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SECRETARY OF THE AIR FORCE**

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VEHICLE MANAGEMENT

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This publication implements DEPARTMENT OF THE AIR FORCE POLICY DIRECTIVE (DAFPD) 24-3, MANAGEMENT, OPERATION AND USE OF TRANSPORTATION VEHICLES. It establishes Air Force Vehicle Management (AFVM) procedures and directs the use of the DoD-directed Fleet Management Information System (FMIS) and supporting data systems. The Enterprise Logistics Management System (ELMS) is the DoD-directed Fleet Management Information System for Maintenance, Utilization and Warehouse functions and the Accountable Property System of Record (APSR) for Air Force accountable vehicle assets. The terms ELMS and DPAS used in this publication may be considered synonymous with FMIS. This publication applies to the entire DAF, the United States Air Force (USAF), the United States Space Force (USSF), the Air Force Reserve (AFR), the Air National Guard (ANG), all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances; however, it does not apply to the Civil Air Patrol or non-appropriated fund activities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through 441st Vehicle Support Chain Operations Squadron (441 VSCOS). 441 VSCOS reviews and will forward DAF Form 847 to USAF, Logistics Readiness Division (AF/A4LR) for consideration. This publication may not be supplemented or further implemented or extended without express permission from AF/A4LR. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Regarding this Department of the Air Force Instruction (DAFI) specifically, the Tier waiver authority for "T-1" is 441 VSCOS with concurrence from AF/A4LR; respectively, the Tier waiver authority for "T-2" is 441 VSCOS, Air Force Reserve Command

(AFRC), Directorate of Logistics, Engineering and Force Protection (AFRC/A4), or the Director of Logistics, Engineering and Force Protection, National Guard Bureau (NGB) (NGB/A4) respectively. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items IAW [paragraph 1.22](#). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or trademark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force (DAF).

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include: incorporating all changes from DAFI 24-302_DAFGM2023-01; reconstruction of [Chapter 1](#) and [Chapter 2](#), adding "Overview, Objectives & Principles" and general responsibilities for all levels of the Vehicle Management enterprise (including AFR and ANG activities); terminology and data support systems updates (Basing & Logistics Analytics Data Environment [BLADE] and Salesforce); Scheduled Maintenance/Preventative Maintenance interval guidance; Vehicle Validation challenge guidance; enhanced Nuclear Certified Vehicle information/guidance and Missile Support Asset maintenance responsibilities; mandatory DPAS training requirement; consolidation of Fleet Management and Analysis (FM&A) duties and responsibilities into [Chapter 4](#) and Material Control duties into [Chapter 5](#); reorganization of Chapters [4](#), [5](#), [7](#), and [10](#) for clarity; removal of EO 14057 fleet electrification language, and references to CDCs (IAW the Deactivation of 2T3X1/A/C, 2T3X7 CDCs Memorandum) and updates to [Chapter 14](#) (Energy Policy Act (EPA) Section 701 Alternate Fuel Waiver processing and FLEET Fuel Card program updates), Limited Technical Inspection (LTI) (AFTO Form 91) processing procedures, NCE-Vehicle modification and add-on procedures and verbiage changes for the NCE Certified Equipment section; updated instructions for completion of DAF Form 1800, *Operator's Inspection Guide and Trouble Report*, and DAF Form 4354, *Preventative Maintenance Inspections*. The rescission of AF Form 4353, *Vehicle Validation Visit* and AF Form 1831, *Indirect Time Card*; updated reference publications, office symbols, and the consolidation of external hyperlinks under [Attachment 1](#), *Glossary of References and Supporting Documents*.

Chapter 1—OVERVIEW, OBJECTIVE, PRINCIPLES, RESPONSIBILITIES, ORGANIZATION & OPERATING STANDARDS, AND SPECIAL INTEREST ITEMS	16
Section 1A—Overview, Objective & Principles	16
1.1. Overview.....	16
1.2. Objective.....	16
1.3. Principles.	16

Section 1B—General Responsibilities	16
1.4. Director of Logistics (AF/A4L).....	16
1.5. Logistics Readiness Division (AF/A4LR) & 2T3 AFCFM.....	16
1.6. 441st Vehicle Support Chain Operations Squadron (VSCOS).....	17
1.7. MAJCOM, NGB, & AFRC.....	19
1.8. Air Force Life-Cycle Management Center-Support Equipment and Vehicles Division (AFLCMC/ROZ).....	21
1.9. Air Force Installation and Mission Support Center (AFIMSC), Other Agencies/Commands and NGB.....	22
1.10. Wing and Center Commanders or Equivalents.....	23
1.11. Mission Support Group (MSG) Commander or Equivalents.....	23
1.12. Logistics Readiness Squadron (LRS) Commanders or Equivalents.....	23
Section 1C—Flight Level Leadership and Duty Positions	24
1.13. Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) Responsibilities.....	24
1.14. Section NCOIC/Chief Responsibilities.....	28
1.15. Vehicle Management Training Leader (VMTL).....	29
1.16. Vehicle Management Contracting Officer Representative (COR).....	29
Section 1D—Organization & Operating Standards	30
1.17. Vehicle Management Activities.....	30
Figure 1.1. Critical Communication Map.....	31
1.18. Deployed Locations.....	33
Section 1E—Special Interest Items	33
1.19. DAFI 24-302 Tier Waivers.....	33
1.20. Vehicle Transformation Acquisition Council (VTAC).....	34
1.21. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet).....	34
1.22. Government Fleet Expo & Conference.....	34
1.23. Commercial Cellular/Global Positioning System Telematics on Air Force Controlled Vehicles.....	34
Chapter 2—VEHICLE MANAGEMENT OPERATIONS & GUIDELINES, LEVELS OF MAINTENANCE, VEHICLE DEFINITIONS/CATEGORIES	35
Section 2A—Vehicle Management Operations	35
2.1. Vehicle Management (VM).....	35

2.2.	Shop Facilities:	35
2.3.	Fleet Management & Analysis.....	36
2.4.	Customer Service Center.	36
2.5.	Tire Shop Section.....	37
2.6.	Battery Shop (if applicable).	37
2.7.	Tactical, Non-Tactical and Special Purpose VM Work Centers.....	38
2.8.	Refueling Maintenance (RFM) Work Center.	38
2.9.	Fire Truck Maintenance (FTM) Work Center.	38
2.10.	Administration Section.	38
Section 2B—Guidelines		38
2.11.	Prohibited VM Actions.....	38
2.12.	Serviceability Standards.	39
2.13.	Maintenance Priorities.	39
2.14.	Vehicle Condition Inspections.....	40
2.15.	Cannibalization.	40
2.16.	Vehicle Modifications.....	40
2.17.	Non-Nuclear Certified Vehicle “Add-On” Equipment Policy.....	41
2.18.	Nuclear Certified Vehicle Modifications and Add-Ons.	41
2.19.	Non-Mission Capable (NMC) Hours.....	43
2.20.	Vehicle Part/Component Reclamation.....	43
2.21.	Technical Information.....	44
2.22.	Vehicle Management Operating Procedures (VMOP).	45
Section 2C—Levels/Types of Maintenance		46
2.23.	Organizational Maintenance.	46
2.24.	Intermediate Maintenance.....	46
2.25.	DEPOT-Level Maintenance.....	46
2.26.	Contract Operated VM.....	46
2.27.	Vehicle Abuse, Accidents, and Incident Maintenance.	46
2.28.	Transient Registered Vehicle and Equipment Maintenance.	47
2.29.	Maintenance Assistance.....	47
Section 2D—Vehicle Definitions & Categories		48
2.30.	Motor Vehicle Definitions/Categories.....	48

2.31.	Joint Light Tactical Vehicles (JLTV).	51
2.32.	JLTV Modification Management.	52
2.33.	Specialized Missile Support Assets.	52
2.34.	Minimum Configuration Standards Instructions for Base Maintenance, Airfield Damage Repair, Rapid Engineers Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) and Gunnery Range Vehicles.	54
2.35.	Railway Equipment.....	54
Chapter 3	—VEHICLE MANAGEMENT CONTINGENCY OPERATIONS	55
Section 3A	—General Information	55
3.1.	Introduction.....	55
Section 3B	—Support Responsibilities	55
3.2.	Air Force Personnel Center, Deployment Scheduling Function (AFPC/DPW).	55
3.3.	AFLCMC/ROZ.....	55
3.4.	441 VSCOS.....	55
3.5.	Air Force Installation and Mission Support Center (AFIMSC).....	55
3.6.	MAJCOMs.....	55
Section 3C	—Vehicle Posturing and War Reserve Materiel	56
3.7.	Vehicle Posturing.....	56
Table 3.1.	Force Element Codes.	56
3.8.	Home Station Base-Level and WRM Deploying Activities.	57
3.9.	WRM Vehicle Storage.....	58
3.10.	Contractor Operated Storage.....	58
3.11.	WRM Manpower Determination.	59
Section 3D	—Transition to Surge/Deployment Preparation	59
3.12.	Home Station Survival.....	59
3.13.	Personnel.....	59
3.14.	Vehicle Sourcing Processes.	59
3.15.	Temporary Mission Support Kit.	62
3.16.	Tools and Equipment Deployment.	62
3.17.	Training.....	63
Section 3E	—Deployed Location Operations	63
3.18.	Qualification Training.....	63
3.19.	Mission Critical Vehicle List.....	63

3.20.	Materiel Control.....	63
3.21.	Fleet Management and Analysis (FM&A).	63
3.22.	Reporting Requirements.	64
3.23.	Facilities.....	64
3.24.	Tools and Equipment.	64
3.25.	Parts Organization.....	64
3.26.	Organizational Maintenance.	64
3.27.	Mobile Maintenance.	64
3.28.	Vehicle Recovery.....	65
3.29.	Minor/Intermediate Maintenance.....	65
3.30.	Repairs Which Exceed Local Capability.	65
3.31.	Battle Damage Assessment.....	65
3.32.	Vehicle Triage.....	65
3.33.	Destroyed Vehicle Replacement.....	65
3.34.	Maintaining OGMVCs in Contingency Environments.....	65
3.35.	Continuity.	65
3.36.	Contaminated Environment Operations.....	66
3.37.	Contamination Control Team.	66
3.38.	Hazardous Material.....	66
3.39.	Forward Vehicle Deployment.....	66
Section 3F—Reconstitution		66
3.40.	Personnel (Home Station).	66
3.41.	Vehicles (Deployed Location).	67
3.42.	Vehicle Deployment Processing.....	67
3.43.	Interoperability.....	67
3.44.	Acquisition and Cross-Servicing Agreement.....	67
Chapter 4—FLEET MANAGEMENT & ANALYSIS		69
Section 4A—General Responsibilities		69
4.1.	Roles and Responsibilities.	69
Table 4.1.	Authorized Vehicle Authorization Standard Codes.....	71
Section 4B—Additional FM&A Guidance and Program Management Responsibilities		73
4.2.	AF Form 601, Vehicle Authorization Change Request.	73

4.3.	Vehicle Lease and Rental.....	75
4.4.	Performing Analysis.	78
4.5.	Interservice Vehicle Support.....	78
4.6.	Vehicle Control Program.	78
4.7.	Processing Commercial Sales Slips.	79
4.8.	Vehicle Custodian Responsibilities.	79
4.9.	Vehicle End-Of-Life (EoL) Determination.....	80
4.10.	Maintenance Actions on FSE.....	80
Section 4C—Vehicle Asset Identification Numbers, Item Unique Identifier Requirements, License Plates, GSAFleet Requirements, Special Identification and Marking		81
4.11.	Vehicle Asset IDs.	81
4.12.	Item Unique Identifier.	81
4.13.	Vehicle License Plate Program.	81
4.14.	GSAFleet.	82
4.15.	Special Identification.	82
4.16.	Markings.	83
4.17.	International Agreements.....	83
4.18.	Vehicle Fleet Parking Plan.....	83
4.19.	Financial Improvement Audit Remediation (FIAR).	84
4.20.	Monthly Odometer/Hour meter Updates.	85
4.21.	Reimbursable and Distribution (R&D) Codes.	85
4.22.	Withdrawing Vehicles out of the DLA-DS.....	86
4.23.	Processing LTIs.	86
4.24.	Vehicle Deployment Processing.	87
4.25.	DEPOT Maintenance.	87
4.26.	Nuclear Certified Equipment (NCE).	88
Section 4D—Vehicle Buy and Fleet Growth		89
4.27.	Vehicle Buy and Fleet Growth Overview.....	89
4.28.	Vehicle Fleet Growth Policy.....	89
4.29.	Major Program Codes, Major Mission Types and Definitions.	90
Table 4.2.	Air Force Vehicle Fleet Major Program Codes.	90
4.30.	Major Program Code Subcategory Codes and Specific Missions.	90
Table 4.3.	Air Force Vehicle Fleet Subcategory Codes.....	90

4.31.	Class I, II, III, IV, and V NTV Authorizations.	91
4.32.	Morale, Welfare and Recreation (MWR) Activities and Services.....	92
4.33.	Armored Vehicle Requirements.	92
4.34.	Vehicle Redistribution.	93
4.35.	Government Furnished Equipment (GFE)–Vehicles.....	94
4.36.	US Forces Korea Logistics Cost Sharing Program.	96
Section 4E—Fuel Accountability		97
4.37.	Fuel Accounting System Validation.	97
4.38.	Recording Taxable Fuel Consumption.	97
4.39.	Utilize DLA Energy, Fuel Accountability Program.	97
Chapter 5—MATERIEL CONTROL		98
Section 5A—Overview of Materiel Control		98
5.1.	Description of Materiel Control.....	98
5.2.	Processing Inquiries and Procurement.....	98
5.3.	Training and Overseas Operations.....	98
5.4.	Materiel Control Data Input.....	99
5.5.	Common Publications, Reports and Listings.....	99
5.6.	Supply Discipline and Priorities.	99
Section 5B—Responsibilities and Procedures		99
5.7.	General Responsibilities.	99
5.8.	HAZMART and Waste Disposal.....	101
5.9.	Non-Mission Capable-Supply Process.	101
Section 5C—Managing Delayed Work Orders		102
5.10.	Importance of Delayed Work Order.	102
5.11.	Manage Partial or Completed Vehicle and Equipment Work Orders.....	103
Section 5D—Inventory Management (Bench Stock, Working Stock, & Residue)		103
5.12.	Bench Stocks, Working Stocks and Work Order Residues.	103
5.13.	Bench Stock.	103
5.14.	Working Stock.	104
5.15.	Work Order Residue.	104
5.16.	Shelf-Life Items.	104
5.17.	Adjusted Stock Levels.	104

5.18.	Issue Procedure General Information.	104
Section 5E—Specialized Material Management		105
5.19.	Time Compliance Technical Orders (TCTOs).....	105
5.20.	Tire and Battery Procurement/Management.	105
5.21.	Repair Cycle Asset Management.....	105
5.22.	Due In From Maintenance (DIFM) Procedures.....	106
5.23.	DIFM Tracking and Reconciliation.	106
5.24.	Supply Point Management.....	106
5.25.	Vehicle Redistribution and Disposition Parts.	106
5.26.	Antifreeze and Lead-Free Wheel Weight Procurement.	106
Section 5F—Tool Accountability		107
5.27.	Tool Crib Operations.	107
5.28.	Roles and Responsibilities.	107
5.29.	ITKs.	110
5.30.	CTKs.....	110
5.31.	Hard-To-Find Parts Support.	110
Chapter 6—TRAINING		111
Section 6A—General Information		111
6.1.	General Information.....	111
6.2.	AFIMSC and AFRC Functional Assignment Manager (FAM) Responsibilities. ...	111
6.3.	Vehicle Management Training Leader (VMTL).	111
6.4.	Establishing and Managing VM Training Program.....	112
6.5.	OJT.	113
6.6.	Core Task Completion/Qualification.	113
6.7.	Master Training Plan (MTP).....	113
Section 6B—Types of Training		113
6.8.	In-House Training.....	113
Figure 6.1.	VM Training Aids.....	114
6.9.	Advanced Training.	114
6.10.	Inter-Service Training.....	115
6.11.	Air Force Specialty Training.	115
6.12.	Advanced AETC and Component MAJCOM (C-MAJCOM) Courses.....	115

6.13.	National Institute for Automotive Service Excellence (ASE).	115
6.14.	“Maintenance Purposes Only” Vehicle Operator Certification.	115
6.15.	Confined Space Familiarization.....	115
6.16.	ELMS Training.	116
Chapter 7—DOCUMENTATION AND RECORDS ADMINISTRATION		117
Section 7A—Introduction and Documentation Rules		117
7.1.	General Information.....	117
7.2.	General Description and Basic Principles of the VM Data Collection System.	117
7.3.	Transfer and Disposition.....	117
7.4.	Missing Forms.	117
7.5.	Maintenance of Forms for Vehicles and Equipment in Extended Storage.	117
7.6.	Maintenance Records of Transient Vehicles.	118
7.7.	Vehicles Assigned TDY or Deployed.....	118
Section 7B—Common Forms		118
7.8.	DAF Form 172, Appointment of Vehicle Control Officials.	118
7.9.	DAF 1800 and DAF Form 4427, Operator's Inspection Guide and Trouble Report Forms.	119
7.10.	DAF Form 1829, Refueling Equipment Inspection Record.	122
7.11.	DAF Form 1830, Refueling Equipment Hose Installation and Hydrostatic Test Data Record.	122
7.12.	DAF Form 1832, Record of Cannibalization.....	123
7.13.	DAF Form 4354, Vehicle Preventive Maintenance, and Inspection.	124
7.14.	DAF Form 4355, Vehicle Incoming Inspection.	126
7.15.	Vehicle and Equipment Work Order.	127
Chapter 8—441 VEHICLE SUPPORT CHAIN OPERATIONS SQUADRON (VSCOS)		128
Section 8A—Authority and Responsibility		128
8.1.	Program Authority.	128
8.2.	Program Responsibility.....	128
Section 8B—Duties on Behalf of AF/A4L		128
8.3.	Departmental Level Forms and Publications Support.	128
8.4.	Annual FAST Reporting.	128
8.5.	Administer VM Policies.	128
8.6.	Air Force VM Neighborhood.....	129

8.7.	DoD Fleet Card Program.	129
8.8.	Air Force Vehicle License Plate Program:	129
8.9.	Air Force GSA Fleet Program.	129
8.10.	Air Force Vehicle Authorization Standard Management.	129
8.11.	Air Force POC with GSA Fleet Managers.	129
8.12.	Support of the Air Force Inspection System.	130
8.13.	Perform Vehicle Validation on Air Force Vehicle Fleets.	130
8.14.	TCTOs, SB and OTI Management.	131
8.15.	Defense Base Realignment and Closure.	131
Section 8C—General Support to Base Level VM		131
8.16.	Technical Assistance.	131
8.17.	Enterprise-Wide Support.	132
8.18.	Unit-level FM&A Support:	133
Section 8D—Enterprise-Level VM Support Programs and Policies		134
8.19.	BLADE and Salesforce Vehicle Applications.	134
8.20.	Leased Vehicle Authorization Management.	134
8.21.	Vacant Vehicle Authorizations.	134
8.22.	Vehicle Local Purchase.	134
8.23.	Duplicate Asset ID Numbers.	134
8.24.	Vehicle Use Codes.	134
8.25.	Prioritization Model Preparation for Planning and Execution.	135
8.26.	“MAJCOM Priority Vehicle List” Justification Requirements.	135
8.27.	Foreign Vehicle Procurement.	135
8.28.	First Article Testing.	136
8.29.	Vendor Product Evaluation Program.	136
Chapter 9—ORGANIZATIONAL, VEHICLE CONTROL OFFICIAL PROGRAM RESPONSIBILITIES & OPERATOR INFORMATION		137
Section 9A—Vehicle Policy		137
9.1.	Vehicle Acquisition and Use.	137
Section 9B—General Organizational Responsibilities		137
9.2.	Servicing VM.	137
9.3.	Owning/Using Organization.	137

9.4. EUCOM Activities.	139
9.5. Nuclear Certified Vehicle Use.	139
Section 9C—Specific Organizational Responsibilities	139
9.6. Medical Group.	139
9.7. Fire Emergency Services.	139
9.8. Security Forces.	139
9.9. Civil Engineering.	139
Section 9D—OGMVCs and Trailers Not Classified as Vehicles	140
9.10. Owning/Using Organization Responsibilities.	140
9.11. Salvage Procedures.	140
Section 9E—Vehicle Control Official Program.	140
9.12. Vehicle Control Official Program.	140
9.13. VCO Duties.	140
Section 9F—Vehicle Operators	143
9.14. Vehicle and Vehicular Equipment Operator Responsibilities:	143
9.15. Vehicle Operators are not authorized to:	144
9.16. Vehicle Discrepancies and Maintenance Turn-In.	144
Chapter 10—VEHICLE ENERGY	146
Section 10A—Vehicle Management Philosophy, Objectives, and Regulations	146
10.1. VM Energy Philosophy.	146
10.2. Vehicle Energy Objectives.	146
10.3. Regulations.	146
Section 10B—Roles and Responsibilities	146
10.4. 441 VSCOS Responsibilities.	146
10.5. Vehicle Management Responsibilities.	147
Section 10C—Alternative Fuel Vehicle Types and Definitions	147
10.6. Alternative Fuel Vehicles (AFVs).	147
Section 10D—Vehicle Acquisition Guidance	148
10.7. Vehicle Acquisition.	148
Section 10E—Alternative Fuel and Infrastructure	149
10.8. Alternative Fuel Usage.	149

Section 10F—Environmental Policies and Programs	149
10.9. The Clean Air Act and Clean Air Act Amendments of 1990.	149
10.10. Oil Analysis.	150
10.11. Vehicle Idling Policy.	150
Section 10G—Green Procurement	150
10.12. Green Procurement Program (GPP).....	150
10.13. General Exceptions.	151
10.14. Program Responsibilities.	151
10.15. Training.....	151
10.16. Purchase Sources and Procurement Standards.....	152
10.17. Administrative Requirements.	152
Chapter 11—MINE RESISTANT AMBUSH PROTECTED FAMILY OF VEHICLES MAINTENANCE AND MANAGEMENT	153
11.1. Roles and Responsibilities.	153
11.2. Monthly Metrics and Executive Summary Reporting Procedures.....	156
11.3. Training.....	156
11.4. Configuration Management.	156
11.5. MRAP and MSE	157
11.6. Modification Management.....	157
11.7. Daily Operations and Maintenance Philosophy.....	157
11.8. MRAP Family of Vehicles Forms.	158
11.9. Geographically Separated Units (GSUs).	158
11.10. Contingency Operations.	158
Chapter 12—COMMERCIAL INTERNET SERVICE PROVIDER PROGRAM (CISP)	159
Section 12A—Program Overview	159
12.1. Overview.....	159
12.2. AF/A4L Policy.....	159
12.3. Rules of Behavior (RoB).	159
Section 12B—Responsibilities	159
12.4. VFM/VMS Responsibilities.	159
12.5. Vehicle Diagnostic Equipment User Responsibilities.	160

Chapter 13—DOD FLEET CARD PROGRAM	161
Section 13A—Program Overview	161
13.1. Overview.....	161
13.2. General Policy.....	161
13.3. Above the Unit Level Program Management Positions.....	162
13.4. Unit Level Program Management Positions.	163
Section 13B—Processes	164
13.5. Establishing DoD Fleet Card Account.....	164
13.6. DoD Fleet Card Split Billing Process.	164
13.7. Non-Fuel Purchase Funding and Payment Procedures.	164
13.8. Account Documentation and Continuity Requirement.....	164
13.9. Additional AO Duties.	166
13.10. Disposition of the DoD Fleet Cards or Account.	166
13.11. Account Suspension Reinstatement.	167
Section 13C—Training	167
13.12. DoD Fleet Card Program Training Requirements.	167
Chapter 14—VEHICLE TELEMATICS	168
14.1. Program Overview.....	168
14.2. Applicability.	168
14.3. Responsibilities.....	168
14.4. Vehicle Using Organizational Responsibilities:	169
14.5. OBD Data Use.	169
14.6. GPS Function.....	169
14.7. AFVT Program and GPS Function Exemptions.....	169
Figure 14.1. GPS Exemption Request Flow Chart.....	170
Figure 14.2. AFVT Program Exemption Request Flow Chart.....	171
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	172
Attachment 2—CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL	195
Attachment 3—AIR FORCE SURPLUS VEHICLE SALES PROGRAM (AFSVSP)	198
Attachment 4—AFVT PROGRAM/GPS EXEMPTION REQUEST TEMPLATES.	201

**Attachment 5—ICBM SUPPORT EQUIPMENT/VEHICLE SUSTAINMENT
REQUIREMENTS MEMORANDUM.**

Chapter 1

OVERVIEW, OBJECTIVE, PRINCIPLES, RESPONSIBILITIES, ORGANIZATION & OPERATING STANDARDS, AND SPECIAL INTEREST ITEMS

Section 1A—Overview, Objective & Principles

1.1. Overview. This publication provides guidance to manage and maintain Air Force (AF) fleet vehicles in peacetime and expeditionary environments. It outlines Vehicle Management (VM) roles and responsibilities at all Air Force levels and provides program oversight on the various support programs.

1.2. Objective. The main objective of the DAF VM Enterprise is to use efficient and effective policies and procedures for life cycle management and maintenance of the fleet to help ensure mission readiness in support of the warfighter and national security objectives.

1.3. Principles. Professional development through continuing education in areas such as Professional Military Education, fleet information/asset management, technical training, and business/financial management (FM) are key to Air Force, VM Enterprise and the 2T3 career field's success.

Section 1B—General Responsibilities

1.4. Director of Logistics (AF/A4L).

1.4.1. Responsible for organizing, training, and equipping more than 180,000 logisticians who maintain and support mission generation and the aerospace weapons system inventory. Provides strategic guidance for Materiel Management, Fuels, Ground Transportation and Management, Deployment and Distribution, Personal Property, Traffic Management and Logistics Plans.

1.4.2. Develops policy and oversees force development for logistics readiness, maintenance and munitions, ensuring the readiness of the single largest element of manpower supporting Air Force combat forces globally.

1.4.3. Appoints the 2T3 Air Force Career Field Manager (AFCFM), in writing, as the Air Force Fleet Manager in accordance with (IAW) Department of Defense Manual (DoDM) 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*.

1.5. Logistics Readiness Division (AF/A4LR) & 2T3 AFCFM.

1.5.1. AF/A4LR is responsible for overseeing logistics operations and training and in developing enterprise-level logistics strategy, guidance, and career field management for the Fuels, Supply, Traffic Management, Ground Transportation, Air Transportation, and VM Career Fields, impacting over 40,000 Airmen.

1.5.2. The 2T3 AFCFM is responsible for education, training and development of VM Airmen.

1.5.2.1. Reviews Vehicle Management innovation initiatives submitted in the **RatchetWerx SharePoint** database within the VM Neighborhood.

1.5.2.2. Manage and execute the processing of approved innovation ideas as required.

1.6. 441st Vehicle Support Chain Operations Squadron (VSCOS). 441 VSCOS provides and directs centralized enterprise vehicle fleet management processes to facilitate logistics readiness operations. Additionally, 441 VSCOS enhances management and situational awareness concerning the Air Force's entire vehicle fleet. Specific information regarding 441 VSCOS can be found in **Chapter 8** of this instruction. General responsibilities include:

- 1.6.1. Responds to Major Command (MAJCOM)-level and component inquiries concerning enterprise VM issues towards meeting individual MAJCOM mission operational requirements.
- 1.6.2. Provides data and analysis to AFRC, Directorate of Plans, Programs & Requirements (AFRC/A5/A8) and Chief of AFR/Plans, Programs, & Requirements Directorate (AF/REX) performed by AFR in support of AFR responsibilities.
- 1.6.3. Communicates with AF/A4LR and 2T3 AFCM concerning significant events that effect the VM enterprise.
- 1.6.4. Centralizes and validates the formulation of the annual Program Objective Memorandum (POM) forecast for vehicle procurement funding requirements across the Future Year Defense Program (FYDP) for enterprise vehicle fleet management. Display POM forecast and verification for vehicle funding requirements by component.
- 1.6.5. Centralizes and formulates the Air Force's vehicle buy program requirements determination utilizing the Vehicle Prioritization Model results through direct coordination between unit level organizations and provides requirements to the Air Force Life-Cycle Management Center-Support Equipment and Vehicles Division (AFLCMC/ROZ) at Robins Air Force Base (AFB). Refer to **Attachment 2** and the **VM Guidebook**.
- 1.6.6. Advises and assists the Directorate of Resource Integration (AF/A4P) during Planning, Programming, Budgeting and Execution process to help identify all VM Operation & Maintenance (O&M) requirements to meet mission needs.
- 1.6.7. Manages the VM Centralized Sustainment Funding Program. Establishes select Active-Duty VM sustainment funding forecast using Vehicle Equivalence modeling and authorizes distribution IAW 635th Supply Chain Operations Wing, Financial Management (635 SCOW/FM) guidance. Refer to **AFVM Neighborhood-Funds Management**.
- 1.6.8. Executes active component vehicle DEPOT program via direct coordination between base level units and AFLCMC/ROZ to include POM for DEPOT Purchased Equipment Maintenance and Contract Logistic Support funding.
- 1.6.9. Ensures vehicle lifecycle costing program documentation is adequate to meet Department of Defense (DoD) requirements for man-hour accounting, fuel consumption, and costs attributed to sustaining vehicles, parts procurement and technical data. Centralizes and manages all lifecycle sustainment processes for assigned registered assets.
- 1.6.10. Centrally collects and coordinates waiver requests pertaining to vehicle modifications, technical requirements and vehicle configuration changes with direct interaction to appropriate AFLCMC/ROZ Integrated Product Team (IPT). Requests vehicle engineering, repair, and part sourcing assistance as necessary from AFLCMC/ROZ.
- 1.6.11. Provides Air Force VM representation for joint-service initiatives, DoD, federal agencies, and commercial industry to eliminate duplication of effort in the evaluation of advanced power, alternative fuel, and combat support system technologies for vehicles.

1.6.12. Conducts and supports site surveys, Project Task Force/Site Activation Task Force visits for mission bed-downs. Coordinates any actions affecting AFR units with AFRC, Logistics Policy and Procedures Branch (AFRC/A4RR) and AFRC/A5/A8 regarding FYDP.

1.6.13. Manages War Reserve Materiel (WRM) vehicle assets according to AFI 25-101, *War Reserve Materiel (WRM)*, as supplemented.

1.6.13.1. Establishes APSR vehicle WRM Requirements.

1.6.13.2. Collaborates with Command WRM Officers/Non-Commission Officers (CWRMO/NCO), in collaboration with individual MAJCOM Logistics Readiness Divisions, provide vehicle authorization requirements once a year to 441 VSCOS per WRM Vehicle Validation Template. Refer to **VM Guidebook**.

1.6.13.3. 441 VSCOS may utilize Fleet Management Decision Support System (FMDSS) to reconcile authorizations.

1.6.13.4. Provides vetted requirements to CWRMO/NCO and VM field units within 30 days; each unit has 30 days to redress issues.

1.6.13.5. Updates the WRM authorization requirements in the APSR within 90 days from the date the WRM validation was complete. All adjustments are made in the Basing & Logistics Analytics Data Environment (BLADE), by July 1st each year.

1.6.13.6. Processes requests for a new authorization, or to request updates to an existing authorization, units submit an AF Form 601, *Authorization Change Request (ACR)*, to 441 VSCOS via Salesforce Authorization Validation application.

1.6.14. Coordinates classified units limited vehicle data requirements as permitted by program security managers.

1.6.15. Coordinates with US Air Forces in Europe-Air Forces Africa, Command Dangerous Goods Program office (USAFE-AFAFRICA/A4/CDGP) regarding specifications of vehicles identified and configured to carry fuel, ammunition, and explosives in the European Command (EUCOM) Area of Responsibility (AOR). (Refer to USAFEI 23-104, *USAFE Command Dangerous Goods Program*). Posts pertinent information and guidance, to include the USAFE-AFAFRICA/A4/CDGP *International Carriage of Dangerous Goods by Road* listing of certified vehicles, on the **AFVM Neighborhood**, when provided by the USAFE-AFAFRICA/A4/CDGP office.

1.6.16. Maintains ELMS **Annual Inventory** Reports for Vehicle Accounts on the AFVM Neighborhood.

1.6.17. Provides Government Furnished Equipment (GFE)–Vehicle asset management oversight and approval authority.

1.6.18. Provides review and coordination on Performance Work Statements (PWS) for contract VM and/or GFE–Vehicles if contract includes vehicles.

1.6.19. Provides support to MAJCOM Inspector General (IG) and below for Air Force Inspection System and Management Internal Control Toolset (MICT) programs.

1.6.20. Provides support for unit level tool and shop equipment programs as requested.

1.6.21. Oversees Air Force Vehicle Telematics (AFVT) program as necessary. Refer to [Chapter 14](#).

1.6.22. Approves “vehicle use” for assets Awaiting Disposition. 441 VSCOS must approve vehicle requests: to drive, use for deployments or special projects while vehicle(s) await disposition. When possible, VM retains physical possession of these vehicles.

1.6.23. Scrutinizes any request increasing the vehicle fleet size.

1.6.24. Performs vehicle validations on Air Force vehicle fleets.

1.6.25. Reviews vehicle local purchase request.

1.6.26. Reviews and approves all foreign vehicle procurements.

1.6.27. Oversees vehicle energy objectives. Refer to [Chapter 10](#).

1.6.28. Oversees the Commercial Internet Service Provider (CISP) Program. Refer to [Chapter 12](#).

1.6.29. Acts as the Air Force Component Program Manager (AFCPM) for the DoD Fleet Card Program. Refer to [paragraph 13.3.1](#).

1.6.30. Administer centralized lease funding provided by the Headquarters Air Force LOG/LRS Panel for General Services Administration (GSA) long-term leases assigned to active-duty Air Force units. Refer to [paragraph 4.3](#).

1.6.31. Serves as the Office of Primary Responsibility (OPR) for the 2T3 career field innovation collaboration focal point. Refer to [paragraph 8.16.4](#).

1.7. MAJCOM, NGB, & AFRC.

1.7.1. MAJCOM Deputy Commanders (MAJCOM/CDs) adjudicates requests from subordinate Installation commanders for authority to install “white tops” on the vehicles of the Installation Commander with overall responsibility for operations and/or installation security.

