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**Transportation**

**VEHICLE ACCIDENT AND ABUSE**

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This instruction outlines responsibilities and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander. It explains examples of vehicle abuse (**Attachment 2**), prescribes procedures for reporting vehicle accident (**Attachment 3**) and/or abuse damage (**Attachment 4**). The transfer of operation and maintenance (O&M) funds or expenses for reimbursement of vehicle accident or abuse repairs, as well an example of a Memorandum for Release/Acceptance of Financial Responsibility (**Attachment 5**). This instruction is applicable to all persons operating government motor vehicles or equipment (GMV/E) assigned to Vandenberg Air Force Base (VAFB) which are loaded in the On Line Vehicle Interactive Management System (OLVIMS). Maintain and dispose of all records created as a result of the process described herein according to AFMAN 37-139, **Records Disposition Schedule**. Public Law 104-13, **Paperwork Reduction Act of 1995**, affect this publication.

**SUMMARY OF REVISIONS**

The revision of this publication deletes **paragraph 1.3.6** and revise unit designations and office symbols to meet the format standards required by the Air Force. This publication has been substantially revised and must be reviewed in its entirety. A bar (|) indicates a revision from the previous edition.

**1. Responsibilities:**

- 1.1. The Commander, 30th Space Wing (30SW/CC) is the authority for establishing the wing's vehicle accident and abuse prevention program. The 30 SW/CC is the final decision authority to resolve all conflicts concerning the Accident and Abuse Program
- 1.2. The Commander, 30th Mission Support Group (30MSG/CC) will coordinate with affected group commanders on the transfer of O&M funds or expenses to cover vehicle accident and abuse repair cost.

1.3. The Vehicle Maintenance Section (30LRS/LGRVM) implements and administers the wing's vehicle accident and abuse programs and policies.

1.4. The Comptroller Squadron Financial Analysis Branch (30CPTS/FMA) transfers O&M funds or expenses to cover vehicle accident and abuse repair cost.

**2. Policy:** The organization using vehicles and or equipment will reimburse the Vehicle Maintenance Section for direct material and or contractor repair costs required to repair accident or abuse related damages. The using organization may not be the assigned organization (e.g., U-Drive-It vehicles from Logistics Readiness Squadron or a loaned vehicle from another organization). Reimbursement will be made regardless of any administrative or pecuniary liability assessed to an individual. Reimbursement is to be accomplished through a transfer of funds from the using organization's O&M account to Logistics Readiness Squadron's O&M account or a transfer of expenses from LRS O&M account to the using organization's O&M account.

### 3. Procedures:

#### 3.1. 30LRS/LGRVM will:

3.1.1. Identify vehicle damage caused by accident and/or abuse.

3.1.2. Produce a memorandum of accident or abuse notification ([Attachment 3](#) or [Attachment 4](#)), for 30LRS/CC to forward to the squadron commander of the assigned organization (may not be the unit responsible for the damage) with a copy of the repair estimate work order.

3.1.3. After 30LRS/CC signature on memorandum of accident or abuse notification, LGRVM will forward electronically and courtesy copy the following organizations:

3.1.3.1. Forward to the affected squadron commander

3.1.3.2. Courtesy copy to:

3.1.3.2.1. 30SW/JAD (only when POVs are involved)

3.1.3.2.2. 30SW/SEGB

3.1.3.2.3. 30CPTS/FMF

3.1.3.2.4. 30LRS/LGRVMM - Fleet

3.1.3.2.5. Affected organization VCO

3.1.3.2.6. 30MSG/CC

3.1.4. Repair vehicle upon receipt of Memorandum of Release/Acceptance of Financial Responsibility ([Attachment 5](#)) from the responsible unit (may not be the assigned organization), or after 5 workdays days from notification, whichever is earlier.

3.1.5. Maintain accident and abuse case files to track quantity and repair cost data. Data is available to unit CC's and group CC's upon request.

3.1.6. Provide AF Form 20, **Repair Cost and Repairable Value Statement**, when requested by the assigned or using organization.

#### 3.2. The Vehicle Operations Section (30LRS/LGRVO) will:

3.2.1. Withhold replacement vehicle for vehicles involved in accident and/or abuse actions until Memorandum of Release is received by 30 LRS/LGRVM.

**3.3. Assigned or Using Organizations will:**

3.3.1. Report all vehicle damage to 30LRS/LGRVM within 24 hours.

3.3.2. Report U-Drive-It or loaned vehicle damage to 30LRS/LGRVO within 24 hours.

3.3.3. Forward a copy of the Memorandum of Release/Acceptance of Financial Responsibility to 30LRS/LGRVM when vehicle is no longer needed for the investigation, or within 5 calendar days from notification.

3.3.4. Investigate the accident and or abuse according to procedures outlined in AFMAN23-220, *Reports of Survey for Air Force Property*.

**3.4. 30LRS/CC will:**

3.4.1. Provide a memorandum of accident or abuse notification ([Attachment 3](#) or [Attachment 4](#)) to the squadron commander of the assigned organization (may not be the nit responsible for the damage) with a copy of the repair estimate work order. If the assigned organization is not responsible for the damage, it is the responsibility of the assigned organization to notify the organization responsible for the damage.

**3.5. 30MSG/CC will:**

3.5.1. Forward upon request the memorandum of accident or abuse notification to the affected group commanders and/or 30SW/CC.

3.5.2. Coordinate the amount of money with each group commander.

**3.6. Affected Group Commanders will:**

3.6.1. Inform 30CPTS/FMA of amount to be transferred after final coordination.

**3.7. 30CPTS/FMA will:**

3.7.1. Transfer O&M funds from the appropriate account into the LRS O&M account or transfer expenses from LRS to the appropriate account.

