that must be inspected. The technician will mark the appropriate block within the P/F columns. A mark in a box within the "P" column indicates the area is serviceable and a mark in the "F" column indicates the system is not serviceable and further maintenance action is required before releasing the vehicle back to the customer. ***Note:*** If inspection area Blocks 7-27 are not applicable to a specific vehicle type leave Pass/ Fail blocks blank.

7.42.3. Section III—Required Repairs.

7.42.3.1. Job. This is a numeric sequencing number to indicate the maintenance repair.

7.42.3.2. Description of Work. A short summary of the required repair (i.e. Replace alternator).

7.42.3.3. Action Taken Code. This is an alpha character that indicates the type of action a technician must take to complete the maintenance. Refer to AFCSM 24-1 for a list of the 13 action codes.

7.42.3.4. Sys Code. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work must be performed. The OLVIMS "Help File" lists the approved codes.

7.42.3.5. Est Hrs. The technician enters the estimated labor hours to do the job.

7.42.3.6. Comments. Include any pertinent information or comments.

Section 7N— AF Form 4353.

7.43. General Information. This form must be used to document the results of the triennial VVV. The form also has the capability to receive attachments by clicking on the "Add Attachments" button in the form Section 1 header. Include all supporting documentation in this area.

7.44. How to fill out the AF Form 4353.

7.44.1. Section I, General Information.

7.44.1.1. Block 1, Base/Wing/Group. Self-Explanatory.

7.44.1.2. Block 2, MAJCOM. List the host MAJCOM.

7.44.1.3. Block 3, Fleet Manager/s. List the Fleet Manager that is conducting the visit.

7.44.1.4. Block 4, Key Personnel Contacted. Self-Explanatory.

7.44.1.5. Block 5, VVV Notification Date. Self-Explanatory.

7.44.1.6. Block 6, Last VVV Conducted. Self-Explanatory.

7.44.2. Section II, Fleet Size and Use.

7.44.2.1. Block 7, Total Vehicle Authorizations (Pre-VVV). Include the total number of vehicle authorizations prior to the visit.

7.44.2.2. Block 8,Total Vehicle Authorizations (Post-VVV). Fill in the projected total number of vehicle equivalents once all the recommended changes have been incorporated.

7.44.2.3. Block 8a, Total LSV Conversions. Include the total number of conventional vehicle authorizations that were converted to a LSV.

7.44.2.4. Block 8b, Total Authorizations Right Sized. Fill in the total number of vehicle authorizations that were adjusted to better meet the organization's mission.

7.44.2.5. Block 8c, Vehicle Equivalents (Pre-VVV). Include the total number of vehicle equivalents prior to the visit.

7.44.2.6. Block 8d, Vehicle Equivalents (Post-VVV). Fill in the projected total number of vehicle equivalents once all the recommended changes have been incorporated.

7.44.2.7. Block 8e, New Fleet Cost. Provide the projected new fleet cost after all recommended changes have been included.

7.44.2.8. Block 8f, Fleet Cost Difference. Provide the projected cost difference between pre-visit and post-visit after all recommended changes have been included.

7.44.3. Section III, Required Coordination.

7.44.3.1. Block 9, Functional coordination required prior to implementing changes. Include the functional address, name, date and telephone number for all offices that coordinated on the results of the visit.

7.44.4. Section IV, Issues and Concerns.

7.44.4.1. Block 10, List significant issues and concerns. List any issues or concern that need resolution as a result of the visit. If needed, include additional issues and concerns in separate document and attach to the form using the "Manage Attachments" tool.

7.44.5. Section V, Action Items.

7.44.5.1. Block 11, List all actions items that were generated as a result of the visit. If needed, include additional issues and concerns in separate document and attach to the form using the Manage Attachments tool.

7.44.5.2. Block 12, Type Name, Rank, Title. Fill in this block with the name, rank and title of the Fleet Manager that conducted the visit.

7.44.5.3. Block 13, Signature. The Fleet Manager that conducted the visit will sign the form either in hard copy or digital signature.

7.44.5.4. Block 14, Date. Include the date the form was completed.

Section 7O— Vehicle Management Activity/Document Codes

7.45. General Information. Codes are used for labor hour accounting, for collecting maintenance data and for preparing cost reports, which give management information to the base and MAJCOM Vehicle Management Staffs. See AFCSM 24-1 for most codes and descriptions.

7.46. Work Center Codes. The first four digits of these work center codes are mandatory and will not be changed. However, the fifth digit may be shredded out to identify specific functions within the activity (see codes 17221 through 17239 below).

7.47. Work Codes. Work codes (see AFCSM 24-1) are used for those bases using OLVIMS to support labor-hour reporting requirements.

7.48. Work Order Number Prefix Code. Work order prefix codes are used to show the type of work the AF Form 1823/1823-1 was primarily opened for (see AFCSM 24-1).

7.49. Management Codes. Management codes for registered vehicles and equipment items are found in the VMIF. Management codes for non-registered vehicles and equipment items are found in the OLVIMS “Help File”. Management codes which are not pre-loaded in OLVIMS will be rejected, in which case use the proper “alpha character” and 999, temporarily.

7.50. Delayed Maintenance Codes. Delayed maintenance codes are used on the AF Form 1823/1823-1 and the delayed maintenance report (PCN SB004-015) to show the reason a repair action has been delayed. Find these codes in AFCSM 24-1, Attachment 4, or in the OLVIMS “Help File”.

7.51. Reimbursable and Distribution (R&D) Codes. R&D codes denote the organization for which charges are refundable or reimbursable (see AFCSM 24-1, Attachment 4). At the beginning of each FY, and when a change is required, VM&A furnishes a list of tenant organizations supported to Accounting and Finance (through the Budget Office) for certification. Accounting and Finance identifies which organizations are reimbursable (Code 3) or refundable (Code 4) (refer to AFI 65-601, Volume 1, Chapter 7, *Support Guidance*, and Volume 2, Attachment 10, *WIMS, OLVIMS, and Other Management Reports*). Accounting and Finance returns this certified list to VM&A to be used to enter the correct codes into OLVIMS.

7.51.1. All reimbursable and refundable cost data must be reconciled monthly with Accounting and Finance. This data must be verified for accuracy, to include validating that all reimbursable and refundable units are loaded properly in OLVIMS.

7.51.2. Vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units will be retained for at least 1 year after the close-out date for reference for inquiries and audits.

7.51.3. RC/CC codes will be validated at least annually.

7.52. System Codes. Vehicle system codes define the specific repair on a vehicle. They are used for historical purposes and failure data capture toward improvements in reliability, maintainability and deploy ability. Find these codes in the OLVIMS "Help File".

7.53. System and Subsystem Descriptions. Subsystem codes are used to more closely define the actual work performed during the repair, inspection and service cycle. These subsystem codes are required entries in block 20 of the Vehicle Historical Record (OLVIMS PCN SB004-828). When conscientiously applied, they help detect and control repeat maintenance. Sub codes not assigned a specific description may be developed locally, when required. Find the codes and their descriptions in the OLVIMS "Help File".

Chapter 8

VEMSO

8.1. Authority and Responsibilities

8.1.1. Program Authority. The Headquarters United States Air Force, Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Logistics (HQ USAF/A4L) is the VEMSO Executive Agent.

8.1.2. Program Responsibility. The Materials Support Division (HQ USAF/A4LE), acts on behalf of the Executive Agent. HQ USAF/A4LE establishes and enforces element policy, goals, objectives and proposes projects of interest to the AF Vehicle Management community.

8.1.2.1. HQ USAF/A4LE designates the VEMSO authority to perform in the capacity as an adjunct to the staff. They are responsible for all data collection and draft report generation required above the MAJCOM level. While they are responsible for the data collection and draft report generation, each MAJCOM finalizes their own written narrative to those reports as required.

8.2. VEMSO Duties on Behalf of HQ USAF/A4LE

8.2.1. Manage and draft for approval all changes or revisions to transportation policy directives, instructions and TO 36-1-191. The VEMSO will collect all inputs, consolidate and create a draft for MAJCOM review and coordination. Upon reconciling all MAJCOM inputs (or identifying unresolved conflicts), the VEMSO will present the draft to HQ USAF/A4LE for final review, approval and coordination to publish. Additionally, the VEMSO staff will review all MAJCOM supplements to the above listed publications and forward to HQ USAF/A4LE for final approval. The VEMSO will coordinate suggested changes to supplements with the submitting MAJCOM before forwarding to A4LE.

8.2.2. Collect and generate all annual reports and data updates as required by HQ USAF/A4LE. Some examples of these annual reports are: (1) Federal Automotive Statistical Tool (FAST), (2) Presidential Budget (PB) 41, (3) OMB Circular Exhibits 33 and 55, (4) AFI 65-503, Cost and Planning Factors update, (5) AF Financial Plan Input (lease cost data) and (6) Annual Energy Report to name a few. ***Note:*** Each session of Congress, the names, content and quantity of these reports are subject to change.

8.2.3. Analyze vehicle authorization policy to ensure up-to-date compliance with federal vehicle fleet policies, alternative fuel solutions and Congressional mandates.

8.2.4. Manage, analyze, improve and implement vehicle automated management systems.

8.2.5. The AF Vehicle Management community focal point for Vehicle Management safety. Maintain and update the Vehicle Management Safety Handbook.

8.2.6. Manage the AF Vehicle Management Neighborhood and assist MAJCOMs with establishing MAJCOM Communities of Practice within the neighborhood.

8.2.7. The AF Component Manager for the DoD Fleet Fuel Credit Card Program.

8.2.8. The AF representative to INTERFUEL and FedFleet.

8.2.9. Manage the AF Vehicle License Plate program. Refer to TO 36-1-191 for more details on this program.

8.2.10. The AF vehicle community focal point for all matters related to AS management. Maintain the AS and coordinate all recommended changes with each MAJCOM.

8.2.11. The preferred AF POC with the GSA Regional and National Fleet Managers. This does not preclude each base or MAJCOM from interacting with GSA at appropriate levels, only offers a common POC for GSA. The VEMSO will reach out to appropriate contacts within the vehicle community to resolve issues or concerns with the GSA leased vehicle program.

8.2.12. Perform VVVs on all vehicle fleets.

8.2.12.1. Remaining within current ceiling authorization-levels should be a consideration during the decision-making process. If a genuine mission change has not occurred (i.e., additional aircraft assigned, new weapon systems deployed, new units assigned to a base, etc.) then the total number of authorized vehicles at a base cannot increase.

8.2.12.2. Some additional factors to consider during the process are the mission, base/unit population, physical layout of the installation and geographical region/climate as well as the needs of the customer.

8.2.13. TCTOs, SBs and OTIs management. The VEMSO will manage and monitor all TCTOs, SBs, and OTIs and other related vehicle compliance inspections that are loaded into CARS, and make updates into the WR-ALC CARS database. The VEMSO will provide a summary to AF/A4LE and MAJCOMs upon request.

8.2.13.1. Follow-up on units not in compliance with established completion dates.

8.2.13.2. Collect compliance data and forward to WR-ALC points of contact as required.

8.2.14. Provide regular summaries to AF Vehicle Management units of maintenance tips and techniques to enhance efficiency and safe maintenance operations. Summarize this information in user-friendly publications (may be electronically transmitted) that effectively transmit information to the technician level.

8.2.15. The VEMSO will correspond and interact directly with unit/base level OPRs to consolidate reoccurring monthly and quarterly legacy system data call requirements.

8.2.15.1. The VEMSO will provide consolidated data/reports to MAJCOMs and K-Loader SPO as required.

8.2.16. The VEMSO is the approving authority for all Air Force Forms 601 that require Air Staff approval for new missions and requirements.

8.2.17. AF/A4LE has designated the VEMSO as approval/disapproval authority of all command levy requests for vehicle shipments between commands. Losing and gaining MAJCOMs will provide coordination on requests prior to submitting to the VEMSO. Gaining MAJCOMS must have valid authorizations for all assets requested for approval. All requests will be sent to the VEMSO's common e-mail address: **afelm.vemso@langley.af.mil**. The VEMSO will return approval/disapproval to the respective MAJCOMs with a courtesy copy to AF/A4LE. Additionally, AF directed cross

command redistribution orders will be generated by the VEMSO as required to support routine, priority and contingency missions.

8.2.17.1. Transfer of AFRC or ANG assets between any commands requires AFRC or ANG A4R approval respectively. The A4R approval letter must state if recoupment or non-recoupment of funds/asset(s) are required in accordance with Title 10 law before command levy action can occur.

8.3. VEMSO Support to MAJCOMs

8.3.1. **(DELETED)**.

8.3.2. **(DELETED)**.

8.3.2.1. **(DELETED)**.

8.3.2.2. **(DELETED)**.

8.3.3. Research and assist in management of TO and repair information systems for AF Vehicle Management use. Evaluate available systems to ensure repair information system standardization in the AF Vehicle Management community and efficient maintenance operations.

8.3.4. Research and validate depot overhaul work specifications when requested.

8.3.5. Participate in vehicle and equipment FAT as requested by MAJCOMs, Air Staff and WR-ALC.

8.3.5.1. Send proposed vehicle evaluations to MAJCOM Vehicle Management Staffs, WR-ALC (Vehicle Management Branch) and HQ AFCESA/CEO for coordination and comments.

8.3.6. **(DELETED)**.

8.3.7. IDEA Evaluation Support. The VEMSO is available to all MAJCOM and base-level suggestion evaluators. The VEMSO will coordinate and research vehicle modification suggestions with the appropriate WR-ALC Program Manager or IM. The VEMSO is not a part of the official evaluation and approval matrix, but is available to advise, research and coordinate on all suggestions regarding vehicles and Vehicle Management processes.

8.3.8. Vendor Product Evaluations. The VEMSO will conduct vendor product evaluations as requested by at least two interested MAJCOMS. This is necessary to ensure time and resources expended during product evaluations produce tangible benefits to the AF vehicle community, with the primary focus on enhancement of deployed operations. See **Attachment 8** for additional information regarding the vendor product evaluation process.

8.4. AEF Support. The VEMSO will be the vehicle community focal point to create, collect and monitor all issues related to AEF support. This includes development and maintenance of TMSK, deployment lessons learned database, and research and evaluation of tools and equipment to support Vehicle Management operations in an expeditionary, deployed environment.

8.4.1. Tools and equipment will be specifically chosen for transportability (light weight and small size); ease of use in the field (power requirements, etc.); and overall necessity and practicality for the type of maintenance performed.

8.4.1.1. VEMSO approved tools and equipment for deployment will be formalized into appropriate UTC for AEF and contingency tasking.

8.4.2. Develop vehicle parts support kits such as TMSKs and MRSPs to support Vehicle Management operations (especially vehicle maintenance) in an expeditionary, deployed environment.

8.4.2.1. TMSKs and MRSPs will be standardized for AF use by vehicle make, model and type. The VEMSO will distribute/post these kit listings for AF use on their website.

8.4.3. Research and develop management and maintenance techniques, procedures and guidance necessary to guide Vehicle Management operations in an expeditionary, deployed environment.

8.4.3.1. Policy guidance for maintenance in a deployed environment, to include tips and lessons learned, will be developed and distributed to enhance knowledge level of personnel subject to deploy.

8.4.4. Develop standards of vehicle condition for deploying vehicles to ensure maximum reliability in field conditions with minimal investment. Monitor condition of vehicles deployed through collection and dissemination of “lessons-learned” and other means to institutionalize readiness and maximize return on investment.

8.4.5. Perform "reach-back" tech data support for deployed vehicle maintainers with emergency tech data requirements.

8.5. VEMSO Product Support Cell (PSC), previously known as Centralized Registered Equipment Management System (C-REMS). PSC performs a monthly scheduled command reconciliation between selected base-level Automated Fleet Information System (AFIS), Standard Base Supply System (SBSS), MAJCOM Automated Fleet Information System (MAFIS) and the Air Force Equipment Management System (AFEMS) ensuring 100% authorization integrity and asset accountability.

8.5.1. As technologies evolve, customer needs and other external conditions change, PSC will be continually refined and improved to ensure our ability to:

8.5.1.1. Collect, integrate, assimilate, and effectively manage vehicle Custodian Authorization Custody Receipt Listing (CA/CRL) for all base-level host and tenant units.

8.5.1.2. Develop new or improved processes for all vehicle authorization/asset transactions in SBSS.

8.5.1.3. Monitor and maintain individual MAJCOM and base Vehicle Authorization Lists (VAL) for reconciliations, changes, updates, additions, and deletions.

8.5.1.4. Advance organizational performance across the entire PSC work portfolio to include: 100% accountability for all products, physical and informational infrastructure and workforce management practices.

8.5.2. Over time, these core functions will drive PSC’s ability to facilitate resource management decisions and provide 100% data integrity of all Air Force vehicles. This transformation effort supports the *Air Force Command and Control Enabling Concept (Change 2)* and supplements the responsibilities and organizational construct of Component MAJCOMs and Component NAFs that are addressed in HQ USAF Program Action Directive

(PAD) 06-09, *Air Force Component Organization*. It formalizes, supplements, and implements appropriate provisions of HAF PAD 07-13, *Implementation of the CSAF Direction to Transform and Consolidate Headquarters Management Functions*, Annex D, Logistics, Installations and Mission Support and applicable Appendices; and implements results of the AF/A4R AFSO21 centralized vehicle accountability Rapid Improvement Event, 23 March 2007.

8.5.3. Background. Traditionally, our vehicle management processes have been marginally successful in sustaining accountability by using multiple legacy operating systems. This has been validated by various audits conducted at unit and AF levels. Establishing PSC at the enterprise level will achieve data synchronization by centralizing execution of accountable vehicle transactions and monthly reconciliation of legacy systems databanks.

8.5.4. The flow charts in **Figure 8.1.** and **Figure 8.2.** depict the current flow of vehicle accountability data and the future state. When the process of REMS was transferred to vehicle management in the late 1980s, each main operating base earned one full-time equivalent to support this function. Over time, requirements have been reduced by modernization of legacy systems and the manning has been integrated with other duties; however units have retained the same manning level.

Figure 8.1. Current Accountability Process.

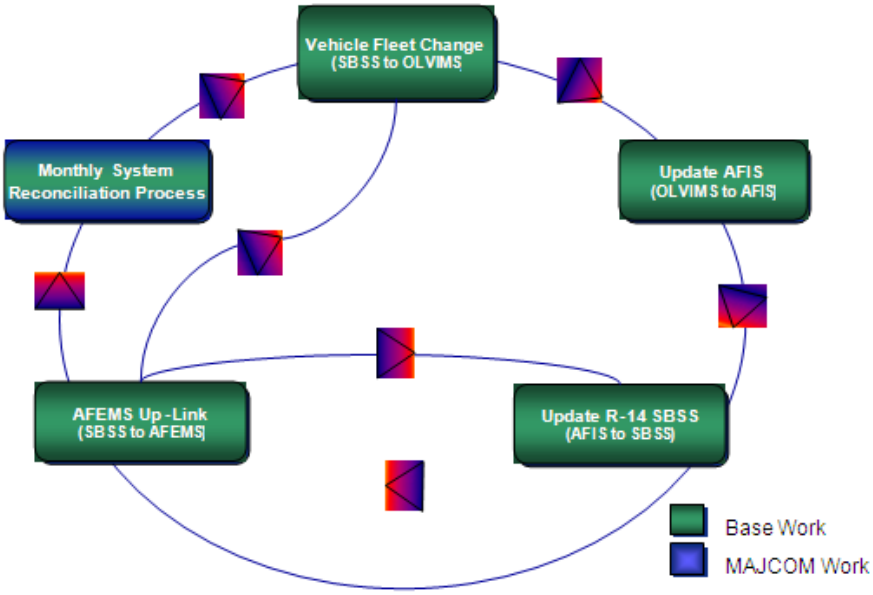
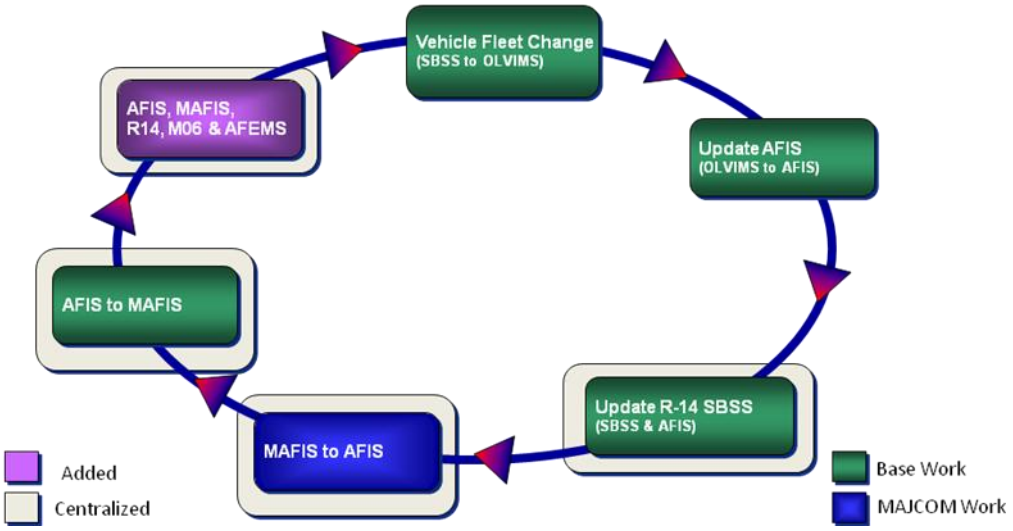


Figure 8.2. Future State Accountability Process



8.5.5. Creation and implementation of PSC generates significant savings by eliminating 90% of the unit-level activities associated with data reconciliation between multiple legacy systems. Efficiencies gained in man-hour processing time will be captured during the capabilities based manpower standard transformation. For outsourced operations, reduced requirements determination will be addressed via contract updates or when contracts come up on their normal renegotiation schedule.

8.5.6. The manpower requirement for PSC in **Table 8.1** are based on one authorization per 2,000 vehicles and resulted from benchmarking HQ ACC's South West Asia C-REMS function currently in place, with minor adjustments due to a variety of MAJCOM fleet postures. The following specific MAJCOM contributions will be required to stand up the C-REMS in FY 08 under operational responsibility of the Air Force Element, Vehicle and Equipment Management Support Office (AFELM VEMSO), Langley AFB, VA. The expectation is manpower positions will be sourced from base level; however MAJCOMs have the latitude to use Headquarters or other command positions to fill the requirement. ***Note:*** Transfer of manpower resource adjustments for this transformation effort will be based on negotiated and approved realignments between the gaining and losing MAJCOMs and AFELM VEMSO. FY 08 PB manpower profile provided by MAJCOM/A1M should correctly reflect what manpower authorizations remain in the MAJCOMs as a result of PBD 720 reductions. This instruction represents the MAJCOM/A4R Functional agreement and coordination for MAJCOM/A1M to initiate the above manpower programming and realignment actions.

Table 8.1. C-REMS Manpower Requirements.

ACC	ACC SWA	USAFE	PACAF	AFMC	AMC	AETC	AFSPC	AFSOC	ANG	AFRC	TOTAL
6	4	5	5	2	3	2	0	0	0	0	27

8.5.7. Responsibility and manpower for PSC functions will transfer from MAJCOMs to the VEMSO in the following phases:

8.5.7.1. September 2008 – Initial Operational Capability - Transfer SWA and six ACC main operating bases (MOB) to the VEMSO.