1.7.2. AFRC, Directorate of Logistics Engineering and Force Protection, Logistics Readiness Division (AFRC/A4R) and VM & Ground Transportation Section, Logistics Readiness Division (NGB/A4RDV) assume responsibilities (as designated by the AFCPM) as the Activity Program Coordinator (APC) for the DoD Fleet Card Program for base-level organizational accounts within their MAJCOM.

1.7.3. NGB/A4RDV and AFRC/A4R fulfill the following responsibilities for their respective entities:

1.7.3.1. Organize, train and equip subordinate VM activities to fulfill their wartime vehicle and mission requirements.

1.7.3.1.1. Select qualified personnel to perform a detailed functional review of Air Education and Training Command (AETC) course training standards.

1.7.3.1.2. Communicate with the applicable AETC Training Course Manager or the appropriate school regarding training needs.

1.7.3.1.3. Validate training problems identified by base level personnel and aid base level personnel in resolving them.

- 1.7.3.1.4. Coordinate mobile training team requirements with the Air Force Installation and Mission Support Center (AFIMSC).
- 1.7.3.2. Develop supplemental guidance and plans for VM to support contingency operations.
- 1.7.3.3. Plan to allocate resources for vehicles, manpower, facilities, shop equipment, technical manuals and tools to support organizational and intermediate maintenance concepts for all vehicles committed to wartime missions.
- 1.7.3.4. Manage WRM vehicles according to AFI 25-101, as supplemented.
- 1.7.3.5. Request vehicle repair assistance, as necessary from 441 VSCOS or AFLCMC/ROZ IAW TO 00-25-107, *Maintenance Assistance*.
- 1.7.3.6. Establish minimum reporting requirements to identify on-hand vehicle assets and to identify shortages.
- 1.7.3.7. Identify force structure requirements in support of contingencies.
- 1.7.3.8. Coordinate classified unit's limited vehicle data requirements with 441 VSCOS as permitted by program security managers.
- 1.7.3.9. Provide data as directed by 441 VSCOS or AF/A4LR.
- 1.7.3.10. Assume responsibilities, as designated by the AFCPM, as the APC, for the DOD Fleet Fuel Card Program for base-level organizational accounts within their MAJCOM.
- 1.7.3.11. Process LTIs within 10 days.
- 1.7.3.12. Comply with Vehicle Buy Program (BLADE) Prioritization Model requirements. Refer to [Section 4D](#) for specific details concerning program requirements.
- 1.7.3.13. Review lubrication, engine oil and filter change (Preventive Maintenance & Inspections) interval change/waiver requests submitted by subordinate VM activities. Changes to established intervals are supported by written justification and approved by AFRC/A4RR VM Staff IAW **TO 36-1-191**.
- 1.7.3.14. Determine, submit and distribute AETC mission readiness training and mobile training team requirements and allocations.
- 1.7.3.15. Coordinate with base-level units and submit mobile training team host locations to AETC.
- 1.7.3.16. Validate and distribute manpower allocations identified by AFRC/A1M.
- 1.7.3.17. Support, review and validate manpower studies ACR/OCR.
- 1.7.3.18. Assist 2T3 AFCFM with Career Field Education and Training Plan (CFETP) updates and publication.
- 1.7.3.19. Acts as the functional advisor or liaison to all levels, i.e., installations and supported MAJCOM Staffs, on issues pertaining to career field manning, training and force development.
- 1.7.4. NGB/A4RDV. Assists ANG installations and activities under their jurisdiction in achieving operational standardized efficiency.

1.7.4.1. Provide vehicle support for tenant forces identified in Operational Plans (OPLANs) where MAJCOMs have host base responsibilities and ensure host base VM activities update supported units in the Fleet Management Information System (FMIS) annually with the appropriate Responsibility Center/Cost Center (RC/CC) code, which are created when a MOA is established between a VM and the user. Refer to **VM Guidebook**.

1.7.5. AFRC/A4R. Assists AFR installations and activities under their jurisdiction in achieving operational standardized efficiency.

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

1.7.5.2. Manages all AFRC Basic Organization Structure (BOS) for VM operational contracts, validates and approves PWS, assists installations in developing Quality Assurance Surveillance Plan (QASP), and oversees assigned Transportation Contracting Officer Representatives (CORs).

1.7.5.3. Support of the Air Force Inspection System. Develop, manage, coordinate, review, and update (if needed) AFRC VM and related Self-Assessment Communicator(s) located on the MICT website. Review should occur annually, no later than 31 January, IAW Department of the Air Force Instruction (DAFI) 90-302, *The Inspection System of the Department of the Air Force*. If updates are needed, they must be completed no later than 10 days after a change to this DAFI or **TO 36-1-191** IAW DAFI 90-302:

1.7.5.3.1. Work with active component MAJCOMs (C-MAJCOM) to facilitate the continual evaluation process.

1.7.5.3.2. Monitor and access MICT data of AFRC VM activities and other functional metrics to build awareness of unit performance.

1.7.5.3.3. Coordinate and approve Corrective Action Plans for unit-level CRITICAL and SIGNIFICANT discrepancies.

1.7.5.3.4. Provide or source Associate Inspectors with functional expertise as requested by AFRC/IG.

1.7.5.3.5. Conduct Staff Assistance Visits (SAVs) when requested by a commander.

1.7.5.3.6. If needed, the AFRC/A4R requests Subject Matter Expert assistance from qualified 2T3 Airman or civilians.

1.7.5.3.7. All SAVs are coordinated with the appropriate Gatekeeper as required by AFRC/IG instructions.

1.7.5.3.8. Coordinate with 441 VSCOS/Program Management Flight (PMF), Accelerator Cell for innovation collaboration.

1.8. Air Force Life-Cycle Management Center-Support Equipment and Vehicles Division (AFLCMC/ROZ). Provides vehicle sustainment support and management aid in wartime for Air Force Forces (AFFOR) worldwide when needs are beyond the Component Numbered Air Force (C-NAF) or C-MAJCOM capability. They implement procedures to meet engineering and repair direction to support surge and sustainment phases of contingency operations, Enhanced Technical Information Management System (ETIMS) supports TO shortfalls. Responsibilities include:

1.8.1. Serves as the designated Air Force Centralized Asset Management Executive Agent, maintaining system engineering integrity to include planning to establish and maintain configuration control and interoperability, and approves any implementation of permanent modifications.

1.8.2. Provide IPT support to 441 VSCOS when requested. To include, various data requests, hard-to-find parts, technical issues, Service Bulletin (SB)/ Time Compliance Technical Orders (TCTO)/One-time Inspection (OTI) support, Preventative/Scheduled Maintenance

1.8.3. Act as the central procurement agency for all Air Force vehicle purchases.

1.8.3.1. The procurement activity must acquire vehicles as outlined in [Section 10D](#).

1.8.3.2. The procurement activity requests an emissions exemption during the procurement process if one of the following situations occurs:

1.8.3.2.1. A vehicle has a substantial possibility to forward deploy to a location without the appropriate fuel (e.g., Ultra-Low Sulfur Diesel).

1.8.3.2.2. Vehicles assigned to locations, generally Outside the Continental United States (OCONUS), that do not have the appropriate fuel.

1.8.3.2.3. At the request of 441 VSCOS.

1.8.4. Executes life cycle management and sustainment responsibilities IAW applicable DoD Directives/Instructions and Air Force policy guidance.

1.8.5. Provide central logistics support for APSR vehicle and vehicular equipment items.

1.8.6. Maintains acquisition documents and retains/disposes of data IAW Air Force-Records Disposition Schedule in AFRIMS.

1.8.7. Implement warranty policy and manage results.

1.8.8. Provide operational, safe, suitable and effective engineering decisions for new vehicle configurations prior to purchase, lease or testing.

1.8.9. Implement manufacturer defect notifications and measure impact.

1.8.10. Manage DEPOT-level maintenance for Air Force vehicle needs.

1.8.11. USAF Component Program Manager (PM) for locomotive management.

1.9. Air Force Installation and Mission Support Center (AFIMSC), Other Agencies/Commands and NGB.

1.9.1. Determine, submit, and distribute AETC mission readiness training and mobile training team requirements and allocations.

1.9.2. Coordinate with base-level units and submit mobile training team host locations to AETC.

1.9.3. Validate and distribute manpower allocations identified by Air Force Personnel Center (AFPC).

1.9.4. Support, review, and validate manpower studies and ACR(s)/OCR(s).

1.9.5. Assist 2T3 AFCFM with CFETP updates and publication.

1.9.6. Functional advisor or liaison to all levels, i.e., installations and supported MAJCOM Staffs, on issues pertaining to career field manning, training and force development.

1.9.7. Requesting activities, MAJCOMs, AFIMSC, Program Management Offices (PMOs) and contracting agencies must obtain 441 VSCOS approval prior to including any government-owned vehicles as Government Furnished Property in a PWS or contract, etc.

1.10. Wing and Center Commanders or Equivalents.

1.10.1. Institute installation vehicle accident and abuse prevention policy or program.

1.10.1.1. Institute installation vehicle idling policy. Refer to [paragraph 10.11](#).

1.10.1.2. Installations will adhere to state, local or host nation air quality regulations which govern vehicle operations while a government vehicle is idling.

1.10.1.3. In areas without such regulations, a “5 minute” idling policy will be in effect per Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4) guidance. **(T-1)**.

1.10.1.4. Both cold and hot weather idling policy procedures will be coordinated and approved by the installation environmental, safety and legal offices.

1.11. Mission Support Group (MSG) Commander or Equivalents.

1.11.1. Will approve annually the Vehicle Priority Recall Listing (VPRL) and the vehicle Minimum Essential Levels (MELs), which represent the minimum number of assets required for regular daily missions, excluding surge requirements, to maintain mission readiness.

1.11.2. MSG CC or equivalents will ensure approved MELs are realistic and do not overtax VM personnel or resources.

1.11.3. Must review vehicle distribution and sourcing plans to support the Emergency War Order and/or other contingency tasking during the Emergency and Special Program/Base Support Plan process. (Refer to the **VM Guidebook**).

1.12. Logistics Readiness Squadron (LRS) Commanders or Equivalents. At the installation or activity level, ensures vehicles and vehicular equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds and material. Additionally, LRS Commanders or equivalents are responsible for:

1.12.1. Ensuring VM facilities are adequately funded and configured to eliminate deficiencies. Maintain appropriate status for vehicle repair projects in the military construction program.

1.12.2. Ensuring accurate VM budget programs and submit requirements on time.

1.12.3. Executing funds allocated by 441 VSCOS in compliance with Financial Improvement Audit Remediation (FIAR) requirements and 635 SCOW/FM instructions.

Note: AFRC and ANG VM activities are funded by their respective entities, i.e., AFRC & NGB.

1.12.4. Ensuring availability of personnel to meet mission requirements, and to prevent disruptions in the shop workflow.

1.12.5. Properly training personnel to progress in the 2T3XX Air Force Specialty IAW Department of the Air Force Manual (DAFMAN) 36-2689, *Training Program*.

1.12.6. Limiting the rotation of 2T3XX personnel outside VM to a period no longer than 12 months within a 3-year period, or 24 months when assigned to a Logistics QA position per DAFI 20-112, *Logistics Readiness Quality Assurance Program*.

1.12.7. Administering the installation's vehicle abuse and accident prevention program.

1.12.8. Coordinating all rental/lease requests prior to submission to contracting. **Exception:** The Air Force Office of Special Investigations (AFOSI). Approval of short-term vehicle leasing will be no longer than 120 days IAW DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*. The LRS Commander or equivalent may authorize short-term lease/rentals to satisfy temporary peaks in workload and unusual or emergency requirements.

1.12.9. All APSR vehicles. Must ensure the inventory of vehicles is in the APSR and must ensure the appointed vehicle custodian signs the Vehicle Asset Inventory annually. **(T-2)**.

1.12.9.1. Appointing primary and alternate custodians in writing for all vehicle accounts in their organization. Custodians should be individuals in appropriate VM leadership positions (refer to **Section 1C** below) or office; or in Fleet Management & Analysis (FM&A). Contractors can be custodians, if specified in contract. Local wage rate employees (foreign employees in host countries) may also be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable. Appointment Letters are provided to 441 VSCOS.

1.12.9.2. Reviewing and endorsing the APSR Annual Inventory after the Vehicle Custodian has accomplished the inventory.

Section 1C—Flight Level Leadership and Duty Positions

1.13. Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) Responsibilities. The VFM/VMS are responsible for overall vehicle fleet management and together oversee day-to-day operations of the VM Flight on behalf of the Unit Commander or designated authority. These leadership positions are also the final authority as they pertain to interpretation of vehicle maintenance/service reference publication requirements (i.e., TOs, commercial service manuals, electronic and web-based manuals).

1.13.1. Ensure maintenance facilities and programs for deficiency elimination are adequate and establish a layout for work centers. Consider such factors as workflow, equipment, tools and supplies.

1.13.2. Coordinate on all correspondence above unit-level dealing with VM issues.

1.13.2.1. Classified locations will coordinate limited vehicle data requirements through 441 VSCOS. **(T-2)**.

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

1.13.3. Ensure personnel are available to meet workload demands and maintain productivity of assigned personnel.

1.13.4. Authorize the use of the Government Purchase Card (GPC) and ensure users conforms to prescribed directives.

- 1.13.5. Approve non-mission capable-supply (NMC-S) requests. Responsibility may be designated in writing to lower level.
- 1.13.6. Approve or disapprove all cannibalization requests. Responsibility may be designated in writing to lower level.
- 1.13.7. Perform organizational quality control for AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, for 36 Series and other vehicle related TOs.
- 1.13.8. Review and respond to 441 VSCOS correspondence concerning annual VM budget. Control expenditures during the budget year and act as Cost Center Manager per 635 SCOW/FM instructions.
- 1.13.9. Ensure On-the-Job Training (OJT) follows guidance. Evaluate training requirements and request formal training in accordance with AFI 36-2651 and AFIMSC directions.
- 1.13.10. Assist idea submissions as local VM CP² expert in accordance with AFI 38-402, *Airmen Powered by Innovation and Suggestion Program*, as requested.
- 1.13.11. Establish a Vehicle Control Program and provide Vehicle Control Official (VCO) orientation in accordance with this DAFI.
- 1.13.12. Understand, use and ensure vehicle management activity utilization of FMIS, APSR, VM SharePoint®, Salesforce and VM Guidebook for vehicle fleet management in accordance with this DAFI.
- 1.13.12.1. VFM/VMS or equivalent must provide signed Annual Inventory. **(T-0)**.
- 1.13.12.2. No later than 28 February each year the VFM/VMS or equivalent must upload signed vehicle account custodian and commander Annual Inventory Report from APSR to the VM SharePoint®. **(T-2)**.
- 1.13.13. Will coordinate on purchase requests for Other Government Motor Vehicle Conveyances (OGMVCs), non-APSR reportable trailers and other nonvehicular equipment items. **(T-2)**.
- 1.13.14. Ensure maximum utilization of warranties available for vehicles and parts.
- 1.13.15. Control the contract maintenance program in accordance with PWS. This is not applicable to ANG VM.
- 1.13.16. Ensure vehicle deficiency reports are in accordance with **TO 36-1-191**, and other shipping instructions provided by 441 VSCOS or AFLCMC/ROZ.
- 1.13.17. Ensure FM&A maintains applicable vehicle data and retains/disposes data in accordance with Air Force-Records Disposition Schedule Table 24-03 in AFRIMS.
- 1.13.18. Will analyze data requested from FM&A (e.g., manpower, mission capable rates, cost, etc.) to find weak or deficient areas and develop/implement corrective policies and procedures. **(T-3)**.
- 1.13.19. Review sustainment cost and deferred workload data in Salesforce quarterly.
- 1.13.20. Will review workloads, schedule work assignments, leave schedules, standby rosters and recall rosters. **(T-3)**.

1.13.21. Will assess outgoing vehicle inspections and quality control findings with supervisors and take corrective action when needed. **(T-3)**. Will identify specific vehicles, vehicle types or users that require an excessive amount of maintenance effort and initiate corrective actions, as needed. **(T-3)**.

1.13.22. Must comply with all local, state or host nation air quality/emissions regulations. **(T-0)**.

1.13.23. Promote, follow and ensure all applicable safety and occupational health and fire prevention guidance.

1.13.23.1. Coordinate shop noise level, lighting, fume, exhaust, paint booth and welding extraction systems surveys with Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) to ensure compliance in accordance with DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and DAFMAN 48-146, *Occupational & Environmental Health Program Management*.

1.13.23.2. Ensure at least two people are in the work center when repairing vehicles. After duty hours and/or mobile maintenance repairs, may have a qualified operator for the vehicle type being repaired satisfy the two-person requirement when the mechanic is a five skill-level or higher.

1.13.23.3. Ensure satisfactory completion of safety spot inspections in accordance with DAFI 91-202, *The US Air Force Mishap Prevention Program*, and AFMAN 91-203.

1.13.24. Will ensure FM&A annually updates non-active duty Air Force and other non-Air Force tenant unit vehicles when providing maintenance/service in FMIS with reimbursement distribution code (R/D) 3 or 4 (if applicable). (Refer to [paragraph 4.21](#) and the **VM Guidebook**) **(T-2)**.

1.13.25. Review repair requests and determine if the asset is economical to repair in relation to installation mission requirements. Vehicles retained as economical will have minimum essential repairs only. **(T-3)**.

1.13.26. Will review and provide recommendations for all vehicle authorization requests prior to submitting to 441 VSCOS. **(T-2)**. The VFM is the vehicle authorization review authority for the installation and will recommend increases or decreases in vehicle authorizations. **(T-2)**.

1.13.27. Coordinates and approves temporary substitute smaller or larger class vehicles if leasing agency (e.g., GSA or commercial) does not have the appropriate size/class vehicle available. The substitute vehicle is at no additional cost to the government, and not to exceed 120 days lease/rental. Host VFM/VMS will obtain non-availability statement from leasing agency and retains until the lease terms are over and the vehicle returned. **(T-2)**.

1.13.28. Host/servicing VFM coordinates with contracting to ensure vehicles are not rented/leased without prior validation, regardless of funding source.

1.13.29. Host/Servicing VFM will maintain a log of all rentals/ leases. **(T-2)**. The log lists each purchase request in numerical sequence and the reason for its initiation. At a minimum, the list includes the using activity, the lease start/end times, total lease duration, and cost.

1.13.30. Will review annual Vehicle Prioritization Model output. See **VM Guidebook**. **(T-2)**.

1.13.31. Must retain telematics components from vehicles prior to being sold, redistributed, deployed or being sent to DLA-DS. **(T-2)**.

1.13.32. Will establish and monitor “VFM/VMS,” “All Personnel” and “FM&A” email distribution lists. **(T-2)**. Use the distribution list to disseminate VM correspondence and data calls from C-NAF, AFIMSC, 441 VSCOS and Air Staff, for example 1lrs.vfm.vms@us.af.mil. Immediately advise 441 VSCOS when establishing or changing Distribution Lists.

1.13.33. Will include the VM COR and Accountable Officer (AO), where applicable, in each distribution list outlined above for contract locations. **(T-2)**.

1.13.34. Must ship vehicles in the condition directed by 441 VSCOS. **(T-2)**.

1.13.34.1. Personally inspect all vehicles prior to shipment. The VFM/VMS may delegate responsibility in writing to qualified 7-level VM technician or shop supervisor. **(T-3)**. Contract VM units must inspect, and document vehicles complete in accordance with the PWS. **(T-2)**.

1.13.34.2. 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**. **(T-2)**.

1.13.35. Will identify specific location(s) of parked vehicles under a centralized or decentralized parking plan. **(T-3)**.

1.13.36. Must accomplish serviceability inspections on parked serviceable vehicles before returning to service. **(T-3)**.

1.13.37. Will validate all buy requirements (authorization and quantity) with 441 VSCOS prior to engaging with local contracting. **(T-2)**.

1.13.38. As applicable, offer training opportunities to tenant organizations having 2T3 personnel assigned and VM training resources are not available within the tenant organization. **(T-3)**.

1.13.39. Will develop Vehicle Management Operating Procedures (VMOPs) to specify tool accountability for the local mission and physical shop layout. **(T-3)**. See **Section 5F** for specific procedures.

1.13.40. Must ensure all organizations submit organizational add-on equipment authorization requests in writing to VM. **(T-3)**. Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation, or per VFM/VMS direction. **(T-3)**. The owning/using organization will fund the cost of returning the vehicle into original configuration for vehicle rotations or shipments. **(T-3)**. The VFM/VMS, or designated technician, will review all requests for final approval. **(T-3)**.

1.13.41. Oversee the local VM CISP Program (see **Chapter 12**).

1.13.42. Each VFM/VMS and all vehicle diagnostic equipment users must sign a CISP Rules of Behavior (ROB) acknowledgement prior to establishing a commercial internet access point or connecting diagnostic equipment to the commercial internet. **(T-2)**.

1.13.43. The VFM/VMS must coordinate request with local Communication's Squadron for access point installation. **(T-2)**. If installation issues are not resolved locally, coordinate with 441 VSCOS for help with CISP connections.

1.13.44. Joint Base locations special staffing actions may be necessary when the Air Force does not maintain host base network. The VFM /VMS will administer the program using the guidance outlined in **Chapter 12**.

1.13.45. Coordinate VCO requests on functional and locality specific vehicle lesson plan supplements in accordance with AFMAN 24-306, *Operations of Air Force Government Motor Vehicles*.

1.14. Section NCOIC/Chief Responsibilities.

1.14.1. Coordinate with FM&A to ensure priorities are met and maintenance tasks are completed on time.

1.14.2. Assign work to personnel commensurate with their skills.

1.14.3. Ensure proper tools and equipment are readily available and serviceable, and subordinate personnel are properly trained in their use. Report shortages and deficient equipment to the VM leadership.

1.14.4. Understand, review and ensure technicians comply with safety procedures and technical data.

1.14.4.1. 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, etc., do require reference to technical data and, in some cases, repeated references at the job location.

1.14.4.2. Ensure technical data for vehicles or vehicular equipment serviced is current. Any of the following data sources, in printed or digital form, are acceptable: TOs, commercial manuals, printed material, 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 similar equivalent.

1.14.5. Inspect incoming vehicles and equipment not processed through the Customer Service Center (outlying shops only). Ensure additional repairs not listed on the work order are added and revise the Estimated Time In-Commission (ETIC) as needed.

1.14.6. Inspect repaired vehicles and equipment to ensure all vehicles are in a safe serviceable condition.

1.14.7. Brief newly assigned personnel.

1.14.8. Assign personnel to duty positions to ensure optimal efficiency and career progression opportunities.

1.14.9. Determine the most efficient and economical means of returning vehicles to service. Carefully consider the repair or replacement of individual assemblies or subassemblies and components to make effective use of time and resources. In addition, adhere to any safety and

serviceability standards and avoid “over-maintaining” (going beyond necessary repairs or replacements to ensure a vehicle is operational again) vehicles.

1.14.10. To maximize efficiency, NCOICs should communicate with each other. If one team's workload is light, its personnel should be utilized to support teams with heavier workloads.

1.14.11. Verify with Materiel Control on parts requirements and availability. Ensure technicians properly fill out parts requests prior to submission to Materiel Control.

1.14.12. Account for labor hours for work center.

1.14.13. Determine training needs and send training requirements to the VMTL and assist in OJT.

1.14.14. Ensure parts received for vehicles during the work phase are properly protected and not improperly stored where they will cause unnecessary damage to a vehicle or the part.

1.14.15. Ensure vehicles in NMC-S status are preserved at storage level “C” as prescribed in **TO 36-1-191**, Chapter 8, *Storage and Shipment*, unless stored inside, or if the vehicle is expected to be in NMC-S status for less the 30 days.

1.14.16. Assist FM&A by providing accurate data/information to properly complete and transmit deficiency reports.

1.15. Vehicle Management Training Leader (VMTL). The VMTL develops and administers a training program as outlined in **Chapter 6** and DAFMAN 36-2689, *Training Program*. The VMTL will not reside outside of the physical VM shop due to the need to specifically focus on VM training. **(T-3).**

1.16. Vehicle Management Contracting Officer Representative (COR).

1.16.1. 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, 441 VSCOS, Air Force contracting agencies, Defense Contract Management Agency and/or Defense Logistics Agency (DLA).

1.16.2. Evaluates unit maintenance and fleet management procedures IAW the PWS, including use of approved FMIS only, BLADE, Salesforce, ELMS: M&U and Warehouse (WH) Modules, locally developed forms, publications, operating procedures, etc., for accuracy, intent and necessity.

1.16.3. Acts as focal point on deficiencies in Air Force or AFIMSC guidance and takes appropriate action to notify 441 VSCOS. AFRC CORs act as the focal point on deficiencies in Federal, Air Force, DOD, or MAJCOM guidance and takes appropriate action to notify local contracting office and AFRC/A4RR.

1.16.4. Assists FM&A with reports and studies as needed.

1.16.5. Initiates actions when additional attention is required to resolve adverse maintenance trends or training problems. Actions include preparing cross-tell information bulletins and messages for 441 VSCOS release to other similarly equipped units, when necessary.

1.16.6. Performs review of Deficiency Reports, TCTO, SBs, OTIs and Manufacturer Recalls.

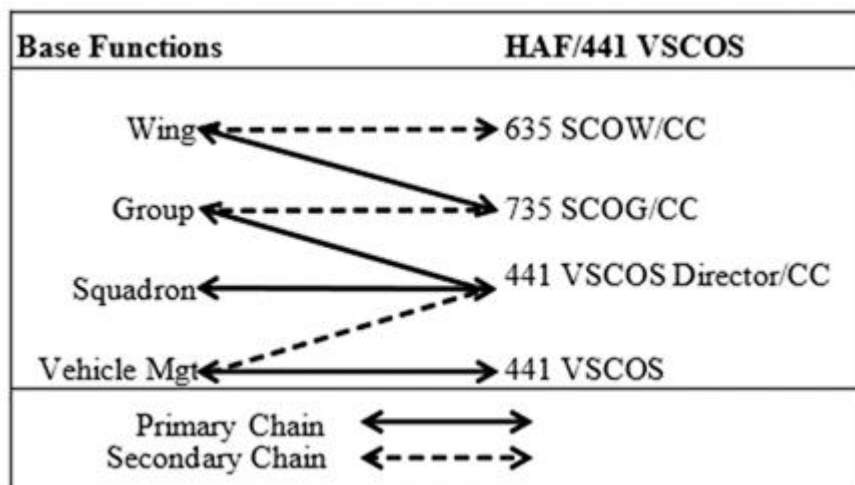
- 1.16.7. Validates the contractor is properly managing Deficiency Reporting, TO Distribution, TCTOs, SBs, OTIs and Manufacturer Recalls.
- 1.16.8. Reviews reports to include timely and accurate submission, suspense control, and procedures prior to submission and coordination with other affected agencies.
- 1.16.9. Reviews management and scheduling of items requiring calibration or weight testing to include currency of calibration/weight test due dates, adherence to Test, Measurement and Diagnostic Equipment (TMDE) calibration schedule and control of items.
- 1.16.10. Reviews documents maintained by work center contractor for support equipment to include maintenance and inspection.
- 1.16.11. Reviews contractor-initiated waiver requests for approval/coordination through 441 VSCOS. Submit AFR contract VM waiver request to AFRC/A4RR for review prior to 441 VSCOS submission. AFRC/A4RR reviews all waiver requests prior to submission.
- 1.16.12. Reviews government furnished property/vehicle inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property/vehicles. 441 VSCOS is the only approving authority for government furnished vehicles.
- 1.16.13. Maintains technical competency in their Air Force Specialty Code (AFSC). They should stay abreast of all industry trends, safety requirements, and environmental and hazardous material laws.
- 1.16.14. Performs periodic assessment on contractor-maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise and contingency operations.
- 1.16.15. Surveys and assesses contractor compliance with federal, state, local or host nation environmental laws and DAFIs/AFIs; to include Green Procurement Program (GPP) requirements.
- 1.16.16. During contract renewals and modifications, ensures VM verbiage portion of the Performance-Based Work Statement is coordinated through 441 VSCOS. AFR contracted bases coordinate through AFRC/A4RR.
- 1.16.17. Aids with DoD Fleet Card Program account administration as required. Contractor personnel cannot perform Accountable Official (AO) or Certifying Official (CO) duties.
- 1.16.18. Assumes fleet manager responsibilities if not defined by Performance-Based Work Statement or support agreement with host DoD installation.
- 1.16.19. The installation Contracting Officer, COR or designee coordinates with the servicing VM concerning disposal of GFE-Vehicle assets.
- 1.16.20. Ensure use of ELMS WH. Refer to **paragraph 5.4.**

Section 1D—Organization & Operating Standards

1.17. Vehicle Management Activities. VM activities have the direct liaison authority with 441 VSCOS to assist in day-to-day management and execution of VM responsibilities. As such, VM is the communication liaison between their customers and 441 VSCOS. Make every effort to solve

any issues at the lowest level. Direct liaison authority for ANG and AFRC VM actions, activities and requests remain at the NGB and AFRC-level but otherwise follow standard Air Force processes. If at any time a unit does not agree with a decision rendered regarding their vehicles, they can contact the host VM to request a readress of the decision. If further discussions fail to reach a satisfactory agreement, base units, in coordination with their VM, are encouraged to use the communication chain presented in [Figure 1.1](#). Other responsibilities include the following:

Figure 1.1. Critical Communication Map.



1.17.1. Provide safe and serviceable motor vehicles and vehicular equipment to meet the war fighter's requirements.

1.17.2. Provide service, inspection and repair of the Air Force vehicle fleet.

1.17.3. Paint vehicles and comply with all marking requirements following guidance in **TO 36-1-191. (T-2)**.

1.17.3.1. VM maintains "White Top" approval letters the MAJCOM/CD authorize for their Wing Commanders.

1.17.3.2. Receive approval from GSA or the commercial leasing agent prior to altering leased vehicle(s).

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

1.17.5. Responsible for the management and accountability of the Air Force vehicle fleet. Use the Office of the Secretary of Defense directed property accountability and maintenance tracking system to account and document maintenance actions on Air Force vehicles. Utilize Transaction Request Tool (TRT) application, and FMIS to manage and account for the Air Force vehicle fleet. Refer to [Chapter 4](#).

1.17.6. Maintain or replace vehicle and vehicular equipment attachments originally procured with asset and VM has prime responsibility.

1.17.7. {As applicable} Provide support to the USAFE-AFAFRICA Command Dangerous Goods Program (USAFEI 23-104). Additional program management publications and current

list of *Accord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route* (ADR) certified vehicles are on the **AFVM Neighborhood**.

1.17.7.1. Air Force vehicles requiring ADR support will have the following annual/triennial/sexennial special inspections loaded into FMIS. **(T-2)**.

1.17.7.1.1. Annual renewal of ADR Road Vehicle Approval Certificate and Brake test.

1.17.7.1.2. First “hydro-test” is due 6 years after the tank’s date of construction/manufacture and every 3 years thereafter.

1.17.7.1.3. Accomplish first “internal tank inspection” with the first “hydro-test.” Internal tank inspections are every 6 years on refuelers, accomplish this inspection concurrently with every other “hydro-test”.

1.17.7.2. VM provides an electronic notification to owning/using organizations and Installation Dangerous Goods Advisor informing them of upcoming ADR inspection requirements, and when the asset becomes non-compliant.

1.17.7.3. Owning/using organizations retain responsibility for funding initial and reoccurring certifications transport to and from the inspection activity and for all documentation associated with certification. The owning/using organization schedules recertification with the Installation Command Dangerous Goods Advisor IAW USAFEI 23-104. The unit forwards the original tank record, certificate of approval for vehicles carrying certain dangerous goods and copies of certifications to FM&A for placement into permanent portion of the vehicle’s record jacket or electronic file within five working days of inspection completion.

1.17.7.4. VM updates all inspection dates in the FMIS. Format original tank record or equivalent IAW USAFEI 23-104. The due date for reoccurring inspection is one month prior to the expiration date and no later than one month after the expiration date listed on the ADR certificate of approval for vehicles carrying certain dangerous goods.

1.17.8. Host/Servicing VM will review, validate and process all lease and rental requests for all installation activities. **(T-2)**. Units with new lease or rental requests will coordinate and process their requirements through the host/servicing FM&A. **(T-2)**.

1.17.9. VM reviews and routes purchase/procurement requests for OGMVCs (such as self-propelled assets providing a basic transportation capability (e.g., golf carts, all-terrain vehicles, quad-runners, etc. and trailers not classified as APSR vehicles)) to ensure the desired asset is not a centrally managed, APSR vehicle. If local determination cannot be made, follow instructions located on the **AFVM Neighborhood**.

1.17.10. VM will load all commercial fuel purchases into the FMIS as an off-base fuel transaction. **(T-2)**.

1.17.11. VM activities will be familiar and comply with all applicable policies, responsibilities and procedures regarding energy efficient vehicle fleets, acquisitions and alternative fuel use, environmental policies and programs, and the GPP. Refer to [paragraph 1.19](#) for details and for applicable Tier Waiver information.

1.17.12. VM must coordinate any vehicle deployment/sourcing requirements to their established Operation Center (i.e., Emergency Operations Center, etc.) for routing with

respective MAJCOM Crisis Action Team (CAT) for validation. **(T-2)**. Must courtesy copy 441 VSCOS on all vehicle deployment/sourcing requirements correspondence. **(T-2)**.

1.17.12.1. VM contacts 441 VSCOS to validate the unit identified or for non UFXXX-series vehicle shipments.

1.17.12.2. VM funds all costs to place vehicles into safe and serviceable condition and build Temporary Mission Support Kits (TMSKs) from their sustainment budgets, unless otherwise provided in the shipping instructions. Refer to **TO 36-1-191**, Chapter 1 and/or manufacturer specifications.

1.17.12.3. VM ships their best (newest or most serviceable and maintainable) vehicles to meet OPLANs, Air Force-Force Generation (AFFORGEN) Employment Force Indicator (AEFI) or range of military operations shipment tasking(s) without hindering home station operations.

1.17.12.4. VM will install appropriate filters prior to aircraft refueling vehicle's shipment. **(T-2)**.

1.17.13. New tires and batteries will be directly charged via the work order. **(T-2)**.

1.17.13.1. All purchased tires must be individually recorded on the activity's GPP Log IAW [paragraph 10.17](#), regardless of tire type (retread or new) and procurement source. **(T-0)**.

