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Transportation

VEHICLE ACCIDENT AND ABUSE PROGRAM

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(SMSgt Gary L. Floyd Jr.)
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This instruction establishes purpose, policies and procedures for an effective vehicle accident and abuse program at Misawa Air Base and implements AFPD 24-3, Operation, Maintenance and Use of Transportation Vehicles and Equipment. This instruction is applicable to all persons operating government-owned vehicles/equipment (GOV/E) assigned to Misawa Air Base, which are loaded in the On-Line Vehicle Interactive Management System.

SUMMARY OF REVISIONS

This instruction was reaccomplished to clarify abuse actions and procedures.

1. Objective.

1.1. To establish an effective accident and abuse program. Outline responsibilities, reporting procedures and transfer of funds. Visibility and emphasis are placed at the unit level and under the direct control of the unit commander to foster better operator care and improve the overall condition of Misawa's vehicle fleet.

2. Definitions.

2.1. Vehicle Accident: When a GOV/E strikes or is struck by another GOV/E, non-GOV/E, object, structure or animal.

2.2. Fair Wear and Tear: The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

2.3. Vehicle Incident: GOV/E is damaged, caused by conditions which were beyond the control of an individual. Repairs will not be categorized as an accident or abuse. An incident letter will accompany any vehicle turned in for incident damage. Examples of incidents are:

2.3.1. A rock thrown through the windshield by the tire of a vehicle being followed.

2.3.2. A wind-carried object striking a vehicle.

2.3.3. Hail damage.

2.4. Vehicle Abuse: An act that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident and incident. Some examples of vehicle abuse are listed in [Attachment 1](#).

NOTE: For damage not attributed to an accident, the Vehicle Maintenance Flight Chief (VMFC) will consider the facts and determine whether the vehicle should be processed as an incident or abuse. Controversies about classification will be handled at the lowest level, with 35th Logistics Group Commander (35 LG/CC) being final authority.

3. Responsibilities.

3.1. The organization using the vehicle or equipment will reimburse the 35th Transportation Squadron, Vehicle Maintenance Flight (35 TRANS/LGTM), for material costs to repair accident- and abuse-related damage. The using organization may not be the assigned organization i.e., a U-Drive-It vehicle from 35 TRANS or a loaned vehicle from another organization. Reimbursement will be made regardless of determination of pecuniary liability.

3.2. 35 TRANS/LGTM will:

3.2.1. Identify vehicle damage caused by accident or abuse.

3.2.2. Provide accident or abuse estimate and notification memorandum ([Attachment 2](#) and [Attachment 3](#)) and photos to the squadron commander and the unit Vehicle Control Officer (VCO).

3.2.3. Accident notification memorandum will be sent to the following: 35 TRANS Vehicle Operations, Fleet Management Section (35 TRANS/LGTOF); 35th Fighter Wing, Safety Office (35 FW/SE); and 35th Comptrollers Squadron (35 CPTF/FMA). Accident repairs will commence at this time. Abuse repairs require a written release for repair memorandum ([Attachment 4](#)) from the unit before repairs can be accomplished.

3.2.4. 35 TRANS/LGTM will code the work order so that parts costs are recorded on the monthly refundable/reimbursable (finance) disk.

3.2.5. Provide an AF Form 20, Repair Cost Reparable Value Statement, when it has been determined that liability is to be assessed or voluntary payment is to be made.

3.3. Operator will (in cases of an accident):

3.3.1. Stop.

3.3.2. Aid injured.

3.3.3. Notify the 35th Security Forces Squadron (226-4358) immediately, prior to moving the vehicle. If off base, dial 53-5181, then 226-4358, or wait for operator assistance.

3.3.4. Notify supervisor and unit VCO.

3.3.5. Complete a Standard Form (SF) 91, Operator's Report of Motor Vehicle Accident.

3.3.6. Complete a DD Form 518, Accident-Identification Card, if privately owned vehicle (POV) or private property is involved.

3.3.7. Turn the vehicle and a copy of the completed SF 91 into vehicle maintenance within 24 hours after being released from the accident scene, if it can be driven safely. Contact 35th Transportation Squadron, Vehicle Operations (35 TRANS/LGTO) at 226-3328 if wrecker service is required.

3.4. Assigned or using organization will:

3.4.1. If the accident involves a POV and a GOV, provide 35 FW, Judge Advocate Office (35 FW/JA) with a copy of the SF accident investigation report or sufficient information about the accident, to determine if collection through a government claim should be pursued through the POV insurance company. If 35 FW/JA validates that a government claim is required, this office will pursue repairs through the POV insurance company.

3.4.2. Complete a 35 FW Form 33, Preliminary Ground Mishap Report, and forward to 35 FW/SE, regardless of injury or extent of damage.

3.5. Assigned or using organization commander will:

3.5.1. Upon receipt of an accident or abuse notification letter from 35 TRANS or when provided other information that a GOV is lost, damaged or destroyed, appoint an investigating officer to conduct a preliminary investigation IAW AFMAN 23-220, Report of Survey for Air Force Property, Chapter 18, para 18.4.2.

3.6. 35th Fighter Wing, Vice Commander (35 FW/CV) or 35th Comptroller Squadron Commander (35 CPTS/CC) will:

3.6.1. Review the investigating officer's recommendation and make the final decision on whether or not a Report of Survey (ROS) will be processed and advise the ROS manager of the decision.

3.7. VCO will:

3.7.1. Maintain an accident/abuse case file containing at least, but not limited to the following: SF 91 (not applicable for abuse), copy of investigation, accident/abuse notification memorandum and 35 FW Form 33. This file will be maintained IAW AFMAN 37-139, Records Disposition Schedule. These files will be inspected as part of the annual VCO program assessment.