8.5.7.2. July 2009 – Add remaining ACC MOBs.

8.5.7.3. September 2009 – Add USAFE, AMC & AFSPC.

8.5.7.4. October 2009 – Add AFMC, AETC & AFSOC.

8.5.7.5. November 2009 – Add GSUs, AFRC & ANG.

8.5.7.6. December 2009 – Add PACAF – Full Operational Capability.

8.5.8. Operations that are currently A-76/contract will maintain current functions until contracts come up for renegotiation, at which time, contracts will be modified to transfer PSC functions to AFELM VEMSO or remain a reach back capability if legal constraints prevent transfer. The MAJCOM functional community will coordinate PSC generated contract modifications with the VEMSO as they occur.

8.5.9. The VEMSO will form a PSC Working Group with the MAJCOMs to work out any additional issues required for PSC. The VEMSO will convene the working group at least quarterly via video teleconference to provide updates on progress toward implementation and address MAJCOM concerns.

8.5.10. Local fleet managers and MAJCOMs retain sustainment responsibilities for day-to-day management of the AF's fleet. The PSC function will coordinate/collaborate with the base-level fleet manager and owning MAJCOMs to ensure resulting updates crossing multiple legacy systems and reconciliations are executed in a synchronized manner.

8.5.11. AF Enterprise-Wide Implementation Key Functions, Roles and Responsibilities:

8.5.11.1. The VEMSO is responsible for:

8.5.11.1.1. Providing operational guidance and oversight for PSC function as the organizational process owner.

8.5.11.1.2. Providing assistance in staffing contract modifications and vetting legal requirements as they apply to the PSC function at the corporate level. Information obtained during staffing actions will be distributed during all MAJCOM PSC working group meetings.

8.5.11.1.3. Coordinating and publishing guidance in AFI 23-302 to clarify roles and responsibilities between contract operations and PSC until contract updates are processed.

8.5.11.2. Process of REMS/OLVIMS Reconciliation (scheduled):

8.5.11.2.1. Base-level Vehicle Management and Analysis (VM&A) will:

8.5.11.2.1.1. VFM, VMS or representatives from VM&A will be appointed by the LRS Commander or equivalent, as the equipment custodian for their vehicle accounts. They will be responsible to sign the CA/CRL annually to validate the inventory actually took place and to verify that action has been taken to resolve

any noted discrepancies. The LRS Commander or equivalent will review and endorse the CA/CRL after VM&A has accomplished the inventory.

8.5.11.2.1.2. Produce On-Line Vehicle Interactive Management System (OLVIMS) to AFIS mismatch files and reconcile errors before transmitting a clean file to PSC. (Local exchange)

8.5.11.2.1.3. Produce the base-level transaction file and forward to PSC. (Hand off)

8.5.11.2.2. The VEMSO (PSC) will:

8.5.11.2.2.1. Research information received from base-level fleet managers and correct discrepancies in AFIS and SBSS, as required.

8.5.11.3. Process of AFIS/Supply (M06) Asset Reconciliation (daily):

8.5.11.3.1. The VEMSO (PSC) will:

8.5.11.3.1.1. Process the SBSS M06 file in the base-level AFIS module and take appropriate action to research and correct discrepancies in AFIS and SBSS, as required, during the daily reconciliation.

8.5.11.3.1.2. Clear computer rejects. Correct rejected REMS and AFEMS transactions in a timely manner. Close coordination with the ELO D-16 monitor and Document Control Section is necessary.

8.5.11.4. Process of MAFIS to AFIS Reconciliation (scheduled):

8.5.11.4.1. MAJCOM Vehicle Management Staff will:

8.5.11.4.1.1. Provide current copies of the MAFIS ESCM06.DBF and TVAL.DBF databases when requested by PSC (Hand off).

8.5.11.4.2. The VEMSO (PSC) will:

8.5.11.4.2.1. Process the MAJCOM to AFIS transmit file.

8.5.11.4.2.2. Identify discrepancies listed between the MAJCOM and base VAL, take appropriate action to research, and fix authorization data in AFIS and SBSS until the reconciliation report matches.

8.5.11.4.2.3. Provide updated MAFIS database file to MAJCOM (Hand off).

8.5.11.5. Process of AFIS to MAFIS Transmit File (bi-weekly):

8.5.11.5.1. The VEMSO (PSC) will:

8.5.11.5.1.1. Download the M06 daily from applicable supply source and perform the AFIS to Supply (M06), AFIS to MAFIS, and MAFIS to AFIS reconciliation in the applicable base-level AFIS module.

8.5.11.5.1.2. Take appropriate action to research and correct discrepancies in AFIS and SBSS to ensure near real-time (within 24 hr) 100% authorization integrity and asset accountability.

8.5.11.5.1.3. Provide updated transmittal file to MAJCOM (Hand off).

8.5.11.6. Process of AFIS Vehicle Master Report and CA/CRL (monthly):

8.5.11.6.1. The VEMSO (PSC) will:

8.5.11.6.1.1. Download the most current CA/CRL from SBSS and perform a line-by-line reconciliation with the base-level AFIS Vehicle Master Report.

8.5.11.6.1.2. Take appropriate action to research and fix vehicle discrepancies in AFIS and SBSS, as required, to ensure 100% authorization integrity and asset accountability.

8.5.11.7. Process of AFEMS Reconciliation (weekly):

8.5.11.7.1. The VEMSO (PSC) will:

8.5.11.7.1.1. Access AFEMS and review all vehicle SBSS rejects and variances related to authorizations and assets.

8.5.11.7.1.2. Take appropriate action to research and fix all vehicle discrepancies in AFIS and SBSS, to include clearing the rejects or variances from AFEMS.

8.5.11.7.1.3. Collaborate resolution with MAJCOM on AFEMS rejects or variances caused by required Allowance Standard changes/updates (Hand-off).

8.6. AFEMS and MAJCOM VAL Data Interface. MAJCOM VAL data is used to populate the following authorization tables in AFEMS:

8.6.1. DB86 - Vehicle Authorizations.

8.6.2. War Plans Additive Requirements Incoming MAJCOM VAL data must pass edits within AFEMS in order to populate the above database tables. PSC emphasis will be placed on correcting rejected MAJCOM VAL records since they inhibit base-level reporting.

8.6.3. There are two types of edits; Rejects and Variances. A rejected MAJCOM data record is not processed and results in SBSS data rejecting in AFEMS because the authorization record is not loaded. A variance MAJCOM VAL record is processed in AFEMS but requires modification.

8.6.4. PSC will research rejects and variances one duty day after VAL data has been transmitted to AFEMS.

8.6.5. PSC will process rejects and variances by utilizing the edit logic/corrective action information. Once MAJCOM VAL record corrections and/or corrective action have been implemented by another agency (i.e., LGR ROF Monitor) retransmit the VAL data to AFEMS. ***Note:*** It is vital to retransmit the VAL data file after discrepancies are corrected. The AFEMS "Daily Corrupt Report" can also be used to locate rejects/variances.

8.6.6. Vacant vehicle authorizations.

8.6.6.1. 3400 funded authorizations. If an authorization is vacant for more than 18 months and no asset is programmed for purchase to fill the authorization it is automatically considered invalid and deleted, unless an Exception to Policy has been granted by HAF/A4LE.

8.6.6.2. 3080 funded authorizations. If an authorization is vacant for more than 2 programming cycles and no asset is programmed for purchase to fill the authorization it is

automatically considered invalid and deleted, unless an Exception to Policy has been granted by HAF/A4LE.

8.7. Leased Vehicle Authorization Management. The following actions will be taken to establish accountability for leased vehicles.

8.7.1. After the vehicle is received, verify and use the prime NSN applicable from the VMIF, and process a REC to receive the vehicle with the registration number assigned by the VEMSO. After processing the REC, process an issue.

8.7.2. Issues must always be for a quantity of one (1) since a REMS detail is created for each registration number issued.

8.7.3. Issue inputs must contain a transaction exception code of "6", indicating a "post-post" transaction.

8.7.4. Ensure the detail record contains equipment code "V"; otherwise, the REMS detail will not be established during issue processing.

8.7.5. A vehicle will be loaded into REMS as a suitable (S) substitute only if the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable (U) substitute.

8.7.6. Vehicles will be loaded with the AF registration number issued by the VEMSO. The third character will be an "N". For the GSA leases, vehicle will be marked in the same manner as OSI vehicles or in a manner to ensure no cost is incurred when GSA turn in action is accomplished. Do not change the GSA license plate to the AF assigned registration number.

8.7.7. To ensure audit trail and accountability of lease vehicle turn-ins accomplish the applicable following transaction.

8.7.7.1. For lease turn-in of a "like asset" such as a B102 for a B102 turn the vehicle into Base Supply using Status Code "Q" and reissue the replacement with the new registration number.

8.7.7.2. For lease turn in of a "unlike asset" such as a B102 for a B222 turn the vehicle into Base Supply using Status Code "Q" and do an FCH Identity Change from the old master NSN to the proper NSN to the new master NSN.

8.7.7.3. For lease turn-in of an asset that does not have an immediate replacement or when one won't be received do a paper work only turn in to DRMO, Status Code "M."

8.7.8. All assets obtained under a 580 CBSS (WR-ALC) approved Lease With the Option to Buy (LWOB) package will be loaded under an equipment code of "P" authorization and assigned an "N" registration number by the VEMSO. At the end of the LWOB period, and following the assignment of a permanent AF registration number by 580 CBSS, the authorization will change to equipment code "V".

8.8. Air Force Owned Vehicle Authorizations. The following actions will be taken to establish accountability for blue fleet vehicles.

8.8.1. After the vehicle is received, verify the asset NSN, and process a REC to receive the vehicle. After processing the REC, process an issue.

8.8.2. Issues must always be for a quantity of one (1) since a REMS detail is created for each registration number issued.

8.8.3. Issue inputs must contain a transaction exception code of "6", indicating a "post-post" transaction.

8.8.4. Ensure the detail record contains equipment code "V"; otherwise, the REMS detail will not be established during issue processing.

8.8.5. A vehicle will be loaded into REMS as a suitable (S) substitute only if the asset NSN cross-references to the prime NSN. When an asset NSN does not cross to a prime NSN, but has similar capabilities, load it as an unsuitable (U) substitute.

8.9. P-Series Registered Vehicles. The Office of Special Activities (HQ AFMC/A5J) is the AF focal point for special project vehicles. Do not report P-series vehicles through REMS. HQ AFMC/A5J assigns P-series registration numbers and accounts for the acquisition, procurement and distribution of the vehicle fleet until disposition.

8.10. Vehicle Shipments. MAJCOM Vehicle Management Staffs normally direct vehicle shipments. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-201, *Cargo Movement*, Chapter 3. When a vehicle is shipped, the computer-generated Vehicle Historical Record, Vehicle Master Transfer Report, floppy disk and pertinent technical data will be sent to the gaining installation. Process AF Form 2005, *Issue/Turn-In Request*, to remove the vehicle from the SBSS (DD Form 1348-1A). In either case, the C-REMS Manager must sign in block one. Send vehicle record jacket and either the "A5J" or "SHP" document to TMF. The gaining VM initiates follow-up action on vehicles not received within the specified time frame.

8.11. Vehicle Shipments to Depot Repair. Certain types of vehicles are eligible for depot-level repairs. Local Traffic Management Flight will assist with guidance on funding the transportation costs associated with an RDO as provided in AFI 24-201. Criteria for these vehicles are contained in TO 36-1-191, Chapter 9. MAJCOM Vehicle Management Staffs will provide shipping instructions for vehicles scheduled for depot repair. Three vehicle status codes apply to depot shipments. Status codes "B" and "G" (accountability not retained by the shipping base) require processing of turn-in documents. Input of either of these two codes will automatically create shipping documents. Status code "R" (vehicle programmed for return to the base) requires preparation only of an off-line "DO NOT POST" shipping document. An FCI 2C transaction is required to enter status code "R" into the REMS records.

8.12. SBSS Accountable Record Inventory Discrepancy Management.

8.12.1. False duplicate vehicle registration number in SBSS. Correct by processing an inventory adjustment document (IAD; 1GP/SRC). Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for REMS details per AFMAN 23-110 Volume 2, Part 2, Chapter 7 "I235 MGT Vehicle Issues Not Authorized Reverse-Post."

8.12.2. To remove a false NSN serviceable balance (vehicle record). If you discover the serviceable balance before issuing any assets to detail process a reverse post, however if you have ran an issue on any of the records process an IAD to eliminate the remaining balance.

Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for REMS details per AFMAN 23-110 Volume 2, Part 2, Chapter 7 "I235 MGT Vehicle Issues Not Authorized Reverse-Post".

8.12.3. NSN discrepancy between Authorized in use Detail (201) and REM-Vehicles only Detail (214). Process an IAD to correct this discrepancy. If the IAD processing does not resolve the discrepancy submit FIX action request. Use of IAD processing will cause M10 reporting and full explanation on the cause of action and copy of transaction must be provided to the responsible LRS office. Also, annotate that a reverse post will not work for REMS details per AFMAN 23-110 Volume 2, Part 2, Chapter 7 "I235 MGT Vehicle Issues Not Authorized Reverse-Post."

8.12.4. When SBSS asset quantity (vehicle count) is greater than the number in AFIS. Research AFIS historical records to determine appropriate action required in SBSS. Attach historical documentation to accountable documents and file. For balance mismatches that historical activity records cannot be found initiate the proper resolution action (i.e., report of survey).

8.13. Vehicle Status Codes. These codes indicate the current utilization or physical status/loss of a vehicle.

8.13.1. A - Assigned for authorized use (except for Use Code "M" WRM assets). ASC cannot be "987".

8.13.2. B - Vehicle is being shipped to a repair activity. Disposition instructions have been or will be, provided to the repair facility by the MAJCOM Vehicle Management Staff. The vehicle will not return to the former owning organization and is a loss to the LRS.

8.13.3. C - Vehicle is used for maintenance training (AETC only).

8.13.4. D - Have disposition instructions, but vehicle accountability is maintained on authorized/ in-use and REM-vehicles-only detail records pending shipment, maintenance, transfer to DRMS, sale, etc.

8.13.5. E - Vehicle is unserviceable. Accountability is maintained on authorized/in-use and REM-vehicles-only detail records until transfer to DRMS. Cannibalization is authorized prior to transferring to DRMS.

8.13.6. F - Vehicle assigned to a special project or exercise (not WRM or Mobility). Use code must be "K."

8.13.7. G - Vehicle is being shipped to a facility for repair and subsequent IM directed redistribution. The vehicle is a loss to the base and excess to the MAJCOM.

8.13.8. H - Vehicle is in place for an authorized WRM requirement and is in serviceable condition. ASC must be a Base Augmentation Support Set (BASS) composition code and UC must be "M".

8.13.9. I - Vehicle is awaiting LTI.

8.13.10. J - Vehicle is not authorized but is in use and required. Justification request submitted to MAJCOM Vehicle Management Staff for approval (ASC 048 must be assigned).

8.13.11. K - Vehicle is excess to the owning MAJCOM and is being held at the direction of the IM for distribution instructions. ASC 048 must be assigned and Use Code must be "K."

8.13.12. L - Vehicle is on loan in excess of 30 days to a non-AF organization. ASC 051 must be assigned and UC must be "K."

8.13.13. M - Vehicle is being transferred to DRMS. C-REMS must ensure that the vehicle historical record cites the specific disposal activity and location.

8.13.14. N - Vehicle is unserviceable and disposition instructions have been requested from the owning MAJCOM.

8.13.15. P - Turn In (TIN) code is used for all other physical losses where the vehicle will not return to AF REMS. Examples include losses to DOD or governmental agencies, foreign governments, commercial agencies (excluding AF vehicles on loan to contractors), theft, etc. C-REMS must submit a delete (loss) record (an off-line shipment must be processed to remove the vehicle from LRS Stock Control supply records following a status code "P" TIN.). Be sure that the vehicle historical record lists applicable recipients or other clarifying specifics.

8.13.16. Q - Used for turn-in inputs to correct erroneously assigned registration numbers, NSNs, etc. For example, the vehicle was gained in error, the registration or NSN was entered incorrectly, or there was a change in status from REMS to non-REMS. This code will not be used for normal file maintenance NSN changes distributed through Stock Number User Directory (SNUD).

8.13.17. R - At the option of the MAJCOM, the status code may be changed to "R" for vehicles in base- or depot-level repair for over 60 days - accountability remains in the local SBSS.

8.13.18. S - Vehicle transferred to an organization of another MAJCOM. The losing and gaining organizations are both supported by the same LRS.

8.13.19. T - Vehicle is in transit to an AF activity of another MAJCOM, and is a loss to the LRS and MAJCOM. The TIN input reflecting code T will not be processed until immediately before turnover of the vehicle to LRS.

8.13.20. U- Vehicle is in transit to an AF activity of the same MAJCOM. Vehicle is a loss to the LRS.

8.13.21. V - Vehicle is on loan within or between commands not to exceed 180 days. ASC must be "987" and UC must be "J" or "K."

8.13.22. W - Vehicle is being held by AFMC for system support requirements (AFMC use only).

8.13.23. Y - In-place WRM asset is in unserviceable (repairable) condition and expected to be NMC for 30 days or more. Use code "M" applies and ASC must be a BASS composition code.

8.13.24. Z - Vehicle is in transit to Port of Embarkation (POE), either to or from overseas destination. It is anticipated that shipment time will exceed 180 days.

8.14. Computer Documents and Listings. The documents below are "file able documents". Copy one of these documents is sent to the document control section within 5 workdays, with appropriate signatures.

8.14.1. REC VEH - Vehicle Receipt.

8.14.2. ISU VEH – Vehicle Issue Request.

8.14.3. TIN VEH - Vehicle Turn-In (All Turn-Ins).

8.14.4. FET - Equipment Detail Transfer.

8.14.5. FCH – Identity Change Input.

8.14.6. FED EAID – Equipment Load.

8.14.7. 1ETX – Lease Deletion.

8.14.8. 1ETT – EAID/SPRAM Accountability Transfer.

8.14.9. 1GP – Special Inventory Request.

8.14.10. SRC – Special Inventory Input.

8.15. Turning In Vehicles to DRMS. Policy and processes associated with turning in vehicles to DRMS are covered in AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 13, Chapter 4. Additional information is available at **https://www.drms.dla.mil/**.

Chapter 9

QUALITY ASSURANCE PERSONNEL (QAP)

9.1. Overview. This section applies to all Vehicle Management personnel who develop requirements and provide oversight of contractor performance. QAP is a term developed to encompass both Quality Assurance Evaluators (QAEs) and Quality Assurance Specialists (QASs). QAPs access contractor performance to ensure the contractor is performing IAW contract requirements, provisions and standards. The Functional Commander or Functional Director must ensure assigned personnel are competent on the acquisition process; capable of identifying and defining mission needs and requirements, and available full time, if the individual is a full time QAP, for the life of the services acquisition.

9.2. Duties of the Primary and Alternate Vehicle Management QA.

9.2.1. Assess and documents a contractor's performance IAW the Quality Assurance Plan (QASP) or Performance Plan (PP).

9.2.2. Notifies the Contracting Officer of any significant performance deficiencies; assess performance and provides documentation.

9.2.3. Recommends improvements to the QASP, PP and PWS throughout the life of the contract.

9.2.4. Participates as a member of the Multi-Functional Team.

9.2.5. Assesses and manages contractor performance data in CPARS. The QA personnel provides the Contracting Officer with feedback on the contractor's performance.

9.2.6. Assesses/monitors contractor compliance with and currency of TOs and directives throughout the life of the contract IAW QASP or PP (as applicable) if that area is not the contractor's responsibility under the governing contract or PWS.

9.2.7. QA personnel are to be objective, fair and consistent in evaluating contractor performance against the performance standards and the contract requirements.

9.2.8. Represents the Contracting Officer in all technical matters concerning the contract.

9.2.9. Assists in developing and updating the PWS and assess performance plans.

9.2.10. Provides a summary of QAP performance assessment activities to the Contracting Officer in accordance with the performance plan.

9.2.11. Accepts and provides performance assessment of services; acceptance shall ordinarily be evidenced by execution of an acceptance certificate on a DD Form 250 or similar documents.

9.2.12. Performs contract performance assessment; assesses and documents contractor performance.

9.2.13. Submits contractor performance reports to the Contracting Officer in the frequency, format, and detail prescribed by the Contracting Officer.

9.2.14. Reviews and ensures contractor compliance with the contractor's quality control program. Periodically reviews contractor's performance with the commander or equivalent, the Contracting Officer and the contractor.

9.2.15. Reviews and/or purges all incoming correspondence (i.e. Service Bulletins, TCTOs and One-Time Inspections) before routing it to the contractor.

9.2.16. Reviews the contractor's reports for accuracy, adverse trends and mission accomplishment.

9.2.17. Reviews contractor reports submitted to higher headquarters.

9.2.18. Validates contractor TO requirements IAW PWS.

9.2.19. Administration of a contract is a vital and necessary requirement; therefore, it is imperative that all QAPs involved in the requirement, from requirements identification through contract award and administration, are represented on the Multi-Functional Team.

9.2.20. QAPs assigned to a multi-functional team are responsible for the following: acquisition planning; market research; government cost estimates; requirements and solicitation development; source selection; contract performance management and administration; provide contract changes; periodically meet with contractor; providing contractor performance status to leadership, as required; and gather and submittal of past performance information.

9.3. QA for Vehicle Management Flights.

9.3.1. Provides support to senior leadership as required: Uses their technical expertise to assist the LRS Commander or equivalent to arrive at informed decisions when coordinating with higher headquarters, Defense Contract Management Agency and DLA.

9.3.2. Evaluates unit maintenance management procedures, including locally developed forms, publications, OIs, etc., for accuracy, intent and necessity.

9.3.3. Acts as focal point to ensure appropriate actions are taken to notify the MAJCOM when deficiencies are found in AF or MAJCOM instructions.

9.3.4. Ensures all required government training is scheduled for both contractor personnel and QAPs.

9.3.5. Reviews QA performance assessments and assist in resolving performance problems.

9.3.6. Ensures all assigned 2T3XX QA inspectors complete all required inspection, safety, qualification, HAZMAT and environmental awareness training.

9.3.7. Documents all training for military inspectors on AF Form 1098 and/or AF Form 797 as applicable.

9.3.8. Verifies training is correctly documented to ensure QAPs are qualified to perform evaluated tasks and inspections.

9.3.9. Assists, as needed, the VM&A with reports and studies.

9.3.10. Initiates actions when additional attention is required to resolve adverse maintenance trends or training problems. Actions include preparing cross-tell information bulletin and messages for MAJCOM release to other similarly equipped units, when necessary.

9.3.11. Performs review of Deficiency Reports, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.3.12. Reviews publications and technical data files for compliance with applicable AFIs.

9.3.13. Reviews adequacy of housekeeping practices.

9.3.14. Reviews reports to include timely and accurate submission, suspense control, procedures for review prior to submission and coordination with other affected agencies.

9.3.15. Reviews documentation to include adequacy of files, directive compliance, accuracy and documentation disposition.

9.3.16. Reviews management and scheduling of items requiring calibration or weight testing to include currency of calibration/weight test due dates, adherence to TMDE calibration schedule and control of items.