1.17.13.2. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. **(T-2)**.

1.18. Deployed Locations.

1.18.1. At enduring locations, VM personnel must establish continuity books, folders, files, etc. as appropriate for the location. **(T-3)**.

1.18.2. Perform an LTI and service all fluid systems. The vehicle must be safe and serviceable and be able to perform assigned mission with no or very minimal support. **(T-2)**. Ship vehicle with an assembled spare wheel/tire and all applicable TOs if available. Commercially designed Light and Medium-Duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handles. **(T-3)**.

Section 1E—Special Interest Items

1.19. DAFI 24-302 Tier Waivers.

1.19.1. Tier 1. Route completed (Sections I and II) DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, to AF/A4LR. AF/A4LR approving official's concurrence on the DAF Form 679 will be forwarded to 441 VSCOS for record. 441 VSCOS processes request and returns DAF Form 679 to the requestor.

1.19.2. Tier 2. Forward completed (Sections I and II) DAF Form 679 to 441 VSCOS workflow (441VSCOS.AF.VehMgt@us.af.mil). 441 VSCOS processes request and returns completed DAF Form 679 to requestor.

1.19.3. Tier 3 waivers identified in this DAFI may only be approved by the appropriate Wing Commander or equivalent (delegable no lower than LRS Commander or equivalent) IAW

DAFI 90-160, *Publications and Forms Management*. The submitter processes completed DAF Form 679 IAW DAFI 90-160.

1.19.4. Tier 2 and 3 waivers in this DAFI related to 441 VSCOS directive actions are approved by 441 VSCOS Commander, with coordination from AFRC/A4, NGB/A4 respectively.

1.19.5. Unless explicitly restricted in this publication, commanders may waive non-tiered requirements, but copies of the approved waivers are sent to AF/A4LR within 30 days of approval. Sending an email to AF/A4LR, that includes a completed DAF Form 679, or equivalent, is sufficient.

1.20. Vehicle Transformation Acquisition Council (VTAC). Key council members: the 2T3 AFCFM and 441 VSCOS Technical Director are council co-Chairs. AFLCMC/ROZ Division Deputy and the AFIMSC Logistics Division Deputy are key contributors.

1.20.1. The mission of the VTAC is to leverage collaborative partnerships to evolve VM capabilities to be better postured for current and future needs.

1.20.2. The VTAC assesses and advocates business rule changes to organizational, functional and personnel policy as it affects the Air Force VM Enterprise. The vision is to exploit technology and the best business practices to provide effective, energy efficient vehicle services and assets necessary to operate bases and support Combatant Commander requirements.

1.20.3. Additionally, the VTAC advocates, develops, and recommends functional policy to develop and enhance operational and leadership skills of VM personnel in the following areas: Policy, Budget, Asset Management, Maintenance and Repair, Energy and Requirements.

1.21. National Motor Vehicle and Aviation Workshop and Exposition (FedFleet). FedFleet is a unique GSA annual conference that incorporates a comprehensive collection of government fleet managers, automotive vendors, and automotive educational sessions into a single venue. The focus is on attaining the asset management goals of becoming more accountable, effective, energy efficient and financially responsible for government vehicle fleets. Additionally, the collaborative partnerships help the 2T3 career field drive policy measures that share resources delivering cost effective readiness in an ever-changing environment.

1.22. Government Fleet Expo & Conference. This conference is designed for fleet managers, procurement specialists, analysts, maintenance supervisors, and others who work with government fleets. Attendees receive fleet-specific training geared toward their specific needs, connect with peers in the fleet community and discuss daily challenges and solutions and get hands-on with the latest vehicles and technologies for the industry. This conference is held annually at various locations.

1.23. Commercial Cellular/Global Positioning System Telematics on Air Force Controlled Vehicles. Commercial cellular Telematics devices/systems will not be installed on Air Force vehicles without 441 VSCOS and Mobile Enterprise Solutions Panel (AF/A4P) coordination and approval. (T-1).

Chapter 2

VEHICLE MANAGEMENT OPERATIONS & GUIDELINES, LEVELS OF MAINTENANCE, VEHICLE DEFINITIONS/CATEGORIES

Section 2A—Vehicle Management Operations

2.1. Vehicle Management (VM). Organize VM IAW AFI 38-101, *Manpower and Organization*. Follow the guidance in AFI 38-101 if directed to contract VM. Consolidate all VM under the VFM. AF/A4LR is the approval authority for requests to deviate from consolidation. Mobile units with organic maintenance capability, having separate VM facilities, sufficient manpower and an organizational structure, usually including FM&A and Materiel Control, maintain their own equipment when in garrison. These units may be consolidated under the host installation VFM; however, they do not require AF/A4LR approval to operate independently.

2.2. Shop Facilities:

2.2.1. The Air Force has a large investment in VM shops because most of the intermediate maintenance is done in these fixed facilities. Use the most up-to-date methods and procedures to get the most out of personnel, tools and space while increasing productivity. Ideally, related work centers are located close together.

2.2.2. Use DAFMAN 32-1084, *Standard Facility Requirements*, (CATCODEs 214-425 and 214-467) 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. Send requests for real property maintenance/repair, construction, modification or changes to the Civil Engineering activity.

2.2.3. Activities that do not have standard Air Force shops develop a plan to use the shop areas to gain the most efficiency and productivity. VM leadership should consider the following factors:

2.2.3.1. Type, size and number of vehicles serviced.

2.2.3.2. Type of work and service done.

2.2.3.3. Amount of time needed to do a job.

2.2.3.4. Space required for each type of repair.

2.2.3.5. Locations of water, air, electrical outlets and exhaust fume and fuel vapor removal systems.

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

2.2.3.7. Locations of FM&A, Customer Service Center and Materiel Control should be as close to each other as possible.

2.2.3.8. Be sure the Customer Service Center and FM&A sections are easy for vehicle users to find.

2.2.3.9. Size of the shop parking area should be large enough for a minimum of 10 percent of the fleet (accounting for various sizes of assets) and include personnel parking.

2.2.3.10. Secure locations for vehicles under VM control.

2.3. Fleet Management & Analysis. FM&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. FM&A should be accessible and recognizable to its customers. Refer to [Chapter 4](#) for more information.

2.4. Customer Service Center. Customer Service Center is the point of contact (POC) between the vehicle user and VM. Customer Service Center technicians perform incoming inspections on vehicles for determining maintenance requirements. The VFM/VMS determines the extent of completed work to be inspected, what types of repairs and services are inspected, and by whom. VFM/VMS ensures this section provides timely service. Specific responsibilities of the Customer Service Center include the following:

2.4.1. Provide fast and dependable service to the user. Consider the needs of the owning/using organization to avoid unnecessary vehicle downtime and maintain the MEL by providing service within the shortest turn-around time practical.

2.4.2. Debrief vehicle operators.

2.4.2.1. Verify malfunctions and perform a complete inspection using diagnostic test equipment when required. Use DAF Form 4355, *Vehicle Incoming Inspection*, to document vehicle's condition. (Refer to [paragraph 7.14](#).) Determine if the malfunction is a result of suspected accident or abuse, and if so, take proper action; "Waiver" only non-essential work IAW operating procedures. Delay work, when necessary, but only when safety defects are not involved and when deficiencies do not cause further damage to or problems with the vehicle. Complete delayed/deferred work as soon as it is practical, i.e., parts are on hand and the vehicle is in the shop.

2.4.3. Perform maintenance as required.

2.4.4. Work order processing. When the vehicle operator reports to the Customer Service Center/shop with the vehicle inspection guide, DAF Form 1800, *Operator's Inspection Guide and Trouble Report*, the operator stays with the vehicle until the inspection and debriefing are complete. Operators must perform required operator care, to include interior and exterior cleanliness, before turning the vehicle over to the Customer Service Center. **(T-3)**. Processing steps essentially follow the pattern below. VM leadership may adjust procedures for vehicle in-processing as necessary to meet local conditions and mission:

2.4.4.1. Using the DAF Form 1800, along with the DAF Form 4355, the inspector makes a complete inspection to verify the vehicle's malfunctions, validate waived items and address repairs affecting safe vehicle operation. Customer Service Center personnel use the proper diagnostic and test equipment to identify and isolate the malfunctions when required.

2.4.4.2. Determine if there are any delayed/deferred parts on hand or scheduled inspections due and workload permitting complete these items.

2.4.4.3. Initiate a work order if the vehicle requires any one of the following:

2.4.4.3.1. Preventive Maintenance and Inspections (PM&I), Special Inspections, TCTOs, SBs or OTIs are required/due.

- 2.4.4.3.2. Anytime manpower or parts are used/expended on a vehicle.
- 2.4.4.4. Enter the actual/suspected malfunctions on the DAF Form 4355, to include all tests that have been performed and the direct labor-hours spent to perform the inspections and tests.
- 2.4.4.5. PM&Is may best be performed by the Customer Service Center section. Enter labor-hours for this work on the work order.
- 2.4.5. Perform outgoing quality inspections IAW operating procedures.
- 2.4.6. Perform road tests as needed.
- 2.4.7. Normally provides emergency, roadside repairs or “mobile maintenance” services to fleet vehicles during normal or extended duty hours. Services may include wrecker recovery service coordination with Ground Transportation activity.
- 2.4.8. Normally the Tire Shop/Repair and/or Battery Shop sections are a sub-activity under the Customer Service Center. Refer to [paragraph 2.5](#) and [paragraph 2.6](#) below for “Tire Shop” and “Battery Shop” details.

2.5. Tire Shop Section.

- 2.5.1. Inspect and repair all vehicle tires. Refer to **TO 36-1-191**, Chapter 4.
- 2.5.2. Maintain all assigned tire repair and servicing equipment in a safe operating condition.
- 2.5.3. Ensure strict compliance with safety standards.
- 2.5.4. Personnel assigned to the Tire Shop must be thoroughly trained in all aspects of tire inspection, replacement, and repair procedures. **(T-3)**. Training certification must be documented on DAF Form 55, *Employee Safety and Health Record*, or other methods of approved documentation IAW DAFI 91-202 for civilian employees and training records for military personnel. **(T-3)**. **TO 36-1-191** will be readily available, electronically or hard copy, within the VM/service facility. **(T-3)** Personnel must be familiar with the instructions outlined in these publications. **(T-3)**. (Refer to DAFMAN 91-203 for additional guidance).

Note: The vehicle operator has primary responsibility for removing and installing mounted tires; however, VM personnel remove and install mounted tires once the vehicle has been accepted into the shop, unless it has been previously agreed upon that the operators aid.

2.6. Battery Shop (if applicable).

- 2.6.1. Maintain an adequate stock of batteries for quick service.
- 2.6.2. Test, fill and charge batteries.
- 2.6.3. Keep batteries under lock and key to prevent theft.
- 2.6.4. Keep assigned equipment, such as battery chargers, tools and safety equipment in good operating condition. Comply with all applicable safety standards.

Notes:

“Battery Shops” are normally established at OCONUS VM activities and/or in locations where “dry cell” batteries must receive initial electrolyte fill and charge before being placed into service.

Refer to DAFMAN 91-203 for specific Battery Shop and battery handling, storage safety requirements.

2.7. Tactical, Non-Tactical and Special Purpose VM Work Centers. Establish separate or combined 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 serviced and the space and location of shop buildings. The maintenance team lead is responsible for all work done in the work center.

2.8. Refueling Maintenance (RFM) Work Center. RFM work centers are normally established at or within proximity of the Fuels Management compound and are the focal point for the labor, supplies and tools needed to support repairs and maintenance of the refueling vehicle fleet. The maintenance team lead is responsible for all work done in the work center.

Note: Refer to Federal Regulations, Unified Facilities Criteria (UFC) 4-47 & 3-600-01, NFPA 88A, DAFMAN 32-1084 Category Code (CATCODE) 214-467 and DAFMAN 91-203 for specific RFM safety requirements.

2.9. Fire Truck Maintenance (FTM) Work Center. FTM work centers are normally designated stall(s)/section(s) within the base Fire Department but can exist in a separate facility (whether its own or another VM facility) if necessary or more feasible, and are the focal point for the labor, supplies and tools needed to support Fire Fighting Vehicle and support fleet repairs and maintenance. The maintenance team lead is responsible for all work done in the work center.

2.10. Administration Section. If applicable, the administration section provides crucial operational support by performing administrative tasks as directed by the VFM/VMS. These tasks can include record keeping, data entry and reporting, compliance and auditing, communication, and even training coordination, all contributing to a well-managed, compliant, and efficient fleet.

Section 2B—Guidelines

2.11. Prohibited VM Actions.

2.11.1. The following vehicles will not be serviced, repaired, garaged or stored in any VM facility or compound or in any other building where Government property is stored:

2.11.1.1. Privately Owned Vehicles. **(T-3).**

2.11.1.2. Non-appropriated fund motor vehicles. **(T-2).**

2.11.1.3. Vehicles disposed to Defense Logistics Agency-Disposition Services (DLA-DS). **(T-2).**

2.11.1.4. Vehicles appropriated and/or owned by state or local government agencies. **(T-2).**

2.11.1.5. The above restriction to Privately Owned Vehicle and non-appropriated fund vehicles does not apply to authorized auto hobby shops. **Exceptions:**

2.11.1.5.1. National Forest Service vehicles.

2.11.1.5.2. Civil Air Patrol vehicles as outlined in Department of the Air Force Policy Directive (DAFPD) 10-27, *Civil Air Patrol*.

2.11.1.5.3. Privately owned vehicles and non-appropriated fund vehicles may be garaged temporarily just prior to, during and just after severe weather if approved by the installation MSG Commander or equivalent.

2.11.1.5.4. Privately owned vehicles may park in the VM compound only with written approval of the LRS Commander or equivalent.

2.11.2. Do not use government owned tools, equipment or supplies purchased from appropriated funds to service or repair leased (GSA or commercial), rental, non-appropriated fund or privately owned vehicles without AF/A4LR prior approval.

2.12. Serviceability Standards. The VMS determines the minimum serviceability standards for day-to-day operations based on experience, manufacturers' specifications and applicable technical reference.

2.12.1. Judge serviceability using minimum standards in **TO 36-1-191** and other applicable publications, considering the following factors:

2.12.1.1. Age and mileage of the vehicle.

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

2.12.1.3. Remaining service life.

2.12.1.4. Compare the value of returned use with the cost of repairs needed.

2.12.2. Vehicles experience wear and tear with use and age. Maintaining Air Force vehicles in a like-new condition is not practical.

2.12.3. Maintain APSR vehicles and vehicular equipment items identified on the USAF Master Nuclear Certification List (MNCL) IAW manufacturer standards, **TO 36-1-191** and other relevant VM TOs and manuals. Refer to DAFI 63-125, *Nuclear Certification Program*, for information concerning Nuclear Support Equipment Certification and MNCL use, and DAFMAN 91-118, *Safety Design and Criteria for Nuclear Weapons Systems*, for non-specialized support equipment (vehicle) modification policy.

2.13. Maintenance Priorities. Each VM applies priorities to support the mission and customer needs as follows:

2.13.1. Routine Priority: VM normally assigns "Routine" priority to all vehicles, regardless of type or use. However, vehicles requiring scheduled maintenance actions (e.g., PM&I, TCTOs, Special Inspections or OTIs) receive preferential action over routine non-scheduled maintenance actions.

2.13.2. Emergency Priority: VM assigns "Emergency" priority when one or more of the following conditions apply:

2.13.2.1. A unit is below the established MEL for a particular vehicle/equipment type; further loss of vehicles or equipment would degrade mission capability, and other base assets cannot fulfill the need of a particular vehicle.

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

2.13.2.3. Severe weather or other natural occurrences create a need for certain types of vehicles. Installed emergency warning lights, military radios or other such accessories do

not automatically cause a vehicle to be a higher priority. Equivalent and possibly dissimilar vehicles without such accessories are generally sufficient to perform the mission until the equipped vehicle is returned to service.

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

2.13.4. The VFM reviews the vehicle MEL for maintenance priorities and for backfilling primary vehicles when vehicles are in VM. This list serves as the VM priority repair list, which the VFM/VMS can use as a guide for day-to-day maintenance operations. VM ensures MELs and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities. VM may need to consolidate the work force, work overtime, cannibalize parts, delay work, make temporary repairs, etc. to return priority vehicles to service.

2.14. Vehicle Condition Inspections. Technicians must use DAF Form 4355 to verify a vehicle's condition when initiating a work order and accepting a vehicle for maintenance. **(T-2).**

2.15. Cannibalization. The VFM/VMS uses cannibalization primarily to meet mission goals. Cannibalization action is documented according to [paragraph 7.12](#), and proper cost accounting is accomplished. 441 VSCOS or AFLCMC/ROZ may direct the repair of critical vehicles pending disposition. 441 VSCOS approves cannibalization of the major components or assemblies of critical vehicles pending disposition instructions.

2.16. Vehicle Modifications. Vehicle modifications are any changes to a vehicle that alter the original configuration or affects the primary structure, hydraulic power system, load-bearing capacity (i.e. suspension system), steering, braking capability, positive control features, lifting, power train or restraint systems of a vehicle. All modifications are coordinated through a formal configuration review/control process and applied utilizing the AF Form 1067 in accordance with DAFI 63-101_20-101, *Integrated Life Cycle Management*. Additional information, terms and guidance governing Air Force modification management is contained in DAFI 63-101_20-101.

2.16.1. Modification requests are processed when the customer's needs cannot otherwise be met, either through vehicle rotation or leasing.

2.16.2. Secondary restraint systems (airbags) will not be disabled unless approved by the National Highway Transportation Safety Administration. **(T-0).** VM, Wing and MAJCOM Safety validates requests for such action prior to submission to the National Highway Transportation Safety Administration.

2.16.3. All requests for modifications will be submitted to FM&A. VM flight leadership reviews and submits modification requests using the AFLCMC Information System. The IPT ensures the configuration changes to special mounted equipment are documented in appropriate technical data and that necessary adjustments are made to logistics support plans.

Note: All requests for modifications for AFRC owned assets will be submitted to FM&A. AFRC/A4RR Fleet Management reviews and submits all modification requests to servicing Component Fleet Manager using the AFLCMC Information System.

2.16.3.1. Permanent local modifications to special mounted equipment are normally not approved unless required to correct isolated problems.

2.16.3.2. All modification correspondence/approvals are maintained in the permanent portion of the vehicle historical record.

2.16.3.3. Route modification requests for the 60K (Tunner) and 25K (Halvorsen) Aircraft Cargo Loaders to AMC/A4RR through 441 VSCOS (and AFRC/A4RR, NGB as applicable) for coordination/decision with the Tunner/Halvorsen System Program Office.

2.17. Non-Nuclear Certified Vehicle “Add-On” Equipment Policy. Adding manufacturers’ optional equipment or after-market optional parts/accessories to meet certain operational needs is not considered a modification if the vehicle is still used for its original purpose and can be returned to original condition within a reasonable amount of time (i.e., 24 hours) with little or no expense.

2.17.1. Add-ons do not change the original configuration, or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, steering, lifting, power train or load carrying/restraint systems of a vehicle. Examples of vehicle add-on equipment include but is not limited to light bar/emergency lights, siren, two-way radio, pintle hook and trailer-hitch assemblies.

2.17.2. Requesting organizations submit written add-on equipment justification to VM. Requests should address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation. Add-on equipment will not be installed prior to VFM approval. **(T-3).**

2.17.3. Organizational justification requests for add-on equipment to government controlled rented or leased assets are sent to VM. If approved, FM&A submits approval for installation of add-on equipment request for GSA leased assets to 441vscos.fsf.gsa@us.af.mil prior to submittal into GSAFleet.gov. Send a request to the leasing agency for commercial leases as needed. Maintain GSA and commercial leasing agency's concurrence or non-concurrence in the requesting organization’s vehicle control records in FM&A. Secure 441 VSCOS’ Fleet Support Flight (FSF) determination regarding hardcopy file maintenance or upload into the FMIS (preferred).

2.17.4. If approved, when workload and resources permit, VM may elect to install these items.

2.17.5. Vehicles will be reverted into original configuration if vehicle is rotated/shipped, and at using unit’s cost. **(T-2).**

2.17.6. Telematics system components are considered add-on equipment. Identify telematics capable vehicles in FMIS.

Note: Refer to [Chapter 14](#) for telematics use approval authority.

2.17.7. The Tunner/Halvorsen Weapon System Manager (AMC/A4R) and the Tunner/Halvorsen System Program Office approval is required for add-on equipment to the Tunner and Halvorsen Aircraft Cargo Loaders prior to installation.

2.17.8. File approved authorization to install add-on equipment in the permanent portion of the vehicle record jacket or scanned copy in equivalent electronic file.

2.18. Nuclear Certified Vehicle Modifications and Add-Ons.

2.18.1. Modifications to non-specialized equipment (Nuclear Certified Vehicles and Trailers used with nuclear weapons but not specifically designed for that purpose) must be approved

by AFLCMC/ROZ with coordination and approval through AFSEC/SEWN per DAFMAN 91-118.

2.18.2. DAFMAN 91-118 defines any change to the original configuration of non-specialized equipment as a modification, i.e. add-ons are considered modifications per DAFMAN 91-118.

2.18.3. All modifications are coordinated through a formal configuration review/control process and applied utilizing the AF Form 1067 in accordance with DAFI 63-101_20-101.

2.18.4. Certain add-ons to Nuclear Certified Vehicles, those that do not affect Form, Fit, Function or Interface (F3I), do not require formal nuclear safety design certification. Common “add-on” equipment are fire extinguishers, radios, lights, bedliners, camper shells, sirens, or foreign object damage (FOD) magnets or containers per DAFMAN 91-118.

2.18.5. F3I as defined by MIL-HDBK-61, *Configuration Management Guidance*, is as follows:

2.18.5.1. Form: The shape, size, dimensions, mass, weight, and other physical parameters that uniquely characterize an item.

2.18.5.2. Fit: The ability of an item to physically interface or interconnect with or become an integral part of another item.

2.18.5.3. Function: The action or actions that an item is designed to perform.

2.18.5.4. Interface: The performance, functional, and physical characteristics required to exist at a common boundary between two or more systems. An interface is a system external to the system being analyzed that provides a common boundary or service that is necessary for the other system to perform its mission. Interface characteristics may include, but are not limited to, functional, physical, mechanical, visual, thermodynamic, magnetic, electrical, electronic, electromagnetic, software, or a combination of these characteristics.

2.18.6. The following process will be used by VM activities to make modifications or accomplish add-ons for NCE assets:

2.18.6.1. The VCO submits an ETAR 107, filling out Part A, for the proposed modification as to host FM&A.

2.18.6.2. VM flight leadership reviews. If submission is warranted and prudent, VM flight leadership submits the ETAR 107 to Wing or Weapons Safety office for review/approval.

2.18.6.3. VM flight leadership submits the safety approved ETAR 107 to 441 VSCOS, Program Management flight for review. **(T-2)**.

2.18.6.4. 441 VSCOS forwards “approved” request to appropriate IPT) at AFLCMC/ROZ for approval/disapproval.

2.18.6.5. The IPT lead engineer evaluates the (1067 or 107) request to determine feasibility. Some F3I impact may be determined without the following tasks.

2.18.6.6. The IPT lead engineer consults with certification authorities such as Cybersecurity, Non-Nuclear, Nuclear, Safety and Test as required for the scope.

2.18.6.7. The IPT lead engineer conducts a Configuration Control Board (CCB) determination from the Chief Engineer or delegated authority.

2.18.6.8. AFLCMC/ROZ returns completed (approved or disapproved) ETAR 107 to 441 VSCOS and VM activity. The VM activity maintains ETAR 107 in the permanent portion of the vehicle's record jacket or electronic file and forwards copy to appropriate VCO.

2.18.7. Unapproved modifications/add-ons to nuclear vehicles can result in the vehicle NCE classification changing to restricted use. Modification will not be completed without proper approval. (T-2).

Notes:

1. VM leadership has authority to summarily "disapprove" request. Disapproved requests are returned to submitter.
2. Wing or Weapons Safety has authority to summarily "disapprove" request. Disapproved requests are returned to submitter.
3. 441 VSCOS has authority to summarily "disapprove" request. Disapproved requests are returned to VM activity.

2.19. Non-Mission Capable (NMC) Hours. NMC hours start on the date and time entered on the *Operator's Inspection Guide and Trouble Report* form, the date/time that the discrepancy is reported to VM or when a request for mobile maintenance support is received.

2.19.1. When initiating a work order, the Customer Service Center adjusts the NMC start time to account for actual downtime which began with any mobile maintenance or wrecker support request. Adjustments are coordinated with FM&A and/or Ground Transportation Dispatch to confirm the original request for repair/wrecker assistance as needed.

2.19.2. Vehicles awaiting accident, abuse and repair decisions/repairs draw downtime.

2.19.3. NMC time ends after completion and verification of all maintenance actions.

2.19.4. NMC-S vehicles are not normally repaired until all the parts have been received, unless approved by the VM leadership. 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 NMC-S from non-mission capable-maintenance (NMC-M). The supply priority for remaining parts is not downgraded.

2.19.5. Vehicles on NMC-S status are prime candidates for corrosion control repairs.

2.19.5.1. Remove the vehicle from NMC-S status in ELMS only until the corrosion repairs are completed.

2.19.5.2. Once corrosion control repairs are complete, return the vehicle to NMC-S status until the parts are received.

2.19.6. Mission capable data can be used to support manning, shop equipment, vehicle replacement criteria, new vehicle buy budgets and reliability and deployment programs.

2.20. Vehicle Part/Component Reclamation. Authority is granted to VM to retain vehicles for part/component reclamation or training purposes after disposition instructions have been received to transfer an asset to DLA-DS for disposal within the following guidelines:

2.20.1. No more than two like vehicles (same management code, make, model, and year) are retained for retention at the same time.

2.20.2. Vehicles will not be retained longer than 90 days after receiving disposal instructions. **(T-2).** If special conditions exist which warrant longer retention, request a waiver of the 90-day retention limit from 441 VSCOS. If DLA-DS elects “on-site” disposal action, the 90-day retention limit is waived. However, in this circumstance part/component reclamation is restricted.

2.20.3. Vehicles retained for part/component reclamation are prominently identified as such to differentiate from other vehicles in the VM compound. Use TRT to notify 441 VSCOS to place vehicles retained for reclamation in status code "H." The asset is detailed in the appropriate “Special Retention” authorization standard IAW **Table 4.1**.

2.20.4. Cancel bench stock/special levels and remove technical manuals from file when there are no other like vehicles assigned.

2.20.5. Vehicles withdrawn from DLA-DS for parts reclamation or special projects purposes require 441 VSCOS approval prior to action. VM leadership monitors the repair and turn-in of vehicle parts to ensure serviceable parts with a foreseeable need are not turned in for disposal. Inventory and store serviceable, non-credit turn-in parts for which there is a projected need as work order residue to reduce the potential for fraud, waste and abuse.

2.21. Technical Information. Necessary technical literature, including TOs and service manuals should be always available. Technical data for vehicles or vehicular equipment should be current. Any of the following data sources, in printed or digital form, are acceptable: Current TO or commercial manual; printed material, 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 Air Force-directed inspection criteria, the final decision authority lies with the representative or dealer for the manufacturer of the vehicle or vehicular equipment item in question. Rationale being the manufacturer, or their representative should have the latest procedures and parts information available.

2.21.1. Establish and maintain a digital TO publication file, commonly referred to as a TO Library, accessible to all work centers. The TO Library is managed and inspected IAW TO 00-5-1, *AF Technical Order System*.

2.21.2. Geographically separated work centers should be equipped to access current publications such as DAFIs, **TO 36-1-191**, etc., in printed or digital form to prevent wasted travel time to a central library. The maintenance team lead determines which publications are needed in their work center.

2.21.3. When vehicles are received without publications, activities acquire commercial technical data or establish Initial Distribution for applicable TOs IAW TO 00-5-3-WA-1.

2.21.4. Report deficiencies of Air Force technical publications to 441 VSCOS using AFTO Form 22 IAW TO 00-5-1.

2.21.5. USB external disk drives, meeting requirements for external hardware, are authorized for use with digital TOs that are sent from manufacturers on CDs.

2.22. Vehicle Management Operating Procedures (VMOP). Unit level VM develops and implements local guidance in the form of VM Operating Procedures (VMOPs).

2.22.1. Maintain a master file of the VMOPs in a central location, share drive, etc., readily available to all personnel.

2.22.2. In activities where foreign nationals are employed, bilingual (English and host country language) VMOPs will be established unless the ability to read and comprehend English is a condition of employment for all VM employees. **(T-3).** VMOPs may exclude foreign national employee language if the information is not applicable. Verbally brief foreign national employees on VMOP changes/updates and document briefings until written bilingual versions are available.

2.22.3. Assigned personnel will acknowledge they understand the VMOPs in writing (i.e., electronically, initials or signature, and date). **(T-3).** The acknowledgement should take place within 30 days of arrival and annually thereafter. Additionally, use signature acknowledgement for instruction changes.

2.22.4. At a minimum, the VFM will establish VMOPs for the following: (to include others specifically identified elsewhere in this publication).

2.22.4.1. Minimum essential repairs, to include but not limited to prescribing essential repairs to accomplish without written approval. **(T-3).** The VMS defines/grants the repair authority by vehicle component or dollar value.

2.22.4.2. Quality control procedures. **(T-2).**

2.22.4.3. Tool control and accountability procedures, to include local lost or missing tool reporting procedures. **(T-2).** Refer to [Section 5F](#).

2.22.4.4. Processes for ordering and the control/disposition of Air Force vehicle license plates IAW **TO 36-1-191** and the **VM Guidebook**. **(T-2).**

2.22.4.5. Local CISP policy and procedures (if applicable). **(T-2).** Refer to [Chapter 12](#).

2.22.4.6. Local Mine-Resistant Ambush Protected (MRAP) vehicle support policy and procedures to include Integrated Maintenance Data Systems (IMDS) use and local support (if applicable). **(T-2).** Refer to [Chapter 11](#).

2.22.4.7. Develop policy and procedures for managing and tracking vehicle condition “Waivers.” **(T-2).**

2.22.4.8. Establish rules and procedures for the operation of RFM shops to include, but not limited to, confined space entry, purging of tanks, grounding of vehicles, when fuel tanks must be drained before working on pumping systems and general safety and spill response requirements. **(T-2).** Refer to DAFMAN 91-203 for safety related information.

2.22.4.9. Upgrade, OJT, proficiency and other local AFSC training policies and procedures.

2.22.4.10. Local road-testing route and procedures.

Note: As applicable, AFRC VFM or VMS will provide host unit VFM or VMS with an annual Inactive Duty for Training (IDT) schedule, annual training plan, and will ensure all assigned Reservists review, acknowledge, and follow locally approved host VMOPs. **(T-2).**

Section 2C—Levels/Types of Maintenance

2.23. Organizational Maintenance. Unit-level vehicle operators in the various squadrons and activities accomplish organizational maintenance across an installation. Operators use the vehicle's applicable *Operator's Inspection Guide and Trouble Report* (refer to [paragraph 7.9](#)), applicable TOs or owner's manual when accomplishing organizational maintenance. [Chapter 9](#) outlines specific organizational responsibilities.

2.24. Intermediate Maintenance. VM activities accomplish intermediate maintenance, including minor and major repairs. The VFM/VMS determines shop capabilities and decides which source of repair to use. Manpower, total cost, mission requirements, NMC time, shop tools, equipment and technical capability influence the decision-making process. Intermediate maintenance is normally done in permanently established facilities and includes all or some of the following:

2.24.1. PM&I /special inspections.

2.24.1.1. Repairing, fabricating or replacing unserviceable components.

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

2.24.1.3. Furnishing technical assistance to owning/using organizations.

2.24.2. If repair exceeds the base capability managers may perform maintenance through the following:

2.24.2.1. Contract.

2.24.2.2. Another base or DoD component. If personnel requirements need adjustments, follow the guidance within AFI 25-201, *Intra-Service, Intra-Agency, And Inter-Agency Support Agreements Procedures*.

2.25. DEPOT-Level Maintenance. This level of maintenance provides technical aid and overhaul of specific vehicles (refer to TO 00-25-4, *DEPOT Maintenance of Aerospace Vehicles and Training Equipment* and **TO 36-1-191**). AFLCMC/ROZ manages depot-level maintenance for Air Force needs.

2.26. Contract Operated VM. Contracting offices and VM leadership at all levels use this DAFI (citing specific chapters and/or paragraphs) as the basis for developing a Performance-Based Work Statement per Contracting Officer (CO) direction. All contractor operated VM PWSs must be coordinated with 441 VSCOS prior to advertising for award. **(T-2).**

Note: AFRC contracted locations will adhere to the above but are coordinated with AFRC/A4RR prior to advertising for award. **(T-2).**

2.27. Vehicle Abuse, Accidents, and Incident Maintenance. Vehicle and vehicular equipment "Abuse" damage is a willful or negligent act of improper operation or care. "Willful" refers to acts which are intentional, conscious, and directed toward achieving a purpose. "Negligence" is failure to use reasonable care, resulting in damage or injury to another. Wind damage to vehicle doors is considered vehicle abuse. An "accident" is a result of a major or minor impact/collision with another vehicle or object. "Incidents" are damage caused by acts of nature, natural disasters or mechanical failures. (Refer to the **VM Guidebook**).

2.27.1. The VFM/VMS are the only authorities that can make final determination as to “what is” or “is not” vehicle abuse, accident, or an incident.

2.27.2. VM will document storm-related vehicle damage IAW DoD Fleet Management instructions. **(T-0)** Document damage on the **Vehicle Storm Damage** list located on the AFVM Neighborhood.

2.27.3. The centralized vehicle sustainment program does not have sufficient authority to cover the expense of unusual wear and tear/accidents/abuses. All expenditures for vehicle accident and abuse repairs, including contract cost, are the responsibility of the owning/using organization or the organization responsible for the damage if not the owner. This includes repair costs for all government vehicles when involving multiple government vehicles. Owning/using organization or the organization responsible for the damage will utilize their GPC to pay for all costs associated with the accident or abuse repairs directly to the selected vendor.

