

**3 DECEMBER 2004**



**Transportation**

**VEHICLE ACCIDENT/ABUSE POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This is the initial publication of this instruction. This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. This instruction applies to all squadron commanders, tenant units, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO) and vehicle operators assigned to or with temporary duty (TDY) to Malmstrom Air Force Base, including all National Guard and Reserve personnel. This instruction establishes the policies and procedures for implementing and managing the wing's vehicle accident, abuse, and incident program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents, abuse, and incidents. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN37-123, *Management of Records* and disposed of as indicated in the Records Disposition Schedule available at <https://webrims.amc.af.mil>. Contact your local Functional Area Records Manager for access.

**1. Objective.** The key to successfully reducing damage to vehicles is placing responsibility where it rightfully belongs, that is, with the operator and the operator's commander charged with maintaining high standards of vehicle operator training and discipline. Consequently, using the procedures set forth in paragraph **5.6.**, this instruction, units will transfer expenses for the actual cost of materials used to repair damage to vehicles operated by their personnel. In cases of vehicle accident and abuse, units will process a Journal Voucher transferring expenses to cover material, contract and civilian labor expenses.

**2. Goal.** To reduce the number of vehicle accidents, abuse, and incident cases, thereby, reduce the risk of personal injury or death while keeping the cost of repairs to an absolute minimum. Commanders are required to initiate internal investigations into circumstances surrounding accidents, incidents and cases of suspected vehicle abuse or incidents.

### 3. Definitions:

- 3.1. A vehicle accident is defined as a collision, impact, or abrasion against a fixed or moving object with a military vehicle, causing damage and/or requiring repairs, whether or not immediately noticeable.
- 3.2. Vehicle abuse is defined as an act or omission that has caused damage that cannot be attributed to fair wear and tear under normal circumstances. Vehicle abuse may result in early failure of components or immediately detectable damage.
- 3.3. Vehicle incidents are defined as damage not caused by accident or and abuse, and cannot be considered fair wear and tear.

### 4. Responsibilities:

- 4.1. Vehicle Maintenance. The 341st Logistics Readiness Squadron (LRS), Vehicle Management Flight (LGRV) is responsible for identifying suspected accidents, abuse, and incidents (see [Attachment 1](#)). The LGRV flight chief, the vehicle maintenance manager (LGRVM) or their designated representative will evaluate each case and validate each alleged vehicle accident, abuse, or incident. They will be the final authorities entrusted with differentiating between an accident, abuse, or incident. Reporting damage to an Air Force vehicle is the unit's responsibility. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the Maintenance Control and Analysis Section in LGRVM. The 341 LRS Commander will be the final authority on determining if financial liability will be pursued.
- 4.2. Vehicle Operator. The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse, or incident. Any damage should be immediately reported to the 341st Security Forces. Vehicle operators will provide copies of accident reports to Vehicle Maintenance Customer Service, building 870, when turning the vehicles into LGRVM. The secondary responsibility rests with the unit's VCO/VCNCO, who should be inspecting the unit's vehicles periodically for unreported damage and inspect each vehicle turned into LGRVM for repairs.
- 4.3. Using Organization. Financial responsibility for vehicle damage rests with the vehicle operator's assigned organization. In cases where multiple government owned vehicles (GOV) are involved and an investigation cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operator is assigned. Group Commanders will be responsible for accuracy, review, and completeness of any Report of Survey (ROS) originating within their unit.

### 5. Procedures: Upon determination of vehicle damage as a result of accident or abuse:

- 5.1. LGRVM will initiate a work order estimating the repair cost. The work order, along with a letter identifying the details of the accident or abuse damage will be signed by the 341 LRS Commander and sent to the responsible organization's commander (see [Attachment 2](#)). A courtesy copy of the letter will be sent to the ROS manager.
- 5.2. Vehicle Maintenance will ensure photos of damaged areas are taken prior to repair action. At the request of the using organization's commander an AF IMT 20, **Repair Cost and Repairable Value Statement**, will be prepared by LGRVM, Vehicle Maintenance and Analysis, depicting actual cost expended to repair the vehicle. The AF IMT 20 will be required if liability is assessed in the ROS process.

5.3. Repairs may begin after Maintenance Control and Analysis validates with the unit's VCO/VCNCO indicating the vehicle is no longer needed for investigative purposes and proper paperwork has been completed for payment of repair costs.

5.4. The using organization is responsible for any additional photographs or accident reports required for their own investigation.