9.3.17. Reviews documents maintained by work center contractor for support equipment (to include maintenance and inspection).

9.3.18. Periodically reviews contractor-initiated waiver requests for approval/coordination through MAJCOM Vehicle Management Staffs.

9.3.19. Reviews government furnished property inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property.

9.3.20. Maintains technical competency in their assigned performance assessment areas. They must stay abreast of all industry trends, safety requirements, and environmental and HAZMAT laws.

9.3.21. Performs periodic assessment on contractor maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise and contingency operations.

9.3.22. Surveys and assesses contractor compliance with federal, state and local environmental laws, and AFIs.

9.3.23. QAPs may be required to periodically inventory government property and to provide information to the Contracting Officer on any loss, damage or destruction of government property.

9.3.24. During contract renewals; ensures Vehicle Management portion of the PWS is coordinated through MAJCOM Vehicle Management Staffs.

9.3.25. The QAP may not:

9.3.25.1. Act in such a manner as to cause the contractor to believe they have authority to bind and/or obligate the Government.

9.3.25.2. Clarify, make or infer legal interpretation on the scope or intent of the contract. Questions pertaining to interpretation of any contract provision shall be referred to the Base Contracting Officer for resolution.

9.3.25.3. Approve contractor’s procedures.

9.3.25.4. Authorize the expenditure of funds.

9.3.25.5. Levy or impose upon a contractor any task or permit any substitution not specifically provided for in the contract.

9.3.25.6. Enter into or make changes to contract requirements.

9.3.25.7. Give direction to the contractor or employees. Offer advice to the contractor which may adversely affect contract performance or compromise the rights of the AF.

9.4. Performance Plan (PP). Identifies the multi-functional team, their roles and responsibilities, how the team will assess performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life cycle.

9.4.1. Use the PP to assess the services provided by the contractor. The PP provides for effective and efficient performance assessment to ensure acceptable service is received. The performance plan includes:

9.4.1.1. Objective(s) in having the service provided, i.e., to provide quality vehicle maintenance for AF vehicles, while complying with all environmental, air pollution and mandated requirements.

9.4.1.2. Incorporate the strategy, methods and tools the multi-functional teams have developed to assess the contractor's performance against the performance thresholds, measurements, metrics and incentives identified in the contract. Performance thresholds are measured in terms of quality and timeliness. Include a table that incorporates the performance threshold, measurement and metrics.

9.4.1.3. Develop a management approach, to include methods and tools the multi-functional team has developed to validate the objectives and goals identified as part of the Performance Plan, i.e. benchmarking, etc.

9.4.1.4. Provide an incentive plan that validates the objective and goals of the multi-functional team.

9.4.2. Performance metrics are used to track contractor progress towards meeting stated performance objectives. The multi-functional team ensures that the performance metrics are aligning with the performance-based work statement and overall mission support objectives.

9.5. Performance Assessment Methods. The suggested source of performance assessment is the contractor's Management Information System. The purpose of having an information system is to validate the contractor is performing in accordance to the terms and conditions of the contract. The data system is used to validate contractor response times, schedules, etc.

9.5.1. Random Inspection/Sampling**.** Random visits to assess performance provide the QAP with a valuable management tool. Random samplings provide good overall performance indicators. Each job is evaluated against the PWS or performance standard to ensure the contractor is in compliance with the terms and conditions of the contract. .The critical element in a random sampling evaluation is the samplings taken are truly random and they depict the true average performance.

9.5.2. Checklists**.** The checklist system is an easy method to identify the routine functions of the contractor's activities. Prepare initial checklists from previously existing inspection guidelines and specific provisions in the contract. Review and modify the checklist as necessary to ensure accuracy and currency.

9.5.3. Customer Complaints**.** The QAP can use customer complaints to identify potential problems. The QAP must train the customer on the terms and conditions of the contract to ensure the customer complaint is valid. The QAP must respond quickly to the customer complaint with an objective evaluation. Feedback and involvement with the dissatisfied customer are key if the complaint system is to have validity.

9.6. Vehicle Management QAP Administrative Duties:

9.6.1. Responsible to the LRS/CC or equivalent to perform as a technical advisor for vehicle management when clarification is required.

9.6.2. Validates the contractor is properly managing Deficiency Reporting, TO Distribution, TCTOs, SBs, OTIs and Manufacturer Recalls.

9.6.3. The QAP will maintain an organized filing system. Records are subject to inspection/review by the IG and auditors, etc., and can be used in litigation to support either the government or contractor position in disputes.

9.6.3.1. QAP File Content. QAPs will establish and maintain a contract performance assessment file for each active service contract. The file will contain the following, as applicable:

9.6.3.1.1. A duplicate copy of the QAP appointment letter signed by the Contracting Officer and Training Certificate (e.g., Phase I and II Training).

9.6.3.1.2. A copy of the contract with attachments and the contractor's Quality Control Plan.

9.6.3.1.3. A copy of all modifications to the contract. Modifications are executed on a SF 30, *Amendment of Solicitation/Modification of Contract*.

9.6.3.1.4. A copy of the Performance Plan. To include the roles and responsibilities of the QAP.

9.6.3.1.5. Copies of all documents relating to the acceptance and payment for services received.

9.6.3.1.6. Correspondence to and from the Multi-Functional Team, Contracting Officer and contractor. This correspondence should include special instructions from the Contracting Officer and correspondence relating to contractor performance assessment.

9.6.3.1.6.1. A copy of any memoranda for the record to document:

9.6.3.1.6.2. Telephone conversations with the contractor and the Contracting Officer.

9.6.3.1.6.3. Pre-performance and Post award conference meeting minutes.

9.6.3.1.6.4. Any other conversations or meetings with the contractor, Multi-Functional Team or Contracting Officer.

9.6.3.1.6.5. Records of the contractor's internal inspection system, if obtained from the contractor.

9.6.3.1.6.6. Schedules and documents pertaining to and documenting

performance assessment.

9.6.3.1.6.7. Samples, photographs, witness statements and other factual data to support documentation.

9.6.3.1.6.8. Names of individuals who are functioning as technical and administrative assistants.

9.6.3.1.6.9. Applicable test reports, data required by the contract, AF Form 9s and funding obligations for the contract.

9.6.4. Disposition of QAP Files. Upon contract close-out, the QAP forwards all records to the Contracting Officer.

9.6.5. Suspense Files. A suspense system will be established to advise the Multi-Functional Team, QAPC or Contracting Officer of the contractor's failure to complete acceptable performance or delivery IAW the contract terms and conditions.

9.7. Contract Administration. The QAP has certain responsibilities to be familiar with. The following are the primary functions and personnel the QAP will routinely deal with:

9.7.1. FAC. The FAC is a Functional Commander or Functional Director of any functional area with government program management responsibility to oversee the functional mission. For example, for Vehicle Management the LRS Commander or equivalent is the FAC. They are generally responsible for:

9.7.1.1. Developing and sustaining a sound Quality Assurance Evaluation Program.

9.7.1.2. Implementing the PP and establishing a comprehensive training program.

9.7.1.3. Overseeing development of the PWS, PP, market research, government cost estimates, funding and evaluation assessment guides.

9.7.1.3.1. The requirements in the PP and assessment guides are "outcome-based" in that they only reflect the desired end results--not the process. Each outcome-based requirement includes clear, unambiguous and measurable performance thresholds so there is no question whether our mission requirement was met. Performance assessment methods are consistent with the standards-focusing on end results, not the processes.

9.7.2. The Contracting Officer is empowered to award and/or administer contracts. The Contracting Officer acts as an agent between the AF and the contractor. The Base Contracting Officer is the only person authorized to enter into contracts and is responsible for reviewing the contractor's performance to ensure that it is satisfactory and the AF receives the products and/or services requested.

9.7.3. QAPs may be involved in the modification process in the following areas: Identifying the required change(s), preparing documentation on the proposed change(s), preparing government cost estimate(s), advising the Contracting Officer on technical aspects of the change(s), participating in reviews of contractor technical proposals, supporting the Contracting Officer in the negotiations of change.

Chapter 10

VEHICLE CONTROL

Section 10A—Introduction

10.1. Vehicle Control Officer Program. DOD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DOD mission. To ensure day-to-day management of those motor vehicles permanently assigned to units and agencies, the Air Force has adopted the vehicle control program. As established in this AFI, each applicable organization will appoint a Vehicle Control Officer (VCO) and alternate, in writing, and forward that appointment to the base Vehicle Fleet Manager (VFM) or Vehicle Management superintendent (VMS). The VFM/VMS will ensure VCO training is accomplished.

10.2. Vehicle Management Policy. Public law directs the DOD and Air Force to maintain the minimum number of fuel-efficient motor vehicles to accomplish the mission and limits their use to official purposes. All management echelons must put emphasis on controlling and conserving vehicle assets. The vehicle user is responsible for operation, conservation and condition of vehicles used. This responsibility is enforced through the operator's supervisor, commander, and commander appointed vehicle control officers.

10.3. Host Logistics Readiness Services. The host logistics readiness activity provides maintenance support, fleet management, and transportation services not within the using agencies capability.

10.3.1. See AFI 24-301, *Vehicle Operations*, for specific guidance on Government Motor Vehicle (GMV) usage, services and assistance. Vehicle Operations flights normally provide the following services:

10.3.1.1. Taxi Service. This service provides a quick response, point-to-point service to all requestors requiring official transportation.

10.3.1.2. U-Drive-It (UDI) Service. A limited number of passenger and cargo vehicles are available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short term (normally limited to 72hrs) use.

10.3.1.3. Bus Service. Depending upon the installation, various modes of mass transportation services may be available.

10.3.1.4. Operator Records and Licensing. All matters related to operator licensing and certain vehicle certification. Will validate unit plans of instruction for vehicle licensing and manage the Commercial Driver's License (CDL) program.

10.3.1.5. Vehicle Recovery Service. Local procedures will be developed by the host logistics readiness squadron for vehicle recovery services and procedures.

10.3.2. Vehicle Management flights normally provide the following services:

10.3.2.1. Vehicle Management and Analysis (VM&A). Provides assistance to VCOs with such services as, vehicle justifications, leasing procedures, vehicle analysis, DOD

Fleet Credit Cards, briefing VCOs, conducting vehicle assessment inspections and staff assistance visits. See **paragraph 4.3.** for more information.

10.3.2.2. Scheduled maintenance, to include Preventive Maintenance and Inspections (PM&I) and Special Inspections. These inspections are maintenance actions normally scheduled in advance, based on a vehicle's actual or projected mileage, hours of operation, or by calendar time. VM&A will coordinate scheduled maintenance with unit VCOs.

10.3.2.3. Unscheduled Maintenance. VCOs should ensure that any motor vehicle malfunction is reported to the vehicle management customer service section (or equivalent element) in a timely manner.

10.3.2.4. Minor Maintenance Road Side Assistance. During normal duty hours, roadside service for most disabled vehicles can be provided. This service may also be available after normal duty hours for urgent or emergency situations. Follow the installation prescribed procedures for requesting this assistance.

10.4. Vehicle Control Duties. Locally developed VCO orientation briefings should cover all aspects of a VCO's duties. As a minimum unit VCOs are responsible for:

10.4.1. Acting as a liaison between their unit and the host logistics readiness squadron for all unit government motor vehicle matters.

10.4.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.

10.4.2.1. VCOs are required to receipt for permanently assigned unit vehicles from the base VFM/VMS or the Vehicle Management and Analysis Element using the On-Line Vehicle Interactive Management System (OLVIMS) VCO Master Listing Hand Receipt. VCOs then assign the vehicles to their respective authorized functions.

10.4.3. Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans; and notifying the VFM when assigned vehicles are no longer required.

10.4.3.1. Unit vehicle requirements are justified using the host MAJCOM approved format. The requirement(s) is verified by the VFM and approved by the base Mission Support Group Commander. If locally approved, the VFM sends the requirement to the MAJCOM vehicle management staff for final action. The authorization, when approved by the MAJCOM, will be supported with the appropriate vehicle type when it becomes available. ***Note:*** Vehicles are not assigned pending approval of the authorization. See **paragraph 4.25.** for additional information.

10.4.3.1.1. Purchase requests for Other Government Motor Vehicle Conveyances (OGMVC) must be reviewed by the VFM or VMS and forwarded to the host MAJCOM to ensure the desired asset is an equipment item and not a vehicle. Additional guidance on the procurement of OGMVCs can be found on **paragraph 4.20.** ***Note:*** Purchase requests for other non-registered equipment (i.e. ATVs, mowers, etc.) will need to be coordinated with the VFM or VMS to ensure parts, facilities, manpower, funds, etc. are available to support the equipment before it is

acquired. Organizations must first consider purchasing a maintenance agreement to support the equipment.

10.4.3.1.2. LSVs ***will not*** be purchased by using organizations. Refer to **paragraphs 1.26.** and **4.20.** for further clarification.

10.4.3.2. New vehicle authorization requests and requirements must comply with the Air Force Vehicle Fleet Growth Policy IAW **paragraph 1.22.**

10.4.3.3. VCOs provide vehicle management with mission impact statements to substantiate annual base vehicle buy submissions.

10.4.3.4. Continued retention of vehicle authorizations is predicated on the continuing need and asset utilization.

10.4.4. Providing justification data to support unit minimum essential vehicle levels (MEL). MELs indicate the number of vehicles, by type, that can be in the vehicle maintenance shop at one time and not seriously affect the user's mission.

10.4.5. All requests for installation of organizational equipment will be submitted, in writing, to the Vehicle Management and Analysis Element. Requests must address the extent of the proposed work, impact if denied, and availability of funds for contracting the equipment installation. The vehicle will be placed into original configuration at unit cost if vehicle is rotated/shipped. All requests will be reviewed by the VFM or VMS for final approval.

10.4.6. Ensuring supplies, tools, and equipment for unit vehicles, such as highway warning kits, first aid kits (when required by local authorities), tire chains, polish, wax, chamois, sponges, jacks, lug wrenches, fire extinguishers, and spare tires (unless items are original equipment on vehicles). These items are procured by the VCO with unit O&M funds through GPC or standard supply chain management.

10.4.7. Ensuring only qualified and properly licensed military, DOD employees, or authorized DOD contractors who meet the criteria established in AFI 24-301 operate assigned motor vehicles.

10.4.7.1. Ensuring that each authorized unit vehicle operator has an active driver history record, AF Form 2296, *Vehicle Operator Information (Part 3)*, established in the host Logistics Readiness Squadron's On-Line Vehicle Integrated Management System (OLVIMS) prior to operating assigned vehicles.

10.4.7.2. Using qualified unit instructors approved by the host base Distribution Section Chief/Superintendent (DSC/DSS) to train and supervise special purpose vehicle operators. ***Note:*** In those units that are not required to reorganize to have a Distribution Section, the Vehicle Operations Manager/Superintendent (VOM/VOS) will sign for the DSC/DSS.

10.4.7.3. Developing and maintaining unit vehicle lesson plans that have been reviewed by the DSC/DSS and VFM/VMS and approved by the unit commander/director. NOTE: In those units that are not required to reorganize to have a Distribution Section, the VOM/VOS will sign for the DSC/DSS.

10.4.8. Ensuring that operator maintenance is performed and vehicle malfunctions are reported to vehicle management IAW **paragraph 3.13.2.2.**

10.4.8.1. Maintain Operator Inspection Guide and Trouble Report IAW AFMAN 37-123 and dispose of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at **https://webrims.amc.af.mil**.

10.4.9. Take appropriate measures to prevent misuse, abuse and damage to Air Force motor vehicles. Motor vehicle accident, abuse prevention programs at all levels should include:

10.4.9.1. Conducting and documenting monthly vehicle safety orientation and education briefings.

10.4.9.2. Conducting and documenting monthly inspections to ensure assigned vehicles are serviceable and clean. The appropriate operator's inspection guide and trouble report must be used when performing these inspections.

10.4.9.3. Providing flight line training to assigned personnel when required.

10.4.9.4. Ensuring unit vehicles are washed in accordance with intervals prescribed in TO 36-1-191, Table 6-3, and waxed when required in accordance with **paragraph 3.13.1.3.** and local directives.

10.4.9.5. Providing vehicle operators with instructions to follow, including agencies to phone, when accidents occur.

10.4.9.5.1. The using organization commander designates an official to investigate each accident and provides results to safety.

10.4.9.5.2. The Chief of Safety investigates and analyzes to determine the causes or possible corrective actions; accident trends involving government owned or rented motor vehicles are analyzed or investigated by the Chief of Safety.

10.4.9.5.3. An operator surrenders the AF Form 2293 with the SF 91 to the VCO after the accident. Unit commanders may reinstate the license at their discretion.

10.4.9.5.4. Accident reporting for commercial rental and General Services Administration (GSA) vehicles is the same as reporting an accident involving a government owned vehicle.

10.4.9.5.5. When payment for damage (either voluntary or on a DD Form 200, *Financial Liability Investigation of Property Loss*) is involved, the unit VCO requests an AF Form 20 from Vehicle Management and Analysis (VM&A) for the actual repair cost.

10.4.10. Ensure low-utilization or low mileage vehicles are rotated with high-usage or high mileage vehicles within the organization.

10.4.10.1. Base and associate units must comply with vehicle rotation and utilization programs.

10.4.11. The unit VCO will provide supplies for operator care such as oil, window cleaner, wax and other cleaning items as required.

10.4.12. Ensure all unit vehicle leasing actions are coordinated through Vehicle Management. Associate units are required to have vehicle lease requests coordinated through the host logistics readiness squadron's vehicle management flight. Vehicle leasing may possibly effect vehicle buy submissions, vehicle rotations, MEL, etc.

10.5. Permissible Operating Distance (POD). Since it is usually more economical to use services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the installation, each base has an established permissible operating distance for assigned motor vehicles. POD applies to all government-owned and leased vehicles. Be aware of approved POD and seek approval from Vehicle Operations before traveling outside the POD.

Section 10B— Motor Vehicle Official Use Policy

10.6. Official Use of Government Vehicles. AFI 24-301, contains specific policy guidance on official use of government vehicles. General official use rules listed in AFI 24-301, Attachment 8 are non-inclusive and are provided to aid unit vehicle control personnel in interpreting official use policy. The DSC/DSS (VOM/VOS in those units that are not required to reorganize to have a Distribution Section) can give guidance in specific cases where the official nature of vehicle usage is in question. Questions concerning the official use of government vehicles shall be resolved in favor of strict compliance with statutory provisions.

Table 10.1. (DELETED).

Section 10C— Vehicle Operators

10.7. Vehicle operators:

10.7.1. Will understand the guidelines in AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, related AFIs, technical orders, technical and commercial manuals and plans of instruction for the vehicles operated.

10.7.2. Use government rented, leased or owned motor vehicles for official purposes only.

10.7.3. Will not use tobacco products in Air Force vehicles.

10.7.4. Will not consume alcoholic beverages in any government vehicle.

10.7.5. Notify the VCO of any personal status changes (e.g. physical profile change, use of prescription medications, and significant infraction of civil traffic laws).

10.7.6. Perform required operator care and inspection on all government-owned and leased vehicles using appropriate vehicle inspection guides and signs the form.

10.7.7. Report vehicle malfunctions to the Vehicle Management Customer Service Center (or equivalent) element within one normal workday. Operators do not delay discrepancy reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed in **paragraph 3.13.2.2.** are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible. ***Note:*** If the discrepancy occurs outside Vehicle Management duty hours, discontinue vehicle use and notify Vehicle Management of the discrepancy the next duty day. Failure to report malfunctions may constitute vehicle abuse.

10.8. Prescribed and Adopted Forms.

10.8.1. Adopted Forms:

DD Form 200, **Financial Liability Investigation of Property Loss**

DD Form 250, **Material Inspection and Receiving Report**

DD Form 518, **Accident Identification Card**

DD Form 1348-1A, **Issue Release/Receipt Document**

DD Form 1348-6, **DOD Single Line Item Requisition System Document**

AF Form 9**, Request for Purchase**

AF Form 15**, United States Air Force Invoice (NOT LRA)**

AF Form 20, **Repair Cost and Reparable Value Statement**

AF Form 55**, Employee Safety and Health Record**

AF Form 86, **Request for Cataloging Data/Action**

AF Form 601**, Equipment Action Request**

AF Form 797**, Job Qualification Standard Continuation/Command JQS**

AF Form 1098, **Special Task Certification and Recurring Training**

AF Form 1297, **Temporary Issue Receipt**

AF Form 2005, **Issue/Turn-In Request**

AF Form 2009-1, **Manual Supply Accounting Record**

AF Form 2293, **USAF Motor Vehicle Operator Identification Card**

AF Form 2413, **Supply Control Log**

AFTO91, **Limited Technical Inspection - Motor Vehicle**

SF 91, **Motor Vehicle Accident Report**

SF 1034, **Public Voucher for Purchases and Services Other Than Personal**

10.8.2. Prescribed Forms:

AF Form 1800, **Operator's Inspection Guide and Trouble Report**

AF Form 1807, **Operator's Inspection Guide and Trouble Report (Fuel Servicing)**

AF Form 1823/1823-1, (computer generated) **Vehicle and Equipment Work Order**

AF Form 1824 **Motor Vehicle Work Order Status**

AF Form 1827, **Minor Maintenance Work Order**

AF Form 1829, **Refueling Equipment Inspection Record**

AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**

AF Form 1831, **Indirect Labor Time Card**

AF Form 1832, **Record of Cannibalization (Vehicle Maintenance)**

AF Form 4353, **Vehicle Validation Visit**

AF Form 4354, **Preventative Maintenance and Inspection**

AF Form 4355, **Vehicle Incoming Inspection**

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

ACC—Air Combat Command

A/D—Abandonment or Destruction

ADR—Airfield Damage Repair

AEF—Air and Space Expeditionary Force

AEFC—Air and Space Expeditionary Force Center

AETC—Air Education and Training Command

AF—Air Force

AFCESA—Air Force Civil Engineering Support Agency

AFCPM—Air Force Component Program Manager

AFCSM—Air Force Computer System Manual

AFEMS—Air Force Equipment Management System

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIS—Automated Fleet Information System

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPET—Air Force Petroleum Office

AFOSHSTD—Air Force Occupational, Safety and Health Standard

AFOSI—Air Force Office of Special Investigations

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFV—Alternative Fueled Vehicle

AFWUS—Air Force-Wide Unit Type Code Availability and Tasking Summary

ALC—Air Logistics Center

ALO—Accounting Liaison Office

ANG—Air National Guard

AO—Accountable Official

AOR—Area of Responsibility

APC—Armored Personnel Carrier

API—American Petroleum Institute

ART—Air and Space Expeditionary Force Reporting Tool

AS—Allowance Standard

ASC—Allowance Source Code

ASE—Automotive Service Excellence

ATOC—Air Terminal Operations Center

ATV—All-Terrain Vehicle

AWP—Awaiting Parts

BEAR—Basic Expeditionary Airfield Resources

BOI—Basis of Issue

BPA—Blanket Purchase Agreement

BSP—Base Support Plan

CAAA—Clean Air Act Amendments

CA/CRL—Custodian Authorization/Custody Receipt Listing

CBA—Cost Benefit Analysis

CAM—Command Account Manager

CAP—Civil Air Patrol

CARS—Consolidated Analysis and Reporting System

CAT—Crisis or Contingency Action Team

CDC—Career Development Course

CE—Civil Engineering

CES—Civil Engineering Squadron

CFC—Chlorofluorocarbons

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CHPMSK—Contingency High Priority Mission Support Kit