Note: Eliminating O&M reimbursement activities for accident and abuse expenses eliminates the potential for duplicate funding of the same activity. In addition, eliminating O&M reimbursements will reduce manpower touch points in the funding process and avoid unnecessary Defense Finance and Accounting System (DFAS) charges.

2.27.4. Owning/using organizations will be responsible for reimbursement when responsibility cannot be determined. **(T-2)**. Owning/using organizations of GSA lease vehicles that fall under “Billing Office of Account Code 5738SY,” will be responsible for adding their line of accounting (LOA) and funding document information into the accident billings portion of the GSA SpeedPay system at the beginning of each fiscal year (FY). **(T-2)**. Organizations responsible for rental or lease vehicles are financially responsible for any damage incurred. This includes costs related to the misuse/abuse as well as repairs or replacement if a vehicle is involved in an accident where the user is at fault.

2.27.5. The operator or owning/using organization must report all accidents involving GSA vehicles, regardless of damage to the GSA Accident Management Center IAW GSA contract provisions. **(T-0)**.

2.27.6. All vehicle accident and abuse information must be reported to the LRS Commander or equivalent IAW local procedure. **(T-3)**.

2.27.7. VM will commence repairs per locally established timeframe unless notified by the owning/using organization or Report of Survey (RoS) investigating official. **(T-3)**.

2.27.8. If a government vehicle causes a fatality, personal injury or an accident involves private property, the base legal office must release the vehicle before repairs commence. **(T-3)**.

2.28. Transient Registered Vehicle and Equipment Maintenance. Provide maintenance priority to transient vehicles according to their mission or circumstance.

2.29. Maintenance Assistance.

2.29.1. The VFM/VMS approves/disapproves requests to assist organizations owning non-APSR accountable vehicles (e.g., OGMVCs, all-terrain vehicles or non-APSR reportable trailers). Maintenance/parts support is on a reimbursable basis only, or the owning unit may provide parts or lubricants. Services are provided to these assets on a “manpower/mission permitting” basis.

Note: Non-APSR accountable vehicles will not be added to contract operated VM functions unless it is at no additional cost to the overall VM contract, or it is funded by the owning organization. Additionally, non-APSR accountable vehicles will not take priority over any APSR vehicle. **(T-2).**

2.29.1.1. If the VFM agrees to provide support, VM will obtain “X”-Asset Identification Number numbers via the AFVM Neighborhood “**X/Z Registration Request Tool**” and loads information into FMIS M&U ONLY. **(T-2).**

2.29.1.2. FM&A may also request “Z”- Asset Identification Number numbers, via the AFVM Neighborhood “**X/Z Registration Request Tool**” when OGMVCs, utility trailers and other non-vehicular equipment are not maintained by VM but require UNICOR “white” plate(s) for public road (off the installation) travel/operation. Refer to [paragraph 4.13](#). The owning/using unit funds UNICOR “white” plate procurement/replacement.

Section 2D—Vehicle Definitions & Categories

2.30. Motor Vehicle Definitions/Categories.

2.30.1. Motor Vehicle. Any vehicle self-propelled, drawn by mechanical power or electrically energized propulsion system that is designed and operated principally for highway transportation of property or passengers Does not include a military design motor vehicle or tactical vehicle.

2.30.1.1. Commercial Design Motor Vehicle. A vehicle designed by the manufacturer as a production model for commercial sale and usage. It is to the manufacturer’s specifications and purchased by the Air Force without major changes. Examples are sedans, station wagons, pickup trucks, Materiel Handling Equipment and so forth. Assign these vehicles a B, C, D or E designator in their Asset IDs.

2.30.1.2. Military Design Motor Vehicle (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 normally assigned a K, L or M designator in their Asset IDs.

2.30.1.3. APSR (Registered) Vehicle. These vehicles must use the DoD directed FMIS as the APSR and maintenance tracking system IAW DoDM 4500.36. **(T-0).** They include passenger carrying, cargo and utility, special purpose, low speed vehicle, firefighting, aircraft refueling, material handling and base maintenance vehicles of commercial or military design, including all approved government provided equipment vehicles. Include the following vehicular type descriptions in this definition:

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

2.30.1.3.2. Used principally within the confines of an established Air Force installation, target range or depot.

2.30.1.3.3. 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.

Note: Not all items within these definitions will be determined as an accountable vehicle. Additionally, Title 49 Code of Federal Regulations (CFR), Part 571, *Federal Motor Vehicle Safety Standards*, is a point of reference to assist with determination. However, 441 VSCOS makes final determinations and on a case-by-case basis seeks advisement from the appropriate IPT PM at AFLCMC/ROZ to assist with determinations. Refer to [paragraph 4.1.11](#).

2.30.2. Congressional and Executive Order (EO) vehicle reportable categories and definitions for energy reporting.

2.30.2.1. GSA, the Department of Energy (DOE) and the Office of Management and Budget (OMB) have the right to change vehicle type reporting each year based on Congressional and Executive branch requirements.

2.30.2.2. Vehicle categories required for Congressional and EO reporting purposes (i.e., Annual Federal Automotive Statistical Tool (FAST), OMB Circular No. A-11, *Preparation, Submission, and, Execution of the Budget*, etc.), to include all rental/lease and agency owned are as follows:

2.30.2.2.1. Light-Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating of 8,500 pounds or less.

2.30.2.2.2. Medium-Duty vehicles and trucks. Commercially designed over-the-road vehicles with a Gross Vehicle Weight Rating between 8,501 pounds and 16,000 pounds.

2.30.2.2.3. Heavy-Duty vehicles and trucks. Commercially designed over the road vehicles with a Gross Vehicle Weight Rating 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 recovery firefighting vehicles would not.

2.30.2.2.4. Low speed electric vehicles. Commercially designed low speed vehicles that are powered solely by a battery system and rechargeable daily.

2.30.3. Vehicles reported in FAST but exempt from Congressional and EO energy mandates. The OMB Circular A-11 Section 33, Presidential Budget 41 and other OMB and Congressional data calls use this data.

2.30.3.1. 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. Vehicles used for the purpose of surveillance or undercover operations (i.e., AFOSIs vehicles or those that will be transferred into law enforcement service in the future) are exempt from EPO and applicable EOs.

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

2.30.3.3. Non-Tactical Armored Vehicles. Each agency must report their commercially designed armored vehicles and the armored classification to the OMB. **(T-0)**. Armor levels classifications are as defined in National Institute of Justice Standard 0108.01, *Ballistic Resistant Protective Materials*.

2.30.4. Vehicles not reported in FAST. Vehicles that do not fall under the FAST data requirements include the following:

2.30.4.1. Military tactical vehicles. The Secretary of Defense has certified these vehicle types as exempt for national security reasons.

2.30.4.2. Any off-road vehicle (e.g., construction/engineering vehicles, tractors, mowers, Materiel Handling Equipment, forklifts, aircraft servicing/refueling, snow removal vehicles, non-low speed electric vehicles, etc.).

2.30.4.3. Non-low speed electric vehicles are vehicles that meet Federal Motor Vehicle Safety Standards for low-speed vehicles, but are not solely powered by electrical, nor licensable for use on federal highways.

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

2.30.5. Trailers. Trailers centrally procured by AFLCMC/ROZ (to include military design (tactical) trailers) are classified and managed as APSR accountable vehicles IAW this DAFI. AFLCMC/ROZ is the only authorized purchasing agent for Air Force APSR accountable vehicles. VM is only responsible for the management and maintenance of the trailer itself. The owning/using organization maintains all equipment on the trailer that has a specific organizational use. Classify and manage any trailers meeting all elements of the following criterion as an APSR accountable trailer IAW Robins AFB Support Equipment and Vehicles Division:

2.30.5.1. Measuring 6'W x12'L or larger.

2.30.5.2. Has Department of Transportation approved lighting.

2.30.5.3. Has at least two axles.

2.30.5.4. Has towing vehicle breaking system or surge brakes.

2.30.5.5. Has a Gross Vehicle Weight Rating of over 6,999 lbs.

2.30.6. Construction, Mining, Excavating and Highway Maintenance Equipment in Federal Stock Class Group 3800 (Examples e.g. concrete mixer, mounted vacuum cleaner, water distribution tanker, dump trailer, pneumatic drill, sewer trailers).

2.30.7. Non-APSR Reportable Trailers. A trailer manufactured around a specific item "permanently attached" as an integral piece of a trailer and the sole purpose of the trailer is for transporting the item. The trailer classification is an equipment item and is not a "vehicle" by Air Force definition. Items which are not removed to configure trailer for transportation of other items are 'permanently attached.' Inform using activities of all trailers not meeting all "APSR vehicle" criterion per 441 VSCOS instructions.

Note: Not all items within these definitions will be determined as an accountable vehicle. Additionally, the 49 CFR is a point of reference to assist with determinations. However, 441 VSCOS makes final determinations, and on a case-by-case basis seeks advisement from the appropriate IPT PM at AFLCMC/ROZ to assist with determinations. There is a slide show outlining specific roles/responsibilities, publications/guides and the overall determination process on the **VM Neighborhood**. Refer to **paragraph 4.1.11**.

2.30.7.1. The following are always non-APSR Reportable trailers regardless of vehicle classification: Horse trailers, travel trailers or campers, mobile classrooms, mobile bleachers, mobile homes and mobile stage trailers.

2.30.7.2. A recreational trailer is designed primarily to transport cargo or be drawn by a motorized vehicle by means of a bumper, frame, fifth wheel hitch and designed to provide temporary residential accommodations.

2.30.7.3. If the trailer has three or more of the facilities listed below, the asset is classified a recreation vehicle: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a potable water supply system (including a faucet or sink), and a separate 110–125-volt electrical power supply and/or propane.

2.30.8. Forklifts. Do not classify forklifts as vehicles if the assets include any one of the following:

2.30.8.1. Walk-Behind forklifts.

2.30.8.2. Forklifts assembled in the warehouse due to size.

2.30.8.3. Forklifts assembled on tracks.

2.31. Joint Light Tactical Vehicles (JLTV). 441 VSCOS is responsible for the overall management and establishment of the Requirements Integration Office (RIO) to manage the JLTV and associated Mission Support Equipment (MSE). The RIO focuses on the following tasks:

2.31.1. Collects, consolidates, and validates all Air Force vehicle requirements and associated MSE requirements.

2.31.2. Coordinates JLTV and MSE requirements with the functional communities using the JLTV.

2.31.3. Ensures accountability of the JLTV Platform in the APSR and coordinates the integration of MSE into the JLTV and maintains accountability of authorized MSE in APSR.

2.31.4. Manages TCTO, Safety of Use, Technical SB, Maintenance Action and Information messages and product recalls on the JLTV and MSE.

2.31.5. Plans, programs, budgets and executes (PPBE) support for the JLTV and MSE. Formulates annual POM projections for JLTV procurement funding requirements across the FYDP for enterprise vehicle programming requirements. 3080 funding is distributed to and executed by AFLCMC/ROZ for the procurement of JLTVs and associated MSE. AFLCMC/ROZ also provides integration and Operational Safety, Suitability and Effectiveness (OSS&E) for the JLTV. 3400 (O&M) funding is executed by 441 VSCOS and the 635 SCOW to purchase initial MSE required for integration in JLTVs.

2.31.6. Advocates for the JLTV and MSE and responds to issues addressing its status and use; to include designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

2.31.7. Executes life cycle management and sustainment responsibilities IAW applicable DoD Directives/Instructions and Air Force policy guidance.

2.31.8. Serves as the designated Air Force Centralized Asset Management Executive Agent, maintains system engineering integrity to include planning to establish and maintain

configuration control and interoperability, and approve any implementation of permanent modifications.

2.31.9. Ensures the installation VM activities manage the JLTV and authorized MSE IAW this DAFI and the **VM Guidebook**.

2.31.10. Maintains consolidated Master Configuration listings, Priority Fielding Plans and approves Field Service Representative (FSR) Support for various overhead and equipment MSE.

2.31.11. Coordinates JLTV initial Operator New Equipment and Field Level Maintenance Equipment Training requirements with the functional communities for class set allocations.

2.31.12. Executes POM requirements to support active component vehicle depot program via direct coordination between base level units and AFLCMC/ROZ.

2.32. JLTV Modification Management.

2.32.1. Do not modify JLTVs without 441 VSCOS and AFLCMC program office approval. Add-ons or even minor modifications can adversely affect the installed MSE's ability to operate, receive or transmit as designed.

Note: AFRC and NGB FM&A activities will submit all vehicle modification requests to their respective Component Fleet Managers (AFRC/A4RR, NGB/A4RDV respectively), who will in turn route to 441 VSCOS for consideration. **(T-2)**.

2.32.2. A modification proposal is a recommendation to change F3I of an in-service, configuration-managed Air Force JLTV. Modifications are capability modifications or sustainment modifications and can be either temporary or permanent.

2.32.3. All modifications are coordinated through a formal configuration review and control process and applied using the AF Form 1067 IAW DAFI 63-101_20-101.

2.32.4. Route JLTV modification proposals through the applicable HAF functional lead to 441 VSCOS. 441 VSCOS in conjunction with AFLCMC/ROZ will route to appropriate program and approval offices depending on the nature of the modification proposed.

2.32.5. Additional information, terms and guidance governing Air Force modification management is contained in DAFI 63-101_20-101 and the **VM Guidebook**.

2.33. Specialized Missile Support Assets. Some wings require unique maintenance arrangements for specialized missile support assets. Maintenance for All non-registered specialized missile support assets listed below are supported and funded by Hill AFB/Air Logistics Center or Air Force Global Strike Command Nuclear Plans/Production (Sentinel Missile) (AFGSC/A10X). VM flight O&M sustainment funding will not be used without 441 VSCOS approval. **(T-1)**. These business rules remain in place until no later than 1 Oct 2027; at that time, Missile Maintenance Squadrons are directed by Air Force Global Strike Command (AFGSC) to absorb all maintenance operations of all ICBM support equipment IAW *ICBM Support Equipment/Vehicle Sustainment Requirements* MFR from AFGSC/A4 dated 11 February 2025 (refer to **Attachment 5**), relieving LRS units from all maintenance responsibilities.

2.33.1. Payload Transport tractors and Transporter Erector tractors. VM maintains the cab, chassis and drive train components, including power take off units attached to the transmissions. Missile Maintenance Squadrons will maintain the Auxiliary Power Unit, all

hydraulic system components, including the hydraulic pump and trailer mechanical and hydro-electric trailer steering systems (i.e., pneudraulics, Precision Measurement Equipment Laboratory (PMEL) and mechanic shops).

Note: Payload Transport tractors that are registered USAF vehicles will be maintained by VM IAW **TO 36-1-191** instructions, specifications, and preventive maintenance inspection schedules/intervals.

2.33.2. Payload Transport trailers III and Transporter Erector trailers. VM will maintain the running gear, brakes, air system, tires and lights IAW **TO 36-1-191** instructions, specifications, and preventive maintenance inspection schedules/intervals. Missile Maintenance Squadrons will maintain the environmental control unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin and goose neck and frame structures, mechanical and hydro-electric trailer steering, hydraulic actuators and environmental flaps attached to the outside of these trailers.

2.33.3. Preventative Maintenance Trailers. VM will maintain the running gear, air system, brakes, tires and lights IAW applicable manufacturer instructions, specifications and preventive maintenance inspection schedules/intervals. Missile Maintenance Squadrons will maintain the Auxiliary Power Unit, environmental unit, all pneumatic, electrical and winch systems components inside the trailers as well as the trailer outer protective skin and goose neck and frame structures and items attached to the outside of the trailer. Missile Maintenance Squadrons will track and document all Preventative Maintenance Trailers maintenance actions (including LRS actions) in IMDS.

2.33.4. Maintenance Van. VM will maintain the cab, chassis and drive train components, including lift gates attached to the truck frame. Missile Operation Squadrons will maintain the pneumatic, electrical and winch systems components inside the truck box as well as the box outer skin and items attached to the outside of the trailer.

2.33.5. For Payload Transport trailers, Transporter Erector tractors/trailers and Preventative Maintenance Trailers a Memorandum of Agreement (MOA) between the Owning Organization and servicing VM activity will be established if the owning organization is operationally assigned to a different MAJCOM and/or Wing than the servicing VM Activity. The agreement would include a procedure for reimbursable aspects of maintenance support (e.g., parts and local contracted support/repairs). **(T-1)**.

2.33.6. Secure Transportable Maintenance System. VM will maintain the trailer systems (e.g., running gear, brakes, air brake system, tires, and vehicle lights) IAW **TO 36-1-191**, applicable manufacturer instructions, specifications, and PM&I schedules/intervals. **(T-3)**. Maintenance or munitions squadrons provide organizational level maintenance, while USAFE-AFAFRICA, Directorate of Operations, Strategic Deterrence and Nuclear Integration (USAFE-AFAFRICA/A3/10) will maintain intermediate level maintenance on the environmental control unit, electrical and winch systems components inside the trailers as well as the trailer lightning protection system.

2.33.7. Payload Transport Replacement. Missile Maintenance Squadrons will maintain the Payload Transport Replacement Tractors and Trailers and well as Transport Erector Replacement Tractors and Trailers.

2.34. Minimum Configuration Standards Instructions for Base Maintenance, Airfield Damage Repair, Rapid Engineers Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) and Gunnery Range Vehicles. The Air Force Civil Engineer Center (AFCEC) is the subject matter expert for base maintenance, construction and fire protection vehicle use; the establishment of, or changes to, the minimum configuration standards of those vehicle types require AFCEC notification and approval.

2.34.1. Minimum configuration standard descriptions should be generic for competitive offers. They are not to include manufacturer's name or vehicle model.

2.34.2. Descriptions cite applicable VM code and at least one of the following vehicle categories, as defined by AFCEC:

2.34.2.1. Base Maintenance

2.34.2.2. Airfield Damage Repair

2.34.2.3. RED HORSE

2.34.2.4. Gunnery Range.

2.34.3. AFCEC develops Minimum Configuration Standard descriptions as outlined above and coordinates with 441 VSCOS.

2.34.4. 441 VSCOS coordinates corrections or changes to Minimum Configuration Standard descriptions with AFCEC.

2.34.5. Agreed upon descriptions are forwarded to AFLCMC/ROZ.

2.35. Railway Equipment. Only purchase railroad equipment when it is not practicable or cost effective to rent or lease commercial equipment.

2.35.1. AF/A4LR has designated the AFLCMC/ROZ as the USAF Component PM for locomotive management.

2.35.2. The USAF Railway PM and Item Manager are designated by AFLCMC/ROZ. The PM evaluates programs, reviews O&M and provides a representative to serve as a member of the Inter-service Locomotive Management Committee.

Chapter 3

VEHICLE MANAGEMENT CONTINGENCY OPERATIONS

Section 3A—General Information

3.1. Introduction. This chapter establishes instructions for VM tasked with a deployment mission, AEFI responsibility, WRM management, vehicle deployment tasking and/or a supporting range of military operations. Provisions of this chapter apply to direct and indirect mission support to include steady-state, transition to surge, major theater war, sustainment and employment and reconstitution operations.

Section 3B—Support Responsibilities

3.2. Air Force Personnel Center, Deployment Scheduling Function (AFPC/DPW). Sources personnel after receiving OPLAN or AEFI tasking request from force provider. Adjusts or forwards personnel tasking shortfalls as appropriate.

3.3. AFLCMC/ROZ. Implements procedures to meet obsolete part requirements through reverse engineering when economically feasible. Meet TO shortages for using activities with ETIMS.

3.4. 441 VSCOS. Provides support where possible to expeditionary VM.

3.4.1. Assists C-NAF/C-MAJCOM or deployed VM with emergency "reach-back" vehicle tech data support for deployed vehicle maintainers.

3.4.2. Coordinates with bases to source mission capable vehicles after receiving validated tasking requests, (e.g., Assigned and Unassigned Forces, Executive Travel request). Since 441 VSCOS is not a force provider, Air Combat Command (ACC), as the air component to Joint Staff (JS35), manages the scheduling and tasking of forces (including vehicles) to meet the Combatant Commander's requirements. MAJCOMs who have air component/force provider responsibilities in their respective AOR work directly with 441 VSCOS to source required vehicle assets.

3.4.3. Manages WRM vehicle assets IAW AFI 25-101 and this publication. Additionally, 441 VSCOS is a principal member of the WRM Working Group.

3.5. Air Force Installation and Mission Support Center (AFIMSC).

3.5.1. Supports VM by providing analysis for and monitoring readiness reporting, force posturing, exploration and execution activities.

3.5.2. Verifies deployment taskings for Secretary of the Air Force (SECAF) retained forces and works with units and MAJCOM/A3s to ensure these forces (personnel and equipment) are postured correctly.

3.6. MAJCOMs.

3.6.1. Program for and source personnel and equipment for intra-command (assigned Combatant Command [COCOM]) missions.

3.6.2. Support MAJCOM Crisis or Contingency Action Teams (CATs) or equivalent for intra-command missions. Identify, validate and track deployment actions. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility to MAJCOM leadership as required. Ensure MAJCOM CATs contact 441 VSCOS for all vehicle sourcing needs.

3.6.3. When instructed, contact 441 VSCOS for additional vehicle requirements to support OPLANs, AEFI or Deliberate/Crisis Action taskings.

3.6.4. Adhere to MAJCOM/ Forward Operating Agency (FOA)/ Direct Reporting Units (DRUs) Responsibilities IAW AFI 10-401, *Operations Planning and Execution*.

Section 3C—Vehicle Posturing and War Reserve Materiel

3.7. Vehicle Posturing. Most individual vehicle types are identified with a UF-Series Unit Type Code (UTC). Air Force planners require visibility of Mobility/WRM Vehicle UTCs to effectively support COCOM requirements. In the interest of providing visibility of Air Force vehicle capabilities, MAJCOMS posture vehicles IAW the following guidance:

3.7.1. Prepositioned WRM Vehicles. Validated WRM vehicles on the APSR Asset Inventory Report identified with Use Code “D” are postured with the appropriate “UFM” series (VM specific UTC series) UTC with Force Element COCOM code listed on [Table 3.1](#) and Dynamic Force Employment (DFE) Bin coded “WRM.” Centralized vehicle sustainment funding may not be used to support vehicles with Use Code “D” without 441 VSCOS pre-approval.

Table 3.1. Force Element Codes.

COCOM	Force Element Cd
USAFE	VEH-AFE
PACAF	VEH-PAF
AFMC	VEH-MTC
AFGSC	VEH-GBS
AMC	VEH-AMC
NORTHCOM	VEH-ACCN
SOUTHCOM	VEH-ACCS
AFSOC	VEH-SOC
SWING	VEH-SWING
Note: SWING in Table 3.1. refers to Swing Stock which is Pre-Positioned WRM ashore or afloat for meeting Prepositioned War Reserve Requirements of more than one contingency in more than one theater of operation. Use swing stocks to complement starter stocks as a follow-on source of supply in a regional contingency. This code, while not used by the VM, is included for knowledge and reference purposes.	

3.7.2. Mobility Vehicles. Vehicles identified with a use code "A" are postured with the appropriate "UFM" vehicle UTC within the UTC availability. All use code "A" and "D" vehicles are postured IAW AFI 10-401 and AFI 25-101.

3.8. Home Station Base-Level and WRM Deploying Activities.

3.8.1. Maintain WRM vehicles according to guidelines established in this chapter, related Air Force TOs, VM publications and AFI 25-101.

3.8.2. Comply with the provisions of **TO 36-1-191**, and other shipping instructions as provided by 441 VSCOS or AFLCMC/ROZ. (Refer to the **VM Guidebook**)

3.8.3. Select the best, newest, and most serviceable and maintainable vehicle(s) for deployment without hindering home station operations. Ensure each deployment-tasking vehicle has a set of spare keys and an assembled spare wheel/tire. Gaining VM may waive the spare tire requirement. The owning/using organization or VM (if user is not available) provides spare wheel/tires. In addition, each commercially designed Light and Medium-Duty vehicle and military designed prime mover must have lug wrench(es), jack and jack handle. **(T-2).**

3.8.4. Home station base level FM&A will maintain accountability of deployed assets and update asset status code. **(T-2).** To maintain accountability, ensure proper documentation and POCs are received from the gaining deployed unit. If a vehicle is deployed more than 180 days, coordinate transfer of accountability with 441 VSCOS and gaining unit. Transfers from AFR and ANG must comply with Department of Defense Instruction (DoDI) 1225.06, *Equipping the Reserve Forces*. **(T-0).**

3.8.5. When directed by the COCOM or 441 VSCOS, ship current printed or electronic copy of TO(s) and any other necessary technical data for maintenance with each vehicle. Tasked unit(s) with only one vehicle TO will ship it or a photocopy if electronic copy is not attainable per 441 VSCOS's instructions. **(T-2).**

3.8.6. Assemble TMSKs as directed. Affix TMSK to the vehicle or shipped against the appropriate vehicle's contingency transportation control number (TCN).

3.8.7. Take into consideration fuel availability at deployed locations (i.e., Ultra-Low Sulfur Diesel) when determining which vehicle(s) to deploy.

3.8.8. Maintain knowledge of current Designed Operational Capability statement, Operational Plans, Base Support Plan, Base Support and Expeditionary Site planning tool and UTC Mission Capability statements.

3.8.9. Deploy sufficient skilled personnel and equipment resources to satisfy all contingency wartime and AEFI requirements.

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

3.8.11. Monitor the Time Phased Force Deployment Data to ensure tasked vehicles are shipped to the correct location on time. For In-Transit Visibility, units will be required to provide 441 VSCOS with the following information concerning vehicle equipment: Deployment TCN (F- Prefixed), Unit Line Number (ULN), UTC, vehicle Asset Identification

(ID) and departure and delivery dates within the allotted transit times. **(T-2)**. See DAFI 24-602V2, *Cargo Movement*, for allotted transit times.

3.8.12. Ensure individual members are trained as required and equipped for contingency operations.

3.8.13. Fill or shortfall personnel OPLANs or AEFI tasking as appropriate.

3.8.14. Refer to “**Vehicle Management Pre-Contingency Checklist**” for assistance on pre-deployment planning, located on the AFVM Neighborhood .

3.8.15. Home station base-level VM must coordinate any vehicle deployment/sourcing requirements to their established Operations Center (i.e., Emergency Operations Center, etc.) routing requirement to their respective MAJCOM CAT for validation. **(T-2)**. Must courtesy copy 441 VSCOS on all vehicle “deployment/sourcing requirements” correspondence. **(T-2)**.

3.9. WRM Vehicle Storage. WRM vehicles are authorized and maintained separately from the active peacetime vehicle fleet and are normally preserved in storage. IAW AFI 25-101, the WRM Working Group evaluates storage and maintenance concepts, while the WRM Manager is responsible for overseeing storage requirements for WRM vehicles assigned to the organization.

3.9.1. Specific storage concepts for Fuels Support Equipment (FSE) are at the direction of the Global WRM Management office.

3.9.2. Vehicles are stored in active (ready to roll) or inactive (deep stored) categories. For basic planning, the following guidance applies:

3.9.2.1. 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**.

3.9.2.2. Inactive stored vehicles: Vehicles are stored in an enclosed building and preserved to Level A storage as described in **TO 36-1-191**.

3.9.3. Vehicles are controlled according to AFI 25-101 as supplemented by owning MAJCOM/Numbered Air Force.

3.9.4. 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.

3.9.5. Develop a parking plan for each storage location.

3.9.6. Outside storage areas that are well lit, have adequate drainage and are secured by a chain link or equivalent fence may be used when inside storage cannot be provided.

3.9.7. Exceptions to Storage Policies. Fuel servicing, firefighting, aircraft cargo loaders and certain other vehicles are equipped with systems that should be exercised more frequently. Fully exercise operational systems on these vehicles every 30 days to the maximum extent practicable.

3.10. Contractor Operated Storage. Contractor operated storage is the Air Force standard. Explore the use of military personnel only if the local environment and political conditions prevent contract establishment. VM and Manpower Office also consider manpower ceilings, contractor availability, cost, location, and duration of storage as governing factors. Assign technically

competent (2T371) Air Force vehicle repair technicians such as COR and ensure COR-specific training is provided. A technically competent AFSC 2T3(5/7)7 Fleet Management technician should also be assigned as a FM&A Subject Matter Expert.

3.11. WRM Manpower Determination. AFIMSC determines WRM manpower requirements.

Section 3D—Transition to Surge/Deployment Preparation

3.12. Home Station Survival. Deployment and AEFI tasking(s) can impact home station operations beyond sustainability. Refer to the **VM Guidebook**.

3.13. Personnel.

3.13.1. Closely review all deployment tasking Mission Capabilities and line-remarks. Obtain current Mission Capability statement information from the Unit Deployment Manager (UDM). Contact the Installation Deployment Officer (IDO) for assistance if the UDM is unavailable.

3.13.2. The Mission Capability statement describes the performance level required by the tasked UTC. The tasked unit is responsible for ensuring deploying personnel can meet all Mission Capability requirements.

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

3.13.4. Personnel with AFSCs 2T371 and 2T390 will be prepared to deploy with, at a minimum, the most current publications and forms listed on **AFVM Neighborhood Bookshelf** if directed to do so. **(T-3)**. Electronic copies (CD, external hard drives, etc.) are preferable if computer support capable of reading media is available. Refer to DAFMAN 17-1301, *Computer Security (COMPUSEC)*, for the use of removable media.

3.13.5. Personnel with AFSC 2T3X7 will be prepared to deploy with an Individual Tool-Kit (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 on AFVM Neighborhood if specifically directed by line-remarks. **(T-2)**.

3.13.6. Mobility processing functions are responsible for ensuring each deploying member has all required individual equipment. Refer to list on **AFVM Neighborhood** for suggested individual deployment items member(s) should consider taking.

3.14. Vehicle Sourcing Processes.

3.14.1. Vehicle Process Flow. Go to the **AFVM Neighborhood** to view current process flow charts for: “Assigned Forces Vehicle Sourcing,” “Unassigned Forces Vehicle Sourcing” and “Executive Travel Vehicle Sourcing.” Further guidance is in AFI 10-401.

3.14.2. For all “unassigned forces vehicle sourcing” in response to Request for Forces, C-MAJCOM/A4 and/or MAJCOM/A4 sends requests to Force Provider, who forwards request to 441 VSCOS for sourcing solutions. The Logistics Operations and Civil Engineering Division (AMC/A4O) is the lead for non-airborne aircraft loader weapons systems. 441 VSCOS coordinates with AMC/A4O to provide sourcing solutions for those asset types upon receipt of Request for Forces. For taskings with a required delivery date within 72 hours of notification, the tasked C-NAF/C-MAJCOM develops the sourcing solution if 441 VSCOS

cannot be contacted within one-hour of notification. The tasked C-NAF/C-MAJCOM then notifies the users of sourced vehicles and 441 VSCOS as soon as possible.

3.14.3. In all vehicle sourcing efforts, 441 VSCOS will coordinate with appropriate MAJCOM(s) to ensure there are no operational impacts due to vehicle tasking.

3.14.3.1. 441 VSCOS will source assets in Authorization Standard (AS) 034 when possible (not applicable to deployment locations).

3.14.3.2. When directed by 441 VSCOS, local VM will recall assets assigned to AS 034 authorizations from service. Host units will release assets to VM regardless of mission requirements and operations tempo.

3.14.3.3. Local VM will provide sustainment of assets assigned to AS 034 authorizations while on installation and maintain assets in a high state of readiness. Any NMC assets in AS 034 authorizations need to be reported to 441 VSCOS as soon as possible, but NLT 72 hours from NMC status start time.

3.14.3.4. Use of assets assigned to AS 034 authorizations for local mission requirements must be coordinated with and approved by 441 VSCOS via the **Vehicle Sourcing Request Worksheet**.

3.14.4. 441 VSCOS provides tasking and shipping information to FM&A and advises them to contact the Unit Deployment Officer or IDO for specific tasking details/timelines that are not generally passed via non-secure networks.

3.14.4.1. Repair or replace unsuitable vehicles. Notify 441 VSCOS of vehicles that are tasked to deploy and owned under other UTCs (i.e., Contingency Response Groups, Air Support Operations Groups and other like entities).

3.14.4.2. If not previously notified by 441 VSCOS of impending taskings, the servicing VM contacts 441 VSCOS to validate the unit identified or non UFXXX-series vehicle shipments.

3.14.5. Funding. For Tasked units, VM funds all cost to place vehicles into safe and serviceable condition (refer to **TO 36-1-191**, Chapter 1 and/or manufacturer specifications) and build TMSKs from their sustainment 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.

3.14.6. Preparation for Shipment: Units ensure their best (newest/most serviceable and maintainable) vehicles are shipped to meet OPLANs, AEFI or range of military operations shipment tasking(s) without hindering home station operations. Rotate vehicles as necessary within the Wing to satisfy home station priority needs. Leasing may be required. Accomplish the following steps prior to vehicle shipment:

3.14.6.1. Perform a LTI using an AFTO Form 91.

3.14.6.2. Place vehicle in safe and serviceable condition per **TO 36-1-191**, Chapter 1 and/or manufacturer specifications, or per 441 VSCOS instructions.

3.14.6.3. Service vehicle fluid systems or perform scheduled PM&I and/or Special Inspections if due within 90 days or 10 percent of projected interval standards listed in **TO 36-1-191** (Tables **3.1.** and 3-2) of the required shipment date. Additionally, complete all

TCTOs, SBs, OTIs, Manufacturer Recalls and delayed maintenance prior to shipment. Contact 441 VSCOS and UDM, IDO or Installation Deployment Readiness Center (IDRC) for guidance if unable to comply before the shipment date.

3.14.6.4. Must notify the Fuels Service Center to add the vehicle being shipped to the Automated Fuel Service Station lockout listing if vehicle is assigned Vehicle Identification Link (VIL) Key or another Electronic Point of Sale (EPoS) device. **(T-2)**.

3.14.6.5. 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. **(T-2)**. VM will install appropriate filters prior to aircraft refueling vehicle's shipment. **(T-2)**.

3.14.6.6. Upon satisfactory completion of the LTI, FM&A prepares a deployment package consisting of the following & FM&A will secure the data package and spare keys in the cab or operator's compartment for shipment. **(T-3)**. If shipped data and/or keys are not readily visible, identify location with a prominently placed label.