5.5. When payment for damage, either voluntary or through use of DD Form 200, **Financial Liability Investigation of Property Loss**, is involved, the actual cost of the repairs is computed using an AF IMT 20 in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*.

5.6. The organization using the vehicles and equipment is responsible for material cost, civilian labor, and contract repair costs to repair accident/abuse-related damage. Reimbursement will be made regardless of pecuniary liability. Organizations responsible for accident/abuse damage will provide an OF 1017-G, *Journal Voucher*, in the Automated Business Services System (ABSS) transferring expenses to their organization's operation and maintenance (O&M) from the 341 LRS O&M account. The 341 LRS Commander is the final decision authority to resolve all conflicts concerning this program.

## **6. Accident Reporting Procedures for privately owned vehicles (POV) and government owned vehicles (GOV):**

6.1. Reporting Procedures. Report all accidents involving vehicles on Standard Form 91, **Operators Report of Motor Vehicle Accident**. Ensure you obtain the names of all individuals involved, including witnesses and police. Complete and deliver the SF 91 to the unit VCO/VCNCO, along with narrative, in your own words, of all events.

6.2. POV Procedures Only. Vehicle accident cases involving private insurance companies will be coordinated through Base Legal Office.

6.3. GOV Procedures Only. All repair estimates and actual GOV repairs must be accomplished with the LGRV.

## **7. IMT Adopted.** This instruction adopts the use of DD Form 200, **Financial Liability Investigation of Property Loss**, AF IMT 20, **Repair Cost and Reparable Value Statement**, and SF 91, **Operator's Report of Motor Vehicle Accident**.

EVERETT H. THOMAS, Colonel, USAF  
Commander

**Attachment 1****EXAMPLES OF VEHICLE ABUSE**

- A1.1.** Failure to accomplish operator maintenance IAW AFI24-302.
- A1.2.** Not reporting malfunctions, defects, accident damage, or safety discrepancies affecting vehicle maintenance in a timely manner.
- A1.3.** Overloading or failing to tie down or otherwise secure cargo.
- A1.4.** Tampering with governors or pollution control devices.
- A1.5.** Operating vehicle/equipment with broken tire chains or improperly inflated tires.
- A1.6.** Failure to protect the painted surface from oxidization and corrosion.
- A1.7.** Failure to bring a vehicle/equipment into the shop for scheduled maintenance.
- A1.8.** Modifying a vehicle/equipment without written permission from the LGRV Flight Chief.
- A1.9.** Refueling a vehicle with incorrect type fuel, that is, diesel instead of mogas.
- A1.10.** Contributing to wind damage by not parking vehicles into the wind or restraining doors when opening.
- A1.11.** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- A1.12.** Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.
- A1.13.** Using a vehicle for other than its designed purpose.
- A1.14.** Use of stop leak in radiators.
- A1.15.** Operating a vehicle in violation of operator's manual or accepted driving practices.

## Attachment 2

## VEHICLE DAMAGE LETTER



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 341st SPACE WING (AFSPC)

Date

MEMORANDUM FOR 341 (squadron)/CC  
341 (squadron)/VCO

FROM: 341 LRS/CC

SUBJECT: Vehicle damage case number (#### and squadron)

1. A (make, type) vehicle registration number (ex. 01B00906), assigned to your organization, was turned in to Vehicle Maintenance with abuse damage not attributed to fair wear and tear. Actual repair costs may vary, but your unit will be charged only for actual O&M funds expended by 341 LRS/Vehicle Maintenance Element, in accordance with AFMAN 24-307 AFSPCSUP1, page 4, paragraph 1.28.1.

Labor: \$ 0.00  
Parts: \$ 0.00  
Total: \$ 0.00

2. Repairs will begin as soon as a written release is provided. If no release is received within 5 days after the date of this letter, we will begin repairs at that time. We will hold vehicles longer upon request; however, we have photos of damage areas on file, and the sooner you release the vehicle, the sooner it will be returned to you.

3. We recommend a report of survey be directed, if deemed appropriate.

4. The 341 LRS/CC is the reviewing authority on vehicle accident/abuse cases and will determine disposition of all accident/abuses. Please refer any questions to A1C Amanda M. Cole, Fleet Maintenance and Analysis, 731-6333.

//SIGNED//  
YOLANDA JACKSON, Lt Col, USAF  
Commander, 341st Logistics Readiness Squadron

1st Ind, 341 (squadron/office symbol)

MEMORANDUM FOR 341 LRS/CC

I approve the release of this vehicle and the transfer of funds to Vehicle Maintenance for repair costs.

(NAME, RANK), USAF  
Commander, 341st (squadron)