

1 APRIL 1999

Transportation

VEHICLE CONTROL



NOTICE: This publication is available digitally on the AFDPO WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

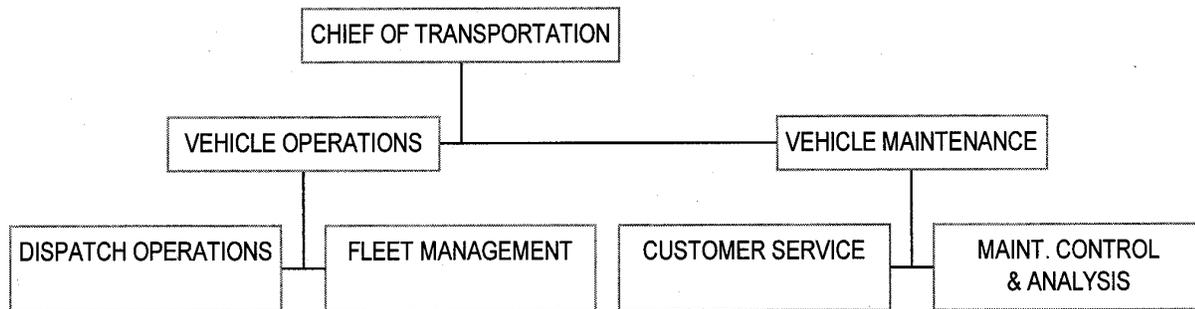
OPR: HQ USAF/ILTV
(SMSgt Kevin L. Ludwig)

Certified by: HQ USAF/ILT
(Brigadier General Quentin L. Peterson)
Pages: 9
Distribution: F

This pamphlet is prepared for vehicle control officers (VCO) and noncommissioned officers (VCNCO) appointed by unit commanders. It includes general information concerning VCO duties and government motor vehicle (GMV) policy. It applies to all Air Force organizations that operate and control Air Force motor vehicles (owned or leased). Vehicles financed through nonappropriated funds are exempt from this instruction. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through major command transportation channels to Headquarters United States Air Force, DCS Installations & Logistics, Directorate of Transportation (HQ USAF/ILT), 1030 Air Force Pentagon, Washington D C 20330-1030. This pamphlet must be implemented in conjunction with AFI 24-301, Vehicle Operations.

Section A—Introduction

- 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 AFI 24-301, each applicable organization will appoint a Vehicle Control Officer (VCO) and alternate, in writing, and forward that appointment to the base vehicle operations officer (VOO) or superintendent (VOS). The VOO/VOS will ensure VCO training is accomplished.
- 2. Vehicle Management Policy.** Public law directs the DoD and Air Force to maintain the minimum number of 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.
- 3. Base Transportation Services.** The base transportation activity provides maintenance support, fleet management, and transportation services not within the using agencies capability.

Figure 1. Key Transportation Agencies.

3.1. Vehicle Operations flights normally provide the following services:

3.1.1. Taxi Service. This service provides a quick response, point-to-point service to all requestors requiring official transportation.

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 use. NOTE: Support is normally limited to 72hrs.

3.1.3. Bus Service. Depending upon the installation, various modes of mass transportation services may be available.

3.1.4. Vehicle Recovery Service. Local procedures will be developed by transportation for vehicle recovery services and procedures.

3.1.5. Fleet Management. Provides assistance to VCO/VCNCOs with such services as operator licensing, vehicle lesson plans, vehicle justifications, leasing procedures, vehicle analysis, DoD Fleet Credit Cards, briefing VCO/VCNCOs, conducting semiannual wing vehicle assessment inspections and staff assistance visits, and management of the Commercial Driver's License (CDL) program.

3.2. Vehicle Maintenance flights normally provide the following services:

3.2.1. Scheduled Maintenance. Some maintenance actions are scheduled in advance based on miles, hours of operation, or calendar time. Maintenance Control & Analysis (MCA) will coordinate scheduled maintenance with unit VCOs.

3.2.2. Unscheduled Maintenance. VCOs should ensure that any motor vehicle malfunction be reported to the maintenance customer service section in a timely manner.

3.2.3. Minor Maintenance Road Side Assistance. During normal duty hours, road side service for most disabled vehicles can be provided. Vehicle dispatch or the on-call transportation representative should be contacted after duty hours.