3.14.6.6.1. Appropriate DAF Form 1800

3.14.6.6.2. Waiver Card

3.14.6.6.3. DD Form 518, *Accident Identification Card*

3.14.6.6.4. DAF Form 1297, *Temporary Issue Receipt*

3.14.6.6.5. Standard Form 91, *Motor Vehicle Accident Report*

3.14.6.6.6. Copy of the LTI

3.14.6.6.7. Copy of Vehicle Historical Record.

3.14.6.7. FM&A personnel will ensure the agency directing the vehicle shipment provides the Emergency and Special Program code, or written approval from the appropriate Transportation Account Code (TAC) Manager, to charge shipping costs and that this documentation accompanies the vehicle shipping package when the asset is delivered to the Deployment and Distribution Flight. **(T-2)**.

3.14.6.8. The VMS or designated representative performs a final "hands-on" inspection and signs the LTI prior to release for shipment.

3.14.6.9. Prepped vehicles are delivered to the Cargo Deployment Function, or similar activity, as directed by local policy. VM may be responsible for transporting TMSKs if not affixed to the vehicle. The Installation Deployment Plan will provide additional guidance on air and surface shipment standards and deploying UDM responsibilities. **(T-3)**.

3.14.6.10. Vehicle or vehicular equipment being shipped against time-phased force and deployment data tasking has a contingency TCN automatically generated from the Logistics Module IAW AFI 10-403, *Deployment Planning and Execution*. The UDM or IDO can determine if vehicle tasking is against the time-phased force and deployment data. The TCN for a time-phased force and deployment data shipment begins with "FF" when generated correctly.

3.14.6.11. Use the following guidance to ensure correct TCNs have been manually generated if the Logistics Module is unavailable: The TCN for each vehicle is built using the ULN from the time-phased force and deployment data. Contingency TCNs are identified by “\$” symbols in the 7th and 8th position of the 17-character data element. Refer to Defense Transportation Regulation 4500.9-R, Part II, *Cargo Movement*, and Part III, *Mobility*, for additional guidance.

3.14.6.12. A Standard TCN is created for any vehicle or vehicular equipment not shipped against a time-phased force and deployment data tasking.

3.14.7. Vehicles or vehicular equipment will not be deployed/shipped from an installation without a TCN or ULN and coordination through the servicing VM and IDO or IDRC, as appropriate unless otherwise directed by 441 VSCOS. **(T-2).**

3.14.7.1. MAJCOMs do not have the authority to direct vehicle movements unless they are coordinated through 441 VSCOS. Units deliver vehicles to VM for a LTI to ensure suitability for deployment.

3.14.7.2. The 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. (T-2).** Repair or replace unsuitable vehicles.

3.14.7.3. 441 VSCOS is notified when vehicles that are tasked to deploy and owned under other UTCs (i.e., Contingency Response Groups, Air Support Operations Groups and other like entities).

3.14.8. This data is entered into the Cargo Movement Operations System or Global Air Transportation Execution System and initiates In-Transit Visibility through the Global Transportation Network.

3.14.9. Document and retain all TCNs for deploying vehicles and related cargo; monitor all shipments and provide all data to 441 VSCOS and the gaining unit.

3.14.10. Surface Movement: Do not move vehicles to the seaport until contacted by Surface Deployment and Distribution Command with a call forward date.

3.15. Temporary Mission Support Kit.

3.15.1. Deploying vehicles are shipped with a TMSK only if approved by higher headquarters or stated as a line-remark on the RDO.

3.15.2. VM coordinates with the deploying UDM when a TMSK is not affixed to the vehicle. TMSKs shipped with, but not attached to, vehicles move as multi-piece shipments. Ensure pieces are correctly marked (i.e., item 2 of 2) against shipment’s contingency TCN. Assign the proper priority and Required Delivery Date to all TMSKs that ship separately. This ensures the kit arrives in time to support the vehicle if needed. (Refer to **VM Guidebook**).

3.16. Tools and Equipment Deployment.

3.16.1. VM leadership at all levels should be aware of 2T3XX UTC tasking(s). This information is available from the UDM, base-level Readiness Flight or the MAJCOM Logistics Plans and Readiness function. Additionally, the Installation Deployment Plan can provide additional guidance on air and surface shipment standards and deploying UDM responsibilities.

3.16.2. Tasked units build and deploy tool and equipment kits from host VM shop stock as necessary to meet wartime tasking(s) when directed by line-remarks or spelled out in the tasking order. UTC “UFMXK,” Transportation VM Support Kit, supports VM operations for 30 days. If the UFMXK support kit exceeds 45 days deployed, the tasked UDM or IDO will inquire as to the status of the kit and determine if permanently transferring kit to the deployed locations equipment account is advisable. **(T-3)**. The tasked unit clears its equipment account and will seek funding reimbursement through their Resource Advisor to re-constitute shop stock when transferring kits to the deployed location’s equipment account. **(T-2)**.

3.16.3. Verify the required contents with the UDM or IDO. Access the most current inventory list in the Logistics Module. The MAJCOM AFFOR staff may add additional items for unique situations. Deliver kits in air transportable tool storage cabinets to facilitate shipping and secured storage at pre-positioned and contingency locations.

3.17. Training. Training may consist of simulated ops and austere hostile environments. Refer to **VM Guidebook**.

Section 3E—Deployed Location Operations

3.18. 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.

3.19. Mission Critical Vehicle List. Each deployed VM operation employs a maintenance priority system, which considers current battle conditions and requirements. The deployed VFM/VMS assigns priorities as necessary.

3.20. Materiel Control. See [Chapter 5](#) for specific Materiel Control functions. Materiel Control personnel can also coordinate with the servicing Contracting Office to establish vehicle parts procurement via local purchase. The C-NAF/C-MAJCOM specifies how to accomplish follow-on spare parts support to the theater of operations. Aggressively follow up with local Expeditionary LRS’s Materiel Management function or C-NAF/C- MAJCOM to establish contact with the appropriate Supply Chain Operations Group (SCOG).

3.21. Fleet Management and Analysis (FM&A).

3.21.1. A 2T3X7, or qualified 2T3X1, is responsible for work order preparation and ensuring vehicle repairs are accomplished consistently with priorities established by the VFM/VMS.

3.21.2. All maintenance performed on vehicles requires documentation and reporting IAW established current policies and procedures.

3.21.3. 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 034 and/or vehicle sets identified in the “Force Module Construct.”

3.21.4. Establish a VCO program at enduring locations IAW this DAFI.

3.21.5. Manage fleet IAW this DAFI and higher headquarters direction.

3.21.6. Create and maintain a tracking system for all commercial rented/leased vehicles. At a minimum, the system contains: license/tag number, rental/lease start and end dates,

rental/lease length, owning/using organization, monthly rental/lease cost, monthly miles traveled, fuel consumption by fuel type, PM&Is and Special Inspection intervals. All commercial lease data will be reported to 441 VSCOS quarterly per 441 VSCOS instructions. (T-2). Additional guidance can be found in [paragraph 4.3.6](#).

3.21.7. Create a contingency vehicle MEL and 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 (EMSG) Commander for final approval. Brief vehicle MEL and VPRLs purpose and procedures to VCOs and to unit commanders as needed.

3.22. Reporting Requirements. Host C-NAF/C-MAJCOM, 441 VSCOS or other Air Force agencies may require information for decisions necessary to support a deployed unit.

3.23. Facilities.

3.23.1. Facilities at forward operating locations may consist of host nation buildings, expandable structures, tents, or other appropriate mobile units. VM facilities support PM&Is, Special Inspections, unscheduled and intermediate levels of maintenance. Care needs to be taken in planning to include utilities (electric, water, and comms), wash facilities, exhaust and fuel fume ventilation and a compressed air source. Refer to the **VM Guidebook** and DAFMAN 32-1084 for space authorization.

3.24. Tools and Equipment. Deployed VM facilities are stocked with tools and equipment from the UTC UFMXK, VM Support Kit. The design of this UTC is to provide non-consumables support for maintenance operations at a bare base location up to 30 days. If the UTC is not present at the deployed VM facilities, VM leadership should contact local Deployment and Distribution Flight, Air Terminal Operations Center, Reception Control Center, C-NAF/C-MAJCOM to determine the UTCs actual location. If known, the TCN expedites tracking efforts.

3.25. Parts Organization. Assorted vehicle parts may be on hand from vehicle TMSK and/or UTC UFMXK packages. It is imperative to inventory and organize all parts as soon as possible. All parts must be loaded in the ELMS WH Module and secured any time the shop is unoccupied. (T-2).

3.26. Organizational Maintenance. Increased level of operator maintenance is essential during wartime. Although viewed as an expanded role of operation in a battlefield reality, the VM technician continues to perform the bulk of the intermediate maintenance workload. The owning/using organization's VCO and the local VFM determine the scope of increased operator maintenance and level of maintenance support (e.g., parts, tools, etc.).

3.27. Mobile Maintenance. (Refer to **VM Guidebook**). The number of Mobile Maintenance vehicles needed depends on size and scope of operation, mission, location and threat.

3.27.1. On-scene support is the goal of this concept. When implemented, posture Mobile Maintenance VM personnel in key areas throughout the base to provide quicker response to major users as well as dispersed VM assets. An example may be positioning a Mobile Maintenance vehicle at or near an aircraft ramp area in support of airfreight or aircraft maintenance vehicles if a permanent outlying shop cannot be established and/or fully manned.

3.27.2. Ensure Mobile Maintenance vehicle fuel tank level is always maintained above ½ tank. Fuel shortages, enemy action or increased Force Protection Condition (FPCON) may interfere with resupply actions.

3.28. Vehicle Recovery. Ground Transportation normally provides this service, though local determination may direct VM to accomplish this task. Ensure only qualified personnel operate wreckers if local guidance requires VM to perform this function.

3.29. Minor/Intermediate Maintenance. If a maintenance capability does not exist at deployed locations, establish minimum essential maintenance capability using the following guidelines:

- 3.29.1. Perform PM&I as required. Special inspections are performed only when capability exists, and operational mission tempo allows.
- 3.29.2. Unscheduled maintenance is accomplished at dispersed locations prior to the onset of hostilities, to the maximum extent.
- 3.29.3. Extensive use of cannibalization may be required to compensate for parts shortages and the uncertainty of resupply.

3.30. Repairs Which Exceed Local Capability. Contact C-NAF/C-MAJCOM for assistance when repairs exceed local capability (including other military and contract sources) for possible assistance within the same AOR. When vehicle redistribution may be required to satisfy mission need, C-NAF/C-MAJCOM may contact 441 VSCOS for assistance.

3.31. Battle Damage Assessment. Report all battle damage assessments through the appropriate channels and relay to the installation leadership. Fast and accurate damage assessment is the key to critical decision making. Refer to ATP 4-31 *Recovery and Battle Damage Assessment and Repair (BDAR)*, for additional reference information.

3.32. Vehicle Triage.

- 3.32.1. Vehicle triage is the process of assessing damage, establishing maintenance priority, and cannibalizing or doing whatever it takes to return vehicles back to service based on damage assessment when more than one vehicle is disabled and conducted on vehicle types with an established MEL.
- 3.32.2. Waive TO 36-1-191 standards as necessary during active conflict. Field repairs may be the norm. Many vehicles can still do their mission without a fender or non-critical part/component. Reference TO 36-1-191 for additional information.

3.33. Destroyed Vehicle Replacement. Conventional, chemical, biological, radiological, nuclear (CBRN) weapons may destroy or render vehicles unusable during combat. Must rotate vehicles from lower to higher priority authorizations to maintain base operations. **(T-3).** Leasing may be required to fill shortages. Contact 441 VSCOS to obtain replacement vehicles if necessary.

3.34. Maintaining OGMVCs in Contingency Environments. It is the responsibility of owning/using organizations to ensure proper maintenance actions on OGMVCs and other non-APSR vehicular equipment type assets by qualified local repair facility or business. VM leadership may allow for service and maintenance actions to be provided for these assets when parts and repair manuals are provided, and when manning and workload permits.

3.35. Continuity. At enduring locations, VM personnel must establish continuity books, folders, files, etc. as appropriate for the location. **(T-3).** Continuity is the key to a seamless transition for rotating personnel. Confusion over local/unique VM procedures can create delays in personnel departure, cause inefficient repair operations and hamper mission effectiveness.

3.36. Contaminated Environment Operations. Detailed guidance for VM operations in a chemical, biological, radiological, nuclear environment are contained in DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program*.

3.37. Contamination Control Team. Unit team activation is not normally required for wartime immediate and operational levels of decontamination. Additional guidance is contained in DAFI 10-2503.

3.38. Hazardous Material. Will coordinate with the Civil Engineering Environmental Section and HAZMART for the purchase of hazardous material and waste storage containers if the site is to remain open for more than 30 days. **(T-3).** Units stationed or deployed in the EUCOM AOR must comply with hazardous material and hazardous waste programs established under DoD 4715.05, Volume 5, *Overseas Environmental Baseline Guidance Document: Waste*, and the final governing standards for specific countries in the EUCOM AOR. **(T-0).** Additionally, units preparing or moving hazardous material or hazardous waste on or crossing public roads must follow USAFEI 23-104. **(T-2).** Units should contact the USAFE-AFAFRICA/A4/CDGP for country specific guidance on moving hazardous material over roads in the EUCOM AOR.

3.39. Forward Vehicle Deployment. Forward vehicle deployment refers to moving vehicles from one operating location to new or captured bases. The unit may have minimal response time to meet forward deployment tasking(s). New or captured bases operate with minimal support functions. It is imperative that the best vehicles and equipment be forward deployed. To ensure full mission capability, the following vehicle shipment standards apply:

3.39.1. Perform an LTI and service all fluid systems. The vehicle must be safe and serviceable and be able to perform assigned mission with no or very minimal support. **(T-2).** Ship vehicle with an assembled spare wheel/tire and all applicable TOs if available. Commercially designed Light and Medium-Duty vehicles and military designed prime movers must be equipped with lug wrench(es), jack and jack handles. **(T-3).**

3.39.2. Assemble TMSK as directed.

3.39.3. Secure TOs (electronic TOs) and spare key(s) in cab or operator's compartment. If keys are not readily visible, identify location with a prominently placed label.

Section 3F—Reconstitution

3.40. Personnel (Home Station).

3.40.1. Training. Evaluate training status after personnel have returned to home station. Initiate training for any appropriate areas. Ensure all personnel supporting OPLANs and AEFI tasking(s) can fulfill Mission Capability statement requirements.

3.40.2. Reporting. Accurately report status of all personnel UTCs in the Air and Space Expeditionary Force Reporting Tool IAW AFI 10-201, *Force Readiness Reporting*. Reflect training status and skill level concerns in the comments section. Reporting in Defense Readiness Reporting System does not fulfill Air and Space Expeditionary Force Reporting Tool reporting responsibilities.

3.41. Vehicles (Deployed Location).

3.41.1. VFM. After the initial phase of all contingencies, the deployed VFM implements responsibilities outlined in [Chapter 2](#) and [Chapter 3](#) of this instruction at the deployed location. When the deployed LRS does not have a VFM assigned, the senior ranking military member with AFSC 2T3XX assumes those duties.

3.41.2. Accountability. FM&A will maintain accountability of all vehicles redeploying from closing locations. **(T-2)**.

3.41.3. Disposition Authority. 441 VSCOS is the decision authority for all non-tactical vehicles (NTVs) that require disposition. Units will submit requests and receive disposition instructions through the TRT. **(T-2)**. For the 9th Air Force, Air Forces Central (9AF/AFCENT) AOR, forward disposition requests to the 9th Air Force, Air Forces Central Command, Sustainment Division (9AF/AFCENT/A41): (a4rv.fltmgrs@us.af.mil) for forwarding to 441 VSCOS.

3.41.4. DLA-DS Procedures. Contact Regional or Zone DLA-DS Manager for processing guidance after approving vehicle(s) for DLA-DS. Contact 441 VSCOS for assistance with locating Regional or Zone DLA-DS Manager for the current theater of operations. If the DLA-DS representation is not able to assist with disposal, 441 VSCOS directs disposal IAW DoD 4160.21-M, Volume 1, *Disposition Guidance and Procedures*.

3.41.4.1. FM&A forwards a copy of the DLA-Director of Staff issued DD Form 1348-1A, *Issue Release/Receipt Document*, for each approved asset to 441 VSCOS.

3.41.4.2. Refer to DoD 4160.21-M and **DLA-DS Website** for more guidance.

3.42. Vehicle Deployment Processing. Permanently shipped vehicles will be processed via the TRT. **(T-2)**. (Refer to **VM Guidebook**) for vehicle-processing requirements and documents for deployments.

3.43. Interoperability. Interoperability is the ability of systems, organizations, units or forces to operate together to achieve common goals. The ability to be coherent, effective, and efficient while achieving tactical, operational, and strategic objectives.

3.43.1. Units, functions, or shops operating within the vicinity (planned exercises or contingent operation) of a like coalition partner military unit, function, or shop should seek to maximize operational efficiencies by establishing bi/multi-lateral mission capabilities (become interoperable).

3.43.2. If Logistics Supplies, Services, and Support (LSSS) are exchanged, leaders must coordinate with their Acquisition and Cross-Servicing Agreement (ACSA) PM to ensure their transactions are legal, tracked, and reimbursed.

3.44. Acquisition and Cross-Servicing Agreement (ACSA). ASCA refers to a legal instrument entered under the authority of Title 10, US Code (USC), Subtitle A, Part IV, [Chapter 138](#), Subchapter I, *Acquisition and Cross-Servicing Agreements*, which authorizes the acquisition and reciprocal provision of LSSS.

3.44.1. An ACSA is also sometimes referred to as a Logistics Support Agreement (LSA), Mutual Support Agreements (MSA), or Mutual Logistics Support Agreement (MLSA). ACSAs allow for the reimbursable exchange of LSSS between the Armed Forces and military

forces of nations or international organizations with which the US has a concluded ACSA. They are used primarily during combined exercises, training, deployments, or unforeseen circumstances or emergencies, including wartime, contingency operations, humanitarian or foreign disaster relief, and peace operations conducted under Chapter VI or VII of the United Nations (UN) Charter, in which there is a need to acquire and/or transfer LSSS.

3.44.2. Commanders at all levels are highly encouraged to engage with allied armed forces to utilize the ACSA program in its fullest. If Installation does not have an ACSA POC, please reach out to respective MAJCOM/A4 for assistance. For further guidance, refer to AFI 25-301, *Acquisition and Cross-Servicing Agreements*. The installation ASCA POC can offer pertinent guidance.

Chapter 4

FLEET MANAGEMENT & ANALYSIS

Section 4A—General Responsibilities

4.1. Roles and Responsibilities.

- 4.1.1. FM&A is responsible for the efficient and economical O&M of fleet vehicles.
- 4.1.2. Capture, process and use FMIS data as prescribed in the M&U Guidebook. (Refer to **M&U Guidebook**).
- 4.1.3. Must use FMIS to review vehicle utilization and update FMIS with Air Force owned, GSA and commercial lease asset Miles/Hours/Kilometers (M/H/K) utilization at least monthly. (Refer to **M&U Guidebook**). (T-2).
- 4.1.4. Manage Vehicle AS Codes as defined in **Table 4.1**, and request vehicle status code updates as required through the TRT. A quick reference listing of reoccurring FM&A actions, requirements and reports is available in the **VM Guidebook**.
- 4.1.5. Coordinates or maintains the lease/rental tracking system.
- 4.1.6. Monitor and manage repetitive maintenance, warranty, contract, and authorized repairs (refer to **VM Guidebook**.) Input/track all warranty provisions in FMIS regardless of cost. (T-2). See **M&U Guidebook** for instructions.
- 4.1.7. Develop MEL and VPRL IAW the **VM Guidebook**.
- 4.1.8. Ensure scheduled PM&I are completed at manufacturers' intervals during the vehicle's warranty period. After the warranty period PM&I intervals follow those listed in **TO 36-1-191, Table 3.1**.
 - 4.1.8.1. When a new or transferred vehicle is received, VM activities are required to review available TOs, technical and commercial manuals, operator's manuals and document all PM&I and safety related service/maintenance requirements.
 - 4.1.8.2. Develop and maintain a continuous scheduled maintenance plan as directed by VM leadership for vehicles and vehicular equipment. Scheduled maintenance plans should include all applicable "Special Inspections" listed in **TO 36-1-191, Table 3-2**, for concurrent completion when practical.
 - 4.1.8.3. Document scheduled maintenance and Special Inspections on DAF Form 4354, *Preventative Maintenance Inspections*. Vehicle Condition Inspections will be documented on AFTO Form 91, *Limited Technical Inspection*. (T-2).
 - 4.1.8.4. Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of vehicles or vehicular equipment with PM&I requirements when developing a scheduled maintenance plan. Scheduled maintenance has priority and is not delayed. When necessary, resort to a two-shift operation, overtime, or contract to fulfill this need.
 - 4.1.8.5. Owning/using organizations will make vehicles available for PM&I and Special Inspections or make other arrangements with servicing VM prior to due date/time. (T-3).

4.1.8.6. Vehicles used as static training aids are exempt from scheduled maintenance and should not be on the APSR. Vehicles used as training aids are accountable on the equipment account list. In addition, 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.

4.1.8.7. Bilingual work cards and checklists may be mandatory when local national employees are not required to read and speak English.

4.1.9. FM&A administers the DoD Fleet Card Program IAW **Chapter 13**. Must process Fleet Card vehicle ground fuel procurement transactions into FMIS at least weekly. (Refer to **M&U Guidebook**). (T-2).

4.1.10. Will capture/input FMIS data from outlying work centers and Geographically Separated Units (GSUs) assigned to the same host wing/installation that do not have locally assigned FM&A personnel or support. (T-2).

4.1.11. FM&A will provide Vehicle Determination assessments IAW this DAFI, the VM Guidebook and as prescribed in DAFI 64-117, *Government Purchase Card Program*, Chapter 7. (T-2). If a determination cannot be made locally, submit Vehicle Determination request to 441 VSCOS via the **AFVM Neighborhood**.

4.1.12. Will Establish, Execute, Initiate and Conduct All Vehicle Recalls. (T-2). Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.

4.1.13. FM&A is responsible for vehicle shipments and receipts.

4.1.14. FM&A will thoroughly screen for complete delayed parts each time a new work order is opened. (T-3).

4.1.15. FM&A will charge low-cost bench stock items IAW **M&U Guidebook** instructions. (T-2).

4.1.16. FM&A will charge high-cost items to specific vehicle work orders IAW **M&U Guidebook** instructions. (T-2).

4.1.17. Update FMIS with vehicle and personnel status as required by the VM leadership. (Refer to **M&U Guidebook**).

4.1.18. Oversee Accident and Abuse Program. (Refer to **VM Guidebook**).

4.1.18.1. Actual repairs start when the organization of responsibility “releases” the vehicle for repairs.

4.1.18.2. Only document accident or abuse related repairs on the “actual” work order.

4.1.18.3. Complete any other unscheduled repairs or scheduled services on an unscheduled or scheduled maintenance follow on work order. See current **M&U Guidebook** for use of accident/abuse work order reason codes.

4.1.19. Support and monitor DEPOT Maintenance program in coordination with 441 VSCOS. Notify 441 VSCOS of any issues or conditions that would deem the vehicle ineligible for rebuild as soon as possible. (Refer to **VM Guidebook**).

- 4.1.20. Prepare and submit deficiency, warranty and unsatisfactory reports. Submit and prepare reports using the Joint Deficiency Reporting System (JDRS) IAW TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. Forward copy of JDRS documents to 441 VSCOS for situational awareness.
- 4.1.21. Verify vehicle Nuclear Certification status for maintenance purposes.
- 4.1.22. Ensure ETICs are accurate. (Refer to **M&U Guidebook**).
- 4.1.23. Conduct weekly yard checks IAW local VMOPs.
- 4.1.24. Verify parts charges in FMIS daily. (Refer to **M&U Guidebook**).
- 4.1.25. Manage TCTO, SB, Manufacture Recalls, Safety of Use Message, and OTIs and ensure on-time completion per instructions. (Refer to **VM Guidebook** and **M&U Guidebook**).
- 4.1.26. Units ensure they are on TO distribution listing for each TCTO series IAW TO 00-5-1.
- 4.1.27. Complete TCTO, SB and OTI actions as soon as possible, before the required completion (suspense) date. TCTO, SB or OTI not completed by the “completion date” are considered "outstanding" and places the vehicle’s serviceability in jeopardy.
- 4.1.28. Remove vehicles with “outstanding” actions from service until the subject TCTO, SB or OTI is accomplished when directed by AFLCMC/ROZ.
- 4.1.29. Verify TCTO status via BLADE TCTO sheet monthly.
- 4.1.30. Manage vehicle add-on and modification requests IAW [paragraph 2.16](#) (Refer to **VM Guidebook**.)
- 4.1.31. Use TRT application to request APSR updates. TRT is the transaction-requesting interface between FM&A and 441 VSCOS. To avert processing delays, populate TRT with correct data. Refer to **TRT Guidebook**.
- 4.1.32. Review base support plan and OPLAN with IDRC. Incorporate vehicle redistribution plans in the transportation annex to the basic plan as applicable.
- 4.1.33. Notify VMS of any estimated repair costs that exceed the one-time repair limit (OTRL) for the vehicle.

Table 4.1. Authorized Vehicle Authorization Standard Codes.

Authorization Standard Code	NOMENCLATURE	DESCRIPTION
010	Vehicle Fleet (Registered)	Used to identify authorizations for Air Force owned vehicles.
011	Foreign Buy	Used to identify requirements for OCONUS indigenous operations.
012	Vehicle Fleet (Leased)	Used to identify authorizations for Air Force leased vehicles.
013	Vehicle Fleet (Registered) Approved Requirements	Used to identify approved requirements “Pending Funds.” FM&A does not rotate

	"Pending Funds."	vehicles to/from AS 013. Assets may be assigned, at the discretion of 441 VSCOS. When funds are secured, the authorization is converted to the appropriate AS. These authorizations are reviewed after two years and subject to deletion if not funded.
014	Vehicle Fleet (Registered) Project Task Force / Site Activation Task Force Approved Requirements "Pending Funds"	Used to identify approved Project Task Force/Site Activation Task Force requirements "Pending Funds." FM&A does not rotate vehicles to/from AS 014. Assets may be assigned, at the discretion of 441 VSCOS. When funds are secured, the authorization is converted to the appropriate AS. These authorizations are reviewed after two years and subject to deletion if not funded.
025	Incidental Property in Place of Performance	Government furnished property provided to a contractor that is joint use between the government and the contractor to operate.
034	Vehicle Fleet (Enterprise Contingency)	Used to identify authorizations for enterprise contingency support. These assets are not included in the peacetime fleet.
035	Integrated WRM	Used to identify Air Force owned WRM requirements integrated with the peacetime fleet. WRM funds sustain assets assigned to this AS.
037	Vehicle Fleet (Air Force provided and replaced contractor support)	Used when Air Force vehicles are Government Furnished Property to a contractor and are replaced by the Air Force.
041	Vehicle Fleet (Homeland Defense-Civil Support)	Used to identify authorizations supporting Homeland Defense-Civil Support. These vehicles may be government owned or leased. Reviewed annually.
045	Special Retention Authority (End of Life)	Used for surplus asset(s) to retain until its end of life. These assets are not programmed for replacement and are subject for redistribution.
048	Special Retention Authority (Surplus)	Used for surplus assets not needed due to decreased requirements (Vehicle Validation, etc.) or replacement vehicle received. These assets are not programmed for replacement and are candidates for redistribution/disposal/resale.
049	Research Development Test and Evaluation Support Vehicles	Used to identify authorized Air Force owned registered vehicles or leased requirements specifically to support Research, Development, Test and Evaluation projects unique to a test effort. Use Research, Development, Test and Evaluation funds (3600, etc.) to replace these assets.

051	Air Force Vehicles for Non-Air Force Activity (Air Force provided but not Air Force replaced contractor support)	Used when Air Force vehicles are Government Furnished Property to a contractor and are replaced by the contractor.
052	Vehicle Fleet (Non-AFVM Procured/Replaced)	Used to identify authorized Air Force owned vehicles that are procured and programmed to be replaced by an entity other than 441 VSCOS.
054	Special Project Vehicles	Used to identify authorizations supporting an approved special project or program, including contingency support, crisis action/Humanitarian Aid Disaster Relief response, etc. These authorizations are reviewed after one year. Approval beyond the termination date requires justification or the authorization is subject for deletion.
055	DEPOT Support Vehicles	Used to identify authorized Air Force owned or leases vehicles requirements to support DEPOT operations. Procure and replace assets with DEPOT funds (DMAG/4930, etc.)

Section 4B—Additional FM&A Guidance and Program Management Responsibilities

4.2. AF Form 601, *Vehicle Authorization Change Request*.

4.2.1. FM&A reviews and validates base user requirement and submits an ACR to 441 VSCOS via the Salesforce application, answer authorization questions and apply business rules. (Refer to **Authorization Change Request Guide**). If there is not a clear owned or lease authorization determination, the requesting unit works with their local FM to accomplish a Cost Benefit Analysis to help make the final determination. FM&A must upload all documentation into Salesforce for authorization validation along with the other ACR supporting documents. **(T-2)**.

Note: Process all authorization requests for AFRC owned assets through AFRC/A4RR Command Fleet Manager.

4.2.1.1. FM&A fills vehicle authorizations with assets matching the prime authorized management code if available in the fleet (B204 authorization filled with B204 asset). If a prime vehicle is not available, fill the authorization with the most suitable asset in the inventory. (Refer to **VM Guidebook**).

4.2.1.2. Requests to increase vehicle fleet size must support a verifiable mission change with Air Force directives (e.g., OPLANs, Provisional Plan, EO, Fragmentary Order, base layout, operation moved to a different location on base, added a ramp, etc.). **(T-2)**.

4.2.1.3. The VFM/VMS is the vehicle authorization review authority for the installation and will recommend increases or decreases in vehicle authorizations. **(T-2)**. Only the minimum number of vehicles necessary to support the mission may be authorized. Vehicle

authorizations are not authorized regarding paygrade, prestige, personal convenience or to individuals.

4.2.1.4. VM personnel assigned an APSR Transaction Request base user role for Authorization Validation (Auth Val) and TRT capabilities, etc., will act as the VFM delegate for any ACR submissions. 441 VSCOS uses the submitter's digital signature/portal ID as the approval source document within Salesforce to make changes and updates to the APSR.

4.2.2. Process authorization requests applicable to 9AF/AFCENT AOR through 9AF/AFCENT/A41 to a4rv.fltmgrs@us.af.mil, IAW the *9 AF (AFCENT) Vehicle Management & Ground Transportation Operating Instruction (OI) 24-302*.

4.2.3. Functional communities must fund the initial procurement of newly approved vehicle requirements and advocate additional funding in the out-years of the POM for increases in vehicle buy replacement dollars. **(T-2)**. 441 VSCOS approves a 013/014 authorization for traceability on substantiated requirements and when funding is not initially secured. Refer to **Table 4.1** for additional guidance.

4.2.3.1. VM obtains sample Military Interdepartmental Purchase Requests (MIPR) from 441 VSCOS and provides MIPR and instructions to requesting unit RA/FM for completion. Complete one MIPR per National Stock Number (NSN) request.

4.2.3.2. VM forwards completed MIPR to 441 VSCOS for processing after validation of authorization and asset is procurable.

4.2.3.3. 441 VSCOS works with AFLCMC/ROZ to complete orders.

4.2.4. 441 VSCOS coordinates with AFLCMC/ROZ, the base fleet manager, and the functional user to validate current inventory does not meet customer needs. If there are no assets within the inventory to meet customer needs, 441 VSCOS submits a cataloging request to AFLCMC/ROZ.

4.2.4.1. Offset authorization(s) must be less than or equal to 80% of the request's program price requirement(s) as reflected in BLADE. **(T-2)**. Offset authorizations must also be in the same Weapons System Code as the requested authorizations.

4.2.4.2. Offset authorization purchase price for a more fuel efficient or similar/smaller size/type authorization is not a consideration in offsetting the current authorization.

4.2.5. Do not resubmit disapproved 441 VSCOS authorization requests for one year unless the requester submitted an appeal. Appeal must provide new/additional justification not previously considered (e.g., U-Drive-It (UDI) requests, commercial rentals, mission changes). **(T-2)**.

4.2.5.1. AF/A4L is the appeal authority for all disapproved requests. The host unit forwards appeal of the disapproved vehicle authorization request to the AF/A4LR within 60 days of 441 VSCOS decision. AF/A4LR consults directly with 441 VSCOS for challenge resolution. As the final decision authority, the AF/A4LR notifies the submitting unit of the appeal decision. **Note:** For ACR guidance on challenge requests, refer to **paragraph 8.13.6** and the **VM Guidebook**.

4.2.5.2. 441 VSCOS retains copies of all justifications for vehicle authorizations. The Salesforce Authorization Validation application is the primary repository for all authorization requests.

4.3. Vehicle Lease and Rental.

4.3.1. Short-Term Leases/Rentals. Short-term leases/rentals for NTVs are those lease agreements that do not exceed 120 days. Consecutive short-term rentals/leases will not be authorized IAW DoDM 4500.36. **(T-0).**

4.3.1.1. Air Force activities may use short-term lease/rent vehicles to satisfy temporary peak loads, unusual requirements, or emergencies. The LRS Commander or equivalent may authorize these types of actions to meet these requirements. Host/local VMF/VMS specifies the vehicle type, quantity, and anticipated duration of the rental/lease. Do not use this authority to provide transportation for normal or routine purposes when other fleet vehicles are available.

4.3.1.2. Activities will use GSA short-term rental program when economically advantageous to the Air Force or will keep non-availability certification documents for the duration of the lease period. **(T-2).**

4.3.1.3. Short term leases/rentals for NTVs will not exceed 120 days IAW DoDM 4500.36. **(T-0).**

4.3.2. Long-Term Leases. IAW DoDM 4500.36, long-term leased are those leased more than 120 consecutive days and are used to fill approved APSR vehicle authorizations. Use GSA fleet leasing when required size/class vehicles are available. Commercial leased vehicles are not obtained from the GSA fleet.