CNG—Compressed Natural Gas

CONUS—Continental United States

COPARS—Contractor-Operated Parts Store

CSC—Customer Service Center

CTK—Composite Toolkit

CWPC—Contingency Wartime Planning Course

DANTES—Defense Activity for Non-Traditional Support

DCAPES—Deliberate and Crisis Action Planning and Execution Segment

DEMIL—Defense Militarization

DESC—Defense Energy Support Center

DIFM—Due In From Maintenance

DLA—Defense Logistics Agency

DOC—Designed Operational Capability

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DODR—Department of Defense Regulation

DOTM—Due-Out to Maintenance

DRMS—Defense Reutilization and Marketing Service

DRU—Direct Reporting Unit

DSCR—Defense Supply Center Richmond

EA—Economic Analysis

EAID—Equipment Authorization Inventory Data

EDD—Estimated Delivery Date

ELO—Equipment Liaison Office

EO—Executive Order

EOC—End of Course

EPA—Environmental Protection Agency

EPAct—Energy Policy Act

ESP—Emergency and Special Program

ETIC—Estimated Time In Commission

EV—Electric Vehicle

FAC—Functional Area Chief

FAD—Force Activity Designator

FAM—Functional Area Manager

FAR—Federal Acquisition Regulation

FAS—Fuels Automated System

FAST—Federal Automotive Statistical Tool

FOA—Field Operating Agency

FAT—First Article Testing

FEDLOG—Federal Logistics Record

FMF—Fuels Management Flight

FMVSS—Federal Motor Vehicle Safety Standard

FOA—Field Operating Agency

FOD—Foreign Object Damage

FOSSL—Follow-On Spares Support List

FSC—Federal Supply Class

FSG—Federal Supply Group

FSS—Federal Supply Schedule

FY—Fiscal Year

GAS—Graduate Assessment Survey

GFP—Government Furnished Property

GPC—Government Purchase Card

GSA—General Services Administration

GSU—Geographically Separated Unit

GVW—Gross Vehicle Weight

GVWR—Gross Vehicle Weight Rating

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Materials

HEV—Hybrid Electric Vehicle

HQ USAF—Headquarters United States Air Force

HMMWV—High Mobility Multipurpose Wheeled Vehicle

I&S—Interchangeability and Substitutability

IAW—In Accordance With

IDEA—Innovative Development through Employee Awareness

IDIQ—Indefinite Delivery-Indefinite Quantity

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

IG—Inspector General

IM—Item Manager

IMDS—Integrated Maintenance Data Systems

IRA—Input Record Accepted

ISSA—Inter-Service Support Agreement

ISSL—Initial Spares Support List

ITK—Individual Toolkit

ITV—In-Transit Visibility

JCS—Joint Chiefs of Staff

JOPES—Joint Operation Planning and Execution System

JP—Jet Propulsion

LDV—Light Duty Vehicle

LIMSEV—Logistics Installation and Mission Support Enterprise View

LOGMOD—Logistics Module

LPG—Liquefied Petroleum Gas

LRS—Logistics Readiness Squadron

LSC—Logistics Support Center

LSV—Low Speed Vehicle

LTI—Limited Technical Inspection

MAJCOM—Major Command

MAP—Military Assistance Program

MC—Mission Capable

MEL—Minimum Essential List

MEO—Most Efficient Organization

MHE—Material Handling Equipment

MICAP—Mission Impaired Capability Awaiting Parts

MISCAP—Mission Capability

MMAC—Material Management Aggregation Code

MNS—Mission Needs Statement

MOOTW—Military Operations Other Than War

MPG—Mile Per Gallon

MRA—Minimum Reserve Authorization

MRSP—Mobility Readiness Spares Package

MSA—Metropolitan Statistical Area

MSG—Mission Support Group

MS—Microsoft

MTP—Master Training Plan

MTT—Mobile Training Team

MTW—Major Theater War

MVAC—Motor Vehicle Air Conditioner

NAF—Numbered Air Force

NBCC—Nuclear, Biological, Chemical, and Conventional

NHTSA—National Highway Traffic Safety Administration

NI—Not Issued

NLT—No Later Than

NMC—Non Mission Capable

NMCM—Non Mission Capable Maintenance

NMCS—Non Mission Capable Supply

NPL—Non Price Listed

NSN—National Stock Number

OEM—Original Equipment Manufacturer

OGMVC—Other Government Motor Vehicle Conveyance

OI—Operating Instruction

OJT—On-The-Job Training

OLVIMS—On-Line Vehicle Interactive Management System

O&M—Operations and Maintenance

OMB—Office of Management and Budget

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OT&E—Operational Test and Evaluation

OTI—One-Time Inspection

PID—Plan Identification Designator

PM&I—Preventive Maintenance and Inspection

POC—Point of Contact

POL—Petroleum, Oils and Lubricants

POV—Privately Owned Vehicle

PP—Performance Plan

PWS—Performance-Based Work Statement

QAP—Quality Assurance Personnel

R&D—Reimbursable and Distribution

RC/CC—Responsibility Center/Cost Center

RCRA—Resource Conservation and Recovery Act

RCSE—Repair Cycle Support Element

RDD—Required Delivery Date

REMS—Registered Equipment Management System

ROS—Report of Survey

RRR—Rapid Runway Repair

SB—Service Bulletin

SBSS—Standard Base Supply System

SDDC—Surface Deployment and Distribution Command

SECAF—Secretary of the Air Force

SF—Standard Form

SFS—Security Forces Squadron

SII—(DELETED).

SITREP—Situation Report

SNUD—Stock Number User Directory

SOFA—Status of Forces Agreement

SORTS—Status of Resources and Training System

SOW—Statement of Work

SPR—Special Requisition

SRD—Standard Reporting Designator

SUV—Sport Utility Vehicle

TACOM—Tank-Automotive Command (US Army)

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TMDE—Test, Measurement and Diagnostic Equipment

TMF—Transportation Management Flight

TMSK—Temporary Mission Support Kit

TO—Technical Order

TPFDD—Time Phased Force Deployment Data

UC—Use Code

UCI—Unit Compliance Inspection

UDI—U-Drive It

UDM—Unit Deployment Manager

UFC—Uniform Fire Code

UJC—Urgency Justification Code

ULN—Unit Line Number

UND—Urgency of Need Designator

USC—United States Code

UTC—Unit Type Code

VAL—Vehicle Authorization Listing

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VCP—Vehicle Control Program

VEMSO—Vehicle and Equipment Management Support Office

VFM—Vehicle Fleet Manager

VIL—Vehicle Identification Link

VMAG—(DELETED).

VIN—Vehicle Identification Number

VIWG—Vehicle Improvement Working Group

VM&A—Vehicle Management and Analysis

VMIF—Vehicle Management Index File

VMS—Vehicle Management Superintendent

VPRL—Vehicle Priority Recall Listing

VTAC—Vehicle Transformation Acquisition Council

WEX—Wright Express

VVV—Vehicle Validation Visit

WMP—War and Mobilization Plan

WR-ALC—Warner-Robins Air Logistics Center

WRM—War Reserve Material

Terms

Acceptance Inspection—An inspection performed on all new and used vehicles and equipment received on-base, before placing them in service. This inspection shows the condition of the vehicle. Discrepancies noted on the AFTO Form 91 must be fixed before placing the vehicle in service if use of the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.

Accessory—A part or assembly attached to or installed in a vehicle or piece of equipment; it is not essential to the operation or safety of the end item.

Active Vehicle Storage—Storage of vehicles in an operational condition which permits their immediate deployment in the event of contingency or war and their use to support exercises.

Activity—A unit physically in existence, with personnel assigned.

AEF Reporting Tool (ART)—Used to report overall UTC status by color. Green means go. All identified personnel and equipment are available. All training has been completed. UTC is ready for deployment within 72 hours. Yellow means Caution. UTC is missing some capability that does not prevent meeting MISCAP and deployment. Identify specific causes in remarks section.

Red means No Go. UTC is missing key capability and is not capable of fulfilling MISCAP. Red UTCs are not eligible for deployment. Identify specific causes in remarks section.

Agricultural Equipment—Equipment designed and used for landscaping, cultivating or processing agricultural products.

Air Force Equipment Management System (AFEMS)—A standard system of equipment management that applies to all AF activities. It enables the AF to determine, authorize, account for and report the types and quantities of equipment required to accomplish the AF mission. It is a primary basis for organizational equipment budget and buy programs.

Allied Trades—A functional element (work center) of Vehicle Management that provides body, upholstery and heat exchanger repairs, painting and machine shop support.

Allowance Standard (AS)—An equipment allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change EAID.

Base Support Plan (BSP)—Used to assess base capability before, during and after wartime or deployment operations. Provides detailed information on unit responsibilities under those conditions.

Bench/Working Stock—A stock of fast moving, parts and materials kept in the working area to speed vehicle repair. The stock does not normally exceed a 30-day supply.

Blanket Purchase Agreement (BPA)—A simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts with qualified sources of supply.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Central Procurement—The procurement of material, supplies or services by an officially designated command or agency, with funds specifically provided for such procurement for the benefit and use of the entire component; or in the case of single managers, for the military departments as a whole.

Co-utilization—A vehicle used by two functions within an organization or two different units using the same vehicle on a part-time basis, during peacetime.

Command Levy—A vehicle shipment tasking validated and assigned to a MAJCOM to effect shipment of a vehicle in support of an operational AF requirement. Issued by WR-ALC, the command levy will include: Shipping instructions (destination, mark for addressee, shipment suspense date, routing and mode of shipment), shipment preparation instructions, tech data needs and spare parts requirements.

Contractor Operated Parts Store (COPARS)—A source of automotive parts operated by a commercial vendor, normally located in Vehicle Management.

Corrosion Control—The treatment required to prevent or correct corrosion on vehicles and equipment. (Reference TO 36-1-191).

Corrosion Control Treatment Facilities—Contract facilities established at POE to treat corrosion on vehicles before shipment overseas.

Cost Center Code—A code assigned to a function or unit, used to accumulate and distribute costs.

Cost-Reimbursement Contract.—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Deficiency—A condition which prevents a vehicle from meeting its designed operational requirements.

Designed Operation Capability (DOC)—Outlines a unit's mission tasking and measurable resources. A unit is equipped and manned based on the DOC statement.

Direct Labor Hour—A unit of time representing the productive effort of one person in 1-hour against a specific vehicle.

Direct Materials—Those materials which can be identified with a specific repair job.

Due In From Maintenance (DIFM)—A repair cycle program in which the maintenance activity obtains a controlled item from SBSS and returns a similar item in either a serviceable, repairable or condemned condition.

Emergency and Special Program (ESP)—Usually a two digit code, placed at end of fund cite, used to charge expenditures to a specific account. ESP codes are normally associated with contingency or disaster relief operations.

Emergency Vehicles—Vehicles designed and used to respond to situations that have caused or may cause injury or death or damage or destruction to property; for example, ambulances and fire trucks.

End Item—A final combination of end products, component parts or materials which is ready for its intended use, e.g., ship, tank, mobile machine shop, aircraft. For our use a vehicle.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization. See also assembly; component; part; subassembly; supplies in Joint Pub 1-02.

Estimated Repair Time—The usual number of labor hours needed to complete a specific repair job. Estimated repair time is either locally established or found in commercial flat rate manuals.

Expanded Mobile Maintenance—The capability to provide a dispersible mobile repair from mobile maintenance trucks to sortie-generating organizations.

Fair Wear and Tear—The deterioration of items attributed to normal usage.

Force Activity Designator (FAD)—A term denoting the operational importance of a weapon system, unit, activity or project; it determines supply priority.

Gross Vehicle Weight (GVW)—The weight of a vehicle, including fuel, lubricants, coolant, on-vehicle tools and spares, cargo, and occupants.

Gross Vehicle Weight Rating (GVWR)—The maximum allowable total weight of a road vehicle that is loaded to capacity, including the weight of the vehicle itself plus fuel, passengers, cargo, and other miscellaneous items such as extra aftermarket options/accessories.

Hazardous Materials (HAZMAT)—Any material that poses a threat to human health and/or the environment. Typical HAZMATs are toxic, corrosive, ignitable, explosive or chemically reactive.

Host—The major commander having jurisdiction over land and other real estate that provides tenants with facilities or services; also, an organization designated by the MAJCOM or by HQ USAF to furnish support.

Indefinite-Delivery Contracts—A delivery order (supplies) or task order contract (services) that does not procure or specify a firm quantity of supplies or services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of the supply or service during the period of the contract.

Indicators—Used to monitor the operation or condition of a management goal.

Indirect Labor—Labor which cannot be directly related to the repair of a specific vehicle (AF Form 1823/1823-1) or item of equipment.

Indirect Materials—Parts and materials that cannot be identified to a specific vehicle (AF Form 1823/ 1823-1) or item of equipment.

Indirect Nonproductive Labor Hours—Labor hours expended that do not represent a direct productive effort in the vehicle maintenance activity.

Installation Deployment Officer (IDO)—The host unit officer who maintains base deployment guidance, and directs and coordinates base deployments under the direction of the Base Commander or equivalent.

Installation Deployment Plan (IDP)—Detailed plan describing how an installation accomplishes deployment. Normally contains specific cargo preparation requirements and UDM responsibilities.

Item Management—Selecting, acquiring and maintaining materials, and controlling inventory.

In-Transit Visibility (ITV)—Describes extensive use of cargo tracking systems to determine location of cargo at any given time.

Joint Use (JU) Vehicle—A vehicle authorized to support a peacetime mission which has also been determined necessary to support an additive wartime requirement.

Latent Defect Clause—A contract clause covering failure of special vehicle components (except commercial design chassis) which result from defective materials or poor quality of work. (Reference TO 36-1-191).

Level A Storage—Vehicles stored in non-operationally ready status. Specific procedures for this level of storage are contained in TO 36-1-191.

Limited Technical Inspection (LTI)—An inspection using AFTO Form 91, to determine the current condition of a vehicle or equipment item. (Reference TO 36-1-191).

Local Purchase—Acquiring a decentralized item of supply from sources outside the DOD.

Low Speed Vehicles (LSV)—Vehicles, whose maximum speed is not greater than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in This item will be loaded in AFEMS AS 019 and managed as a registered vehicle. This category must meet Title 49 CFR 571.500 FMVSS.

Maintenance—All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, cannibalizing and reclaiming parts, accessories and end items. This maintenance includes organizational, intermediate and depot maintenance, plus the following:

1. Commercial Repair-Maintenance of vehicles or equipment accomplished by contract with an approved commercial organization on either a one-time or a continuing basis.
2. Delayed Maintenance-Maintenance that can be delayed without damage to the vehicle or a compromise of safety.
3. Interservice Maintenance (other government agencies)-Maintenance performed by one government agency for another.
4. Intra-service Maintenance-Maintenance performed by one organization, base or station for another within the same governmental department or agency.
5. Mobile Service or Repair-Service or repair performed away from the Vehicle Management shop by a mobile maintenance unit equipped and staffed to provide this support.
6. PM&I-Periodic prescribed inspections or servicing of equipment, accomplished on a calendar, mileage, kilometers or hours-of-operation basis.
7. Recurring Maintenance-Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control or material failure.
8. Unauthorized Maintenance-Repair or service on civilian or non-appropriated fund vehicles; recurring repair or service on non-AF vehicles, except as covered by valid interservice agreements or contract provisions; or repair on an uneconomically reparable vehicle without proper approval.
9. Unscheduled Maintenance-Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

Major Assembly—An assembly of component parts essential to the operation of the end item; for example, the engine, rear axle, transmission and so forth.

Maximum One-Time Repair Allowance—The maximum amount of money that can be expended at any one time for repairing a vehicle or item of equipment. (Reference TO 36-1-191.)

Mission Capability (MISCAP)—Description of what a UTC package, personnel or equipment, must be capable of performing at a deployed location.

Mobility Coded Vehicle—Vehicles and vehicular equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime situation.

Mobility Readiness Spares Package (MRSP)—An air transportable package of war reserve material spares, repair parts and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending re-supply. MRSP may support aircraft, vehicles, communications systems and other systems as appropriate.

Modification—A change in the configuration or functional characteristics of a system or item of equipment.

Military Operations Other Than War (MOOTW)—A wide range of activities where the military instrument of national power is used for purposes other than the large-scale combat operations usually associated with war.

Motor Vehicle—Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Multi-Functional Team—A team of stakeholders responsible for a service acquisition. Includes not only representatives of the technical and procurement communities but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions. This team could be a Business Requirements Advisory Group (BRAG), a Mission Area Acquisition Team (MATT), an Integrated Product Team (IPT), working group, an A-76 IPT or Steering Group, etc.

Nonproductive Indirect Time—Time spent by employees in functions not directly related to the primary mission of the maintenance activity, such as squadron duty, leave and so forth.

Non-REMS Reportable LSV—An LSV purchased with unit funds prior to June 2006 that continues to be managed as an equipment item. This category of LSVs will be assigned prime NSN 2340-00-540-3900, allowance standard 036.

Obsolete Vehicle—A vehicle declared obsolete by the IM because of age or design.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (i.e. golf carts, all- terrain vehicles, quad-runners, etc) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as Other Government Motor Vehicle Conveyances (OGMVC) and assigned prime NSN 2340-00-585-7495 in AFEMS, allowance standard 036.

Operational Plan (OPLAN)—A detailed, written plan used to execute a military operation.

Overhaul—The restoration of an item to a completely serviceable condition as prescribed by a maintenance serviceability standard.

Parts Provisioning—Initial vehicle parts identified for purchase from the manufacturer at the time of vehicle procurement in sufficient quantities to support the expected life of the vehicle. Provisioning also includes additive spares required for contingency support requirements based on MAJCOM requirements at the time of acquisition.

Performance-Based Work Statement—Defines the requirements in terms of results rather than the method of performing the work. It cites reference directives rather than the entire publication. At a minimum a PWS includes a description of services, services summary, government furnished property, and services, and appendices.

Performance Plan—Prescribes the objective in having the services, the goals of the multi-functional team members and their roles and responsibilities (to include the contractor performing the service), and how the multi-functional team will assess contractor performance and manage the contract to obtain efficiencies, improved performance, and cost savings throughout its life.

Pre-positioned Vehicle—A vehicle procured and placed in an overseas location as WRM to reduce critical airlift requirements during contingencies.

Preventive Maintenance & Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. (Reference TO 36-1-191.)

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure regulations. The priority designator is based on a combination of factors which relate the mission of the requisitioner and the urgency of need or the end use. It provides a means of assigning relative rankings to the competing demands placed on the DOD supply system.

Priority Maintenance—The maintenance effort to expedite a vehicle through the shop when the using organization is at or below its minimum essential level.

Qualification Training—Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Quality Assurance—An internal government program developed to assess contractor performance IAW the terms and conditions of the contract and in accordance with contractor's developed Quality Control Program.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

Registered Equipment Management System (REMS)—A system of managing the inventory of AF vehicular equipment.

Registered Vehicle—A vehicle assigned a USAF registration number.

Repair Cycle—The stages through which a repairable item passes from the time of its removal or replacement until it is reinstalled or placed in stock in a serviceable condition.

Replacement Code—A code assigned to a vehicle that designates its eligibility for replacement. (Reference TO 36-1-191.)

Requirement—A need or demand for personnel, equipment, supplies, facilities or services expressed in specific quantities for specific periods and time.

Serviceability Standard—The standard a vehicle must meet or surpass to be satisfactory for operation.

Situation Report (SITREP)—Used to report unit status and concerns to higher headquarters.

Sport Utility Vehicle (SUV)—A high-performance four-wheel drive car built on a truck chassis.

Standard Price—The unit price of an item listed on the appropriate AF stock list. Stock list changes, including the price, are distributed through the SNUD system (DO71) to AF bases.

Status of Resources and Training (SORTS)—Automated data system used to report current status of military forces. Used by higher headquarters to determine unit capability. SORTS information is classified.

Supply Point—Any point where supplies are issued in detail.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation and maintenance of equipment. Services provided to AF activities' vehicles and equipment by the support ALC or the mobility service offices, on a reimbursable basis. (Reference TO 00-25-107).

Technical Order (TO)—An AF publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of AF motor vehicles.

Temporary Mission Support Kit (TMSK)—A predetermined generic list of fly-away spare parts that units with deployment vehicles must requisition, mark, and box to ship with each vehicle prior to its departure. The kit must support the vehicle for a minimum of 30 days.

Tenant—(on-base or a supported installation)-Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host command or that occupies real property under its own jurisdiction but requires support from another AF installation in the same locality. A tenant may belong to the same command as the host organization.

Time Compliance Technical Order (TCTO)—An authorization directive issued to provide instructions to AF activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Time Phased Force Deployment Data (TPFDD)—Deployment listing of cargo and personnel. Key document for deploying units or organizations expecting inbound forces and equipment. Shows UTCs, arrival dates, departure dates, unit information, etc. The TPPDD is classified.

Transient Vehicle—A vehicle belonging to an AF activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

Transportation Control Number (TCN)—Generated by LOGMOD and used to positively identify and track cargo.

Triage Maintenance—An immediate, temporary repair of a battle damaged vehicle during post attack recovery operations in order to support the immediate ongoing mission. Vehicle repair requirements are placed in one of three condition levels:

1. Level A-Immediately returnable to service with minimal or only minor repair.
2. Level B-Repairable, requiring more than 30 minutes of repair work but less than 4 hours.
3. Level C-Repairs will take over 4 hours or vehicle not repairable at all.

Uneconomically Reparable—A vehicle or piece of equipment whose one-time repair estimate exceeds the one-time repair allowance, or whose age or mileage life expectancy has been attained. (Reference TO 36-1-191).

Unit Type Code (UTC)—A five character alphanumeric code that uniquely identifies deployment package. A UTC can consist of personnel, vehicles and/or equipment.

Urgency of Need Designator—A term accompanied by a capital letter (A through C) which establishes the necessity for the acquisition of a resource. Urgency of need designators are used in conjunction with the assigned FAD to establish a position resource demand based on mission importance and the pressure of necessity.

Urgency of need A-Represents a compelling necessity, the lack of which has caused or will cause a mission failure. (Commanding officers must authenticate all urgency of need A demands.)

Urgency of need B-Denotes a need, which has or will cause mission impairment.

Urgency of need C-Represents those resource requirements needed sooner than routine handling will permit.

USAF Management Code—A code assigned to a vehicle for identification purposes.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—The management control functions established for those base activities with assigned vehicles on recurring dispatch. (Reference **paragraph 3.36.**)

Vehicle Design—Vehicles are of two basic designs:

1. Commercial Design-A vehicle designed by the manufacturer as a production model for commercial sale and usage. It is built to the manufacturer's specifications and is purchased by the AF without major changes. Examples are sedans, station wagons, pickup trucks, MHE and so forth. These vehicles are assigned a B, C, D or E designator in their registration numbers.
2. Military Design (M-Series)-A vehicle having military characteristics resulting from military research and development processes, designed primarily for use by forces in the field in direct connection with or support of combat or tactical operations. These vehicles are assigned a K, L or M designator in their registration numbers.