4. Vehicle Control Duties. Locally developed VCO orientation briefings should address the key transportation agencies listed in figure 1.1. As a minimum unit VCOs are responsible for:

- 4.1. Acting as a liaison between their unit and the base transportation activity for all unit government motor vehicle matters.
- 4.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.
 - 4.2.1. VCOs are required to receipt for permanently assigned unit vehicles from the base VOO/VOS or the Fleet Management Element using the OLVIMS, VCO Master Listing Hand Receipt. VCOs then assign the vehicles to their respective authorized functions.
- 4.3. Defending vehicle requirements, justifying requests for additional vehicle requirements; complying with the base vehicle rotation and priority recall plans; and notifying the VOO when assigned vehicles are no longer required.
 - 4.3.1. Unit vehicles are justified on an AF Form 601, **Equipment Action Request**. The AF Form 601 is verified by the VOO and approved by the base Logistics Group Commander. After approval, the VOO sends the form to the major command (MAJCOM) vehicle operations division 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.
 - 4.3.2. New vehicle authorization requests and requirements must comply with the Air Force Zero Growth Policy.
 - 4.3.3. VCOs provide vehicle operations with mission impact statements to substantiate annual base vehicle buy submissions.
 - 4.3.4. Continued retention of vehicle authorizations is predicated on the continuing need and asset utilization.
- 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.
- 4.5. All vehicle modification requests will be submitted, in writing, to the Fleet Management Element. Request must address the extent of the modification, and impact if denied. Vehicle will be placed into original configuration at unit cost if vehicle is rotated/shipped. All requests will be reviewed by the VOO/VOS and forwarded with recommendation to Vehicle Maintenance for final disposition.
- 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/VCNCO through unit supply channels.
- 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.
 - 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 base transportation activity's On-Line Vehicle Integrated Management System (OLVIMS) prior to operating assigned vehicles.

- 4.7.2. Using qualified unit instructors approved by the host base vehicle operations officer to train and supervise special purpose vehicle operators.
- 4.7.3. Developing and maintaining unit vehicle lesson plans that have been reviewed by the VOO/VOS and Vehicle Maintenance Manager (VMM) and approved by the unit commander.
- 4.7.4. VCO will maintain Optional Forms 345, **Physical Fitness Inquiry for Motor Vehicle Operators**, for all DoD civilian employees operating government motor vehicles who possess an AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**.
- 4.8. Ensuring that operator maintenance is performed and vehicle malfunctions are reported to vehicle maintenance.
 - 4.8.1. Maintain Operator Inspection Guide and Trouble Report IAW AFMAN 37-139, Records Disposition Schedule.
- 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:
 - 4.9.1. Conducting and documenting monthly vehicle safety orientation and education briefings.
 - 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.
 - 4.9.3. Providing flight line training to assigned personnel when required.
 - 4.9.4. Ensuring unit vehicles are kept clean and waxed when required and/or in accordance with local directives.
 - 4.9.5. Providing vehicle operators with instructions to follow, including agencies to phone, when accidents occur.

NOTES:

1. The using organization commander designates an official to investigate each accident and provides results to safety. 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.
2. An operator surrenders the AF Form 2293, with the SF 91, **Operator's Report of Motor Vehicle Accident**, to the VCO after the accident. Unit commanders may reinstate the license at their discretion.
3. Accident reporting for commercial rental and General Services Administration (GSA) vehicles is the same as reporting an accident involving a government owned vehicle.
4. When payment for damage (either voluntary or on an DD Form 200, **Financial Liability Investigation of Property Loss**) is involved, the unit VCO requests a AF Form 20, **Repair Cost and Repairable Value Statement**, from Maintenance Control and Analysis (MC&A) for the actual repair cost.
 - 4.10. Ensure low-use vehicles are rotated with high-use vehicles.
 - 4.10.1. Base and associate units must comply with vehicle rotation and utilization programs.
 - 4.11. The unit VCO will provide supplies for operator care such as oil, window cleaner, wax and other cleaning items as required.

4.12. Ensure all unit vehicle leasing actions are coordinated through Vehicle Operations. Associate units are required to have vehicle lease requests coordinated through the host transportation squadron’s vehicle operations flight. Note, vehicle leasing may possibly effect priority buy submissions, vehicle rotations, MEL, etc.