4.3.2.1. Vehicles must be the same type and class as the assigned authorization and be the minimum body size and have the maximum fuel efficiency (highest miles per gallon (MPG) rating) that meet mission needs IAW DoDM 4500.36. **(T-0).**

4.3.2.2. GSA leased vehicles are normally “wet” leased, meaning fuel and maintenance are provided per terms of lease. GSA approved local vendors perform all maintenance on GSA vehicles. If GSA approved vendor is not available within local area, VM may submit a request to perform maintenance on GSA leased vehicles. Requests are submitted to 441 VSCOS and approved by AF/A4LR prior to any maintenance actions being taken.

4.3.2.3. If a GSA fleet vehicle is not available, units may lease motor vehicles from a commercial vendor when any one or more of these conditions exist (approved by host VFM).

4.3.2.3.1. An Economic Analysis (EA) verifies a cost benefit to the government. Reference AFI 65-501, *Economic Analysis*, and DoDM 4500.36, Appendix 2, for EA requirements and procedures.

4.3.2.3.2. Vehicle support is required due to unforeseen or unscheduled events which are unsupportable with existing vehicles on-hand and cannot wait for acquisition through normal procurement.

4.3.2.3.3. Local laws or Status of Forces Agreements (SoFA) prevent the use of government vehicles.

4.3.2.4. If leasing agency (GSA or commercial) does not have the appropriate size/class vehicle available, a smaller or larger class vehicle may temporarily substitute if there is no additional cost to the government, and not to exceed 120 days without local/host VFM/VMS coordination and approval. Host VMS will obtain non-availability statement from the leasing agency and retains until the lease terms are over and the vehicle has been returned. **(T-2).**

4.3.3. Rental/Lease Funding.

4.3.3.1. Short-term lease and rental funding are the responsibility of the requesting/using unit.

4.3.3.2. Use AF Form 9, *Request for Purchase*, or GPC where guidance allows, to execute. FM&A retains copy of validated AF Form 9 or related GPC documents.

4.3.3.3. Long-term leases are funded by the Headquarters Air Force LOG/LRS Panel using centralized lease funding administered by 441 VSCOS or by the requesting/using unit. The servicing VM determines funding origination with 441 VSCOS assistance as requested. Emergent short-term lease requirements are unit funded **(T-1)** and cannot be more than 120 days in length. **(T-0).**

4.3.3.4. If using LOG Panel/LRS source funding, the requesting/using unit works with their functional community Program Element Manager, who works with the LOG Panel Program Element Monitor to transfer funding across the FYDP to the centralized funding LOA. Must accomplish this entire process prior to leasing vehicles or moving GSA vehicles to "Billing Office of Account Code 5738SY." **(T-2).**

4.3.3.5. All leasing of passenger carrying vehicles occurs through the LRS and is approved by local/host VFM/VMS.

4.3.3.6. The MTFs must charge vehicle leases/rentals to the O&M funds of the installation they support, or as directed by AF/A4LR. **(T-1).** MTFs are not authorized to establish vehicle lease/rental outside of those established by the installation. All vehicle requirements, whether lease/rental or purchased, are the responsibility of AF/A4LR.

4.3.4. Lease vehicles can fill vacant government owned authorizations. Government (Blue Fleet) vehicles are not used to fill open leased vehicle AS 012 authorizations.

4.3.5. FM&A will report all commercial lease data quarterly per 441 VSCOS instructions. **(T-2).**

4.3.6. Additional Guidance.

4.3.6.1. All lease or rental vehicles and vehicular equipment operate under the same manner prescribed for Air Force-owned vehicles unless otherwise specified in the contract.

4.3.6.2. Acquiring, renting or leasing foreign-made buses. The Federal, "*Buy American Act of 1933*," requires that armed forces must procure U.S. manufactured buses. **(T-0).**
Exceptions:

4.3.6.2.1. U.S. manufactured bus use is not economical or in the best interest of the U.S. Government. Submit waiver request to 441 VSCOS for permission to rent or lease foreign manufactured buses.

- 4.3.6.2.2. U.S. manufactured bus is not available to meet requirement timeline. Submit a waiver request to 441 VSCOS for permission to temporarily use foreign manufactured buses. The length of the rental or lease contract agreement must not exceed anticipated delivery date of U.S. manufactured buses. **(T-2)**.
- 4.3.6.2.3. Foreign manufactured buses are available at no direct or indirect acquisition cost to the U.S. Government.
- 4.3.6.2.4. Lease or procurement of indigenous foreign buses are necessary to comply with Force Protection/Anti-Terrorism mission/personnel transportation security requirements in vulnerable operating regions/locations. In these cases, process a waiver to Defense Federal Acquisition Regulation (FAR) Subpart 225.7004, *Restriction on Acquisition of Foreign Busses*, through the Air Force Installation Contracting Agency for approval.
- 4.3.6.3. GSA lease vehicles will not have modifications, add-on equipment or additional markings without prior approval from 441 VSCOS and GSA FSR IAW GSA policy. Request for GSA lease vehicles will be submitted to 441vscos.fsf.gsa@us.af.mil for approval prior to submittal into GSAFleet.gov. **(T-0)**. Seek approval from the leasing agency for commercial leases. All markings will be IAW **TO 36-1-191**. **(T-2)**.
- 4.3.6.4. The class/size of passenger vehicles, short term leased/rented to support the visit of an Air Force or DoD official, can be the same as what is normally authorized to that official. The class of passenger vehicles leased in support of non-DoD officials, including those from foreign countries, are the same as that normally authorized to a DoD official of comparable rank IAW DoDM 4500.36.
- 4.3.6.5. Install radio or telecommunication equipment as specified in the vendor's contract or agreement.
- 4.3.6.6. AFOSI leased vehicle log is maintained by the AFOSI fleet manager.
- 4.3.6.7. Insurance Coverage and Maintenance for Rented/Leased Vehicles.
- 4.3.6.7.1. For hire solicitations and resulting contracts, provide insurance coverage as prescribed by applicable portions of the FAR. Unless the rental/lease company requires purchasing insurance, rented/leased vehicles are obtained with the Air Force providing self- insurance.
- 4.3.6.7.2. The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties. The *Federal Tort Claims Act* covers third party claims arising from federal employee negligence in the operation of government-furnished vehicles.
- 4.3.6.8. Host/Servicing VM reviews, validates and processes all lease and rental requests for all installation activities. Units with new lease or rental request will coordinate and process their requirements through the host/servicing vehicle fleet management activity. **(T-2)**. FM&A coordinates or maintains the following lease/rental tasks:
- 4.3.6.8.1. Coordinates with contracting to ensure vehicles are not rented/leased without prior validation, regardless of funding source. The LRS Commander or equivalent coordinates on all rental/lease requests prior to submission to contracting except for AFOSI.

4.3.6.8.2. Maintains a log of all rentals/leases. The log lists each purchase request in numerical sequence and the reason for its initiation. At a minimum, the list includes the Using activity, the lease start/end times, total lease duration, and cost.

4.3.6.8.3. Will report all commercial lease data quarterly per 441 VSCOS instructions. **(T-2).**

4.3.6.8.4. Verifies vehicle rental/lease charges at termination.

4.4. Performing Analysis. FM&A is the focal point for collecting, storing, analyzing and correcting vehicle data used for analysis. (Refer to **VM Guidebook**)

4.5. Interservice Vehicle Support. DoD components use Interservice support when economically feasible, without impairing mission effectiveness. DoDI 4000.19, *Support Agreements*, implements policy concerning interservice support. Interservice support arrangements address the responsibilities between DoD components, but do not absolve the U.S. Government from liability for personal injury or property damage caused by government-furnished vehicles. The Federal Tort Claims Act governs third-party claims arising from federal employee negligence. Specific liability and responsibility allocations for vehicle use will be outlined in the individual support agreement.

4.6. Vehicle Control Program.

4.6.1. FM&A personnel will develop a training plan and thoroughly train newly appointed VCOs on their duties. **(T-2).** At a minimum, the training includes:

4.6.1.1. Introduction to duties. See [Section 9E](#).

4.6.1.2. Use and disposition of Operator's Inspection forms and Waiver Card.

4.6.1.3. Vehicle turn-in and pick-up procedures.

4.6.1.4. Vehicle "add-on" and "modification" policies.

4.6.1.5. Vehicle accident/abuse program.

4.6.1.6. Vehicle marking and license plate program.

4.6.1.7. BLADE and Salesforce Vehicle Applications familiarization.

4.6.1.8. Installation idling policy.

4.6.1.9. Short term leasing.

4.6.1.10. New authorization request requirements.

4.6.1.11. The MEL/VPRL.

4.6.1.12. Monthly M/H/K submissions.

4.6.2. New VCOs must receive training and a knowledge test which requires a 70 percent test score or higher to pass. **(T-3).** Download sample test from the **AFVM Neighborhood**. FM&A personnel may modify tests to meet local requirements.

4.6.3. Associate units will participate in the Vehicle Control Program. **(T-3).**

4.6.4. FM&A will conduct VCO meetings at least once a year. **(T-3)**. Topics may include preventative maintenance, official use guidance, safety, operator care and any other information deemed necessary by VM.

4.7. Processing Commercial Sales Slips. VM establishes filing and retention procedures for commercial sales slips as it pertains to the tracking of expenditures, warranties, and vehicle historical repair documentation. (Refer to **VM Guidebook**).

4.8. Vehicle Custodian Responsibilities.

4.8.1. Vehicle custodians have an inherent responsibility for the management of assigned property. Air Force vehicles are accounted for using the APSR Asset Inventory Report.

4.8.2. The LRS Commander or equivalent appoints in writing the VFM/VMS or representatives from FM&A, as primary and alternate vehicle custodians for their vehicle accounts. Forward an appointment letter to 441 VSCOS.

4.8.3. Vehicle Custodians will comply with all the processes outlined in the **VM Guidebook**. **(T-2)**.

4.8.3.1. Must verify data on the APSR Asset Inventory accurately represents vehicle information and quantities. **(T-2)**.

4.8.3.2. Ensure all vehicle accounts are inventoried and signed annually. Use "floor to book" and "book to floor" process to accomplish the inventory. The LRS Commander or equivalent reviews and signs APSR Annual Inventory after it is signed by the custodian. Forward signed inventory to 441 VSCOS.

4.8.3.3. Maintain a custodian folder for each account under their responsibility with contents described below: **(T-2)**.

4.8.3.3.1. Tab A—Custodial Delegation, such as the appointment letter.

4.8.3.3.2. Tab B—APSR Annual Inventory.

4.8.3.3.2.1. Current signed accountable documents with original or Common Access Card (CAC) digital signatures from either the Primary or Alternate custodian and the organization commander.

4.8.3.3.2.2. Memorandums from LRS/Organizational Commanders to 441 VSCOS requesting for extension to current annual accountable document inventory requirements, if applicable.

4.8.3.3.3. Tab C—Provide Master Vehicle Reports

4.8.3.3.3.1. Current signed copy of Master Vehicle Report from each VCO.

Note: A Master Vehicle Record (MVR) must be re-signed when appointing a VCO and/or receipt of a newly assigned vehicle.

4.8.3.3.3.2. Designed Operational Capability statement (Unclassified) from each organization having vehicle mobility requirement(s). Statements reflect vehicle UTC and quantity supported.

4.8.3.3.4. Tab D—Information File.

4.8.3.3.4.1. Any host wing MOA or Memorandum of Understanding (MOU)

pertaining to Vehicle account, if applicable.

4.8.3.3.4.2. Copy of RoS document. Maintain until asset is removed and new APSR Annual Inventory reflecting quantity change is in file.

4.8.3.3.4.3. Copy of current and previous Salesforce Authorization Validation Survey and/or ACR questionnaire.

4.9. Vehicle End-Of-Life (EoL) Determination. EoL is a vehicle's replacement eligibility based on the calendar year value (e.g., 2012, 2013, etc.). The EoL model was designed using similar civilian industry methodology. The EoL model provides "flat line depreciation" and "sustainment costs" dynamic modeling for individual assets. (Refer to **VM Guidebook**)

4.10. Maintenance Actions on FSE. The prime pieces of FSE identified below are identified for "maintenance tracking purposes only" in the APSR. All maintenance actions including labor, parts, accident and contract maintenance costs are entered.

4.10.1. The sustainment of hoses/kits and assorted support equipment "kits" are the responsibility of Fuels Management, unless waived by AF/A4LE - Fuels Management. FSE will not be supported by VM Centralized Sustainment Funding. **(T-2)**. The RFM section will maintain the prime pieces of FSE identified below: **(T-3)**.

4.10.1.1. R-18 Pumping Unit

4.10.1.2. R-19 Filter Separator

4.10.1.3. R-20 Servicing Platform

4.10.1.4. R-21 Tri-con (refer to [paragraph 4.10.2.](#))

4.10.1.5. PMU-27 Trailer mounted Pump Module

4.10.1.6. R-14 Air Transportable Hydrant Refueling System

4.10.1.7. R-22 Fuels Transfer Pump

4.10.1.8. Aerial Bulk Fuel Delivery System

4.10.1.9. Forward Area Manifold Cart

4.10.1.10. Tactical Automated Service Station

4.10.1.11. FFU-15 Filter Separator

4.10.1.12. Hydrant Defuel Cart

4.10.1.13. MH-2 Hose Cart

4.10.2. Items contained in the R-21 Tri-Con listed below are part of the prime when in operation, and RFM provides maintenance as such. However, the Fuels Management activity maintains all other items contained in the R-21 Tri-Con, such as hoses/kits and assorted support equipment "kits."

4.10.2.1. Pressure Relief Valve

4.10.2.2. Fill Stand Skid

4.10.2.3. Additive Injector

4.10.2.4. Turbine Meter

4.10.2.5. Basket Strainer

Section 4C—Vehicle Asset Identification Numbers, Item Unique Identifier Requirements, License Plates, GSA Fleet Requirements, Special Identification and Marking

4.11. Vehicle Asset IDs. Vehicle Asset Identification Numbers are assigned to motor vehicles and designated non-motorized vehicular equipment that are accounted for in APSR. Contact 441 VSCOS when Air Force owned vehicles arrive without Asset IDs. AFR and ANG VM activities coordinate concerns through AFRC/A4RR or NGB/A4RDV (respectively), who in turn notifies 441 VSCOS. (Refer to BLADE Replacement Required sheet for due-in Asset Identification Number.)

4.11.1. VM will ensure APSR vehicles display Asset IDs using appropriate Air Force approved UNICOR “white” plate(s) IAW **TO 36-1-191. (T-0)**. If use of plates is impractical, the installation VFM may authorize the use of die-cut letters/numbers or by stenciling on vehicles IAW **TO 36-1-191**.

4.11.2. If needed, “X” or “Z”-Asset Identification Numbers may be obtained via the AFVM Neighborhood “**X/Z Registration Request tool**”.

4.12. Item Unique Identifier. FMIS creates a Unique Item Identifier for all Air Force owned motor vehicles and designated non-motorized vehicular equipment. FMIS communicates the Unique Item Identifier to the federal Item Unique Identifier registry for accountability purposes.

4.12.1. The FMIS assigned Unique Item Identifier process meets the Item Unique Identifier requirements set forth in DODI 8320.04, *Item Unique Identification Standards for Tangible Personal Property*.

4.12.2. The vehicle Asset ID Number is programmatically identified with the Unique Item Identifier and fulfills Item Unique Identifier marking requirements outlined in MIL-STD-130N, *Department of Defense Standard Practice Identification Marking of U.S. Military Property*, and **TO 36-1-191**. Please refer to **DLA Assist** for more information.

4.12.3. The Asset ID displayed on an Air Force owned motor vehicle or designated non-motorized vehicular equipment fills the requirement for a 2D matrix sticker to be affixed on an asset.

4.13. Vehicle License Plate Program. UNICOR is the only source for Air Force approved license plates for Air Force APSR accountable vehicles or for OGMVCs and trailers not classified as a vehicle that operate on public roads if plates are required per state or local guidance. (Refer to the **UNICOR** website or the **VM Guidebook**).

4.13.1. VM personnel request authorization to purchase Air Force approved license plates from 441 VSCOS. Complete the UNICOR new purchaser request (found on the **AFVM Neighborhood** and email to 441vscos.fmvrs.unicor@us.af.mil). Users receive email notice from UNICOR with detailed instructions on how to set up an account. UNICOR limits authorized purchasers to two per unit.

4.13.2. Air Force Research Laboratories (AFRL) is authorized to procure vehicles and trailers that meet unique test vehicles and trailers required for basic, applied, or advanced research

projects when research apparatuses are integrated into the vehicle/trailer platform per DAFMAN 65-604, paragraph 5.6.3.2.

Note: Prior to any local procurement actions, AFRL must first contact 441 VSCOS/FSF, to validate if a vehicle allowance authorization is required (i.e., AS049) and review “vehicle/equipment” determination.

4.13.3. FM&A maintains a license plate program management file (electronic or paper copy) for the storage of all UNICOR correspondence.

4.13.4. Plate removal and disposition is required when assets are:

4.13.4.1. Transferred to DLA-DS.

4.13.4.2. Transferred to another agency or component for other than repair and return, i.e., GSA,

4.13.4.3. Excess approved transfers.

4.13.4.4. Transferred to Military Assistance Program.

4.13.4.5. Converted to a training aid.

4.13.5. Remove “white” license plate(s) (e.g., AF05(R), & AF13), obliterate Asset ID stencil and return to UNICOR IAW **TO 36-1-191**. Local destruction for all other UNICOR plates is authorized.

4.13.6. If Air Force license plates are lost, stolen or damaged, UNICOR cannot remake or reissue duplicate pre-stamped plates until such time the original plates are returned to UNICOR IAW GSA directives, under the authority of the Department of Homeland Security (DHS).

4.14. GSAFleet. FM&A personnel utilize **GSAFleet.Gov** to manage and update vehicle and Air Force license plate status IAW GSA directives, under the authority of DHS. Additional information concerning GSAFleet requirements and UNICOR plate ordering registration can be found on the **AFVM Neighborhood** and the **VM Guidebook**.

4.14.1. GSAFleet accounts are established for individuals only. To register for a GSAFleet account (or have an account unlocked) contact 441 VSCOS at 441VSCOS.FMVR.SUNICOR@us.af.mil.

4.14.2. 9 AF/AFCENT locations are exempt from GSAFleet .

4.15. Special Identification.

4.15.1. General and Flag Officer Identification. Affix these plates to the front of the vehicle. In addition, Air Force Commanders or equivalents at the installation group level or above, and other persons as designated by MAJCOM/CD may display distinguishing metal plates on their motor vehicles.

4.15.2. “White Top” Vehicles. MAJCOM/CD have the option to allow “White Tops” for vehicles authorized for use by Wing Commanders with overall responsibility for operations and/or installation security. VM will maintain “White Top” approval letters the MAJCOM/CD authorize for their Wing Commanders. **(T-3)**. Receive approval from GSA or the commercial leasing agent prior to altering vehicle(s).

4.15.3. The owning/using organization is responsible for all cost incurred during installation and removal, including vehicle damage or paint mismatch caused by approved “White Top” application for GSA-leased vehicles.

4.16. Markings.

4.16.1. All markings must comply with **TO 36-1-191. (T-2).**

4.16.2. Remove all vehicle markings when the vehicle is permanently disposed of.

4.16.3. Exemptions from Identification Markings. Vehicles exempt from DoD identification markings will be registered and inspected IAW the laws of the State, Commonwealth, territory, or possession in which they are primarily used. **(T-0).**

4.16.4. Motor vehicles exempt from identification and marking provisions include: AFOSI, Those required under a SoFA, or approved host nation plating due to an increased criminal or terrorist threat.

4.17. International Agreements. When required by the North Atlantic Treaty Organization (NATO) or other international agreements, Air Force vehicles must contain the markings prescribed in standards established by the US Commands having jurisdiction over the military activities in these countries. **(T-0).** Refer to Standardization Agreement (STANAG) 2454, and Allied Movement Publication 1 for country specific information published by NATO countries.

4.18. Vehicle Fleet Parking Plan. Use Parking Plans to “park” serviceable and/or unserviceable vehicles to mitigate sustainment funding issues affecting mission capabilities.

4.18.1. The Wing Commander or equivalent will be notified by the LRS Commander or equivalent when sustainment funding shortages may lead to implementation of a vehicle parking plan or when a vehicle parking plan is implemented. **(T-3).**

4.18.2. FM&A coordinates parking plan issues or request guidance from 441 VSCOS to ensure thorough management and accountability of parked vehicles, as needed.

4.18.3. When determining the number and types of vehicles to be parked, FM&A uses the MEL and VPRL.

4.18.4. VM controls parked vehicles and assumes responsibility for all parked assets.

4.18.5. VFM/VMS identifies specific location(s) of parked vehicles under a centralized or decentralized plan.

4.18.6. Parked serviceable vehicles will have an open work order and accumulate NMC-M time.

4.18.6.1. Open work order with reason code Preservation-Storage (PRST).

4.18.6.2. While parked maintenance coming due will be accomplished on a follow-on work order when sustainment funding is available.

4.18.6.3. Before returning the vehicle to service, FM&A ensures scheduled maintenance is completed.

4.18.6.4. Serviceability inspections are accomplished on parked serviceable vehicles before returning them to service.

4.18.7. Parked unserviceable vehicles accumulate NMC-M time when awaiting sustainment funding. Vehicles are NMC-M until sustainment funding is available, and parts are placed on order.

4.19. Financial Improvement Audit Remediation (FIAR).

4.19.1. FIAR Documents:

4.19.1.1. Key Supporting Documents (KSDs) (Refer to **VM Guidebook**):

4.19.1.1.1. Acquisition Contract

4.19.1.1.2. Vehicle Receipt Documents

4.19.1.1.3. Asset Photos. **(T-2)**.

4.19.1.1.4. Specific requirements for loading assets are within the **VM and M&U Guidebooks**.

4.19.1.2. Vehicle repair work order for date of last inventory updates.

4.19.1.3. Annual Inventory report from the APSR.

4.19.1.4. 441 VSCOS may load the complete acquisition contract or the portion of the acquisition contract specific to the vehicle into the APSR (e.g., 10 of 10 pages or page 2 and 3 of 10 pages). The acquisition agency maintains acquisition documents and retains/disposes data IAW Air Force-Records Disposition Schedule within the AFRIMS.

4.19.2. Acquisition cost.

4.19.2.1. 404 Supply Chain Management Squadron/GUMAA and AFLCMC/ROZ are responsible for providing original acquisition costs and the contract procurement documents for each asset. The appropriate Inventory Management Specialist loads the acquisition price and KSDs in the Consolidated Analysis and Reporting System (CARS) 2.0 no later than three working days from the date the vehicle arrives at its shipping destination.

4.19.2.2. Use the Deemed Cost Methodology to generate the acquisition cost and KSDs for fully depreciated Chief Financial Officer and non-Chief Financial Officer reported assets purchased prior to 2 May 2016.

4.19.2.3. 441 VSCOS loads the following documents into TRT during asset initial load: Acquisition price and a copy of KSDs reflected from the CARS 2.0, or the Deemed Cost Methodology generated documents. The acquisition price and KSDs price must match. **(T-2)**. The acquisition and local receipt date and KSDs dates must match. **(T-2)**. The KSDs remain with the asset detail during its life cycle.

4.19.3. DOLI procedures and timetable.

4.19.3.1. 441 VSCOS monitors each asset's DOLI in FMIS annually between 1 Jan–31 Dec. (Refer to **VM Guidebook**).

4.19.3.2. VM must update the DOLI within the previous calendar year (1 Jan – 31 Dec) by documenting the action on a vehicle repair work order. **(T-2)**.

4.19.3.3. Vehicle Management must conduct a PIC action on vehicles not physically serviced within the last year (i.e., AS051). **(T-2)**. The VFM/VMS, or designated

individual, completes a PIC no later than 31 December. Document the PIC by sending a picture of the asset to 441 VSCOS. 441 VSCOS updates the DOLI based on the submission date of the picture.

4.19.4. Annual Inventory. VFM/VMS or equivalent must provide a signed Annual Inventory. **(T-0)**. No later than 28 February each year the VFM through the VMS or equivalent must upload signed vehicle account custodian and commander Annual Inventory Report from APSR to the **AFVM Neighborhood**. **(T-2)**. Complete an interim inventory report if a unit has major changes during the year (e.g., new custodian, new unit commander, etc.). Sign an updated Vehicle Custodian letter and send it to 441 VSCOS, however this does not eliminate the requirement to provide the reoccurring Annual Inventory report in February. (Refer to **VM Guidebook**).

4.19.5. Vehicle Acceptance.

4.19.5.1. When VM receives the asset, FM&A initiates a Vehicle Load Request in TRT within three working days. FM&A will be responsible for uploading the required asset receipt KSDs into TRT. **(T-2)**. Certain TRT transactions require specific documentation, therefore, refer to the VM Guidebook for guidance.

4.19.5.2. The losing base must retain a copy of the shipment records for any vehicle(s) shipped from their base. **(T-2)**. Missing documents may cause requests to be returned as “Base User Action Required” in TRT.

4.19.5.3. 441 VSCOS verifies the vehicle load request data matches the receipt document information and is responsible for loading the receipt document in APSR during the initial asset load process. 441 VSCOS has three working days to load the asset in the APSR upon receipt of required KSDs. If VM is unable to provide receipt documentation for an asset, a missing receipt Memorandum for Record (MFR) will be utilized. (Refer to the **VM Guidebook**.) No other variances or deviations from the current approved MFR are acceptable. The MFR will be signed by the LRS Commander or equivalent. **(T-2)**.

4.19.5.4. For vehicles received prior to 2 May 2016, FM&A must retain a copy of a DD Form 250, *Material Inspection and Receiving Report*, Certificate of origin, Shipping document, or DD Form 1348-1A locally in the permanent portion of the vehicle’s record jacket or electronic file. **(T-2)**.

4.20. Monthly Odometer/Hour meter Updates. FM&A updates FMIS records accordingly with odometer/hour meter readings of vehicles not down for maintenance using updates from VCOs for assigned vehicles (leased and Air Force owned), IAW local procedures. **(T-2)**. Refer to **M&U Guidebook**. If monthly updates are not received, initiate follow-up actions with VCOs and elevate through chain-of-command if non-compliance continues.

Note: Vehicle telematics data may be used to update FMIS in lieu of VCO provided data.

4.21. Reimbursable and Distribution (R&D) Codes. Reimbursable and Distribution codes denote the organization for which charges are refundable or reimbursable. FM&A furnishes a list of tenants and supported non-Air Force organizations to Accounting and Finance (through the Budget Office) for certification at the beginning of each FY, and when a change is required. Accounting and Finance identifies which organizations are reimbursable or refundable. (Refer to DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, and DAFI 65-601V2, *Budget*

Management for Operations). Accounting and Finance returns this certified list to FM&A to be used to enter the correct codes into FMIS.

4.21.1. All reimbursable and refundable cost data must be reconciled monthly with Accounting and Finance. **(T-2)**. At that time, data is verified for accuracy, to include validating that all reimbursable and refundable units are loaded properly into FMIS. (Refer to **WH Guidebook**). Vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units will be retained in FMIS if needed for reference, inquiries or audits. **(T-2)**.

4.21.2. Validate RC/CC codes at least annually. **(T-2)**. Provide updates to 441 VSCOS annually for required updates in FMIS. Each host VM must maintain a local list of these RC/CC codes. (Refer to **VM Guidebook**)

4.21.3. Retain vehicle and equipment work orders for vehicles assigned to reimbursable and refundable units in FMIS if needed for reference, inquiries or audits. **(T-2)**.

4.22. Withdrawing Vehicles out of the DLA-DS. 441 VSCOS must approve vehicles withdrawn from DLA-DS to be placed back into the Air Force inventory. **(T-1)**. A valid authorization and mission impact statement is required prior to approval. **(T-1)**. Additionally, VM must certify the vehicle is economically repairable to warrant withdrawal action. **(T-1)**.

4.23. Processing LTIs.

4.23.1. Process request for repair authority and/or disposition instructions for vehicles using AFTO Form 91.

4.23.1.1. FM&A will forward disposition LTIs to 441 VSCOS within 30 calendar days from the date the vehicle became surplus. **(T-2)**. Follow-up with 441 VSCOS 30 calendar days after sending the LTI. VM maintains custody of these vehicles until a determination is made.

4.23.1.2. Must submit condition LTI to 441 VSCOS for review on uneconomical to repair assets. **(T-2)**.

4.23.2. Guidelines for determining repair allowances and approval levels are in **TO 36-1-191**.

4.23.3. All LTIs for disposition/maintenance repair consideration are sent to 441 VSCOS via TRT for decision. Ensure the accountable record reflects the proper vehicle status code of vehicle's current place in the disposition process. (Refer to **VM Guidebook**). 441 VSCOS is the decision authority for all NTVs requiring disposition.

Note: To request disposition instructions for AFOSI vehicles FM&A will forward LTI to AFOSI Command Fleet Manager. The AFOSI Command Fleet Manager will then submit LTI for disposition instructions through the TRT, then forward instructions to the local requesting FM&A.

4.23.3.1. Only direct labor and parts costs for actual repairs related to serviceability/functioning of assets will be used to determine if a vehicle is economically repairable. Do not include aesthetics such as corrosion control, paint complete, etc.

4.23.3.2. 441 VSCOS will forward all LTIs for Air Force M-Series vehicles in Awaiting Disposition status to the AFLCMC/ROZ for disposition action.

4.23.4. For vehicles awaiting disposition, when their repairs exceed their dynamic OTRL, TRT will provide a DLA-DS or surplus sales decision. Must initiate vehicle disposition packages through all base-level OPRs within 10 working days of notification from 441 VSCOS. **(T-2)**. Prior to submitting to 441 VSCOS, the local VM will have the authority to override the decision to retain the asset and Return to Service (RTS). If the asset is RTS, the asset will have its life expectancy extended by three years in the APSR. However, if the asset is not RTS and there's not a projected due-in within three years, the decision to salvage the asset will result in a decrease of the asset's authorization or an offset authorization will be required. Refer to [paragraph 4.28.2](#) and the **VM Guidebook**.

Note: The above does not apply to excess vehicles and those that the repairs were caused by accident, abuse, or incident.

4.23.5. Vehicles requiring an LTI for acceptance, disposition action and repair decisions are processed within 10 duty days of requirement. LTIs for shipping must be completed as soon as practical to meet Vehicle Redistribution Order (RDO) requirements. Refer to [paragraph 4.34](#).

4.23.6. Manage vehicles disposed of through the Air Force Surplus Vehicle Sales Program (AFSVSP) IAW [Attachment 3](#).

4.24. Vehicle Deployment Processing.

4.24.1. FM&A will maintain accountability of all vehicles redeploying from closing locations. **(T-2)**.

4.24.2. For vehicle-processing requirements and documents for deployments, refer to **VM Guidebook**. Process vehicles being permanently shipped via TRT.

4.24.3. FM&A prepares deployment package containing appropriate Operator's Inspection Guide and Trouble Report, Waiver Card, DD Form 518, DAF Form 1297, Standard Form 91, copies of the LTI, and Vehicle Historical Record. Secure data package and spare keys in cab or operator's compartment for shipment.

4.24.4. For vehicles deployed for more than 180 days, coordinate transfer of accountability with 441 VSCOS and gaining unit. Transfers from AFR and ANG must comply with DoDI 1225.06, *Equipping the Reserve Forces*. **(T-0)**.

4.24.5. FM&A must notify the Fuels Service Center if the assigned vehicle has a VIL Key, QR Code, or other electronic point-of-sale (EPoS) device. **(T-2)**. The Fuels Service Center adds the vehicle onto the Automated Fuel Service Station lockout listing.

4.24.6. Vehicles or vehicular equipment will not be deployed/shipped from an installation without a TCN or ULN and coordination through the servicing VM and IDO or IDRC, as appropriate unless otherwise directed by 441 VSCOS. **(T-2)**.

4.24.7. A copy of the asset record will be sent with each vehicle operating at a Temporary Duty (TDY) location for 30 days or longer. **(T-2)**.

4.25. DEPOT Maintenance.

4.25.1. Capture DEPOT rebuild cost in FMIS in the "Sub Work Order Parts" tab and establish contract warranty information. The cost includes transportation and actual DEPOT repair costs. AFLCMC/ROZ provides DEPOT cost to 441 VSCOS, which subsequently forwards

the cost data to the base. Contact servicing Deployment and Distribution Flight for the shipping cost to depot. Use this same shipping cost for the return cost from depot. See **M&U Guidebook** for work order processing and the **VM Guidebook** for processing.

4.25.2. Prior to departure for DEPOT, remove Air Force license plates from vehicles. License plate(s) are stored in the vehicle records jacket (or in FM&A if vehicle records are stored electronically). Ship plates via registered mail to new location if transferred after DEPOT completion. (Refer to **TO 36-1-191**).

4.25.3. AFR and ANG VM activities coordinate concerns through AFRC/A4RR or NGB/A4RDV (respectively) who notifies 441 VSCOS of any issues or conditions that would deem the vehicle ineligible for rebuild as soon as possible.

4.26. Nuclear Certified Equipment (NCE).

4.26.1. The data plate information for all new and assigned vehicles will be reviewed at least annually to determine nuclear certification status using ELMS Work Plan 43AN – NUCLEAR CERTIFICATION. Refer to **VM Guidebook**.

Note: Regardless of a vehicle's individual Nuclear Certified status on the MNCL (i.e. Restricted) annual Data Plate Inspections will be conducted and documented.

4.26.2. Vehicle/asset that are “Nuclear Certified” per USAF Master Nuclear Certification List (MNCL), or DAFI 63-125 will be appropriately documented in FMIS. **(T-2)**. Refer to **M&U Guidebook**.

4.26.3. All MNCL restriction requests for vehicles must be routed through the local VM FM&A office who will notify 441 VSCOS of vehicles requiring restriction. Send unclassified e-mail with Asset ID and pictures of the data plate and asset along with short justification narrative describing desired actions and rationale for removal to 441 VSCOS. 441 VSCOS will verify restriction justification and forward request to the AFNWSC/NTST and AFLCMC/ROZ for processing if deemed necessary.

4.26.4. VM activities should concentrate on conditions listed in the “Nuclear Certified Support Equipment” IAW DAFMAN 91-221, *Weapons Safety Investigations and Reports*, when determining if a DULL SWORD is warranted. If the DULL SWORD is warranted, VM initiates coordination procedures outlined in AFI 91-204, *Safety Investigations and Reports* and DAFMAN 91-221. (Refer to **VM Guidebook**.)