Vehicle or Equipment Equivalent—A unit of measure denoting the maintenance complexity of a vehicle or item of equipment.

Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS)—2T3XX individuals charged with managing the Vehicle Management activity.

War Reserve Materiel (WRM) Vehicles—Those vehicles required in addition to peacetime vehicles, which provide support for forces, missions and activities listed in AF war plans.

Warranty—A contractor guarantee against defective parts or workmanship for a specified period of time. (Reference TO 36-1-191).

Winterization—Prepping a vehicle for cold weather operation. (Reference TO 36-1-7.)

Work Center—A separate section within Vehicle Management that performs service, repair, administrative or support functions.

Work Order—A specific or blanket authorization to perform certain work.

Attachment 2

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

A2.1. This attachment provides guidance and various checklists to assist personnel in performing Vehicle Management duties related to both pre-deployment and in a contingency deployed environment.

Figure A2.1. VEHICLE FLEET MANAGER'S PRE-CONTINGENCY CHECKLIST.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 2 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **VFM'S AND VMS'S PRE-CONTINGENCY CHECKLIST**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
	VFMs and VMSs use this checklist, divided into fight in-place, and deploying unit sections, to ensure their contingency planning requirements are addressed. Expand this list to suit your specific or unique needs.			
	FIGHT IN-PLACE UNITS:			
1.	Have facilities been designated for Vehicle Management functions? If so:			
	a. Are they adequate for mission accomplishment?			
	b. Are they capable of supporting increase in vehicles and personnel due to OPLAN implementation?			
	c. Are they readily accessible for support of the mission?			
	d. Have all existing facility options been exhausted?			
2.	Have steps been taken to obtain necessary shop equipment (include projected inbound equipment listed in TPFDD) required to support the vehicles at fight-in-place base or known forward deployment location?			
3.	Have steps been taken to obtain necessary publications and forms (policy directives, instructions, manuals, TOs, etc.) required to maintain and manage current and projected vehicle fleet?			
4.	Are OLVIMS computers and necessary software modernized and fully operational?			
	a. What about support for known forward deployment/out-load locations?			

NO.	ITEM	YES		
5.	**RE-SUPPLY:**			
	a. Have procedures been established for requisitioning parts and supplies through the applicable LSC?			
	b. Have any BPA requirements for local support been identified?			
	c. Will the operation require facsimile machine for information transfer?			
	d. Is the MAJCOM's concept of spare parts support understood?			
	e. Have any BPA requirements for internet parts sourcing and commercial delivery been identified?			
	f. Have supply procedures been identified and established for known forward deployment/out-load locations?			
6.	Are complete MRSPs or TMSKs available for vehicles deploying to un-established outload locations?			
7.	Has a sufficient mix of skilled Vehicle Management personnel been designated to support contingency operations (include projected inbound forces listed in TPFDD)?			
8.	Are WRM vehicles being stored and parked separately in a secure, enclosed area?			
9.	Are WRM vehicles being exercised according to MAJCOM policy?			
10.	Has a WRM vehicle rotation plan and schedule been developed and implemented?			
11.	Have inbound forces and fight in-place units identified special operating needs (pintle hooks, lights, etc.) required for special mission accomplishment? (These items must be identified for pre-stocking and installation.)			
12.	Are adequate numbers of serviceable fire extinguishers available?			
13.	Does base contingency planning reflect dispersal of assets, vehicles and personnel as needed if attacked?			
14.	Have forward and redeployment operations been planned?			
15.	Have maintenance priorities been established to support contingency operations?			
16.	Have mobile maintenance trucks been authorized and assigned by type and quantity required to meet OPLAN requirements?			
	Deploying Units:			
17.	Are qualified and capable personnel assigned against AEF or OPLAN taskings?			
18.	Have complete ITKs for all deploying members been assembled IAW this instruction?			
19.	Have deploying members received at least required issue of Individual Equipment?			

NO.	ITEM	YES	NO	N/A
20.	Has UTC UFMXK been assembled IAW this instruction?			
21.	Have complete vehicle TMSKs been assembled IAW this instruction and VEMSO guidance?			
22.	Are deploying vehicles the best (most serviceable and maintainable) available?			
23.	Have deploying vehicles been placed in TO 36-1-191 plus condition?			
24.	Are tasked 60K loaders equipped with air transport configuration tools?			
25.	Have contingency TCNs been established for deploying vehicles and/or cargo? Has unit documented TCNs and provided updates to MAJCOM?			
26.	Have deploying members received pre-deployment training IAW this instruction?			

Figure A2.2. MINIMUM CONTINGENCY PUBLICATIONS.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **MINIMUM CONTINGENCY PUBLICATIONS**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
	The following list is considered the minimum publications and TOs needed to operate at a deployed site (electronic copies preferred).			
1.	Do you have a copy of the following materiel management-related publications:			
	a. DOD 4160.21-M, *Defense Materiel Disposition Manual*			
	b. AFPD 23-1, *Materiel Management Policy and Procedures*			
	c. AFI 23-302, *Vehicle Management*			
	d. AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*			
	e. AFMAN 23-110, *USAF Supply Manual*			
	f. AFH 24-320, *Expeditionary Vehicle Management*			
	g. AFCSM 24-1, *On-Line Vehicle Interactive Management System (OLVIMS)*			
	h. TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*			
	i. TO 36Y32-1-142, *Organizational, Direct Support, and General Support Care, Care, Maintenance, and Repair of Pneumatic Tires and Inner Tubes*			

NO.	ITEM	YES	NO	N/A
	j. TO 42B-1-1, *Quality Control of Fuels and Lubricants*			
	k *Vehicle Maintenance Safety Handbook*			
2.	Do you have a copy of the following transportation-related publications:			
	a. DOD 4500.9-R, *Defense Transportation Regulation, Parts II and III*			
	b. AFI 24-301, *Vehicle Operations*			
3.	Do you have a copy of the following NBCC related publications:			
	a. AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*			
	b. AFH 10-222V14, *Guide to Fighting Positions, Obstacles, and Revetments*			
	c. AFH 32-4014V4, *USAF Ability To Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*			
5.	Do you have a copy of the following miscellaneous publications:			
	a. *AFI 64-117, Air Force Government-Wide Purchase Card (GPC) Program*			
	b. *AFH 32-1084, Facility Requirements*			

Figure A2.3. MINIMUM CONTINGENCY FORMS.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **MINIMUM CONTINGENCY FORMS**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
	The following list is considered the minimum forms needed to operate at a deployed site (electronic copies preferred).			
1.	Do you have copies of the AF Form 754, **Work Order Log and Quality Control Record**?			
2.	Do you have copies of the AF Form 1800?			
3.	Do you have copies of the AF Form 1807?			
4.	Do you have copies of the AF Form 1823 or 1823/1?			
5.	Do you have copies of the AF Form 1824?			
6.	Do you have copies of the AF Form 1827 or equivalent computer-generated form?			
7.	Do you have copies of the Vehicle Historical Record, or equivalent computer generated product?			
8.	Do you have copies of the AF Form 1829?			

NO.	ITEM	YES	NO	N/A
9.	Do you have copies of the AF Form 1830?			
10.	Do you have copies of the AF Form 1831?			
11.	Do you have copies of the AF Form 1832?			
12.	Do you have copies of the AF Form 2005 (or AF Form 2413)?			
13.	Do you have copies of the AF Form 2009-1, **Manual Supply Accounting Record**?			
14.	Do you have copies of the DD1348-6, **DOD Single Line Item Requisition System Document *(Manual - Long Form)***?			
15.	Do you have copies of the AFTO Form 91?			
16.	Do you have copies of AF Form 4354**?**			
17.	Do you have copies of AF Form 4355**?**			

Figure A2.4. PRE-DEPLOYMENT TRAINING REQUIREMENTS.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **PRE-DEPLOYMENT TRAINING REQUIREMENTS**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
	Members assigned to an AEF rotation or OPLAN tasking will receive familiarization training when vulnerable for deployment tasking. Training actions will be documented on AF Form 1098. Pre-deployment training will consist of the following subjects:			
1.	Has the deploying member received 40 hours of OLVIMS and AFIS training? (Both mandatory for 2T370s, optional for others.) AFIS is mandatory for deploying X7 with Maintenance Control and Analysis background OLVIMS is mandatory for deploying X7 with Fleet Management background			
2.	Has the deploying member received 8 hours of metal working training? (Mandatory for all 5 and 7-level mechanics if not already qualified) Mig/Arc Torch (cutting and welding) Plasma cutter			

NO.	ITEM	YES	NO	N/A
3.	Has the deploying member received 16 hours of training on parts sourcing? (Mandatory for Materiel Control military personnel and 2T370s) Internet sources GPC use and rules Contracting procedures and capabilities (BPA, service contracts) Contact gaining MAJCOM RSS AF Supply Handbook familiarization			
4.	Has the deploying member received 16 hours of unique vehicle familiarization training? Deicers (if applicable) Snow removal (if applicable) 463L support (for non C-shreds) Fire truck support (for non A-shreds)			
5.	Has the deploying member received 4 hours of publication familiarization training? Vehicle Management Expeditionary Handbook Familiarization Safety Handbook Familiarization AFIs and TOs on deployment CD			

Figure A2.5. DEPLOYMENT INDIVIDUAL GUIDE.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 1 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **DEPLOYMENT INDIVIDUAL GUIDE**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
	Members assigned to an AEF rotation or OPLAN tasking need to be fully equipped with mandatory items listed below: **Note:** Whenever possible items should be stored in waterproof bags.			
1.	Does the member have steel toe-boots?			
2.	Does the member have a reflective belt?			

NO.	ITEM	YES	NO	N/A
3.	Does the member have dog tags?			
4.	Does the member have eye protection?			
5.	Does the member have leather gloves?			
6.	Does the member have a military ID card that will not expire during the projected timeframe of their deployment?			
7.	Does the member have hearing protection?			
8.	Does the member have flashlight (with extra batteries)?			
9.	Does the member have current Leave and Earning Statement (LES)?			
	NOTE: Mandatory items above are in addition to any other unit-required items.			
	Members assigned to an AEF rotation or OPLAN tasking should consider taking the following items:			
10.	Does the member have Leatherman Tool or equivalent?			
11.	Does the member have clothesline?			
12.	Does the member have insect repellant?			
13.	Does the member have alarm clock?			
14.	Does the member have twine or string?			
15.	Does the member have work gloves (mechanic style)?			
16.	Does the member have coat hangers?			
17.	Does the member have sunglasses and sun-block?			
18.	Does the member have sewing kit?			
19.	Does the member have pad lock?			
20.	Does the member have coveralls?			
21.	Does the member have laundry detergent (if needed)?			
22.	Does the member have athletic gear?			
23.	Does the member have scissors and duct tape?			

Figure A2.6. 2T3X1, 2T3X2A/C, 2T3X5 and 2T370 ITK.

ALL PURPOSE CHECKLIST	**PAGE 1 OF 1 PAGES**	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **2T3X1, 2T3X2A/C, 2T3X5 and 2T370 ITK**	**OPR**	**DATE**

NO.	**ITEM**	**YES**	**NO**	**N/A**
	Members assigned to an AEF or OPLAN tasking need to be fully equipped. Minimum ITK contents are listed below (unless specifically authorized to deviate by MAJCOM Vehicle Management Staffs).			
1.	Does the ITK have SAE and metric wrench sets (combination, open end, box end, etc)?			
2.	Does the ITK have SAE and metric socket sets (1/4, 3/8 and1/2)?			
3.	Does the ITK have flat tip and phillips screwdrivers?			
4.	Does the ITK have torx bits or a driver set?			
5.	Does the ITK have a hacksaw with extra blades?			
6.	Does the ITK have a test light with extra bulb?			
7.	Does the ITK have a multi-meter with leads?			
8.	Does the ITK have electrical tape?			
9.	Does the ITK have a flashlight with extra batteries?			
10.	Does the ITK have a hammer selection?			
11.	Does the ITK have pliers?			
12.	Does the ITK have files?			
13.	Does the ITK have a punch set?			
14.	Does the ITK have a chisel set?			
15.	Does the ITK have wire connector crimper?			
16.	Does the ITK have side cutters?			
17.	Does the ITK have a pry bar?			
18.	Does the ITK have flare wrenches?			
19.	Does the ITK have adjustable wrenches?			
20.	Does the ITK have a grease gun?			

NO.	ITEM	YES	NO	N/A
21.	Does the ITK have pipe wrenches?			
22.	Does the ITK have other AFSC-specific items?			

Figure A2.7. 2T3X7 ITK.

ALL PURPOSE CHECKLIST	PAGE 1 OF 1 PAGES	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA 2T3X7 ITK	OPR	DATE

NO.	ITEM	YES	NO	N/A
	Members assigned to an AEF or OPLAN tasking need to be fully equipped. Minimum content items are listed below (unless specifically authorized to deviate by MAJCOM Vehicle Management Staffs).			
1.	Does the ITK have laptop computer equipped with:			
	a. Current AF Standard Office Package (MS Outlook, Word, Excel, PowerPoint)?			
	b. Floppy and CD-RW/DVD drive?			
	c. Current and fully operational versions of OLVIMS and AFIS?			
	d. IMT Viewer forms viewing software?			
	e. Internet capability (modem, Ethernet, etc.)?			
	f. Adobe PDF document reading software?			
2.	Does the ITK have a printer (with extra ink or toner)?			
3.	Does the ITK have a fax (with extra ink or toner)?			
4.	Does the ITK have CD-RWs?			
5.	Does the ITK have removable storage media (floppy discs, USB flash card, etc.)?			
6.	Does the ITK have work order jackets?			
7.	Does the ITK have file folders?			
8.	Does the ITK have paper?			
9.	Does the ITK have general office supplies (30 day supply)?			

Figure A2.8. MATERIEL CONTROL ITK.

ALL PURPOSE CHECKLIST	**PAGE 1 OF 1 PAGES**	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **MATERIEL CONTROL ITK**	**OPR**	**DATE**

NO.	**ITEM**	**YES**	**NO**	**N/A**
	Members assigned to an AEF or OPLAN tasking need to be fully equipped. Minimum ITK content items are listed below (unless specifically authorized to deviate by MAJCOM Vehicle Management Staffs).			
1.	Does the ITK have laptop equipped with:			
	a. Current AF Standard Office Package (MS Outlook, Word, Excel, PowerPoint)?			
	b. Floppy and CD-RW/DVD drive?			
	c. Internet capability (modem, Ethernet, etc.)?			
	d. FEDLOG?			
	e. IMT Viewer forms viewing software?			
	f. Adobe PDF document reading software?			
2.	Does the ITK have a printer (with extra ink or toner)?			
3.	Does the ITK have a fax (with extra ink or toner)?			
4.	Does the ITK have CD-RWs?			
5.	Does the ITK have removable storage media (floppy discs, USB flash card, etc.)?			
6.	Does the ITK have file folders?			
7.	Does the ITK have paper?			
8.	Does the ITK have general office supplies (30 day supply)?			

Figure A2.9. UFMXK MANDATORY CONTENTS.

Mandatory UTC contents may be refined after publication of this AFI. Verify required contents with UDM or IDO. The most current inventory list can be accessed in LOGMOD.

Equipment					
Item	**Nomenclature**	**Quantity**	**Unit**	**Haz**	**Notes**
1.	Jumper Cables	2	ea		20 Feet
2.	Portable Generator	1	ea	X	
3.	Portable Air Compressor	1	ea	X	
4.	Portable Jump Start Unit	1	ea	X	
5.	Jack, 10-Ton	1	ea		
6.	Jack, 4Ton	1	ea		
7.	Jack Stands, 5-Ton	2	set		
8.	Jack Stands, 10-Ton	1	pair		
9.	Air Hose, 50 Foot With Ends	4	ea		with extra ends
10.	Extension Cords, 100 Feet	3	ea		
11.	Drop Lights With Bulbs	2	ea		
12.	Vise	1	ea		
13.	Circular Saw With Blades	1	ea		extra blades
14.	Electric Drill With Indexes	1	ea		two indexes
15.	Drain Pans	5	ea		
16.	Funnels (Various)	5	ea		
17.	Shop Rags	200	ea		
18.	Chains For Towing And Lifting	2	ea		
19.	Battery Charger, 12/24 Volt	1	ea		
20.	Suction Pump	1	ea		
21.	VIDMAR cabinets	4	ea		Short for table
22.	Battery/Charging/Starting System Tester	1	ea		
23.	Solder Gun/Torch	1	ea	X	
24.	Oil Can With Spout	2	ea		
25.	Cargo Straps	10	ea		Inside pallet

Tools					
Item	**Nomenclature**	**Quantity**	**Unit**	**Haz**	**Notes**
1.	¾" Wheel Socket Set	1	set		
2.	Tire Tools	1	set		
3.	Hammer, Carpentry Type	2	ea		
4.	Impact Socket Set	1	ea		
5.	Impact Wrench, ½" Drive	1	ea		
6.	Impact Wrench, ¾" Drive	1	ea		
7.	¾" Socket Set	1	set		
8.	Adjustable Wrench (Big)	2	ea		3, 4, 5 inch mouth
9.	Torque Wrench, 3/8" Drive	1	ea		
10.	Torque Wrench, ½" Drive	1	ea		
11.	Tap And Die Set	1	set		
12.	Fluke Meter	1	ea		
13.	Pry Bars	1	set		
14.	Pipe Wrench (48")	2	ea		4, 5, 6, inch mouth
15.	Brake Tool Set	1	set		
16.	Tool Box (3 Drawer Hand Carry)	3	ea		
17.	Tools Small Assortment	3	ea		
18.	Gasket Paper	1	roll		
Chemicals (Include MSDSs)					
Item	**Nomenclature**	**Quantity**	**Unit**	**Haz**	**Notes**
1.	Oil 5 Gallon Container	5	gal	X	
2.	Antifreeze 1 Gallon Container	10	gal	X	
3.	Transmission Fluid 5 Gallon	3	gal	X	
4.	RTV Tube	10	ea	X	
5.	Denatured Alcohol	5	gal	X	
6.	Batteries (Gel Sealed)	8	ea	X	
7.	WD-40	10	can	X	
8.	Brake Clean	5	gal	X	

Item	Nomenclature	Quantity	Unit	Haz	Notes
9.	Commercial JP-8 Additive	12	can	X	
10.	Gear Oil	5	gal	X	
11.	Grease Lube	12	tube	X	
12.	Oil 10W	5	gal	X	
13.	Brake Fluid	2	gal	X	
14.	Brake Fluid (Silicone)	1	gal	X	
Working Stock					
Item	**Nomenclature**	**Quantity**	**Unit**	**Haz**	**Notes**
1.	Common Nuts, Washers And Bolts, Standard	1	set		Standard
2.	Common Nuts, Washers And Bolts, Metric	1	set		Metric
3.	Electric Wire Kit	1	kit		
4.	Wire Connector Kit	2	kit		
5.	Battery Cable Making Kit	1	kit		
6.	Fuses Various Standard Sizes	1	kit		
7.	Wire Ties	4	pack		
8.	Teflon Tape	5	roll		
9.	Gasket material Roll (Big)	1	roll		
10.	Electrical Tape	5	roll		
11.	Wiper Blades Kit	1	kit		
12.	O-Ring Kit	1	kit		
13.	Hose Clamps (Various Sizes)	1	kit		
14.	Fuel Hose Kit	1	kit		
15.	Vacuum Hose Kit	1	kit		
16.	Light Bulb Assortment Kit	1	kit		
17.	M-Series Light Bulbs (Various)	1	kit		
18.	Universal Ignition Switches	5	ea		
19.	Hydraulic Hose Quick Repair Kit	2	kit		

Item	Nomenclature	Quantity	Unit	Haz	Notes
20.	Tire Plug And Patch Kit	1	kit		
21.	Duct Tape	10	roll		
22.	Trash Bags (Large)	1	box		
23.	Trash Bags (Small)	1	box		
24.	First Aid Kit	1	ea		
25.	Safety Wire	1	roll		
26.	Brake Line Assortment	1	kit		
27.	Heater Hose Assortment	1	kit		
28.	Auto Bulbs (Various Sizes)	1	kit		
29.	Copper Tubing Assortment	1	kit		
Office Equipment					
Item	**Nomenclature**	**Quantity**	**Unit**	**Haz**	**Notes**
1.	Paper	2	box		
2.	Pencils	5	box		
3.	Pens	5	box		
4.	Staplers	3	ea		
5.	Folders	4	box		
6.	Computer Disc	10	box		
7.	Printer	2	ea		
8.	Computers	2	ea		
9.	Highlighter (Yellow)	2	box		
10.	Memo Pad	2	box		
11.	Self-Stick 3" By 5"	2	box		
12.	AFI 23-302	1	ea		On Computer
13.	OLVIMS	1	ea		On Computer
14.	TOs (Various)	1	ea		On Computer
15.	Surge Protectors	2	ea		

NOTE: This inventory contains mandatory items required for UTC UFMXK, Transportation Vehicle Management Support Kit. This kit is designed to be light and lean ensuring timely arrival at deployed location. Additional items can only be added after MAJCOM Vehicle Management Staffs approval for unique situations.

A2.2. MAJCOM CAT Procedures. This attachment provides general guidance to personnel staffing CATs or equivalent, at the MAJCOM-level.

A2.2.1. Personnel filling these positions are considered FAMs. They are responsible for identifying, sourcing and tracking resources used to support crisis or contingency operations. The FAM also ensures the sourced base is not over-tasked (more than what is postured in that AEF). To perform these duties, the FAM needs to understand the mobility process, TPFDD, ART and Air Force-Wide Unit Type Code Availability and Tasking Summary (AFWUS). The following training courses are highly recommended:

A2.2.1.1. Joint Operation Planning and Execution System (JOPES) Course. JOPES supports crisis action planning and management of deployment operations.

A2.2.1.2. Deliberate and Crisis Action Planning and Execution Segments (DCAPES) Course. DCAPES is a classified part of the Global Command and Control System (GCCS) and links AF planners to Joint war planners.

A2.2.1.3. MAJCOM-specific functional training.

A2.2.1.4. Contingency Wartime Planning Course (CWPC). CWPC educates FAMs in the art and science of contingency war planning.

A2.2.2. TPFDD Actions. The FAM will need to determine what taskings are in the TPFDD and who they are for. This section is designed to enable the FAM to extract that information. After accessing the TPFDD, complete data retrieval by using the following steps:

A2.2.2.1. The first step is to sort the Service Reserve Code column. (See **Figure A2.10.**, Typical MAJCOM Codes.)

Figure A2.10. TYPICAL MAJCOM CODES.

MAJCOM	Code
ACC	1C
AETC	0J
AFMC	1M
AFRC	0M
AFSOC	0V
AFSPC	1S
AFOSI	O7
AMC	1L

MAJCOM	Code
ANG	4Z
JCSE	41
CENTAF	3X
PACAF	0R
USAFA	0B
AFDW	2W
USAFE	0D

Note:

Use "*" on end of code to see Guard and Reserve requirements (e.g. 1C* for ACC).

A2.2.2.2. The second step is to sort the OPLAN column. The Deployment Plan Identification Designators (PID) has a "D" on the end. Redeployment PIDs have an "R" (e.g. PID 111A**D** = deployment and 111A**R** = return). The PID identifies a specific OPLAN that has been implemented.