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 a 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 B—Motor Vehicle Official Use Policy

6. Official Use of Government Vehicles. AFI 24-301, Vehicle Operations, contains specific policy guidance on official use of government vehicles. General official use rules listed in Table 2-1 are non-inclusive and are provided to aid unit vehicle control personnel in interpreting official use policy. The VOO 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 1. General Vehicle Official Use Rules.

| R U L E | Official/Relative Requesting Trans- portation | And transportation is required for: | Then transportation is: |
|----------------------------|---|--|--|
| 1 | Permanent party military members, DoD civilian employees, approved contractors using government provided vehicles | Personal errands, sight seeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc. | Not Authorized. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. AFI 24-301 & DoD 4500-36R |
| 2 | Permanent party military members, DoD civilian employees, approved contractors using government provided vehicles | Traveling to and from on or off-base quarters. | Authorized only when the military member or DoD civilian employee is authorized domicile-to-duty transportation. AFI 24-301 & DoD 4500-36R |
| 3 | Spouses of military members or DoD civilian employees | Traveling with military member to or from an official function where he/she will participate in the ceremony | Authorized when there is space available and the size of the vehicle is no larger than that required for the performance of the official business AFI 24-301 & DoD 4500-36R |

| R U L E | Official/Relative Requesting Trans- portation | And transportation is required for: | Then transportation is: |
|----------------------------|---|---|--|
| 4 | Spouses of military members or DoD civilian employees | Traveling independently to or from an official function when it is impractical for the official to accompany the spouse enroute. | Authorized only when the military member or DoD civilian employee is authorized domicile-to-duty transportation AFI 24-301 & DoD 4500-36R. |
| 5 | Spouses/Dependents of military members or DoD civilian employees | Traveling to or from medical outpatient or dental appointments. | Authorized only when travelling on a regularly scheduled base mass transportation service on a Space-A basis. AFI 24-301 & DoD 4500-36R |
| 6 | Military members or DoD civilian employees on Permissive TDY status | Any purpose | Personnel on Permissive TDY are not authorized dedicated transportation support. Space-A transportation services may be used. AFI 24-301 |
| 7 | Military members or DoD civilian employees on funded TDY status | Travel between billeting and duty location(s) required to conduct official business. | Authorized. AFI 24-301 & DoD 4500-36R. |
| 8 | Military members or DoD civilian employees on funded TDY status | Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging. | Authorized. AFI 24-301 & DoD 4500-36R |
| 9 | Military members or DoD civilian employees on funded TDY status | To or from any off-base entertainment or recreational facilities. | Not Authorized. AFI 24-301 & DoD 4500-36R |
| 10 | Military members or DoD civilian employees on funded TDY status | On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member. | Authorized. AFI 24-301 & DoD 4500-36R |

Section C—Vehicle Operators

7. Understand the guidelines in AFJMAN 24-306, Manual for the Wheeled Vehicle Driver, related AFIs, technical orders, technical and commercial manuals, and lesson plans for the vehicles operated.

- 7.1. Use government rented, leased, or owned motor vehicles for official purposes only.
- 7.2. Will not use tobacco products in Air Force vehicles
- 7.3. Will not consume alcoholic beverages in any government vehicle.

- 7.4. Notify the VCO and/or VCNCO of any personal status changes (e.g. physical profile change, use of prescription medications, significant infraction of civil traffic laws).
- 7.5. Perform required operator care and inspection on all government-owned and leased vehicles using appropriate vehicle inspection guides and signs the form.
- 7.6. Report vehicle malfunctions to the Vehicle Maintenance Customer Service Center within one normal workday. Report malfunctions that affect safe operation at once. Failure to report malfunctions may constitute vehicle abuse.

JOHN W. HANDY, Lt General, USAF
DCS/Installations and Logistics

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

AFI 24-301, Vehicle Operations, 1 October 1998
AFI 24-302, Vehicle Maintenance Management, April 1994
AFI 31-201, Security Police Standards and Procedures, May 1995
AFI 40-102, Tobacco Use in the Air Force
AFI 91-204, Safety Investigations and Reports, December 1996
AFJMAN 24-306, Manual for Wheeled Drivers, August 1993
DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 1994

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMS—Air Force Manpower Standard
AFS—Air Force Specialty
CA-CRL—Custodian Authorization/Custody Receipt Listing
CONUS—Continental United States
CSAF—Chief of Staff of the Air Force
DoD—Department of Defense
FW&A—Fraud, Waste & Abuse
MAJCOM—Major Command
MC&A—Maintenance Control and Analysis
MEL—Minimum Essential Listing
MNS—Mission Needs Statement
OLVIMS—On-Line Vehicle Interactive Management System
O&M—Operation and Maintenance
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
POD—Permissible Operating Distance
POV—Privately Owned Vehicle
REMS—Registered Equipment Management System

SECAF—Secretary of the Air Force

SPACE A—Space-available

TDY—Temporary Duty

UDI—U-Drive it

US—United States

VAL—Vehicle Authorization Listing

VCF—Vehicle Control Function

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

VOO—Vehicle Operations Officer

VOS—Vehicle Operations Superintendent