4.26.5. If a local VM has a need (i.e. new Prime Nuclear Airlift Force certified unit, new unit with nuclear mission, or other OPLAN requirement) to add an asset NSN or model number to the MNCL they must follow the process outlined below:

4.26.5.1. Using organization identifies equipment that needs to be classified as NCE.

4.26.5.2. Using organization, with the help of the local VM submits a Nuclear Certification Impact Statement to their local Weapon Safety or Wing Safety office for processing through AFLCMC and the Air Force Nuclear Weapons Center (AFNWC).

Notes:

1. The FMIS is not the NCE, Non-Specific Vehicle system of record. The official system of record for NCE status is the USAF MNCL.

2. Using Organizations must consult the USAF MNCL prior to nuclear weapon/component movements to validate vehicle, semi-trailer NCE status.
3. Vehicles, semi-trailers and other vehicular equipment assets identified in the FMIS M&U with a “Y” is for “maintenance purposes only”; meaning that it is used to inform VM personnel that precautions should be taken when performing repairs or modifications that could affect an assets primary structure, electrical and hydraulic power systems, load-bearing capacity (suspension), steering and braking capability, software, or positive control features, as well as any changes resulting in noncompliance with specific AFMAN 91-118 design criteria
4. For more information on the process to add an NSN or model number to the MNCL reference DAFI 63-125, MAJCOM supplement, or contact AFWNC/NTSC (mnclproblem@us.af.mil).

4.26.6. NCE-Vehicle Data Plate Genie Application. The NCE-Vehicle Data Plate Genie Application is used more efficient turnaround time when submitting NCE Data Plate replacement requests. This application streamlines the request process, routing submissions through 441 VSCOS to the AFLCMC. The application is located on the **AFVM Neighborhood**. (Refer to **VM Guidebook** for more information).

Section 4D—Vehicle Buy and Fleet Growth

4.27. Vehicle Buy and Fleet Growth Overview. 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 certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and do not include additional assets for in-maintenance replacements, pipeline, or vehicles in DEPOT maintenance. Refer to [paragraph 8.25](#).

4.28. Vehicle Fleet Growth Policy. The vehicle fleet represents a tremendous investment for the DAF. The vehicle buy program provides funding for programmatic replacement of existing assets. 441 VSCOS closely scrutinizes any request to increase the vehicle fleet size. Requests to increase vehicle fleet size must be supported by a verifiable mission change, (e.g., OPLAN, PPLAN, EO, Fragmentary Order, base layout, operation moved to a different location on base, added a ramp, etc.).

4.28.1. New Vehicle Requirements (Start-ups). The functional community requesting additional vehicle authorizations funds the initial vehicle purchase and advocates for additional funding in the POM for increases in vehicle replacement dollars or provides funding annually for leases.

4.28.2. Non-mission change increases are offset by adjustments in vehicle authorizations to preclude an overall increase in authorizations. Authorization decreases resulting from Vehicle Validations or previous mission changes (unit deactivation) are not used as offsets. 441 VSCOS, or other AF/A4LR designated enterprise management authority, is the approval authority for all authorization quantity adjustments.

4.28.2.1. AFRC and ANG requests go through AFRC/A4RR or NGB/A4RDV Fleet Managers respectively, who in-turn notifies 441 VSCOS via TRT.

4.28.2.2. All new approved or increased authorizations including those resulting from a Project Task Force/Site Activation Task Force are added to the APSR for traceability under AS013/014. Once the owning/using organization/functional community secures and

transfers procurement funds to the central procurement agency for the initial vehicle requirements, the authorizations are converted to the appropriate AS.

4.28.3. Non-cataloged vehicle request. Prior to requesting cataloging action, 441 VSCOS considers offsets, current authorizations and right-sizing of the vehicle requirement. (Refer to **VM Guidebook**).

4.29. Major Program Codes, Major Mission Types and Definitions. The Air Force owned vehicle fleet consists of a multitude of makes, models, manufacturers and types used to support various mission activities. **Table 4.2**, defines the different major program codes and major vehicle types to general Air Force missions:

Table 4.2. Air Force Vehicle Fleet Major Program Codes.

Major Program Code	Major Mission Type	Definition
NUC000	Nuclear	Vehicles assigned to and directly support a specific Nuclear Mission.
ACP000	Aircraft Platforms	Vehicles directly supporting a specific Aircraft Platform Mission. These include everything from aircraft servicing vehicles to maintenance support vehicles.
FRP000	First Responders	Vehicles directly supporting a first responder mission role to any type of emergency response (including natural disasters).
CEM000	Civil Engineer	All vehicles performing installation maintenance on infrastructure, roadways, water, and sewer systems, etc.
TAC000	Tactical	All conventional tactical vehicles.
FCS000	Force Support	Vehicles not directly supporting a specific mission but support a variety of functions at an installation.

4.30. Major Program Code Subcategory Codes and Specific Missions. In addition to major program codes, subcategory codes aid in substantiating requirements for the major program codes. FCS003 is only to be used by Air Force units supporting component Joint Base Support Vehicle & Equipment activities to identify all vehicles used in support of Joint Base activities/functions IAW Joint Base specific MOA. See **Table 4.3**.

Table 4.3. Air Force Vehicle Fleet Subcategory Codes.

Major Program Code	Subcategory Codes	Specific Mission
NUC000	NUC001	ICBMs

	NUC002	Non-ICBMs, Specific Bomber missions
ACP000	ACP001	Fighters
	ACP002	Bombers
	ACP003	Refueling
	ACP004	Airlift
	ACP005	Training
	ACP006	Recon/Special Ops
	ACP007	Helicopters
	ACP008	Non-Nuclear Missions/Conventional
FRP000	FRP001	Fire Fighting
	FRP002	Medical Transport
	FRP003	Security Forces
	FRP004	Electrical Infrastructure Repair Vehicles
	FRP005	Explosive Ordnance Disposal Vehicles
CEM000	CEM001	Base Maintenance
	CEM002	RED HORSE Missions
TAC000	TAC001	Tactical Armored Vehicles, HMMWV
	TAC002	Tactical Non-Armored
	TAC003	MRAP
FCS000	FCS001	Installation Support
	FCS002	Training - Non-Aircraft Missions
	FCS003	Joint Base Support
	FCS004	Non-Installation Activities

4.31. Class I, II, III, IV, and V NTV Authorizations. Passenger NTVs are defined according to GSA classes and Title 41 CFR Parts 102-34.35 and 102-34.45. See Table 4-4 for GSA NTVs Classifications.

4.31.1. Class I, II and III authorizations are limited to NTVs (passenger sedans, station wagons, mini-vans and sport utility vehicles) for purchase, lease, or other means.

4.31.1.1. NTVs are limited to “the minimum body size” and “maximum fuel efficiency” needed to meet the mission per DoDM 4500.36. NTV acquisitions are conducted in a manner consistent with applicable laws and EOs unless specifically exempt.

4.31.1.2. Law enforcement sedans. The class/size of NTVs authorized for law enforcement use will be the minimum size available needed to support equipment storage and add-ons necessary to meet mission requirements per DoDM 4500.36. **(T-0).**

4.31.2. Class III Midsize Sedans. The use of Class III sedans is only authorized for the following Air Force and DoD officials:

4.31.2.1. Under Secretaries of Defense.

4.31.2.2. Vice Chairman of the Joint Chief of Staff.

4.31.2.3. Vice Chief of Staff of the Air Force.

4.31.2.4. Four-star officers.

4.31.2.5. Directors of Defense Agencies.

4.31.3. Class IV. Restrict the use of Class IV sedans and sport utility vehicles to these DoD officials and visiting foreign officials of comparable rank, based on security and highly essential needs per Title 41, CFR, current edition.

4.31.3.1. The Secretary of Defense.

4.31.3.2. The Deputy Secretary of Defense.

4.31.3.3. The Chairman, JCS.

4.31.3.4. Secretary of the Air Force.

4.31.3.5. Chief of Staff of the Air Force.

4.31.3.6. Vice Chief of Staff of the NGB.

Table 4-4. GSA Non-Tactical Vehicles Classifications.

Classification - Vehicle Types

Class I—subcompact sedan, station wagon and sport utility vehicles

Class II—compact sedan, station wagon, sport utility vehicles and seven-eight passenger mini-van

Class III—intermediate/midsize sedan, station wagon and sport utility vehicles

Class IV—large sedan, station wagon, sport utility vehicles and 15 passenger mini-van

Class V—limousine sedan

4.32. Morale, Welfare and Recreation (MWR) Activities and Services. 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 MWR activities. See AFI 65-106, *Appropriated Fund Support of Morale, Recreation (MWR) and Other Non-appropriated Fund Instrumentalities (NAFIS)*, for additional guidance.

4.33. Armored Vehicle Requirements.

4.33.1. New Armored Vehicle Procurement. AF/A4P ensures the recommendation is consistent with public law, EO(s) and DoD Directives and approves the recommendation. Procurement, both quantity and unit cost, must be authorized by Congress. **(T-0)**. If approved, 441 VSCOS allocates the necessary 3080, BP8200 funds in applicable Budget Program Activity Codes (BPAC) funding line.

4.33.2. Light Armored Vehicles. 441 VSCOS, Field Operating Agencies or DRUs may request Air Force IG/Special Investigations Directorate (SAF/IGX) approval for procuring and installing approved protection on existing vehicles. Submit requests when any of these conditions exist:

4.33.2.1. The level of protection required makes the installation of armor on an existing vehicle more advantageous or economical.

4.33.2.2. Agreements provide separate funding for vehicles and armor.

4.33.2.3. Application of armor on an existing vehicle is the only method for obtaining armored vehicles.

4.34. Vehicle Redistribution. Vehicles and vehicular equipment are normally “redistributed” to fill an open/valid authorization at a different location. 441 VSCOS provides vehicle redistribution instructions. The shipping instructions contain the asset shipping condition and funding source. 441 VSCOS coordinates redistribution actions with AFRC/A4RR or NGB/A4RDV Fleet Managers respectively for AFR and ANG vehicles. Refer to **VM Guidebook**.

4.34.1. The VMS ships vehicles in the condition directed by 441 VSCOS. Ship vehicles in a “ready to use” condition in support of a contingency environment. Ship RDO vehicles in “as is” or “transport ready” condition. Shipping conditions are outlined in **TO 36-1-191**. Do not remove parts from surplus vehicles awaiting an RDO decision. Coordinate with 441 VSCOS for cannibalization and LTI updates to meet local mission requirements.

4.34.2. The VMS will personally inspect all vehicles prior to shipment. **(T-3)**. In the absence of the VMS, the task can be delegated to qualified 7-level VM technician or shop supervisor. For contracted VM units, vehicles must be inspected, and documentation completed IAW the Performance-Based Work Statement. **(T-2)**.

4.34.3. Repair costs for unserviceable conditions not reflected on the LTI form will be transferred from the losing unit to the gaining unit by 441 VSCOS if both units are centrally sustained and if repairs are validated by 441 VSCOS. All others will have the losing unit reimburse the gaining unit, if validated by 441 VSCOS. **Exception:** Damage incurred during shipment.

4.34.4. The losing FM&A is responsible to provide shipment and tracking information to 441 VSCOS. The gaining FM&A must initiate a Vehicle Load Request in TRT within three working days upon receipt of the vehicle by fleet management. **(T-2)**.

4.34.5. Process and upload KSDs during the receipt of a new vehicle for FIAR compliance (refer to [paragraph 4.19](#).) FM&A will provide clear and legible pictures of the asset and the data plate(s). **(T-2)**. Certain TRT transactions require specific documentation, therefore, refer to the **VM Guidebook** for guidance. Must upload photos with the load request in TRT. **(T-2)**.

4.34.6. Must update vehicle static data records via TRT for newly received vehicles. **(T-2)**.

4.34.7. Missing documents may cause request to be returned for “Base User Action Required” in TRT. FM&A must comply with or resolve TRT rejections within three working days. **(T-2)**.

4.34.8. Vehicles received prior to 2 May 2016, FM&A must retain a copy of a DD Form 250, Certificate of origin, Shipping document, or DD Form 1348-1A locally in the permanent portion of the vehicle’s record jacket or electronic file. **(T-2)**.

4.34.9. FM&A will annotate “Y” on the Nuclear Certified drop down when submitting a nuclear certified vehicle “New Load Request” via TRT or an “N” denoting no Nuclear Certification. **(T-2)**.

Note: FM&A must provide 441 VSCOS with an updated shipping address annually to coincide with the annual base buy review list. **(T-2)**.

4.35. Government Furnished Equipment (GFE)–Vehicles. Contractors are ordinarily required to furnish all property necessary to fulfil Government contracts.

4.35.1. Requesting activities, MAJCOMs, AFIMSC, PMOs and contracting agencies must obtain 441 VSCOS approval prior to including any government-owned vehicles as Government Furnished Property in a PWS or contract, etc. **(T-2)**. 441 VSCOS is a reviewer in the government-furnished property module for all vehicular requests. Identify and document approved assets in the PWS. To initiate review, send requests to 441 VSCOS contract management at 441VSCOS.Vehicle.Contracts@us.af.mil.

Note: All AFRC locations will submit all requests for government-owned vehicles as Government Furnished Property to AFRC/A4RR Command Fleet Manager for approval.

4.35.2. Approved GFE-Vehicles are loaded in the APSR under one of the following GFE-Vehicles Authorized Standard Codes.

4.35.2.1. AS025: Incidental Property in Place of Performance. Vehicles provided to service contracts where the vehicles do not leave the installation, are used within the installation and remain accountable to the government. These vehicles are provided to contractors to use on a non-interference basis. 441 VSCOS establishes the baseline requirements using current business rules. Additionally, these vehicles are accounted for, managed and maintained IAW DoDM 4500.36, **TO 36-1-191**, this DAFI and other applicable TOs or directives.

4.35.2.2. AS037: Vehicle Fleet (Air Force provided and replaced contractor support). These vehicles are provided as “Agency-Peculiar” GFE-Vehicles, and the Air Force is responsible for providing replacements. Agency-Peculiar GFE-Vehicles are vehicles not available on the open-market and specifically required to support or complete a contract task, e.g., 60/25K Aircraft Cargo Loaders, R-11 Aircraft Refuelers, Flight-Line Tow Tractors (when Air Force TOs [AFTOs] call for specific tow vehicle) and M-series. These vehicles are accounted for, managed and maintained IAW DoDM 4500.36, **TO 36-1-191**, this DAFI and other applicable TOs or directives.

4.35.2.3. AS051: Air Force Vehicles for Non-Air Force Activity (Air Force provided but not Air Force replaced contractor support). These vehicles would be all other vehicle types available on the open market, e.g., Light, Medium and Heavy-Duty general-purpose cargo and passenger vehicles, trailers, construction or base maintenance equipment, low speed vehicles, etc. Refer to [Table 4.1](#) for AS Code descriptions.

4.35.2.3.1. AS051 GFE-Vehicles are not to be rotated with government owned vehicles without 441 VSCOS approval.

4.35.2.3.2. IAW DoDM 4500.36, contractors assume sole responsibility for all associated utilization costs of the GFE-Vehicles, including: operations, maintenance, repair, and licensing/registration requirements and replacement of AS051 GFE-Vehicles.

4.35.2.3.3. The contractor determines if AS051 government-furnished property has reached EoL and is no longer cost effective to maintain based on industry standards and/or best-business practices. However, the contractor is not bound to purchase a replacement vehicle if the contractor deems it unnecessary. Contractors have the option

to lease or rent vehicles/equipment at their own expense. The contractor is responsible for disposition and providing government with applicable disposition documentation.

4.35.3. For Approved GFE-Vehicles, where assets are not available, the functional activity requesting GFE-Vehicles submits new authorization request(s) through servicing VM to 441 VSCOS. The request must include procurement funding (fund code 573080), sourced by the requesting activity. **(T-2)**. 441 VSCOS coordinates procurement with AFLCMC/ROZ once authorization is established and funding is provided.

4.35.4. GFE-Vehicles with residual value may be offered/transferred as government-furnished property vehicles on subsequent contracts at the same location. Current GFE-Vehicles available for transfer to the contractor should be included in the PWS. At a minimum, the list includes NSN, quantity, vehicle make/model, management code, acquisition cost, and Air Force Asset ID. A memorandum stating the government-furnished property will be available prior to or on the contract start date is to accompany the PWS. **(T-2)**.

4.35.5. Vehicles will not be purchased with Air Force O&M funds (573400). **(T-0)**. Activities procuring accountable vehicles without prior authorization from 441 VSCOS and/or without fund code 573080 monies are subject to possible Anti-Deficiency Act investigation. This applies to all Air Force activities, not only contractor activities.

4.35.5.1. Contractor-Acquired Property vehicles are provided by contractors if specified as a "deliverable" in the PWS or contract and the Government may secure title at the end of the contract.

4.35.5.2. 441 VSCOS is the approval authority for Contractor-acquired property vehicles. Requests are processed prior to the contract start. The Air Force will not accept vesting of title, provide accountability and/or accept responsibility to support, sustain or dispose of the asset(s) if the vehicle authorizations are not approved.

4.35.5.3. Authorization requests are submitted to 441 VSCOS when contractor-acquired property vehicles are approved.

4.35.5.4. If the contractor procures (buys, leases, or rents) vehicles or vehicular equipment assets not previously approved or appropriately listed as GFE-Vehicles on the contract documentation, reimbursement actions on the part of the contracting activity does not imply government ownership of the assets and therefore are not considered GFE-Vehicles.

4.35.6. With contracting officer concurrence, 441 VSCOS may authorize cost-reimbursement contractors to obtain GSA Fleet leased vehicles and related services. Approval must be IAW DoDM 4500.36.

4.35.6.1. DAF centrally provided/funded GSA leased vehicles are not authorized to fill GFE-Vehicles authorization.

4.35.6.2. The contracting office responsible for the contract may be held financially responsible for any early termination fees and/or bill-back cost GSA may impose for contracts discontinued before the lease terms have been fulfilled.

4.35.6.3. Contracting activities:

4.35.6.3.1. Arrange for periodic checks to ensure that authorized contractors are using GFE-Vehicles and related services exclusively under cost-reimbursement contracts.

- 4.35.6.3.2. Received a written statement that the contractor assumes, without the right of reimbursement from DoD, the cost or expense of any use of GSA fleet leased vehicles and services not related to the performance of the contract. Ensure that contractors establish and enforce suitable penalties for their employees for unofficial use of U.S. Government vehicles.
- 4.35.6.3.3. Receive written evidence that contractor has obtained motor vehicle liability insurance covering bodily injury and property damage.
- 4.35.6.3.4. Require operators to comply with the licensing requirements of the country, state and all local motor vehicle laws.
- 4.35.6.3.5. The Government procurement process is not used by contractors to purchase contractor owned replacement vehicles.
- 4.35.6.4. GFE-Vehicles will be for official use only. **(T-0)**. GFE-Vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by 441 VSCOS. **(T-2)**.
- 4.35.7. The installation CO, COR or designee will coordinate with the servicing VM concerning disposal of GFE-Vehicle assets. **(T-2)**. The servicing VM requests disposition instruction from 441 VSCOS using standard procedures. See [paragraph 4.23](#).
- 4.35.8. Vehicles owned or provided by the contractor (not including approved contractor-acquired property vehicles) are not subject to the management policies contained in this instruction. In very rare instances, VM may provide maintenance support on a reimbursable basis only, if approved by 441 VSCOS. See [paragraph 4.21](#).
- 4.35.9. Most Efficient Organization. If the Most Efficient Organization is the successful bidder, assets revert to the original authorizations under the respective Air Force AS. However, there is potential for 441 VSCOS to direct reductions based on the Most Efficient Organization bid proposals.

4.36. US Forces Korea Logistics Cost Sharing Program.

- 4.36.1. Authorization to locally purchase vehicles using United States Forces, Korea (USFK) Logistics Cost Sharing Program funding is granted with the following conditions:
 - 4.36.1.1. Procurement of general purpose (over the road) vehicles is authorized.
 - 4.36.1.2. The following vehicles are not authorized for purchase under this program without approval from AFLCMC/ROZ:
 - 4.36.1.2.1. Material handling equipment
 - 4.36.1.2.2. Towing vehicles
 - 4.36.1.2.3. Trailers
 - 4.36.1.2.4. Refueling vehicles
 - 4.36.1.2.5. Fire trucks
 - 4.36.1.2.6. Crash recovery vehicles
 - 4.36.1.2.7. Medium tactical vehicles

- 4.36.1.2.8. Any other special purpose vehicles (deicers, staircase trucks, or lavatory service trucks).
- 4.36.2. Purchase and contracting are accomplished in country. AFLCMC/ROZ is not involved in the management of funds or execution of contracts. Sustainment, OSS&E, engineering, or technical support for vehicles purchased is not provided by AFLCMC/ROZ.
- 4.36.3. Acquisition process:
 - 4.36.3.1. Valid authorization is required for the vehicle being purchased when replacing a “replacement eligible” vehicle or filling a vacant authorization.
 - 4.36.3.2. VMS will validate all buy requirements (authorization and quantity) with 441 VSCOS prior to engaging with local contracting. **(T-2).**
 - 4.36.3.3. 441 VSCOS validates and loads requirements into CARS 2.0 granting approval to local fleet manager to process procurement with local contracting. Only procure vehicles that match the authorization.
 - 4.36.3.4. Local fleet managers provide status updates to 441 VSCOS. 441 VSCOS sends notification to AFLCMC/ROZ to update CARS 2.0 after assets are received.
 - 4.36.3.5. 441 VSCOS updates CARS 2.0 with asset NSN and asset ID for each vehicle.

Section 4E—Fuel Accountability

4.37. Fuel Accounting System Validation. Quarterly (or as required), FM&A will provide Fuels Management Flight with a listing of all assigned vehicles and organization codes to include a breakout of all vehicles changed since the previous list. **(T-3). Exception:** Quarterly listing is not required for Fuels Management activities that use a QR Code EPoS system.

- 4.37.1. The list includes the vehicle Asset ID, unit assigned, all grades of product used (e.g., fuel codes: MUR, MRR, DL1, DL2, compressed natural gas (CNG), liquid nitrogen gas, etc.) and if it is alternative fuel capable.
- 4.37.2. FM&A works with Fuels Management to develop procedures to ensure notification of data field changes or vehicle nontaxable status.
- 4.37.3. Must obtain vehicle fuel procurement data from the Enterprise External Business Portal (EEBP) and input into FMIS at least weekly. (Refer to **M&U Guidebook**). **(T-1).**

4.38. Recording Taxable Fuel Consumption. FM&A in conjunction with VCOs must verify and list all vehicles designated for travel off the installation during the upcoming quarter. **(T-3).** Once finalized, FM&A then forwards the list of vehicles expected to travel off the installation to Fuels Management.

Note: Recording of taxable fuel consumption and coding VIL keys accordingly is not a requirement for ANG units.

4.39. Utilize DLA Energy, Fuel Accountability Program. Must obtain vehicle fuel procurement data from the EEBP and input into FMIS at least weekly. **(T-1).** Refer to **M&U Guidebook**.

Chapter 5

MATERIEL CONTROL

Section 5A—Overview of Materiel Control

5.1. Description of Materiel Control. Materiel Control provides support to VM using decentralized purchasing methods or a contract service provider (i.e., Contractor-Operated Parts Store (COPARS)). Materiel Control personnel must understand and manage all transactions as well as ensure requirements and procedures are followed for all contract service providers and decentralized parts procurement methods. **(T-3).** LRS Customer Support Liaison Element provides customer training IAW AFI 23-101, *Air Force Materiel Management*, to fulfill part of ILS-S transaction knowledge requirements. Manpower for Materiel Control is limited; therefore, Materiel Control is not a unit supply function. VM leadership ensures unrelated VM supply functions are not given to Materiel Control.

5.2. Processing Inquiries and Procurement.

5.2.1. Process inquiries for all NSN listed items. If no issue document is processed, Materiel Control determines the best means to procure required items.

5.2.2. Materiel Control personnel will utilize the APSR WH Module to track parts purchases, manage bench/working stock, work order residue as well as tool and equipment programs. **(T-2).**

5.2.3. All parts must be loaded in the WH Module and secured any time the shop is unoccupied. **(T-2).**

5.2.4. Contracted VM operations will use the WH module to capture government furnished support equipment accountability and vehicle parts ordered through the USAF Supply system. **(T-2). Exception:** Fixed-cost contracts, where the contractors directly purchase parts and supplies from contract funds, are not required to use the WH module.

5.2.5. Vehicle work order parts and supplies are charged in the FMIS M&U module, contributing to vehicle life cycle analysis.

Note: All AFRC contracted VM operations will use the WH module to capture government furnish support equipment and vehicle parts ordering as applicable. **(T-2).**

5.2.6. GPC is a credit card used for purchasing parts and services within the guidelines of the program and is an authorized decentralized purchasing method. Base Contracting approves its use, trains the cardholder, approving official and manages the program.

5.3. Training and Overseas Operations.

5.3.1. The scope of Materiel Control operations requires additional training emphasis on the APSR WH Module, FMIS, GPP, decentralized parts procurement procedures and all management products.

5.3.2. Overseas commands are authorized to establish requirements in contracts for procurement of parts and supplies to support foreign vehicles.

5.3.2.1. Overseas units develop procedures for the effective security, control, documentation, and issue of parts purchased through Blanket Purchase Agreements (BPAs).

5.3.2.2. Authority to bypass the stock fund is provided in DAFMAN 23-122, *Materiel Management Procedures*.

5.4. Materiel Control Data Input.

5.4.1. Materiel Control will properly charge all materiel costs in FMIS. **(T-2).**

5.4.2. Materiel Control will purchase parts against Asset ID and individual work orders.

5.4.3. Parts/components acquired at no cost, i.e., Halvorsen and Tunner Aircraft Cargo Loaders parts/components or salvaged parts, enter “.01” as part cost.

Note: When practical, purchase parts for a specific vehicle and Work Order on a single, stand-alone purchase request per instance. This practice lends to efficient tracking and a clear trail. (Refer to **VM Guidebook**.)

5.5. Common Publications, Reports and Listings.

5.5.1. Publications, reports and listings are an important part of Materiel Control functionality and are used during daily operations. Access to these may be in hard copy or electronic means. (Refer to **VM Guidebook**.)

5.5.2. Use of Reports and Listings. Various reports and listings are available from the Air Logistics Center supply systems for managing supply support for the shop. Some of these reports are sent automatically; others are sent based on local needs.

5.5.2.1. All reports are listed in DAFMAN 23-122 for all bases including any Air Logistics Center partners.

5.5.2.2. Neatly bind all reports for ease of use. DAFMAN 23-122 describes the basic uses of significant reports and listings. (Refer to **VM Guidebook**.)

5.6. Supply Discipline and Priorities.

5.6.1. Supply discipline is essential to good materiel management and applies to all personnel. (Refer to **VM Guidebook** and responsibilities identified in DAFMAN 23-122.)

5.6.2. Priority System. Along with supply discipline, the Priority placed on vehicle repair part requests must not be abused/misused. (Refer to **VM Guidebook**.)

Section 5B—Responsibilities and Procedures

5.7. General Responsibilities.

5.7.1. Manage and operate the tool program.

5.7.2. Procure tools and shop equipment from the most cost-effective source.

5.7.3. Maintain applicable supply-related records, reports, publications, and management listings.

5.7.4. Check daily and verify the need and status of parts for all NMC-S vehicles.

- 5.7.5. Check, verify and revalidate all part requirements on delayed work orders.
- 5.7.6. Obtain, temporarily store, and issue all parts and supplies needed for work orders. Advise maintenance team lead of parts availability.
- 5.7.7. Coordinate the establishment of bench stock and working stock items with the maintenance team lead and VFM/VMS.
- 5.7.8. Manage centralized bench/working stocks. Review bench/working stocks with the maintenance team lead and VFM/VMS.
- 5.7.9. Coordinate procedures with outlying work centers to ensure bench stock and working stock items are charged to the proper work order.
- 5.7.10. Assist maintenance team leads when requesting adjusted levels (AF Form 1996, *Adjusted Stock Level*) to support new and mission essential vehicles.
- 5.7.11. Act as the focal point for the adjusted stock level review and ensure changes reflect current mission and vehicle requirements.
- 5.7.12. When requested by 441 VSCOS, coordinate with the LRS Customer Support Section and maintenance team leads in updating Initial Spares Support and Follow-on Spares Support Lists for new equipment. Establish Minimum Reserve Authorization as needed.
- 5.7.13. 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 and listings. Materiel Control coordinates with LRS Customer Service on appropriate DIFM status and process and returns DIFM assets as soon as practical.
- 5.7.14. Inventory, store and list work order residue. When the VFM or VMS determines residue is no longer required, process turn-ins to the LRS Customer Support Liaison Element or the DLA-DS IAW appropriate local procedures.
- 5.7.15. Assist with and perform parts research.
- 5.7.16. Advise the COR of any contract support problems. Keep a daily record of funding on funds ledger and tell the COR when the cost of the delivery order is 85 percent obligated. A computerized spreadsheet may be used as the fund's ledger.
- 5.7.17. 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/remanufactured items.
- 5.7.18. Query parts dealers to ensure new, rebuilt or after-market parts for all vehicles and equipment meet or exceed original equipment manufacturer specifications before ordering parts.
- 5.7.19. 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 original equipment manufacturer specifications.
- 5.7.20. Verify daily parts and materiel are validated and properly charged in FMIS.
- 5.7.21. Perform monthly or quarterly (as directed by VFM/VMS) work order reconciliation.

5.7.22. Review purchase request to ensure compliance with GPP policy. Refer to [Section 10G](#) for more information.

5.8. HAZMART and Waste Disposal.

5.8.1. Utilize the HAZMART to the fullest extent possible, following HAZMART procedures.

5.8.2. Deployed sites

5.8.2.1. Will coordinate with the Civil Engineering Environmental Section and Hazardous Material Pharmacy (HAZMART) for the purchase of hazardous material and waste storage containers if the deployed site is to remain open more than 30 days. **(T-3).**

5.8.2.2. Units stationed or deployed in the EUCOM AOR must comply with hazardous material and hazardous waste programs established under DoD 4715.05, Volume 5 and the final governing standards for specific countries in the EUCOM AOR. **(T-0).**

5.8.2.3. Additionally, units preparing or moving hazardous material or hazardous waste on or crossing public roads must follow USAFEI 23-104. **(T-2).**

5.8.3. Dispose of waste IAW appropriate directives and laws, DAFMAN 91-203.

5.9. Non-Mission Capable-Supply Process.

5.9.1. Vehicle NMC-S Process General Information. The vehicle is designated as NMC-S when required parts are unavailable. An NMC-S condition starts with a supply action by Materiel Control. Track NMC-S-APSR Accountable Vehicles by the Mission Impaired Capability Awaiting Parts (MICAP) reporting system (if applicable) and the depot Item Manager until the need has been met.

5.9.2. NMC-S vehicles identified with an Air Force Urgency Justification Code are authorized rushed transportation.

5.9.2.1. Use a “777” required delivery date identifying the part for faster transportation.

5.9.2.2. Materiel Control personnel ensures the judicious use of this code, and the VFM or VMS ensures appropriate emphasis on parts procurement priorities by periodically verifying compliance to meet mission requirements.

5.9.3. Non- MICAP requests coded with an NMC-S and Air Force Urgency Justification Code are authorized to include a “777” Required Delivery Date. The “777” identifies the item for fast transportation.

5.9.4. Prompt and responsive verification is the key to preventing unwarranted NMC-S conditions, cannibalizations, priority system abuses and unnecessary funds abuse. (Refer to **VM Guidebook**).

5.9.5. Supply Assistance and Difficulty. Materiel Control submits follow-up, supply assistance or supply difficulty action on parts with a bad status from the depot with LRS Materiel Management, Customer Support Section. DAFMAN 23-122 outlines the procedures for follow-up on established due-outs and sending supply difficulty reports.

5.9.6. NMC-S Requirements Through Decentralized Parts Support Program.

5.9.6.1. View items in this category similarly to those requested through ILS-S. Materiel Control must contact the vendor/procurement source as determined by the VM leadership for status updates. **(T-3).**

5.9.6.2. Annotate MICAP and NMC-S items with the correct data on the NMC-S status board or automated equivalent.

5.9.7. Receipt of NMC-S Parts.

5.9.7.1. Materiel Control informs ordering shop NCOIC when an NMC-S part is received to allow work scheduling. Bin the parts and mark the work order or parts ordering form accordingly. Update the AF Form 2005, *Issue/Turn-In Request*, or the supply control log as parts are received.

5.9.7.2. All parts received are binned and processed in the APSR WH to account for partial and completed orders. Review sales receipt or invoice for accuracy and input into FMIS. Contracted VMs have the option of using ELMS for parts accountability of partial and completed orders.

5.9.8. MICAP and NMC-S (Air Force Requisitions). (Refer to **VM Guidebook**).

5.9.8.1. Back ordered items for a MICAP or NMC-S condition (Urgency Justification Code 1F/AF) are shown on the D18. Review the report to ensure the supply system is acting on the request. Materiel Control verifies NSN, quantity and vehicle asset ID.

5.9.8.2. Standard Reporting Designators. DAFMAN 23-122 provides justification and guidance for the use of Standard Reporting Designators. Standard Reporting Designators that apply to vehicles are in the IMDS and Supply Systems for query. An extract of commonly used vehicle and equipment MICAP Reportable Standard Reporting Designators is on the **AFVM Neighborhood**.

Section 5C—Managing Delayed Work Orders

5.10. Importance of Delayed Work Order. Lack of parts does not automatically cause an NMC-S condition. Delayed-for-parts work order initiates part(s) tracking for a vehicle returned to the user. Delayed part management is key to effective supply support in the preventive maintenance program. The importance of this function grows as vehicles age. Although delayed parts have a lower priority than NMC-S parts, they need special attention to ensure each request receives positive action.

5.10.1. Materiel Control personnel perform the following:

5.10.1.1. Manage delayed work order folders.

5.10.1.2. Monitor delayed work orders.

5.10.1.3. Ensure the parts received are cataloged.

5.10.1.4. Validate work orders and back orders.

Note: Refer to **VM Guidebook**

5.10.2. Parts requisition is the basis to validate delayed work order requests. Provide validation of urgency of need designator “A” and “B” monthly and “C” quarterly to LRS/Materiel Management Customer Support IAW DAFMAN 23-122.