**4. Adopted forms. AF Form 20, Repair Cost and Repairable Value Statement, AF Form 1823-1, Vehicle and Equipment Work Order Repair Estimate.**

SCOTT M. VAN NESS, Lt Col, USAF  
Commander, 30th Logistics Readiness Squadron

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *Terms*

**Fair Wear and Tear**—The normal expected deterioration of the vehicle or equipment based on its age, usage, and life expectancy.

**Vehicle Abuse**—Any act or omission that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident, or incident. Some examples of vehicle abuse are listed in [Attachment 2](#).

**Vehicle Accident**—Any situation where a GMV/E strikes or is struck by another GMV/E and or object, structure, or animal where action by any participate vehicle operator could have prevented the outcome.

**Vehicle Incident**—Any situation where a GMV/E sustains damage where the action by any participate vehicle operator could not have prevented the outcome (e.g., act of nature).

**Attachment 2****EXAMPLES OF VEHICLE ABUSE**

**A2.1.** Vehicle abuse action will be initiated for vehicle and equipment damage or failure resulting from:

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants or failure to check levels, according to established requirements, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle with applied/dragging parking brakes.

A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

A2.1.5. Using a vehicle for other than its intended designed purpose (e.g., 6K F/L used to transport a 10,000 pound pallet).

A2.1.6. Failure to clean or maintain vehicle's interior and or exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, modification or added special equipment in or on vehicle.

A2.1.8. Operating a vehicle with improperly inflated tires.

A2.1.9. Operation of a vehicle or equipment in conflict with published Department of Defense (DoD), Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA) standards, Air Force Instructions, Manuals, and Technical Orders, or Public Law concerning vehicle safety.

A2.1.10. Other situations where vehicle abuse action may be initiated:

A2.1.11. Failure to report malfunctions, defects in or damage to a vehicle to Vehicle Maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs is authorized.

A2.1.12. Failure to bring a vehicle or equipment to Vehicle Maintenance for scheduled preventative maintenance before an overdue condition exists. Pre-approved rescheduling due to mission requirements is exempt.

## Attachment 3

## ACCIDENT NOTIFICATION MEMORANDUM (SAMPLE)

Date

MEMORANDUM FOR XXXX/CC

FROM: 30LRS/CC

SUBJECT: Vehicle Accident, Case No. XXXXX

1. On DD MM YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned in to Vehicle Maintenance with accident damage. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to serviceable condition.
2. Request your office initiate an investigation as required by AFMAN 23-220, *Reports of Survey for Air Force Property, Chapter 18*. All completed case files must be forwarded to 30LRS/CC within 14 days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than five workdays from the date of this letter. According to AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, unless otherwise notified, repair action will commence after that period of time.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an AF Form 20, **Repair Cost and Repairable Value Statement**, from Vehicle Maintenance.
5. Any questions concerning the repair, release, or AF Form 20, **Repair Cost and Repairable Value Statement** can be referred to Maintenance Control and Analysis at ext. 6-5115 or 6-3991. Thank you in advance for your prompt attention of this matter.

SCOTT M. VAN NESS, Lt Col, USAF  
Commander

Attachment:

AF Form 1823-1, **Vehicle and Equipment Work Order Repair Estimate.**

cc:

30SW/JAD

30SW/SEGB

30CPTS/FMF

30LRS/LGRVMM-Fleet

## Attachment 4

## SUSPECTED VEHICLE ABUSE NOTIFICATION MEMORANDUM (SAMPLE)

Date

MEMORANDUM FOR XXXX/CC

FROM: 30LRS/CC

SUBJECT: Vehicle Abuse, Case No. XXXXXX

1. On DD MM YY, Air Force vehicle XXXXXXXXX, assigned to your organization, was turned in to Vehicle Maintenance with damage that cannot be attributed to normal fair wear and tear. The attached work order indicates the damage and an estimate of the repairs necessary to return the vehicle to a serviceable condition.
2. Request your office initiate an investigation as required by AFMAN 23-220, *Reports of Survey for Air Force Property*, Chapter 18. All completed case files must be forwarded to 30LRS/CC within 14 days from the date of this letter.
3. We also require a repair release from you or your representative as soon as the vehicle is no longer required for the investigation, but not later than five workdays from the date of this letter. According to AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, unless otherwise notified, repair action will commence after that period of time.
4. If an individual has been found liable or voluntarily accepts liability, your unit VCO/VCNCO may request, in writing, an AF Form 20, from Vehicle Maintenance.
5. Any question concerning the repair, release, or AF Form 20 can be referred to Maintenance Control and Analysis at ext. 6-5115 or 6-3991. Thank you in advance for your prompt attention of this matter.

SCOTT M. VAN NESS, Lt Col, USAF  
Commander

Attachment:

AF Form 1823-1, **Vehicle and Equipment Work Order Repair Estimate.**

cc:

30SW/JAD

30SW/SEGB

30CPTS/FMF

30LRS/LGRVMM-Fleet

**Attachment 5****MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY  
(SAMPLE)**

Date

MEMORANDUM FOR 30LRS/LGRVM

FROM: (Assigned/Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Reg Num), which (is assigned to our organization/was used by our organization), was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand the cost associated with these repairs, to include materials and/or contract costs, will be transferred from our unit's operations and maintenance (O&M) account to the LRS O&M account.

VCO/VCNCO/Unit Commander Signature Block