3.8. 35 CPTS, Financial Liaison Section (35 CPTS/FMFL) will:

3.8.1. Download the data from the monthly refundable/reimbursable (finance) disk and transmit it to Defense Finance and Accounting Service-Japan at Yokota Air Base for transfer of funds from appropriate organization, utilizing the PCN SH069-V12, Motor Vehicle Reimbursable/Refunds Billing List.

4. Additional Guidance.

4.1. Multiple unit accidents:

4.1.1. Each unit will be charged the cost of repairs on the vehicle assigned to the unit.

4.1.2. The commanders of the units involved will arrange for transfer of funds between the units based upon liability determination as set forth in the ROS findings if an ROS is processed.

LOYD S. UTTERBACK, Brig Gen, USAF
Commander

Attachment 1

EXAMPLES OF VEHICLE ABUSE

- A1.1.** Vehicle abuse actions will be initiated for vehicle/equipment damage or failure resulting from:
 - A1.1.1. Operating vehicles with insufficient oil or coolant due to failure to check levels according to established requirements or failing to monitor dash instrumentation.
- A1.2.** Operating a vehicle in a manner for which it was not designed or intended.
- A1.3.** Unauthorized wiring, marking or modification of a vehicle.
- A1.4.** Damage that resulted from improperly distributed or secured loads.
- A1.5.** Damage resulting from improperly installed or broken tire chains. This applies to off-flight-line use.
- A1.6.** Failing to clean interior and exterior of vehicle to meet appearance standards.
- A1.7.** Corrosion or oxidation, caused by insufficient waxing or operator care, IAW AFMAN 24-307, Procedures for Vehicle Maintenance Management, para 1.6.
- A1.8.** Servicing the vehicle with improper fuel or oil.
- A1.9.** Intentional destruction or disfigurement of interior/exterior of vehicle.
- A1.10.** Failure to report malfunctions, defects or damage to Vehicle Maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission need is authorized.
- A1.11.** Operating a vehicle with improperly inflated tires or tires worn beyond serviceable limits.
- A1.12.** Failure to turn vehicle in for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
- A1.13.** Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions; however, each will be evaluated on a case-by-case basis by the VMFC in coordination with the VCO/VCNCO.
- A1.14.** Tampering with governors or distributors.
- A1.15.** Operating vehicle with the parking brakes applied.

Attachment 2

SAMPLE ACCIDENT NOTIFICATION MEMORANDUM

Date

MEMORANDUM FOR ASSIGNED OR USING ORGANIZATION/CC
/VCO

FROM: 35 TRANS/CC

SUBJECT: Notification of Accident

1. On (DATE), vehicle (REGISTRATION NUMBER) was reported to Vehicle Maintenance Flight with accident damage to the (LIST OF DAMAGE). As a result, your organization is required to process an accident case IAW 35 FWI 24-302, Vehicle Accident and Abuse Program.
2. This accident has been assigned case number (LGTMXXXX). An estimate of repairs has been accomplished and listed below. Your vehicle is currently being repaired and the actual cost of repairs will be provided, upon request, after all work is completed.

Estimated Man-hours:
Estimated Parts Cost:

3. If you require additional information, please contact Maintenance Control Section at 226-2716.

Commander, 35th Transportation Squadron

Attachments:

1. Vehicle and Equipment Work Order
2. Photo(s)

cc:

- 35 TRANS/LGTOF
- 35 FW/SE
- 35 CPTS/FMA

Attachment 3

SAMPLE ABUSE NOTIFICATION MEMORANDUM

Date

MEMORANDUM FOR ASSIGNED OR USING ORGANIZATION/CC

/VCO

FROM: 35 TRANS/CC

SUBJECT: Vehicle Abuse Notification

1. Vehicle (REGISTRATION NUMBER) was turned in for repair on (DATE) with (LISTED DAMAGE). The estimated cost of this repair action is (EST LABOR COST) for labor and (EST PARTS COST). Actual cost will be provided upon request, after repairs are completed. As a result, your organization is required to process an abuse case IAW 35 FWI 24-302, Vehicle Accident and Abuse Program.

2. This abuse action is based on the reason or reasons indicated below:

_____ Failure to perform proper operator care (includes use of wrong fuel and failure to wax at least quarterly).

_____ Failure to report a safety defect in a timely manner.

_____ Operating a vehicle with a known safety defect.

_____ Unreported accident damage.

_____ Damage due to misuse (i.e., overloading, failure to secure cargo).

_____ Damage due to unauthorized modification.

_____ Other:

3. Unlike vehicle accident cases, we will not start any repairs until a Release for Repair memorandum (**Attachment 4**) is received from you or your VCO. We have instituted this policy to ensure your organization has sufficient time to initiate a preliminary investigation, if needed.

4. This abuse has been assigned case number (LGTMXXXXXX).

5. If you require additional information, please contact Maintenance Control Section at 226-2716.

Commander, 35th Transportation Squadron

Attachments:

1. Vehicle and Equipment Work Order

2. Photo(s)

Attachment 4**SAMPLE RELEASE FOR REPAIR MEMORANDUM**

Date

MEMORANDUM FOR 35 TRANS/LGTM

FROM: Assigned or Using Organization

SUBJECT: Abuse Release

Received notification of abuse on vehicle (REGISTRATION NUMBER). This vehicle is no longer required for investigation purposes and is released for repair.

UNIT VCO or COMMANDER SIGNATURE BLOCK