A2.2.2.3. The third Step is to sort the UTC column:

A2.2.2.3.1. The LRS/Transportation 2TXXX AFSC UTCs begin with UF.

A2.2.2.3.2. The LRS/Supply 2SXXX AFSC UTCs begin with JF.

A2.2.2.3.3. The LRS/Fuels 2FXXX AFSC UTCs begin with JF.

A2.2.2.3.4. The LRS/Logistics Plans 2GXXX UTCs begin with XF.

A2.2.2.3.5. LRS officer 21RX (21T/21S/21G) UTCs begin with 9LR.

A2.2.2.4. The fourth step involves sorting the PCD column. Sorting on blanks (in column) identifies all the requirements (ULNs) that need FAM immediate action.

A2.2.2.4.1. FAM should perform the following:

A2.2.2.4.1.1. Ensure base is only tasked for what is postured in AFWUS. ***Note:*** A unit may be tasked with a UTC that is not listed in the AFWUS as long as they have a UTC with the same capability imbedded, for example same AFSCs are available in other UTCs.

A2.2.2.4.1.2. Ensure base is only tasked for UTCs reported as useable in ART.

A2.2.2.4.1.3. Notify UDM of taskings.

A2.2.2.4.1.4. Coordinate with AEFC on any changes required.

A2.2.2.5. The fifth step requires inserting the appropriate PCD validation codes.

A2.2.2.5.1. Different plans require different validation codes depending on timeframe. The tasking MAJCOM (owner of PID) will provide guidance as necessary. Submit codes for each ULN to JOPES element or equivalent for DCAPES update.

A2.2.3. AFWUS Actions. Completing the AFWUS Action requires the completion of the following 3 steps:

A2.2.3.1. First, sort by base, then unit, then UIC and finally by AEF.

A2.2.3.2. Second, match the TPFDD tasking against AFWUS posturing. Taskings cannot exceed amount of UTCs postured or coded as usable in ART.

A2.2.3.3. Lastly, ensure the base is not over tasked. Compare TPFDD tasking to UTCs postured in that AEF. Tasking cannot exceed postured capability. FAM can also look at other units within the same paired AEF and, if required, can request AEFC to re-source to a less tasked unit. Re-sourcing can't interfere with the teaming guidelines.

A2.2.4. ART Actions. Perform the following to complete the ART Action:

A2.2.4.1. Select the base, unit and UTC series.

A2.2.4.2. Match the TPFDD taskings against the reported UTCs. The FAM ensures the unit has not been tasked to support more than what is qualified to go based on what the unit has reported.

A2.2.5. The following are some useful links:

A2.2.5.1. Air Force Manpower Agency (AFMA) page at **https://www.afma.randolph.af.mil/orgunits/MAS/WartimeReadiness/MANFOR.asp**. It includes MISCAP Statements (Unclassified Only), Manpower Details, MANFOR Summary Information and UTC Registration Updates (Canceled UTCs, Deleted UTCs, MAJCOM Transfers & UTC Title Changes).

A2.2.5.2. For classified MISCAPs use the SIPRNET URL address for AFMA at **http:\\www.anmcc.nmcc.smil.mil\~dr101rlb\afmrf1.html**.

A2.2.6. Review AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, for additional guidance on ART reporting and AFI 10-403, *Deployment Planning and Execution*, for additional guidance on deployments.

A2.3. VM&A Vehicle Deployment Processing. The following paragraphs outline vehicle-processing requirements for deployments. It is crucial that all the following steps are completed correctly.

A2.3.1. Some of the supplies you will need during vehicle processing are large envelopes, black markers and tape.

A2.3.2. The following are the required documents:

A2.3.2.1. AF Form 1800/1807 (signed for current day).

A2.3.2.2. Waiver card.

A2.3.2.3. DD Form 518, Accident Identification Card.

A2.3.2.4. AF Form 1297, Temporary Issue Receipt.

A2.3.2.5. SF 91.

A2.3.2.6. Copy of Vehicle LTI.

A2.3.2.7. Vehicle Historical Data Record.

A2.3.2.8. DD Form 1348-1A (copy #2).

A2.3.3. You should consider reviewing the following source documents:

A2.3.3.1. Schedule of Events (SOEs).

A2.3.3.2. Any document the UDM submits that includes the UTC and the deploying vehicle.

A2.3.3.3. VAL with UC "A" if applicable. Not all deployment tasked vehicles are loaded UC "A".

A2.3.4. Complete the following steps for vehicle package preparation:

A2.3.4.1. Collect and prepare all documents that go into the envelope.

A2.3.4.2. Ensure the AF Form 1800/1807 is signed off for current day.

A2.3.4.3. Have deploying equipment custodian sign DD Form 1348-1A in the appropriate block.

A2.3.4.4. Place copy #2 of DD Form 1348-1A into the envelope.

A2.3.4.5. Keep copy #1 for VM&A files.

A2.3.4.6. Issue a signed copy of AF Form 1297 to the deploying equipment custodian and retain signed original for VM&A files.

A2.3.4.7. Place all the following documents into folder:

A2.3.4.7.1. AF Form 1800/1807 (signed for current day).

A2.3.4.7.2. Waiver card.

A2.3.4.7.3. DD Form 518.

A2.3.4.7.4. AF Form 1297.

A2.3.4.7.5. SF 91.

A2.3.4.7.6. Copy of vehicle LTI.

A2.3.4.7.7. Vehicle Historical Data Record.

A2.3.4.7.8. DD Form 1348-1A (copy #2).

A2.3.4.8. Mark outside of envelope with vehicle registration # in large black letters.

A2.3.4.9. Instruct deploying equipment custodian to tape envelope on inside of vehicle window with registration # showing outside of window; do not block out the driver's vision.

A2.3.4.10. Fill out the actions processing log for deploying vehicles.

A2.3.4.11. Update AFIS and SBSS. **Process Complete.**

A2.4. TMSK. Individual vehicle TMSK is developed and requisitioned for each specific vehicle that is designated to deploy. Vehicle specific listings are available for download from the VM CoP. These spares are requisitioned, assembled and boxed for deploying vehicles when they are designated for shipment. These spares are required to sustain vehicles operating in adverse conditions for a 30-day period. The components listed in **Figure A2.11.** and **Figure A2.12.** contains both specific and general support recommended items for vehicles.

Figure A2.11. VEHICLE SPECIFIC TMSK ITEMS.

Vehicle Specific: **Nomenclature**	**Vehicle Specific:** **Nomenclature**
Starter, Solenoid, Relay	Alternator and Voltage Regulator
Ignition System (including points, plugs, distributor cap, rotor, ignition wire set and electronic ignition parts)	Brake System, (including master cylinder, wheel cylinder, caliper, and front and rear flexible brake hoses)
Filters (2 or 3 changes) (fuel, air and oil)	Belts
Hoses (upper and lower radiator and by-pass hoses)	Water Pump
Battery (dry charge)	Wheel Seals and Bearings
U-Joints	Extra Keys (1 for switch and door locks)
Throttle Body Injectors	Injectors (diesel) 1 set
Injector Pump Kits (diesel)	Power Steering Pump (if equipped)
Spare Wheel/Tire (mounted)	

Figure A2.12. GENERAL SUPPORT TMSK ITEMS.

General Support: **Nomenclature**	**General Support:** **Nomenclature**
Metal Tubing	Nuts, Bolts, Screws and Washers (assorted)
Heater Hose	Universal Wire Terminals and Connectors
Gasket Material (paper and cork)	Lug Nuts and Studs (Right/Left Hand Threads)
Drum Faucets	Radiator Caps and Sealer
Wire (electrical, sizes 12, 14, 16, 18 and 20 gauge, 100 feet)	Starting Fluid
Bulbs and Head Lamps	Flexible Exhaust Pipe

General Support: **Nomenclature**	**General Support:** **Nomenclature**
Cotter Pins	Drain Cocks
Universal Battery Terminal Connectors and Cables	Flashers. 12 and 24 Volt
Freeze Plugs (assorted)	Solder, Acid and Rosin Core
Gas Caps	Electrolyte and Neutralizer
Tape (electrical and anti-seize)	Grease, Chassis and Wheel Bearing
Exhaust Hangars and Clamps	Hydraulic Fluid
Tire Silicon Spray, Repair Kits and Valve Stems	Automatic Transmission Fluid
Tubing Fitting Assortment	Motor Oil (assorted grades)
Assorted Keys, Woodruff and Straight	Liquid Wrench
O-Ring Kits and Splicing Kits	Mineral Spirits
Lubricants (packaged POL)	
Anti-Freeze, Brake Fluid,WD-40, Gear Oil	
Gunk	

Attachment 3

MONTHLY USED VEHICLE AND EQUIPMENT MICAP REPORTABLE STANDARD SRD

Figure A3.1. Vehicle SRDs.

SRD	Mgt Code	SRD Narrative (Vehicle Type)
RDA	B141	BUS, CONVERTIBLE AMBULANCE
RF1	B163	AMBULANCE, MODULAR, 4X4
RF9	B180	TRUCK, MULTISTOP, 4X2, DED
RWG	B361	TRUCK, TRACTOR, ***RRR/ADR VEHICLES ONLY**
RWH	B401	TRAILER, TLT DECK 22 FT, ***RRR/ADR VEHICLES ONLY**
RWJ	B417	TRAILER, 60T, LOWBOY ***RRR/ADR VEHICLES ONLY**
RGG	C116	TRUCK, WRECKER
RWE	C122	P-30 FIRE TRUCK
RGW	C242	TRUCK, 9T HI LIFT 6X4
RWA	C243	TRUCK SERVICING 3T HIGH LIFT
REX	C355	TRACTOR, TOWING, SUPT EQUIP
RWV	C359	FLIGHT LINE TOW TRACTOR (4X4)
G9S	C999	LAVATORY SERVICING TRUCK 1730-01-077-7350
G9T	C999	LAVATORY SERVICING TRUCK 1730-00-981-7605
G7Y	C999	AIRCRAFT DEICER TM1800
GYZ	C999	MHU-124/E TRUCK AERIAL STORES
RDC	C507	TRUCK, RESPONSE CONV ARMOR
RF8	C508	SEDAN, ARMORED
RE6	C515	CRANE, ENGINE CHANGE, 8.5 TON
RWV	C359	TRACTOR TOWING, SUPPORT EQUIPMENT 4X4
RDD	D508	CRANE, SELF PROPELLED 20&29 TON
RFN	D510	CRANE, SELF PROPELLED 41&65 TON
RWD	D515	CRANE 7 ½ TON LRT-100 KOEHRING
RWK	D531/C324	TRUCK, DUMP, 4X2 * **RRR VEHICLES ONLY**

SRD	Mgt Code	SRD Narrative (Vehicle Type)
RWM	D539	TRUCK, DUMP, 6X4 ***RRR/ADR VEHICLES ONLY**
RWN	D569	TRACTOR, FULL SIZE T-7 ***RRR/ADR VEHICLES ONLY**
RDH	D580	SNOW REMOVAL UNIT ROTARY
RFQ	D580A	SNOW REMOVAL UNIT ROTARY
RDJ	D581	SNOW REMOVAL UNIT ROTARY
RDK	D582	TRUCK, SNOW PLOW 34000/36000G
RDL	D583	TRUCK, SNOW PLOW 5700G
RDY	D594	CLEANER VACUUM TRUCK MOUNTED MULTIPURPOSE
RWP	D607	SWEEPER, ROTARY, ***RRR/ADR VEHICLES ONLY**
RDN	D624	SWEEPER, SNOW AIR BLAST
RDQ	D631	LOADER, PNEUMATIC TIRE
RWQ	D632	LOADER, SCOOP, ***RRR/ADR VEHICLES ONLY**
RGP	D633	LOADER SCOOP PT 4CU YD
RDP	D640	LOADER, TRACKED 2-1/2 CY
RWR	D652	GRADER, SIZE 5 ***RRR/ADR VEHICLES ONLY**
RGQ	D653	GRADER, ROAD, MOTORIZED, ARTICULATING
RDR	D655	GRADER, ROAD, MOTORIZED, RIGID FRAME
RWS	D681	ROLLER, VIBRATOR, ***RRR/ADR VEHICLES ONLY**
RDS	D731	TRUCK, DISTRIBUTOR WATER 1500 GALLONS
RWT	D753	EXCAVATOR, WHEELED, ***RRR/ADR VEHICLES ONLY**
RFY	E801	4K WAREHOUSE TUG
R1A	E816	4K WAREHOUSE FORKLIFT (DIESEL)
RFU	E819	6K VARIABLE REACH FORK LIFT
RDT	E820	TRUCK, FORKLIFT DIESEL 6KRT
RGT	E822	TRUCK, FORKLIFT DED 6200# STANDARD
RD2	E824	TRUCK, FORKLIFT 15000 DED STANDARD
RFW	E828	22K AIS FORKLIFT VEHICLE
RDU	E832	TRUCK LIFT FORK
RGS	E934	TRUCK WIDE BODY LOADER, 15K
RDV	E935	25K CARGO LOADER AIRCRAFT TRUCK (463L)

SRD	Mgt Code	SRD Narrative (Vehicle Type)
RGX	E936	HALVERSON LOADER
RFR	E940	40K CARGO LOADER AIRCRAFT TRUCK (463L)
RGV	E945	60K CARGO LOADER AIRCRAFT TRUCK (463L)
RDZ	E950	TRUCK,FORKLIFT,HK,4K PNEUMATIC TIRE
RGZ	E956	10K STANDARD FORKLIFT VEHICLE 463L
RD4	E958	TRUCK, FORKLIFT 10000# AT 463L
RGU	E959	TRUCK, FORKLIFT ALL-TERAIN LARGE 13K
RGA	E972	CARGO LOADER AIRCRAFT TRUCK 25K
RGN	E979	50K CONTAINER HANDLER
RGD	F380	TRUCK, TRACTOR W/CRANE M.A.N.
RF3	K194	TRUCK, CUCV, 4X4, M1009
RF7	K196	TRUCK, CUCV, 4X4, M1008
RGR	K197	TRUCK, SHELTER CARRIER TACTICAL 1-1/4 TON 4X4
RD6	K212	TRUCK, SHELTER CARRIER, 4X4, M1028
RFL	K248	TRUCK, CARGO, 6X6, 21,000-23,999 GVW
RGB	K251	TRUCK, CARGO 5TON DROPSIDE
RGC	K251	TRUCK, CARGO 5TON DROPSIDE W/O WINCH (M923)
RD7	K371	TRUCK, 21000-23999 GVW
RD9	K371	TRUCK, TRACTOR 6X6 5-TON (M932)
RFG	K450	TRAILER, CARGO, ¼ TON M4
RFE	K453	TRAILER, CARGO 1 TON M101
RFF	K454	TRAILER, CARGO 1.5T M416
RG9	K459	TRAILER, 5 TON, M1061
RWU	L114	TOW AND RECOVERY, FIELD REPAIR, MOBILE C
RGE	L115	TRUCK, WRECKER 10 TON 8X8 M.A.N.
RGH	L123	TRUCK, FIRE AERIAL PLATFORM TRUCK P-21
REA	L125	TRUCK, FIRE PUMPER 530-53
REK	L127	TRUCK, FIRE COMMERCIAL WATER P-18
RGJ	L128	TRUCK, WATER TANKER P-26
REC	L130	TRUCK, FIRE PUMPER, P-8 OR P-24

SRD	Mgt Code	SRD Narrative (Vehicle Type)
RED	L133	TRUCK, FIRE PUMPER, P-12 OR P-22
REG	L143	TRUCK, FIRE CRASH, P-2 OR P-23
RGK	L144	TRUCK, FIRE MINI PUMPER P-27
REH	L145	TRUCK, FIRE CRASH P-19
REL	L149	TRUCK, FIRE CRASH P-10
REM	L152	TRUCK, FIRE CRASH P-13/P-20
RF2	L153	TRUCK, FIRE CRASH P-15
RG4	L191	TRUCK, WEAPONS MAINTENANCE
RFP	L271	TRUCK, REFUELER HYDRANT R-12
RER	L275	TRUCK, FUEL SERV. 6000 GA R-11
RFK	L315	TRUCK, LIQUID NITROGEN
RET	L350	TRACTOR AIRCRAFT TOW MB-2
REU	L351	TRACTOR AIRCRAFT TOW MB-4
REV	L353	TRACTOR AIRCRAFT TOW U-18
REW	L354	TRACTOR AIRCRAFT TOW U-30
RE3	L382	SEMI-TRAILER OXIDIZER TRA
RE2	L385	SEMI-TRAILER UDMH,4000G, R17
RE4	L389	SEMI-TRAILER COMPRESSED GAS
RE5	L390	TRAILER LO/LN RECHARGER
RE1	L426	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 3-TON M720
RFC	L427	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 5-TON M832
REY	L428	DOLLY SET, LIFT, TRANSPORTABLE SHELTER, 7-1/2 TON M1022
RFH	L486	TRAILER CHASSIS 2 & 3 TON
RFB	L504	CARRIER, PERSONNEL, ARMOR
RF4	L530	TRUCK, HMMWV, 1 ¼ TON, M998, M1026, M1038
RGF	L531	TRUCK, HMMWV, M1025A2
RG8	L532	TRUCK, HMMWV, M1116
RFA	L535	TRUCK, HMMWV, M1145
RWC	L999	RESCUE TRUCK FOR HAZ MAT/AIRCRAFT A/S32P

SRD	Mgt Code	SRD Narrative (Vehicle Type)
GX3	W224	R-14 AIR TRANSPORTABLE HYDRANT SYSTEM

NOTE: *MICAP Reportable SRD's for these management codes apply only to those assets assigned against RRR or ADR package authorizations. Vehicle Management activities using these SRD's should be prepared to validate the asset in fact is assigned to a RRR or ADR authorization. The VAL maintained in the VM&A section is the primary source document for supporting use of these SRD's.

Attachment 4

VEHICLE REPLACEMENT CODES

A4.1. Vehicle Replacement Codes. VM&A assigns these codes. Replacement codes have a direct impact on replacement vehicle programming. An explanation of each code is listed below.

A4.1.1. A - Life expectancy in years and miles/kilometers/hours reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.2. B - Life expectancy in years reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.3. C - Life expectancy in miles/kilometers/hours reached or exceeded and cost of repairs exceeds the one-time repair allowance.

A4.1.4. D - Repair estimate exceeds the one-time repair allowance.

A4.1.5. F - Used when the IM has declared the vehicle obsolete.

A4.1.6. G - Life expectancy in years and miles/kilometers/hours reached or exceeded.

A4.1.7. H - Life expectancy in years reached or exceeded.

A4.1.8. J - Life expectancy in miles/kilometers/hours reached or exceeded.

A4.1.9. K - Life expectancy in years and miles/kilometers/hours will be reached within 1 year.

A4.1.10. L - Life expectancy in years will be reached within 1 year.

A4.1.11. M - Life expectancy in miles/kilometers/hours will be reached within 1 year.

A4.1.12. N - Life expectancy in years and mile/kilometers/hours will be reached within 2 years

A4.1.13. P - Life expectancy in years will be reached within 2 years.

A4.1.14. Q - Life expectancy in miles/kilometers/hours will be reached within 2 years.

A4.1.15. R - Vehicle has reached or exceeded half of its programmed life expectancy in years.

A4.1.16. S - Assigned to depot repaired vehicles.

A4.1.17. T - Will be assigned when replacement codes A through S and U do not apply.

A4.1.18. U - Vehicle under new or remanufacture warranty (other than depot).

Attachment 5

VEHICLE MANAGEMENT TRAINING

Figure A5.1. Vehicle Management Training Checklist.

ALL PURPOSE CHECKLIST		**PAGE 1 OF 2 PAGES**		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **VEHICLE MANAGEMENT TRAINING CHECKLIST**		**OPR**	**DATE**	
NO.	**ITEM**	**YES**	**NO**	**N/A**
1.	Is the VFM or VMS actively involved with the training program and trainee progress (e.g., receive weekly/monthly status briefings, interview with trainees prior to EOC exams, etc.)?			
2.	Do trainers conduct a safety briefing for trainees prior to task training? Are unique vehicle hazards identified (i.e., wrap, crush and pinch points)?			
3.	Are shop personnel assigned to AEF rotations receiving familiarization training when vulnerable for deployment tasking IAW **Figure A2.4.** Pre-Deployment Training Requirements? Are training actions documented on AF Form 1098?			
4.	Has the VFM or VMS developed timelines for task and CDC completion?			
5.	Is the Vehicle Management Training Leader overburdened with additional duties that prevent effective management of the training program?			
6.	Does the Vehicle Management Training Leader conduct quarterly reviews of all AF Form 623s?			
7.	Does the training program have effective rotation program/established schedule?			
8.	Does the training program include in-house training classes?			
9.	Does the supervisor conduct and document an initial evaluation to determine current skills on newly assigned personnel within 60 days of arrival?			
10.	Does the VFM and VMS strictly enforce the 30-day per volume rule?			
11.	Does the Vehicle Management Training Leader coordinate with the UTM and the MAJCOM to obtain needed training from AETC and commercial training sources?			
12.	Does the Vehicle Management Training Leader ensure the training plan reflects qualification requirements in each task a trainee is required to perform?			
13.	Does the training program focus on both upgrade and qualification training?			

NO.	ITEM	YES	NO	N/A
14.	Is the Vehicle Management Training Leader a qualified civilian vehicle mechanic (when practical)?			
15.	Have all supervisors completed a Supervisor's Safety Course?			
16.	Have all trainers/certifiers met minimum qualifications required to conduct training (AFI 36-2203V3, para 4.3.8.)?			
17.	Is there an established MTP for each work center and does it provide 100 percent task coverage?			
18.	Has the VFM or VMS established a pre-testing program for trainees prior to completing the EOC exam?			

Attachment 6

SITUATION TABLE RULES

Table A6.1. Situation Table Rules.

RULE	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
1	Administrative vehicle cost per mile too high, or total O&M cost too high	high direct labor hours and cost	low skill levels of shop technicians	look at the shop training program and determine need for training.
2			"padding" AF Form 1823/ 1823-1s to cover overhead or absent time	be sure all personnel are properly documenting labor hours IAW **Chapter 7**.
3			poor quality control program	repeat maintenance will result from a poor quality control program. QC can be expanded to inspect incoming work to qualify the operator's assessment on the Inspection Guide and Trouble Report Form.
4		high indirect labor cost	high ratio of personnel assigned to overhead functions, or failure to document direct or indirect non -productive Labor appropriately	be sure manning of "overhead" functions is as close to the AFI 38-201 standard as shop layout will allow. Try to confine maintenance and Materiel Control tasks to those activities, rather than in the individual work centers. Use Man-hour utilization report to evaluate the Vehicle Management activity. Look at the quantity of overhead hours to ensure they are appropriate.
5			inappropriate use of tire or battery shop blanket AF 1823s/1827s	ensure that only labor incidental to tire or battery shop is being documented as J9998.
6			personnel assigned to overhead functions not	review employee master list, particularly for personnel assigned to maintenance, Materiel Control, supervision and

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
			appropriately documenting indirect nonproductive	management, to pinpoint failures to submit "exception" hours. The tendency to submit unchanged labor hour data by personnel in 2 series Labor Codes is not unusual labor.
7		high direct material cost	poor or inadequate control over material cost data input to OLVIMS	review edit list to ensure data integrity, even though record status indicator is "IRA". Particularly validate high-cost transactions. Frequently compare latest edit list against previous edit list to ensure the finance charges are not accepted and costed two or more times on subsequent days. (Suspect double entry or costing when the PZ/JZ/VZ/QZ transaction list reflects unusually high number of transactions or "older" work order numbers appear prevalent.)
8				Place emphasis on high-cost transactions
9			improper high cost bench stock procedures	review "VZ/PZ" transactions to find high cost bench stock material (those NSN-numbered items which appear as "EZ" on the Master Bench Stock Record) requisitioned or issued against individual work order number rather than H8888. If this condition is noted, be alert for a "QZ" (HCBS label) submitted on the same item at time of installation. If unchecked, double costing will result.
10				review High Cost Bench Stock Master List, at least quarterly (more frequently as required), paying close attention to the price loaded in OLVIMS. Validate this price with SBSS or SNUD, COPARS or GPC parts source to ensure currency. Change high cost bench stock master record "E" format as appropriate print and distribute updated high cost labels and ensure the outdated labels are destroyed.

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
11			inappropriate application of "Charge Code" (Mmaintenance and N-non-charge)	periodically review sales invoices and “VZ, QZ and PZ" transactions to verify appropriateness of the "Charge Code" used. Use Charge Code "N" IAW AFCSM 24-1.
12			"fix-by-guess" or "Trial and Error" concept of maintenance	review historical record for indications of repeat maintenance. Then review work orders and related sales invoices or SBSS documents for parts and material installed. Look for instances such as: initial installation of an alternator, and possibly later the same day a new regulator; carburetor replaced and shortly thereafter the fuel pump; spark plugs installed, then the distributor replaced, and finally the coil wire. Frequently, the more costly item is "tried" and then a lesser component, and so on until a fix finally results.
13				The use of diagnostic test equipment greatly minimizes occurrences of this type and reduces costs. (Directly affects high direct labor costs. (See rule 2D.)
14			unrestrained repetitive maintenance, "saturation servicing", and maintenance for the sake of maintenance	review vehicle historical records for indications of these conditions. Look for multiple entries of the same "Action Code" under a single or related system code. Look for oil lube and filter servicing at much shorter intervals than directed by AF policy. Look for extensive maintenance of vehicles eligible for replacement (codes A thru M), with special emphasis on vehicles earmarked for replacement by confirmed due-in assets. Look for extensive appearance-related maintenance for these vehicles also. (Directly affects high direct labor costs.(See rule 3D.)

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
15			a weak and ineffective quality control program	usually results in increased cost. Advocate that CSC tasks be expanded to evaluate incoming work, to qualify the operator's assessment on the Operator's Inspection Guide and Trouble Report. Ineffective QC may result in repeat maintenance.
16			failure to exercise warranty provisions	review Vehicle Management report for expenditure of in-house repair hours and material dollars for vehicles still covered by warranty. Determine why warranty provisions were not exercised. May affect high direct labor cost.
17				review vehicle historical record for repeat maintenance where consumption of same parts or material is indicated within period of parts or material warranty. Review AF Form 1823/1823-1 sales invoices to determine whether correct warranty period was annotated, and attempt to learn why warranty provisions were not exercised. May affect high direct labor cost.
18				Ensure warranty is exercised for tires and batteries which prematurely fail as original equipment in new vehicles or replacement equipment in older vehicles; applies to recap tires.
19			failure to reclaim serviceable, still-in-demand parts and material from salvage vehicles	review AF Form 1823/1823-1s supporting preparation of vehicles for turn-in to DRMS. **Note:** Instances where mechanics failed to swap out such items as tires and batteries. Look for failure to remove pintle hooks, spotlights, sirens, beacon ray lights, etc.
20			inadequate control over COPARS use of OEM rather than aftermarket	periodically review COPARS sales slips to identify instances where OEM parts are supplied when aftermarket parts are known to be available. Attempt to minimize the

RULE	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
			parts	purchase of OEM items from COPARS.
21		high indirect material cost	convenience packaging rather than economy bulk	determine whether economy is lacking because certain bulk material such as antifreeze, grease, yard goods, fluids, etc., are purchased in convenient-to-use unit of issue rather than more economical drums, rolls, etc. (Weigh the economy of bulk packaging against labor for handling the larger quantity though; across the board savings cannot be assumed in every situation.) Compile consumption information, method of dispensing, etc., before reaching a conclusion.
22			application of (NPL) cost	to track the total dollars paid the vendor for NPL charge over a period of time to determine the impact on your activity. If the cost or percentage of cost for NPL items appears abnormally high, determine if procurement can assist in amending the contract to call for additional price lists.
23			application of charges for premium communication/ freight to expedite parts and material receipt	periodically review sales slips or, better yet, track those expenses cumulatively so a value of costs incurred and frequency of use can be ascertained. Determine why item required was not on the shelf, and why a local source was not used. Also determine if, after paying premium freight charges, the material received was installed on time or if normal shipping would nave been sufficient. May affect high NMCM/S rates.
24			improper use of the low cost work order number L9999, for parts and material procurement	review "VZ and PZ" transactions where work order number L9999 was used. Look at the total price reflected divided by unit of issue, to ensure the cost per unit of use is less than $60. Spot check invoices for valid OLVIMS applicability. Look at

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
				charge code usage also to ensure M or N codes are properly applied.
25		high direct/ indirect material cost	inadequate overall surveillance over COPARS	look for instances where the vendor insists on a single source of supply, which may be "business family" related.
26				look for inflated pricing. Be sure price lists have been verified or approved by procurement. Functional area evaluator must perform real surveillance and not merely be filling a square.
27				look for improper packaging practices where an inferior or lower priced brand of part or material is handed across the counter as a premium or more expensive item. Particular wariness is appropriate when packages have been opened. Examine the contents, comparing brand name against package trademark.
28				look for like-item price differences. Isolate instances where items are sold one day at one price and the next day at another price. (Determine if price change sheets were received by the vendor and approved by procurement.)
29				look for instances where different items may have the same vehicle application. Isolate cases where the higher priced part or material is sold to the AF. Such items as windshield wiper blades, clearance lights, radiator hoses, etc., should be monitored closely.
30				review sales slips to determine if the vendor is offering rebuilt parts and components rather than new ones. Re-built are less costly and usually afford the same or longer warranty period as a new item. If appropriate, review contract as

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
				relates to vendor's responsibility in this area.
31	Vehicle NMC hours to high	high vehicle NMCM	poor control over work documentation	review Vehicle Management report, for vehicles reflecting NMCM hours in excess of the reporting period available hours. If this condition exists, it is often found that two or more work orders were "open" status for the same vehicle at the same time. This normally results from failure to ensure "close" of a particular work order, and from not reviewing the Work Order Master File Status Report before initiating a new work order. (More common when two or more work orders were required to satisfy contract maintenance work requirements.)
32			poor control over workflow	Review Vehicle Management report for Individual vehicle data reflecting very low ratio of direct labor compared to NMCM hours accrued. Often results when VM&A fails to direct the workload. One prime indicator of this problem is when ETIC is constantly slipped. Determine if vehicles are placed in delayed or NMCS status in a timely manner.
33				Determine the appropriateness of priorities in the workflow and the disruptive effect caused by overreacting to unrealistic application of priorities, such as shifting technicians from one vehicle to another, shuffling vehicles from one location to another for shop space, etc. Evaluate the interpretation of maintenance priorities within your activity. Particularly ensure the term MEL requirements of each base organization was considered when priorities were established. (Assignment of high priority to a specific type vehicle or using activity does not have to apply across the board.)

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
34				survey the clock times indicating when completed AF Form 1823/1823-1 was closed. Often, too high a percentage of vehicles only required a half-hour to an hour to complete; but rather than have a technician work a little overtime to "button up" and give compensatory time off later, the vehicle remains in the shop overnight or over the weekend, drawing downtime.
35			poor physical facility, inadequate shop equipment or tools, lack of manpower, skills,	evaluate the adequacy of the physical shop(s) to support the maintenance effort. Is it necessary to constantly shuttle vehicles to accommodate certain maintenance or servicing requirements? Must certain maintenance be stopped due to inclement weather? Are technicians frequently waiting for a tool or piece of diagnostic equipment before continuing repair of a particular vehicle? Have adequate hand tools been issued to each technician?
36			untimely contractor response	evaluate contract maintenance frequency. Remember that contract maintenance for vehicle repairs is usually very costly from the standpoint of NMCM accrual. See if certain contractors or procurement or contract maintenance officer will accept "complete by" dates on contract requirements. Do not ignore lengthy periods of NMCM simply because the vehicle is at a contractor's site. Coordination normally ensures cooperation. You should "track" the reason for contract maintenance, and seek out corrective measures. Evaluate the capability of another organization on base to support your maintenance requirements.

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
37			untimely responsiveness to parts or material requirements; inadequate bench/ working stock levels or fill rates	evaluate the delivery clauses of the COPARS contract. Does the contract require a certain percentage of fast-moving parts or materials to be on the shelf, and is the contractor complying? Does SBSS deliver parts and material on time? Are changes from NMCM to NMCS status accomplished on time? Do GPC vendors provide timely support?
38				review edit list "VZ" supply transactions for frequencies of ordering bench stock-type parts or materials to satisfy individual work order requirements. Physically survey the bench stock holding area for availability of material before "filling" by supply, and after "filling", to determine their fill rate. Revise bench stock requirements, as necessary, and coordinate unsatisfactory or untimely fill rates with LRS CSC.
39			repeat maintenance	See rule 14D.
40			weak quality control procedures	review work orders for vehicles identified as having had repeat maintenance. Determine what percentage of the "repeats" received quality control inspection before release from the maintenance activity.
41			"Fix By Guess" maintenance	See rule 12D.
42			"Saturation Servicing" maintenance	See rule 14D.
43			maintenance for the sake of maintenance	See rule 14D.

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
44			vehicles turned in for maintenance late in the afternoon or on Fridays	survey the clock times vehicles are turned in to have maintenance or servicing performed. If a quantity is found to be accepted within 1 or 1 1/2 hours before the end of normal workday, attempt to isolate prime contributing organizations. Advise them of the problems this practice can cause. Indicate to them that turn-around times for their vehicles may improve if turned in early on duty days. May be necessary to implement a night shift or strengthen the present one to handle the work load faster.
45			failure to use Management Code 4000 properly	review Vehicle Management report each month identify vehicles known to have had preparation for disposal. See if NMCM, labor, parts or material was charged or costed against the vehicle's management code. If so, have preventive measures been taken to preclude recurrence charge to 4000? Review AF Form 1823/1823-1s initiated on vehicle abuse.
46			frequent occurrences of vehicle abuse	Attempt to isolate abuse instances to a specific individual or user. Abuse is a problem that can be controlled with proper emphasis. Isolate prime conditions of abuse such as: Broken windows or mirrors, clutch replacement, damage by overloading, engines operated with insufficient oil or coolant, and so on. May affect high direct labor cost.
47		high vehicle NMCS	unresponsive delayed maintenance program	review delayed maintenance report each time a vehicle is placed on NMCS to see if parts were originally ordered delayed. Delayed maintenance is used to identify parts needs and hopefully forestall a NMCS condition by pre-positioning material. Isolate instances where

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
				maintenance history (historical records or AF1823/1823-1s) indicate parts or material was ordered as delayed in what was considered sufficient time to forestall NMCS, but not received or delivered on time. Attempt to find out why. As required, document these instances and coordinate with Supply, the COPARS contractor or base procurement. Was cannibalization considered when appropriate?
48			poorly managed or maintained bench/working stocks	when bench stock-type parts or material is ordered to satisfy a NMCS requirement, due to non-availability in the bench stock or forward supply point (tires and batteries), the bench stock may be inadequate or fill rate may be unsatisfactory. If abnormally rapid consumption is noted, was supply notified before depletion? If so, were they responsive to a request for "fill"? Evaluate need for adjusting established levels or expanding the number of line items carried.
49			untimely responsiveness to parts and material requisitions	evaluate the delivery time of the COPARS contract: Does it require a given percentage of "fast moving" parts/material on the shelf, and is the contractor complying? Does base supply deliver parts and material they have available on time?
50			insufficient controls over NMCS documentation	determine if vehicles were not removed from NMCS status properly or on time.
51				review instances where COPARS, vendors or SBSS provided unsatisfactory delivery dates. Check for timeliness/sufficiency of supply assistance correspondence/ follow-up action.

RULE	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
52				determine how well material control applies requisition priority based on FAD, UJC and UND codes. Evaluate the activity's review of supply's responsiveness in ordering priority requisitions through review of the daily Dl8 listing.
53			cannibalization procedures advantageously	continually review NMCS requirements, of SBSS' responsiveness in ordering checking to see if "like" vehicles are VDP for dissimilar parts or components. Isolate.
54	Inability to attain Productive labor-hour goal	Low productive labor hours	too high a ratio of personnel assigned to overhead functions (indirect productive), or too much labor spent in the 2 series Labor Codes	See rules 4 and 6.
55			too high a percentage of labor documented in paid leave and other duty absence labor codes (4 and 5 series)	determine the effect of a high ratio of non-productive hours expended in the maintenance activity. Look for seasonal peaks or lows. Attempt to schedule workload requirements, particularly scheduled maintenance and servicing, against known seasonal fluctuation.
56				determine the primary reasons for consumption of labor hours in other duty absence Labor Codes (the 5 series).
57			Ineffective workload scheduling or poor control over workload flow in shop.	evaluate the capability of VM&A to maintain a balanced workload in the shop(s) during periods of reduced work-loads by calling in scheduled and delayed maintenance which can be accomplished.

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
58				Look for unbalanced work distribution ,i.e., one work center requires continual expenditure of overtime labor while another is not operating at production capacity, having to "log" other than productive labor due to workload.
59		high indirect productive (2 series labor codes) percentage of labor hours	too high a ratio of personnel assigned to overhead (indirect productive) functions, or too much labor calculated in the 2 series labor ode.	See rules 4 and 6. Usually tied to too low a ratio of direct labor.
60		high indirect Nonproductive (4/5 series labor codes) percentage of labor hours	too high a percentage of labor documented in paid leave and other absence labor codes	See rules 55 and 56.
61	Delayed maintenance backlog too high	high incidence of delayed maintenance requirements	untimely responsiveness to parts and material requirements; inadequate establishment of bench stock or fill rate and realistic or inadequate special levels.	See rules 37 and 38. Review D 18 report to ensure adequate follow-up on parts and material requisitions and to determine if the reported "EDD" is satisfactory. Evaluate COPARS/vendor supply for CO PARS/commercially-requisitioned parts and material. Review documentation for evaluation of the COPARS fill rate.
62			poor physical facility or inadequate shop equipment or tools	evaluate the adequacy of the physical shop(s) to support the maintenance effort. Review delayed maintenance report, to see if a particular vehicle or model is prevalent. The delay, such as a unique piece of test or diagnostic equipment. See if inadequacies have been corrected. Determine if there is a seasonal effect as relates to the facility.

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
63			lack of skills, manpower, etc.	review delayed maintenance report, particularly Maintenance Codes A and G , to determine if a particular vehicle or model is prevalent. Review the AF Form 1823/1823-1s to isolate the repairs that are beyond the shops' capability to find the skill not available such as a machinist or a welder, etc. Attempt to determine if a skill or manpower shortage is expected to be long-term or temporary. Has lateral support from another base organization (possessing the skill) been explored? Determine if skill or manpower problems can be related to season requirements. Also see rule 36.
64		failure to remove vehicles from the delayed file	poor control over maintenance documentation	review delayed maintenance report to identify vehicles shipped off base or to disposal but still reflecting active delayed requisitions or man-hour backlogs. Evaluate controls to prevent recurrence, and tighten controls to ensure these types of requirements are canceled.
65				review Vehicle Management report for proof of work performed in maintenance for vehicles in the delayed maintenance report. look for instances where (a) parts are on hand; (b) labor only required; and (c) no other complications would have prevented work accomplishment Determine if OLVIMS is reviewed before new AF Form 1823/1823-1 initiation.
66	PM&I actions overdue	failure to accomplish PM&I actions on time	Ignoring due or over due PM&I while generating a work-order.	review OLVIMS to identify vehicles listed as overdue scheduled maintenance. Compare them against Vehicle Management report to see if they were in the maintenance activity while due or over due. Isolate these instances and determine why the PM&I requirements were not

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
				satisfied then. Determine if PM&I is accomplished during unscheduled maintenance, when within specified use or time frame.
67				review OLVIMS to identify vehicles listed as overdue. Review the vehicle's AF Form 1823/1823-1, if in the shop recently, to ensure use of proper system codes. Look for instances where the job description called for the scheduled requirement, but an improper system code was used. Also look for combination-like job descriptions, such as PM&I and Safety Inspection, as a single job number using a single system code.
68			improper static data loaded into Vehicle Static Data Records	request a current Vehicle Static Maintenance Data List to review the scheduling data. Look for intervals that are more frequent (shorter intervals) than required by AF policy. If found, verify rationale. Determine if shorter intervals were used due to environment or operational requirement , etc., and assess current application. Shorter intervals lead to higher frequencies of scheduled requirements and increase the possibility of these requirements becoming overdue.
69			lack of timeliness in advising using organizations of PM&I requirements.	evaluate the performance of VM&A in notifying using organization of PM&I requirements to allow them to plan their workload around the input of their vehicles for PM&I and service.
70			poor cooperation from unit.	evaluate the responsiveness of the VCO and VCNCO in providing scheduled vehicles to the maintenance activity within specified times. If an appointment system is used by vehicle maintenance, determine its effectiveness and the VCO and

R U L E	A If the problem is or appears to be	B probable causes or effects are	C which could result from	D then the suggested review procedures and preventative measures are
				VCNCO compliance with the appointments. Evaluate the effectiveness of the program used to report organizations refusing to comply with scheduled requirements or continually failing to meet scheduled appointments (abuse reporting, commander or equivalent briefings, etc.).
71			poor long-range planning	review annual PM&I plan periodically and OLVIMS monthly, to determine if the scheduled maintenance program was developed with the following factors being considered: (a) seasonal requirements; (b) man-hour availability; and (c) fair apportionment of the annual requirement. Look for situations where one specific month may reflect too high a percentage of scheduled requirements, as compared to another.

Attachment 7

VENDOR PRODUCT EVALUATION

A7.1. Vendor Product Evaluations. VEMSO is the AF focal point and manager for the vendor product evaluation program. The following guidance is used to perform vendor product evaluations. **Note:** All product demonstrations must be suggested by at least two MAJCOMs, provide expected tangible benefits to the AF and vehicle community with a focus on enhancing forward deployed operations and be approved by HQ USAF/A4LE prior to beginning product demonstration.

A7.2. Product Reviews.

A7.2.1. HQ USAF/A4LE will:

A7.2.1.1. Approve all vendor product evaluation requests.

A7.2.1.2. Intercede on behalf of VEMSO to obtain MAJCOM support for demonstrations, including after action reports.

A7.2.2. VEMSO will:

A7.2.2.1. Review and recommend vehicle products for evaluation.

A7.2.2.1.1. Recommend final determination of project start and stop dates, and maintain official AF records of all evaluations.

A7.2.2.1.2. Retain hard-copy master project files for at least 3 years after the end of a project.

A7.2.2.1.3. Coordinate with applicable MAJCOM POCs to determine which bases or units should conduct a test. ***Note:*** It's important to test seasonal items during the period they would get maximum use, such as snow equipment in winter, agricultural equipment in summer, etc.

A7.2.2.1.4. Send a project completion report to all MAJCOMs and other appropriate offices involved in the evaluation process. Provide a bailor's report to product manufacturers IAW established agreements.

A7.2.2.1.5. When necessary, send a project monitor to the evaluation site to start and close projects to keep the program on track.

A7.2.2.1.6. Calculate costs savings and avoidance that resulted from project evaluation.

A7.2.2.1.7. Direct test activities to review test data 45 days before the end of the test to determine if purchase of test equipment (in place) is warranted. If the purchase of the tested equipment is desired, test activities will prepare an AF Form 9 along with a sole source justification and process it through their contracting activity or use a GPC for purchase.

A7.2.2.1.8. Obtain all required systems, supplies and equipment needed for project evaluations.

A7.2.2.1.9. Inform AF, MAJCOMs, DRUs and FOAs on project status via website.

A7.2.2.1.10. Research areas for improvement related to vehicles, tools, equipment and materials, vehicle facilities, and management procedures.

A7.2.2.1.11. Forward recommendations for improvement to HQ USAF/A4LE. Prepare detailed Completion Reports with project test results.

A7.2.2.1.12. Make firm recommendations based on findings, including criteria for AS placement or replacement and cost savings. Coordinate recommendations with MAJCOMs.

A7.2.2.1.13. Ensure products are evaluated and compared against currently available or stock listed items, when possible.

A7.2.2.1.14. As a minimum, available or stock listed items will be reviewed for comparison of specifications.

A7.2.2.1.15. Write, publish, distribute and post product review status reports on website.

A7.2.2.1.16. Ensure at least two employees are trained and certified to perform duties as primary and alternate quality assurance personnel. Individuals will be authorized to sign no-cost-to-the-AF bailment agreements used to obtain loaned products for the purpose of evaluation.

A7.2.2.1.17. Prepare final reports relating to Vehicle Management procedures and inspection criteria, in coordination with all MAJCOM Vehicle Maintenance Staffs.

A7.2.2.2. Research and test environmentally friendly alternatives to current processes, to include equipment and products.

A7.2.2.2.1. Participate in environmental and pollution prevention workshops and conferences to learn current industry practices and work to embed them in Vehicle Management processes. Coordinate proposed environmental projects with the AF Center for Environmental Excellence (AFCEE/EQP/EQT). An Environmental Impact Analysis Process, categorical exclusion, environmental assessment or an environmental impact statement might have to be developed for projects having environmental impact.

Attachment 8

VEHICLE ASSESSMENT INSPECTION CHECKLIST

Figure A8.1. Vehicle Assessment Inspection Checklist.

Assessment Inspection Checklist	Date Inspected:	
Reg #:	VCO/VCNCO:	
Type:	Inspectors Name:	
Vehicle Appearance	Minor 10 Pts	
Interior Cleanliness		
Exterior Cleanliness		
Paint Oxidation		
Lights	Minor 10 Pts	Major 25 Pts
Any Headlight Inop		
Any Brake Light Inop		
Reverse Light Inop		
Beacon Inop		
Hazard Lights Inop		
Two Or More Clearance/Parking Lights Inop		
Turn Signal Inop		
Spotlight Inop		
Dome Light Inop		
Parking/Clearance Light Inop		
Tire Discrepancies	Minor 10 Pts	Major 25 Pts
Pressure Over/Under Inflated +/- 20% For GP Under 14,000GW, 10% All Others		
Any Tire Worn Past Wear Bars		
Tire Damage That Effects Safe Operation		
Lug Nuts Loose/Missing		
Valve Stems On Duals Not 180 Degrees		

Apart		
Valve Caps Missing		
Fluids	Minor 10 Pts	Major 25 Pts
Oil Well 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		
Fire Extinguisher Low		
Windshield Washer Fluid Empty		
Alcohol Bottle Empty (Cold Weather Areas)		
Major Fluid Leaks		
Operational Discrepancies	Minor 10 Pts	Major 25 Pts
Windshield Wipers Inop		
Windshield Washer Inop		
Wiper Blades Unserviceable Or Missing		
Windshield Cracked/Chipped/Clouded		
Rear View Mirror Cracked/Missing		
Foot Or Emergency Brake Inop		
Belts Missing		
Horn Inop		
Electrical Connections Missing/Damaged		
Seat Belts Missing Parts/Inop/Torn		
Heater, Defroster Inop		
Exhaust System Damaged/Inop		
Air Line Connections/Grommets Inop/Cracked/Leaking Air		
Heavy Condensation In Air Tank(s)		
Pintle Hook Damaged, Parts Missing		
Unauthorized Modifications Or Add-Ons		

Battery Terminals Loose/Corroded		
Belts Frayed/Cracked		
Door Molding Loose/Frayed/Missing		
Knobs Missing (Heat Controls, Door Locks…)		
Vehicle Instruments/Gauges Inop		
Documentation	Minor 10 Pts	Major 25 Pts
Open Write-Ups In 18XX Not Reported Within 24 Hrs Or Next Duty Day		
Tire Pressure Check (Including Spare) Not Accomplished NLT 10th Of Month		
18XX Not Properly Maintained		
Waiver Card Not Properly Maintained		
SF 91 Missing		
DD Form 518 Missing		
Undocumented Minor Damage		

Total points available	100	
Minus total discrepancy points		
Equals Vehicle Score		

Rating Criteria:

Outstanding = 95% - 100%

Excellent = 80% - 94%

Satisfactory = 70% - 79%

Marginal = 60% - 69%

Unsatisfactory = 0% - 59%

Attachment 9

VEHICLE MANAGEMENT COMPLIANCE CHECKLISTS

A9.1. The following checklist will be used as a baseline to ensure standardized review/inspection of base-level Air Force Vehicle Management activities. MAJCOM Vehicle Management Functional Managers will ensure questions/areas listed on **Figure A9.1.** Vehicle Management Standardized Compliance Checklist and **Figure A9.2.** Vehicle Management Standardized Nuclear Surety Compliance Checklist (as applicable) are included on their respective MAJCOM Inspector General unit compliance checklist.

A9.2. Bolt font for items in **Figure A9.1.** denotes Critical Compliance Item (CCI) questions. Negative results of those questions can result in a major finding.

Figure A9.1. Vehicle Management Standardized Compliance Checklist

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
1	**GENERAL INFORMATION AND ADMINISTRATION**			
1.1.	Do all assigned personnel acknowledge in writing (i.e., initials or signature, and date) signifying they understand the OI within 30 days of arrival, annually or when any instruction is changed?	AFI 23-302, para. 1.4.3.		
1.2.	**Has the VFM or VMS establish OIs?**	AFI 23-302, para. 1.4.4., para. 1.16.3.4., para. 3.10.8., para. 3.10.15., para. 3.19., para. 5.41.1.1.		
2	**TYPES OF MAINTENANCE**			
2.1.	**Is the AF Form 4354 used during PM&I?**	AFI 23-302, para. 1.11.		
2.2.	**When accepting vehicles in to maintenance, are vehicle conditions verified by technicians using the AF Form 4355?**	AFI 23-302, para. 1.11. TO 36-1-191, para. 3.9		
3	**ITEMS OF INTEREST**			
3.1.	Does VM&A initiate actions to generate the Motor Vehicle Reimburse/Refunds Billing List, PCN SH069-V12?	AFI 23-302, para. 1.15.		
3.2.	**Does the VFM or VMS verify reimbursable and/or refundable exspenses to be recouped?**	AFI 23-302, para. 1.15.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
3.3.	Are vehicle emission control devices maintained and inspected according to technical directives, manufacturer's recommendations and federal, state, local or host nation laws?	AFI 23-302, para. 1.16.1.3. TO 36-1-191, para. 3.10.8.		
3.4.	**Has the LRS Commander or equivalent established local vehicle accident and abuse reporting procedures?**	AFI 23-302, para. 1.20.		
3.5.	Are all Vehicle Management O&M funds expended for vehicle accident and abuse repair costs, including contract cost, reimbursed to Vehicle Management by the owning organization, or the organization responsible for the damage if not the owner?	AFI 23-302, para. 1.20.1.		
3.6	**Are MAJCOMs, DRUs and the Air Force District of Washington residing on military installations replacing existing general-purpose assets to the greatest extent possible with LSVs?**	AFI 23-302 para. 1.26		
3.7	Do MAJCOMs identify SUV authorization, user assignment and utilization?	AFI 23-302 para. 1.27.8.		
3.8	**Is Vehicle Management loading and tracking all scheduled inspections on OGMVCs and non-REMS reportable LSVs in OLVIMS?**	AFI 23-302 para. 4.20.4.2.		
3.9	Are purchase requests for Other Government Motor Vehicle Conveyances reviewed by the VFM/VMS and forwarded to the host MAJCOM to ensure the desired asset is an equipment item and not a vehicle?	AFI 23-302 para. 10.4.3.1.1.		
4	**VFM & VMS RESPONSIBILITIES**			
4.1.	Has the VFM or VMS assumed the responsibilities of the Functional Commander or Functional Director for the Contractor-Operated Parts Store (COPARS) contract?	AFI 23-302, para. 3.10.9.		
4.2.	Has the VFM or VMS authorized personnel to order and receive parts	AFI 23-302, para. 3.10.9.1		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
	from the COPARS store?			
4.3.	**Does the VFM or VMS approve NMCS requisitions?**	AFI 23-302, para. 3.10.12.		
4.4.	**Does the VFM or VMS approve or disapprove all cannibalization requests, or delegate authority in writing?**	AFI 23-302, para. 3.10.13.		
4.5.	Are continuity folders to track major problems, construction projects, long-range plans, approved waivers and/or deviations, and unique operating requirements and past maintenance practices developed?	AFI 23-302, para. 3.10.18.		
4.6.	**Are vehicle deficiency reports are processed IAW TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, and TO 36-1-191?**	AFI 23-302, para. 3.10.29. TO 36-1-191, para. 7.15.		
4.7.	Does the VFM or VMS act as certifying official for the accuracy and release of deficiency reports?	AFI 23-302, para. 3.10.29. TO 36-1-191, para 7.9.1		
5	**CUSTOMER SERVICE CENTER**			
5.1.	Do CSC personnel determine if there are any delayed/deferred or scheduled inspections due?	AFI 23-302, para. 3.19.7.2.		
5.2.	**Has the VFM or VMS determined which outgoing quality inspections will be done?**	AFI 23-302, para. 3.19.7.6.		
6	**TIRE REPAIR SECTION**			
6.1.	**Is strict compliance with safety standards followed?**	AFI 23-302, para. 3.22.3. TO 36-1-191, para. 4.2. AFOSHStd. 91-20, para.8.4. & 8.5.		
6.2.	**Are personnel working in the Tire Shop thoroughly trained in all aspects of tire inspection and repair procedures? Is training certification documented in the appropriate**	AFI 23-302, para. 3.22.7. TO 36-191, Chapter 4		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
	military and civilian training records?			
	Does the in-use tire cage have the correct NSN and does it meet federal, state and local requirements?	TO 36-1-191, para. 4.38 AFOSH Std. 91-20, para. 8.2.5.		
7	**MODIFICATION POLICY**			
7.1.	Is written authorization to install special equipment or a commercial optional part or accessory (add-ons) in the permanent portion of the vehicle record jacket?	AFI 23-302, para. 3.30.2.		
7.3.	**Is Vehicle Management getting proper approval prior to modifying vehicles?**	AFI 23-302, para. 3.30.3.		
8	**SHOP PUBLICATIONS**			
8.2.	**Has a central publications file been established, and accessible to all work centers?**	AFI 23-302, para. 3.34.1.		
8.3.	Do geographically separated work centers have VFM or VMS approved list of current publications?	AFI 23-302, para. 3.34.1.1		
9	**VM&A SECTION**			
9.1.	**Has VM&A developed and maintained an 18-month scheduled maintenance plan?**	AFI 23-302, para. 4.2.11.		
9.2.	Has VM&A established vehicle recall and redistribution procedures to support OPLANS as applicable?	AFI 23-302, para. 4.2.16.		
9.3.	**Has VM&A developed a training plan for newly appointed VCOs and VCNCOs on their duties? Additionally, has a knowledge test been administered that will be rated pass/fail to ensure VCO/VCNCOs attain an acceptable knowledge level?**	AFI 23-302, para. 4.3.		
9.4.	Are VCP assistance visits conducted annually by VM&A personnel?	AFI 23-302, para. 4.3.1.		
9.5.	Are utilization/rotation analyses being performed and documented?	AFI 23-302, para. 4.3.2.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
9.6.	**Is at least 25 percent of the installation's vehicle fleet (AF owned or leased) being inspected as part of the Semiannual Wing Assessment Vehicle Inspections every 6 months?**	AFI 23-302, para. 4.3.3.		
9.7.	Does the VCF conduct a VCO meeting at least twice a year?	AFI 23-302, para. 4.3.4.		
9.8.	**Has the VFM/VMS or higher authority within the organization appointed the APC, AO and CO for the DOD Fleet Credit Card account in writing?**	AFI 23-302, para. 4.4.1.4.		
9.9.	Have specific non-fuel purchase payment procedures been established for the DOD Fleet Credit Card account?	AFI 23-302, para. 4.4.3.		
9.11.	**Is a separate DOD Fleet Card Program funding file being maintained for each account for each fiscal year?**	AFI 23-302, para. 4.4.3.		
9.12.	Are all cards being reissued on a new register by the 1st of October each year?	AFI 23-302, para. 4.4.4.		
9.13.	Has a local credit card control log to document use been developed?	AFI 23-302, para. 4.4.4.		
9.14.	**Are unused cards stored in a suitable locked container?**	AFI 23-302, para. 4.4.4.		
9.15.	**Are purchase receipts verified and certified when the vendor invoice is received?**	AFI 23-302, para. 4.4.3.8.		
9.17.	Does the APC, AO and/or CO ensure all card users sign a Statement of Understanding prior to initial use, and annually thereafter, that outlines card user responsibilities and authorized purchases?	AFI 23-302, para. 4.4.4.11.		
9.18.	**Has the APC and AO completed DESC training within 30 days of appointment and are training certificate(s) being maintained?**	AFI 23-302, para. 4.4.6.1.		
9.19.	Does VM&A ensure work is authorized before it is started and notifies the VFM or VMS of any estimated repair costs that exceed the one-time repair limit for the vehicle?	AFI 23-302, para. 4.6.4.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
9.20.	**Is maintenance being delayed that may damage the vehicle/equipment or compromise safety standards?**	AFI 23-302, para. 4.10.1.		
9.21.	Does the VFM/VMS or designee review and sign documents for all work done commercially?	AFI 23-302, para. 4.13.2.		
9.22.	**Are scheduled inspections for OGMVCs and non-REMS reportable LSVs loaded and tracked in OLVIMS?**	AFI 23-302, para. 4.20.4.2.		
9.23.	Have OGMVCs and non-REMS reportable LSVs been assigned X-registration numbers?	AFI 23-302, para. 4.20.4.2.		
9.24.	Have the owning organizations provided the original warranty documents and specifications to VM&A prior to the assets being loaded into OLVIMS?	AFI 23-302, para. 4.20.4.2.		
9.25.	**Are Class III (or higher) midsize sedans or SUV being used to meet daily mission requirements in place of Class I or II vehicles? If so, have the SECAF or designated representative granted and exception to this restriction?**	AFI 23-302, para. 4.22.4.		
9.26.	**Does the MSG Commander or equivalent approve the MEL and VPRL annually?**	AFI 23-302, para. 3.29.2., para. 4.23.4.		
9.27.	Does the LRS Commander or equivalent coordinate on all lease requests prior to submission to contracting?	AFI 23-302, para. 4.30.4.		
9.28.	**Does VM&A maintain a log of all leases/rentals?**	AFI 23-302, para. 4.30.4.2.		
9.29.	Have long-term lease request, to include "lease w/option to buy" clauses, been sent to the MAJCOM Vehicle Management staff for approval?	AFI 23-302, para. 4.31.2.1.		
9.4	**Does the VFM or VMS ensure analysis for evaluating fleet performance is accomplished and fully document decisions, process improvements or corrective action taken as a result of analyst recommendations?**	AFI 23-302, para. 4.64.1		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
9.5	Does the VFM, VMS, LRS Commander or equivalent, or MAJCOM Vehicle Management Staffs make use of performance indicators, or develop their own indicators to meet their own circumstances?	AFI 23-302, para. 4.69		
10	**DEPOT MAINTENANCE**			
10.1	Does VM&A initiate and plan depot repairs IAW TO 36-1-191, and do they review the vehicle due-in listing to ensure a future need exists for the overhauled asset prior to submitting vehicles for depot overhaul?	AFI 23-302, para. 4.74.1		
11	**MATERIEL CONTROL RESPONSIBILITES**			
11.1	Does materiel control maintain a current file of all needed supply-related catalogs, reports, publications and management listings?	AFI 23-302, para. 5.2.4		
11.2	**Does materiel control check, verify and revalidate all parts requirements on delayed AF Form 1823/1? And do they inform the VM&A Workload Controller of their status, as directed by the VFM and VMS?**	AFI 23-302, para. 5.2.7		
12	**BENCH STOCKS**			
12.1	Are fast-moving "high-cost" bench stock items approved by the VFM or VMS?	AFI 23-302, para. 5.31.1		
12.2	Does Materiel Control keep a current copy of the PCN SB004-046 listing? And, at least quarterly, adjust the prices on the PCN SB004-046 based on the latest M14, the current COPARS price list or vendor's price if purchased with the GPC?	AFI 23-302, para. 5.31.4		
13	**SEMIANNUAL BENCH STOCK REVIEW**			

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
13.1	Does Materiel Control use the Semiannual Bench Stock Review as the standard method of adding, changing or deleting bench stock items? Does the work center supervisor, Materiel Control and LRS Bench Stock Support Section look at each item every 6 months, using the bench stock review list in AFMAN 23-110, Volume 2, Part 2, Chapter 11? Do they print out a new listing when the review is complete and updates entered in SBSS? Does the list show location, authorized levels and total needs? Is each bench stock location given an individual list for retention by the shop or section?	AFI 23-302, para. 5.33		
14	**TOOL ACCOUNTABILITY AND ISSUE PROCEDURES**			
14.1	**Does the VFM or VMS identify tool requirements for each functional AFSC and/or work center and approves initial tool listings for ITKs and CTKs? Do the listings include tool NSN and/or part number, nomenclature, and quantity authorized?**	AFI 23-302, para. 5.41.1.3		
14.2	**Does Materiel Control ensure Test, Measurement and Diagnostic Equipment (TMDE) tools are scheduled for calibration and certification according to TO 00-20-14, *AF Metrology and Calibration Program?* Do they use a visual display board or computer-generated listing to keep the current status of all TMDE requiring calibration? Do they ensure all TMDE is accounted for on the semi-annual inventory?**	AFI 23-302, para. 5.41.2.6		
15	**VEHICLE REDISTRIBUTION AND TRANSFER**			

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
15.1	Does VM&A advise Materiel Control and other applicable work center supervisors when vehicles are redistributed or transferred to other AF bases or sent to DRMS, VM&A? On notification of a vehicle transfer, does Materiel Control cancel any parts on order, turn in serviceable parts if no future need is predicted or move them to the work order residue area? Do work center supervisors have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries?	AFI 23-302, para. 5.44		
16	**TRAINING**			
16.1	**Does the Vehicle Management Training Leader conduct quarterly reviews of all AF Form 623s, *Individual Training Record Folder,* within the Vehicle Management Flight?**	AFI 23-302, para. 6.3.1.8		
16.2	**Is there a rotation plan for mechanics in upgrade training to the 7-skill level through each section of Vehicle Management? Are VM&A personnel rotated internally within their section to ensure competency in all areas of their specialty?**	AFI 23-302, para. 6.5.4		
17	**DOCUMENTATION AND RECORDS ADMINISTRATION**			
17.1	**Does VM&A furnish a list of tenant organizations supported to Accounting and Finance (through the Budget Office) for certification? Does Accounting and Finance return this certified list to VM&A to be used to enter the correct codes into OLVIMS?**	AFI 23-302, para. 7.51		
18	**MOTOR VEHICLE MAINTENANCE**			
18.1	**Are motor vehicle PMIs conducted at intervals IAW TO 36-1-191?**	TO 36-1-191, para. 3.6		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
18.2	Does Vehicle Management ensure using organizations accomplish load testing to 110 percent of capacity on mobile cranes, high-reach trucks, auger derricks, wrecker booms or any other boom-equipped vehicle with a personnel basket when cranes or booms have been extensively repaired or modified?	TO 36-1-191, para. 3.10.5.1		
18.3	**Are retreaded tires being used on ambulances or law enforcement sedans or on the front wheels of buses?**	TO 36-1-191, para. 4.23		
18.4	Are wheels on vehicles equipped with disc brakes being tightened using the correct procedure and to the proper torque?	TO 36-1-191, para. 4.38		
18.5	Are Vehicle Unsatisfactory Reports being completed when a vehicle's design, depot repair or remanufacture is unsatisfactory; or premature mature material failure or equipment malfunction occurs that does not meet the criteria for a Material Deficiency Report?	TO 36-1-191, para. 7.8.2		
18.6	Are Material Deficiency Reports being transmitted within 72 hours of identification?	TO 36-1-191, para. 7.10.1		
18.7	Are vehicles processed properly for temporary storage, to include: - General condition inspections (with particular emphasis to security and preservation) are accomplished when a vehicle is placed in storage? - Inspections are performed at least every 90 days thereafter? - Tires are checked and serviced for proper inflation? - Battery cables are disconnected when a vehicle has experienced electrical problems? - Locally fabricated or automated placard is displayed on the vehicles with all required data?	TO 36-1-191, para. 8.5.3 & 8.10. AFCSM 24-1, para. 5.3.25.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
	- Loose parts or components are stored properly to prevent damage to soft trim and upholstery?			
19	**SHOP SAFETY**			
19.1	**Is protective equipment available and used for personnel engaged in painting and paint removal?**	AFOSHStd. 91-17, para. 2.1.6.		
19.2	**Is the safety checklist, Attachment 7 of AFOSHStd. 91-20, satisfactorily completed at least quarterly?**	AFI 23-302, para. 3.10.40.6.		
19.3	**Are battery charging racks compliant with AFOSHStd. 91-20?**	AFOSHStd. 91-20, para. 2.2.7.4.1.		
19.4	**Is ventilation in battery charging rooms sufficient to keep batteries and chargers from overheating and has the BEE been consulted for guidance on ventilation requirements?**	AFOSHStd. 91-20, para. 2.2.7.4.3.1.		
19.5	**Is a restraining devise for servicing multi-piece rim wheels available and used and does it meet the requirements listed in TO 36-1-191?**	AFOSHStd. 91-20, para. 8.2.		
19.6	**Is the need for emergency eyewash and shower in areas where batteries are being stored, serviced, changed or used being determined by the level of risk of being exposed to hazardous materials?**	AFOSHStd. 91-66, Para. 1.3.1.13.		

A9.3. Bolt font for items in **Figure A9.2.** denotes Critical Compliance Item (CCI) questions. Negative results of those questions will result in an "Unsatisfactory" rating for the wing.

Figure A9.2. Vehicle Management Standardized Nuclear Surety Compliance Checklist.

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
1	**Are vehicles maintained in a safe and serviceable condition? Does the VFM/VMS ensure repairs are not delayed that could cause possible damage to the vehicle or equipment or compromise safety standards?**	AFI 23-302, para. 1.19. & 4.10. T.O. 36-1-191, Chapter 1		
2	**Is MAJCOM approval received prior to modifying vehicles?**	AFI 23-302, para. 3.30.3., AFI 91-103, para. 13.3		
3	**Does VM&A maintain an active master TCTO, SB and OTI files?**	AFI 23-302, para. 4.16.6.		
4	**Does Materiel Control ensure TMDE (requiring calibration) is scheduled and receives testing and certification? Is a visual display board or automated listing used to track the current status of TMDE testing?**	AFI 23-302, para. 5.41.2.6.		
5	**Are all Nuclear Certified vehicles identified in the USAF Master Nuclear Certification List https://wwwmil.nwd.kirtland.af.mil/mncl/index.cfm. identified in On-line Vehicle Interactive Management System (OLVIMS)?**	AFCSM 24-1, Air Force Computer System Manual, section 5.3.11.1.		
6	**Are PM&I, Special Inspections, commercial service bulletins and safety inspections on all assets being performed at proper intervals?**	T.O. 36-1-191, Table 3-1 & Table 3-2.		
7	**Do vehicle maintenance technicians use AF Form 4355, Vehicle Incoming Inspections to verify the condition of vehicle assets upon turn in to maintenance?**	AFI 23-302, para. 1.11.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
8	**Has an annual load test for nuclear certified hydraulic mobile cranes been accomplished at 100 percent rated capacity IAW AFOSH Std. 91-46?**	T.O. 36-1-191, para. 3.10.5.1.		
9	**Do lift hooks on nuclear certified equipment receive annual non-destructive inspection testing and is accomplishment of testing documented by Vehicle Management?**	T.O. 36-1-191, para. 3.10.5.1.1.		
10	**Do tires of all vehicles exceed 2/32 inch tread depth (or 4/32 inch on the front tires of trucks, 10,000 GVW and greater, operated primarily off base at speeds greater than 35 MPH)?**	T.O. 36-1-191, para. 4.22.1.2.		
11	**Are deficiency reports on nuclear certified vehicles submitted when warranted IAW 00-35D-54, USAF Deficiency Reporting and Investigation System?**	AFI 23-302, para. 3.10.29 T.O. 36-1-191, para. 7.26.2.6.		
12	Does VM&A thoroughly train newly appointed Vehicle Control Officers/NCOs on their duties and maintain a current list of unit personnel assigned as Vehicle Control Officers/NCOs?	AFI 23-302, para 4.3.		
13	**Are final quality control inspections accomplished as determined by the VFM/VMS (in Operating Instructions)?**	AFI 23-302, para. 3.19.		
14	**Does VFM/VMS or designated representative ensure safety defects are not deferred?**	AFI 23-302, para. 7.13.2.		
15	**Is technical data for nuclear certified vehicles current?**	AFI 23-302, para. 3.25.4. & 3.34.		
16	**Are requests to add special equipment (add-ons) to nuclear assets coordinated with Vehicle Management and the Base Safety Office?**	AFI 23-302, para. 3.30.2., AFI 91-103, para. 13.3.		

ITEM #	ITEM	REFERENCE (S)	COMMENTS	RESULTS
17	**Does VM&A ensure all vehicles are marked with labels (e.g. data plates) to enable positive identification?**	T.O. 36-1-191, para 1.5.4.1.		
18	**Do aftermarket replacement parts for nuclear certified vehicles meet or exceed OEM standards?**	AFI 23-302, para 5.2.20.		
19	Does Materiel Control order TCTO kits (as required) and is a status board or automated equivalent used to show the status of outstanding kit orders?	AFI 23-302, para 5.40.2. and para 5.40.3.		