5.10.3. Reconcile all work orders monthly in conjunction with the monthly urgency of need designator “A,” “B,” and “C” validation as outlined in DAFMAN 23-122.

5.10.4. Ensure all parts have been back-ordered with positive status or are on-hand. Update inventory as parts are received and track all due-ins. Inventory records will be in complete agreement. **(T-3).**

5.11. Manage Partial or Completed Vehicle and Equipment Work Orders. FM&A will thoroughly screen for complete delayed parts each time a new work order is opened. **(T-3).**

Section 5D—Inventory Management (Bench Stock, Working Stock, & Residue)

5.12. Bench Stocks, Working Stocks and Work Order Residues.

5.12.1. The mandatory system of record to manage bench stocks, working stocks, and Work Order Residue listings is the APSR WH module. **(T-1).** Contractor operated VM are exempt from using the FMIS to manage bench stocks, working stocks or work order residue. **(T-3).**

5.12.2. Assemble, separate and bin bench stocks, working stocks and work order residue separately. Shop bench stocks, working stocks and work order residues may be set up within each VM shop or equivalent. A single bench stock, working stock and work order residue for their combined use is set up where two or more shops are adjoined.

Note: Under certain situations, 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. VM leadership should consider combining these bench stocks, working stocks and work order residue with a tool room area.

5.13. Bench Stock.

5.13.1. Supply Bench Stocks are stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on-hand in a work center to enhance maintenance productivity. The VFM approves Bench Stock requirements (NSN, Nomenclature, and authorized quantity) and Materiel Control sends the request to the LRS Customer Support Liaison Element. Copy of the Organization Bench Stock Listing (S04) will be readily available and used on established bench stocks for management purposes. Refer to DAFMAN 23-122.

5.13.2. Bench stock items ordered through Supply do not need to be tracked in DPAS WH

5.13.3. Individual Bench stock items will be charged IAW **WH Guidebook** instructions. **(T-2).**

5.13.4. For example, if a box of 12 fittings costs \$120 and were issued one at a time, \$10 would be charged in ELMS.

5.13.5. Replenish bench stock items IAW DAFMAN 23-122.

5.13.6. Utilize procedures in the **WH Guidebook** to add, edit, and/or delete bench stock as needed.

5.13.7. The standard method of reviewing, adding, changing or deleting bench stock items are normally completed during a Phase II-Semiannual Bench Stock review conducted by the LRS Customer Support Liaison Element per DAFMAN 23-122.

5.13.8. Parts that are not identified as “supply” bench stock items can be purchased through COPARS, BPA, or GPC using the work order number or the vehicle Asset ID when a work order is used for repairs.

5.14. Working Stock. Bases are authorized to maintain Working Stock. Working stock is essential to ensure certain fast-moving items are available at the VM worksite to reduce vehicle repair time.

5.14.1. Working Stock includes parts kits consisting of universal-type hardware for brake systems, hydraulic systems, electrical systems, etc., which are not normally economically handled as bench stocks.

5.14.2. VFM/VMS cautiously weighs the costs against the benefits when approving stock levels.

5.14.3. The VFM/VMS may approve the establishment of a separate working stock account for each outlying work center. (Refer to **VM Guidebook**). The VFM/VMS will establish procedures for effective control and management of shop stock IAW DAFMAN 23-122.

5.15. Work Order Residue. Items left over from maintenance are placed in "work order residue" bins, preferably consolidated but not mixed with bench/working 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, and the item(s) are processed for disposal. WH will be used as the inventory management system to provide quick reference for all work order residue items. (T-2).

5.16. Shelf-Life Items. Shelf-life item management is the responsibility of the Shop Bench/Working Stock Monitor once 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. The base HAZMART controls shelf-life items containing hazardous material. Refer to DAFMAN 23-122 for proper shelf-life management.

5.17. 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 Air Force 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 should be carefully considered. Procedures are in DAFMAN 23-122. Send adjusted levels requests to the LRS Materiel Management Customer Support Section on an AF Form 1996. This form requests a change to stocked levels, not to bench stock minimum reserve levels.

5.18. Issue Procedure General Information. To be effective, Materiel Control personnel should know the procedures of the supply system they work with (decentralized parts support or contracted parts support). These procedures supplement supply procedures and generally apply to requesting parts for NMC-S and delayed work orders. The LRS Customer Service Section gives supply system training when requested. DAFMAN 23-122 outlines detailed procedures for issue requests. Identifying the requirement 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. (Refer to **VM Guidebook**).

Section 5E—Specialized Material Management

5.19. Time Compliance Technical Orders (TCTOs). The Air Force rules on TCTO kit distribution are in TO 00-5-15, *Air Force Time Compliance Technical Order Process*, and DAFMAN 23-122. The vehicle IPT at AFLCMC/ROZ 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. (Refer to **VM Guidebook**).

5.20. Tire and Battery Procurement/Management.

- 5.20.1. New tires and batteries will be directly charged via the work order. **(T-2).**
- 5.20.2. Utilize over-the-counter procurement of batteries on an exchange basis to minimize hazardous waste disposal and take advantage of standard warranties offered by commercial sources where possible.
- 5.20.3. Batteries are accounted for on a “as received and issued” basis for auditing purposes.
- 5.20.4. Local procedures will be developed between Materiel Control and the battery shop to ensure batteries are installed and charged properly in FMIS. **(T-3).**
- 5.20.5. Non-supply system procured, recapped, or retreaded tires must be input in FMIS. **(T-2).**
- 5.20.6. Make a line-item entry or attach preprinted label to the vehicle work order for each tire issued.
- 5.20.7. When possible, tires are procured/consumed in the following order: When retread tires cannot be used or are uneconomical to obtain, new tires are procured from the most economical source, provided the tires meet or exceed manufacturer’s specifications.
- 5.20.8. In determining the most economical source VM considers the “total cost” associated with each tire procurement.
- 5.20.9. All purchased tires must be individually recorded on the activity’s GPP Log IAW [paragraph 10.17](#), regardless of tire type (retread or new) and procurement source. **(T-0).**
- 5.20.10. Contract VM operations are not exempt from the tire procurement order listed above, or from the GPP Log requirement. Contracted VM may purchase new tires directly from DLA through **FedMail**.
- 5.20.11. The DLA and Supplier Operations Tire and Accessories eCatalog provides the capability to search, view, print, and export details for Tires Successor Initiative tires, tire accessories, and wheel assemblies. Go to: **DLA Global Tire Program** or **DLA Land and Maritime Procurement Initiatives** websites.

5.21. Repair Cycle Asset Management. Repair cycle assets are those items with Expendability, Recoverability, Reparability Code (ERRC) “XD” and “XF.” Examples are tires and some engines. These items are a large cost investment for the Air Force and are strictly controlled and cycled back into the system.

- 5.21.1. Materiel Control reviews these items to ensure they are processed according to DAFMAN 23-122. Materiel Control manages and controls all items subject to repair cycle control according to the DIFM concept.

5.21.2. Use the daily Awaiting Part Validation Listing (D19) to perform identification and control checks, and prescribed monitoring procedures and files. Close coordination with the LRS Flight Service Center or base Repair Cycle Activity to ensure strict control of DIFM assets.

5.21.3. DIFM items (whether in repair or in stock) are deemed assets available to satisfy a requirement and may be the only source of supply.

5.22. Due In From Maintenance (DIFM) Procedures.

5.22.1. A request for repair cycle assets automatically places the transaction under DIFM control.

5.22.2. DIFM issuances are usually for a quantity of one; however, multiple issues can be made for items requiring multiple quantities (e.g., tires, matched sets).

5.22.3. For multiple DIFM issuances, the subsequent turn-in quantity cannot be split. Restrict DIFM issue requests to one each if separate return actions are expected (e.g., condemned and recapped tires) to avoid difficulties tracing the transaction audit trail.

5.23. DIFM Tracking and Reconciliation.

5.23.1. Use the D23 daily listing to track the status of each DIFM item. Update the DIFM detail record with any location or status changes.

5.23.2. Investigate and correct delinquencies exceeding standard DIFM criteria. Immediately reconcile any D23 variances with the LRS Flight Service Center or base Repair Cycle Activity.

5.24. Supply Point Management.

5.24.1. The VFM/VMS establishes supply points for tires and other parts. Operate supply points IAW DAFMAN 23-122 and **TO 36-1-191**.

5.24.2. Forward supply points are coordinated with the Material Management Flight and limited to a 90-day requirement based on historical usage. Assess annually.

5.24.3. VFM/VMS and LRS Stock Control Managers establish manning requirements.

5.25. Vehicle Redistribution and Disposition Parts. FM&A advises Materiel Control and applicable maintenance team leads when vehicles are redistributed or disposed. 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 upon notification of a vehicle transfer. **(T-3)**. Maintenance team leads will have applicable personnel make necessary changes to bench stocks, working stocks, work order residues and TO libraries. **(T-3)**. WH will be updated when a part is removed from residue and placed on a vehicle. **(T-2)**.

5.26. Antifreeze and Lead-Free Wheel Weight Procurement.

5.26.1. VM is required to recycle their anti-freeze or only use reclaimed engine coolant. Refer to [paragraph 10.16](#) and the **VM Guidebook** for specific procurement guidance and exceptions.

5.26.2. Lead wheel weights are not authorized for purchase and will be replaced with lead-free wheel weights through attrition. **(T-2)**.

Section 5F—Tool Accountability

5.27. Tool Crib Operations.

5.27.1. Tool cribs are defined as multiple Consolidated Tool-Kits (CTKs) collocated in a centralized work center with keys under control of two or more individuals.

5.27.2. Strict tool and equipment accountability is required due to the high expense required for operation of a VM shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause FOD.

5.27.3. Periodic tool crib inspections must be accomplished due to multiple authorities issuing tools independently from each other. **(T-3)**. All ITKs, CTKs and tool cribs are periodically inventoried and/or spot-checked.

5.27.3.1. The outgoing and incoming responsible individuals with Materiel Control conduct an accountability change physical inventory.

5.27.3.2. All inventories and spot checks will focus on missing tools, serviceability, safety and presence of unauthorized items in the tool kits. **(T-3)**.

5.27.3.3. Inventory records will include the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column. **(T-3)**.

5.27.4. Warranty hand tools are the standard for VM operations due to their high quality and free replacement policy. Replace damaged and unserviceable tools on a one-for-one exchange basis through Materiel Control or the vendor.

5.27.5. Follow TO 32B14-3-1-101, *Operation and Service Instructions for Torque Indicating Devices*, when using any torque device.

5.27.6. ELMS WH module is the only authorized system for managing tool accountability. Contracted VM has the option of using ELMS to track contractor provided tools or equipment, however FOD prevention measures will still be taken. (Refer to **WH Guidebook**.) **Note:** The WH module is the mandatory VM enterprise part inventory/accounting program and satisfies established tool control program requirements for flightline entry established in DAFI 21-101.

5.27.7. Utilize local chit accountability program IAW local VMOP.

5.28. Roles and Responsibilities.

5.28.1. Flight Leadership

5.28.1.1. The VFM/VMS will develop local VMOPs to specify tool accountability procedures for the local mission and physical shop layout. **(T-3)**. At a minimum, VMOPs will include accountability and inventory procedures. This will include spot check intervals, a method of assigning tool locations identified by either inlay cuts in the shape of the item, shadowed layout or silhouette, security requirements, chit accountability program, and reporting and reimbursement procedures for lost and/or missing tools. **(T-3)**. Tool crib utilization will also be detailed.

5.28.1.2. The VFM or VMS approves initial issue (basic), ITK, CTK and tool crib requirements for each functional AFSC, work center and/or ITK by signing the inventory

listing prior to issue. Inventory listings include tool NSN or part number, nomenclature, and quantity authorized.

5.28.1.3. VFM or VMS approves initial issue inventories when tool kits are purchased in quantity as completed preassembled sets or boxes. The VFM or VMS signs the approval document and attaches copies to original manufactures' inventory. The inventories will be stored with each tool kit folder. **(T-3).**

5.28.2. Material Control

5.28.2.1. 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.

5.28.2.2. Will accomplish annual joint ITK written inventories with the using technician when a tool kit is assigned, annually, any time members are transferred, or ITKs are no longer needed. **(T-3).**

5.28.2.2.1. The individual and Materiel Control must record any changes to the inventory in ink and initial in ink next to the change. **(T-3).**

5.28.2.2.2. Materiel Control sub-receipts toolkits to the responsible member using itemized inventory listings. The inventories will be stored with each tool kit folder. **(T-3).**

5.28.2.2.3. All tools will have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout or silhouette when stored in drawers, shelves or walls and engraved with a locally assigned kit control number designated by Materiel Control with the Worldwide Identifier. **(T-3).**

Note: Refer to the **VM Guidebook** and DAFI 21-101, *Aircraft and Equipment Maintenance Management for information on Worldwide Identifiers*. **(T-2).**

5.28.2.3. The shop supervisor and Materiel Control conduct a joint inventory during initial issue, semi-annually, or when replaced by a new responsible individual for CTKs. **(T-3).** Above procedures will also be followed.

5.28.2.4. 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. **(T-3).** When tool cribs are managed by outlying sections, section supervisors perform this duty. Written inventories will be accomplished semi-annually by Materiel Control (jointly if assigned to an outlying work center). **(T-3).**

5.28.2.5. During inventory, the individual turns in any deleted tools and receipts for the remaining tools in their possession. Code shortages as "Not Issued" (NI) and annotate listing with due-in information for backordered tools. The individual will complete the certification in ink on each page of the tool list to acknowledge receipt of the tools. **(T-3).** The individual and Materiel Control must record any changes in ink and initial in ink next to the change. **(T-3).**

5.28.2.6. Materiel Control advises the maintenance team lead when back-ordered 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. New

tools will be properly marked with unit or shop designator and ITK or CTK number before placed in ITK or CTK. **(T-3).**

5.28.2.7. Materiel Control enters the technician's name, grade and toolbox number at the bottom of the inventory list for issued ITKs, leaving room for signature.

5.28.2.8. Materiel Control enters the responsible shop supervisor's (or designee's) name, grade and kit number at the bottom of the inventory list for CTKs and tool crib, leaving room for signature.

5.28.2.9. Use a separate DLA-DS holding area for condemned hand tools not exchanged with the vendor. Transfer condemned expendable hand tools (by weight) to DLA-DS as scrap IAW DAFMAN 23-122.

5.28.2.10. Materiel Control will establish and maintain custodial listings for all ITKs, CTKs and tool cribs assigned to VM including outlying work centers in the WH module. **(T-2).** Maintain listings electronically or in folders, file in control (kit or box) number sequence, and include the responsible individual's name, AFSC, work center and kit control number. AFRC Materiel Control personnel will coordinate custodial listings to host VM Materiel Control.

5.28.3. Shop Supervisors.

5.28.3.1. Supervisors will spot check ITKs/CTKs weekly, or as directed by the VFM/VMS. **(T-3).** AFRC unit supervisors will spot check all assigned ITKs/CTKs once every six months, or more often as directed by the VMS. **(T-2).**

5.28.3.2. The supervisor will initiate an informal inquiry or investigation upon discovery of loss, damage, destruction, or theft of government-owned property (real or personal) of any value IAW DoD 7000.14-R, *Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. **(T-0).**

5.28.3.2.1. The supervisor will consult with the servicing legal office to determine whether inquiry or investigation is appropriate. **(T-3).** A RoS will be conducted when deemed appropriate. **(T-3).**

5.28.3.2.2. The LRS Commander approves exception to opening a RoS and is usually based on unique conditions surrounding the loss, and/or voluntary monetary reimbursement or replacement in kind is offered and accepted. **(T-3).**

5.28.3.3. Section(s) supervisor or designee is responsible for daily tool accountability for sub-receipted CTK(s).

5.28.3.4. Supervisors may approve extended tool use for periods longer than a standard shift. Do not issue tools for personal use.

5.28.3.5. Flight leadership sets up a tool issue suspense system via local VMOPs and the shop supervisor or their designee checks assigned CTK(s) each duty day to ensure tools accountability. These checks also include inspecting to ensure the tools are clean and in good condition.

5.28.4. Maintenance Team Leads. Maintenance Team Leads (or their designees) perform and document accountability procedures for CTKs or tool cribs IAW local VMOPs, or daily, to ensure accountability of assigned tools and to prevent FOD. **(T-3).**

5.28.5. Technicians. Technicians will accomplish annual ITK joint written inventories with Material Control when a toolkit is assigned, annually, any time member transfers shops, or ITKs are no longer needed.

5.29. ITKs.

5.29.1. The Materiel Control supervisor can determine whether to keep the kit in storage unless another technician is assigned.

5.29.2. ITKs in storage are maintained by Materiel Control.

5.29.3. ITKs in storage is tagged with the kit number and the date turned in.

5.30. CTKs.

5.30.1. Establish CTKs for common tools that are not suitable for ITKs. When physically separated from the tool crib, the use of a CTK saves time and effort of mechanics.

5.30.2. Flight Leadership will not dictate the use of CTKs in place of ITKs unless deemed necessary based on unit and fleet size.

5.30.3. Maintain CTKs in a neat, clean and well-arranged manner to best provide tool support and ease inventory requirements.

5.30.4. Maintain CTKs in securable storage bins or drawer cabinets with tools engraved and inlaid in foam, plastic, wood, etc.

5.31. Hard-To-Find Parts Support.

5.31.1. 441 VSCOS may be able to provide hard-to-find vehicle part support to VM activities when requested.

5.31.2. After VM activities have exhausted standard avenues (supply system, local auto parts vendor or dealer, internet) to locate replacement parts, they may go to the “Hard to Find Parts” log on the **AFVM Neighborhood**. (Refer to **VM Guidebook** for more information).

Chapter 6

TRAINING

Section 6A—General Information

6.1. General Information. Successful operation of Air Force VM depends on the knowledge of assigned personnel and how well they accomplish the mission. The VM CFETP is a comprehensive training plan outlining specific training objectives that VM personnel should obtain to progress in the 2T3 Career Field. 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/VMS or senior 2T3 is the Functional Manager for the VM specialty at their respective location.

6.1.2. As applicable, the VFM/VMS will offer training opportunities to tenant organizations that have 2T3 personnel assigned when VM training resources are not available in the tenant organization. **(T-3).** A VMOP will be established between host VM activity and tenant units (e.g., AFRC or ANG) outlining 2T3 training opportunities.

6.1.3. The 2T3 AFCFM is the single POC responsible for overall management of 2T3 occupations, including policy development, training, skills management and career development. **Note:** AFRC MAJCOM Functional Manager is responsible for overall management of all assigned AFRC 2T3 occupations, including policy development, training, skills management and career development. AFRC VM MAJCOM Functional Manager must hold a 2T300 CAFSC.

6.1.4. **MyTraining.** VM uses MyTraining to document 2T3 training IAW Supervisor Responsibilities outlined in DAFMAN 36-2689.

6.2. AFIMSC and AFRC Functional Assignment Manager (FAM) Responsibilities.

6.2.1. Select qualified personnel to perform a detailed functional review of AETC course training standards.

6.2.2. Communicate with the applicable AETC Training Course Manager or the appropriate school regarding training needs.

6.2.3. Validate training problems identified by base level personnel and aid base level personnel in resolving them.

6.2.4. Coordinate mobile training team requirements with the technical training centers.

6.3. Vehicle Management Training Leader (VMTL). The VFM shares overall responsibility for the VM training program with the Unit Training Manager (UTM). The VFM assigns a qualified 2T3 as the VMTL. If possible, the appointee should be a civilian for continuity purposes.

6.3.1. The person appointed is primarily responsible for establishing and monitoring upgrade/qualification training. The VMTL must not reside outside of the physical VM shop due to the need to specifically focus on VM training. **(T-3).** The VMTL is also responsible for the following:

6.3.1.1. Complying with DAFMAN 36-2689 and any MAJCOM/squadron training supplements.

6.3.1.2. Assisting the VFM in selecting qualified OJT trainers.

6.3.1.3. Preparing an annual budget to support training requirements (e.g., 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.

6.3.1.6. Assisting supervisors in the development of training requirements and use of training techniques.

6.3.1.7. Coordinating with the UTM or AFIMSC in obtaining any training needed from AETC, and commercial training sources as outlined in DAFMAN 36-2689 and AETC Education and Training Course Announcements.

6.3.1.8. Conducting monthly reviews of Individual Training Plans (ITPs) within “My Training” for personnel in skill-level upgrade training assigned to VM.

6.3.1.9. With the UTM, assist Work Center Supervisors, Trainers and Trainees with “My Training” user training and problem solving.

6.3.2. The training program will also include specific training on unique hazards of specific vehicle types and incorporate the use of Risk Management (RM) instructions. **(T-3)**.

6.3.3. The VMTL must use a local tracking system to ensure the training tasks are completed on schedule. **(T-3)**.

6.4. Establishing and Managing VM Training Program. Complex vehicle systems and personnel turnover demand a comprehensive training program that goes beyond the initial skill-level upgrade process. The program trains technicians on new troubleshooting techniques, specialized equipment and advanced vehicle systems. An all-inclusive training program includes the key areas listed below.

6.4.1. Skill-level requirements. These are met through core task completion, provides a structured pathway for technicians to progress in their careers, ensures consistent skill levels across the enterprise, and allows for targeted training interventions.

6.4.2. Qualification training. This is critical to ensuring technicians possess the necessary skills and knowledge to safely and effectively perform maintenance tasks on specific vehicle systems and equipment. This type of training goes beyond general skill-level requirements and in-house refreshers, focusing on demonstrating competency to a defined standard.

6.4.3. In-house training. Used to maintain technician proficiency on new technologies, expands on initial upgrade training, and assists in duty qualification. The in-house training also trains FM&A personnel receive advanced training on analysis techniques and fleet management processes.

6.4.4. Safety training. This includes instruction on unique hazards of specific vehicle types and incorporates the use of RM instructions. **(T-3)**. Safety is paramount to day-to-day

operations. It is critical trainers identify these hazards prior to the start of any task training. Lack of proper training can result in possible injury or death.

6.5. OJT. OJT develops both career knowledge and task performance. Career knowledge is gained through applicable technical references listed in the CFETP, while task performance is developed through hands-on training and qualification on core CFETP tasks. DAFMAN 36-2689 provides further OJT program guidance.

6.6. Core Task Completion/Qualification. VMTLs, with assistance from the work center supervisors, develop projected milestones for core task completion IAW Time-in-Training requirements established by HQ AFPR/DPPDW. A proactive approach to core task completion/qualification ensures the trainee is upgraded in a timely manner. The training visibility ledger within “My Training” is reviewed monthly for personnel not progressing on tasks for more than thirty days. Trainers document all reasons, such as deployment or TDY within the Journal Entry section of “My Training.” The following are additional points to aid in the development of trainee upgrades:

6.6.1. Review scheduled maintenance requirements when developing timelines. Since every vehicle is inspected annually, this provides a good starting point to help determine vehicle availability for each month.

6.6.2. Review the number of tasks a trainee should complete per month and meet with the trainer and trainee to discuss the upcoming month’s core task completion goals.

6.6.3. Trainers use lesson plans to ensure all trainees are trained at the same level, no matter who is doing the training. Trainers may use or benchmark the Standardized Lesson Plans and Core Task Performance Standards.

6.6.4. Safety briefings identify hazards that are specific to the current vehicle or system being trained.

6.7. Master Training Plan (MTP). The VMTL, in conjunction with flight leadership, ensures development and maintenance of MTP are IAW DAFMAN 36-2689.

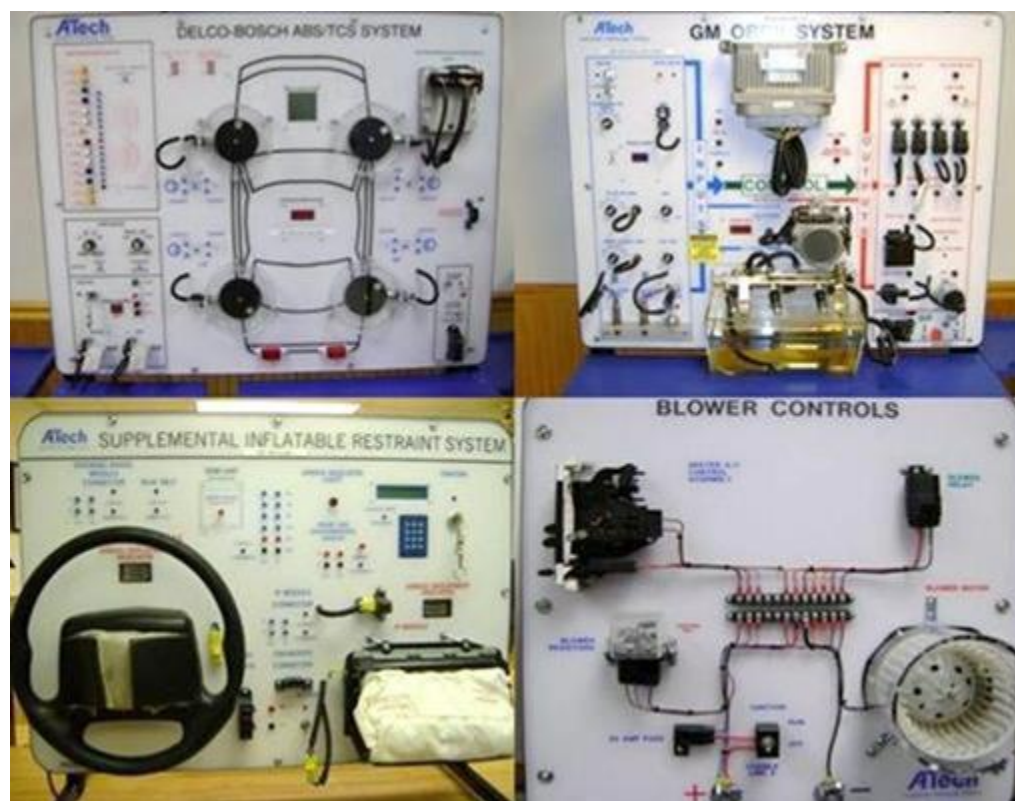
Section 6B—Types of Training

6.8. In-House Training. The ever-increasing cost and complexity of maintaining vehicles demands trained VM technicians pass on what they have learned to other technicians. The rapidly changing technology used on vehicles requires the Air Force VM technician to stay proficient on theory of operations, diagnostic procedures and test equipment. The in-house program includes various levels of training identified in the CFETP and operational awareness of FMIS.

6.8.1. Environmental Protection Agency (EPA) Certification Training. Technicians whose duties include Motor Vehicle Air Conditioners maintenance require training and certification. Refer to [paragraph 10.9.2](#).

6.8.2. Training Aids and Materials. Several media types are available to assist with the classroom instructions. Refer to [Figure 6.1](#).

Figure 6.1. VM Training Aids.



6.8.3. 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.

6.8.4. Web-based Course Material. Online training courses are available from many commercial companies.

6.8.5. Training Aids (Vehicle Components). Vehicle system mock-ups reinforce the theory of operation and diagnostics by providing hands-on demonstration.

6.8.6. Instructional Videos. Instructional videos are the most common training aid used in the classroom and are great for supplementing classroom lectures.

6.8.7. Selecting In-House Training Instructors. Key to a successful in-house training program is supervisory involvement. Supervisors are the most experienced and possess an understanding for what it takes to complete the day-to-day tasks. Training leaders are encouraged to recruit supervisors to fill the role as classroom instructors because of their experience. Additionally, the development of an internal program to enhance the classroom instructional skills of the instructors not only builds the confidence of the instructor but also improves the quality of the delivery of the information. Classroom instructors can improve personal teaching techniques by completing the Air Force Training Course (Mandatory for all personnel identified as trainers and task certifiers).

6.9. Advanced Training. Commercial and Governmental Training. Commercial and other governmental sources provide many excellent training courses, as do manufacturers of equipment and vehicles at factory and regional locations. Some mobile training courses can be scheduled on

base. The VMTL and VM leadership may seek local sources for commercial or other governmental training. AFIMSC MAJCOM Functional Managers may aid in finding commercial sources. Review DAFMAN 36-2689 for advanced training procedures once a training source is located.

6.10. Inter-Service Training. AETC arranges special training by other DoD or Federal agencies. Review AFI 36-2657, *Inter-Service Training*, for details.

6.11. Air Force Specialty Training. Specialty training and advanced courses available for VM personnel can be found in the 2T3XX CFETPs and are listed at **AETC Education and Training Course Announcements** webpage, or in the **AFIMSC channel** in the VM Teams Page. This includes basic and advanced courses. Submit requests for this type of training through AFIMSC. These courses are available for all VM skills.

6.12. Advanced AETC and Component MAJCOM (C-MAJCOM) Courses. Advanced and special courses are conducted at AETC Technical Training Centers, the AFFOR Transportation Training Center-Europe; or via AETC, USAFE-AFRAFICA and Pacific Air Force mobile training team courses at the host base facilities. Request this training through the AFIMSC or C-MAJCOM Functional Manager for AFFOR Transportation Training Center-Europe.

6.13. National Institute for Automotive Service Excellence (ASE). ASE is the automotive industry standard of competency. ASE certification serves as an impartial, third-party endorsement of an individual's knowledge and experience on a national, even international, basis. ASE certification is a voluntary professional commitment to recognize qualified and competent individuals. It is an indicator of an individual's initiative to enhance personal technical skills.

Note: The **AF COOL** program may help fund ASE certifications for 2T3 personnel

6.14. "Maintenance Purposes Only" Vehicle Operator Certification. VM leadership appoints "Maintenance Purposes Only" vehicle trainers who ensure that VM personnel receive vehicle safety and equipment familiarization training before authorizing operation of a government vehicle for maintenance purposes. Follow procedures IAW AFI 24-301, *Ground Transportation*.

6.14.1. When transferring to another unit, the member retains the most current and signed AF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*.

6.14.2. "Maintenance Purposes Only" vehicle operator certification does not satisfy local law enforcement licensing requirements if vehicle operators 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. A valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*, is required to operate certain vehicles IAW AFI 24-301. Contractor employees refer to AFI 24-301.

6.15. Confined Space Familiarization. IAW Occupational Safety and Health Administration Title 29 CFR, Part 1910.146, *Permit-required Confined Spaces*, a confined space has limited or restricted means for entry or exit and is not designed for continuous employee entry. Workers must consider that all confined spaces may contain unfavorable and unsafe conditions and must not enter or work in these spaces until tests, evaluation, and prescribed requirements of this standard and any locally developed procedures are performed to ensure safe conditions exist prior to entry and are maintained during the entire work period. **(T-0).** Confined Space Familiarization is a mandatory training requirement and will be discussed in detail by the immediate supervisor

with all employees upon initial assignment prior to starting work or when work conditions or tasks change and reviewed annually thereafter. **(T-1)**. The Job Safety Training Outline (JSTO) is used to develop written job safety training information and is documented utilizing the DAF Form 55 or other methods of approved documentation IAW DAFI 91-202.

6.16. ELMS Training.

6.16.1. ELMS is the DoD directed accountable system of record and thus the DAF VM source of all vehicle processing and documentation. All personnel assigned to VM activities are required to have system access and complete the following courses as described below:

6.16.1.1. DPAS Beginner Course M&U Guidebook

6.16.1.2. DPAS Course 1 Leadership Metrics

6.16.1.3. DPAS Course 2 Scheduled Maintenance Analytics

6.16.1.4. DPAS Warehouse Course Over and Under

6.16.2. Military members must obtain the DPAS beginner course (2T3X7 that completed the 2T3X7 Apprentice Course are exempt from the beginner course), DPAS Course 1 – Leadership Metrics, DPAS Course 2 – Schedule Mx Dashboard, and the DPAS Warehouse course as prescribed in the 2T3 CFETP Part II, Section E.

6.16.3. Civilians in a flight leadership position as well as civilians working in FM&A and/or Materiel Control must also obtain the four DPAS courses in **paragraph 6.16.1. (T-2)**.

6.16.4. All other civilian personnel working within VM must, at a minimum, complete the DPAS Beginner Course.

6.16.5. Personnel will have 18 months to complete the courses from their initial start date in VM. All training will be managed and tracked by AFIMSC through the local VMTL, and status must be documented in each member's appropriate training records.

Chapter 7

DOCUMENTATION AND RECORDS ADMINISTRATION

Section 7A—Introduction and Documentation Rules

7.1. General Information. This chapter identifies the required documents and records used to manage the vehicle fleet.

7.2. General Description and Basic Principles of the VM Data Collection System.

7.2.1. All VM personnel ensure all day-to-day business of VM is properly documented. Utilize the FMIS to collect maintenance data. The data must be maintained as accurately and timely as possible.

7.2.2. Labor hours spent on tire and battery build-up (not identifiable to a specific vehicle) are direct hours and charged within the FMIS. Refer to **M&U Guidebook**.

7.2.3. Labor-hour data is entered on forms in quarter hours as follows:

7.2.3.1. 01 through 15 minutes-.25 hours.

7.2.3.2. 16 through 30 minutes-.5 hours.

7.2.3.3. 31 through 45minutes-.75 hours.

7.2.3.4. 46 through 60 minutes-1.0 hours.

7.2.4. Ensure hard copy maintenance records are legible, complete and correct.

7.3. Transfer and Disposition.

7.3.1. FMIS records vehicle asset data. Send any pre-existing printed documents in historical files with the vehicle at the time of transfer.

7.3.2. Must update vehicle static data records via TRT for newly received vehicles; provide appropriate KSDs. **(T-2)**. Acceptance inspections are opened within five working days after the release of the vehicle from the receiving activity.

7.3.3. Must initiate vehicle disposition packages through all base-level OPRs within 10 working days of notification from 441 VSCOS. **(T-2)**.

7.3.4. "Closed" vehicle work orders to include accident/abuse, final disposition approval documents and LTIs are maintained IAW Table **24-03** in the Air Force Records Disposition Schedule in AFRIMS.

7.3.5. Delete the scheduled maintenance "next due" data from FMIS when a vehicle is awaiting disposition instructions from 441 VSCOS.

7.4. Missing Forms. It is possible redistributed equipment could arrive without complete records. The receiving unit requests shipping unit to send missing records, or duplicate copies.

7.5. 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 VM inspections the same as if they were in operational status.

7.6. Maintenance Records of Transient Vehicles. Document and process transient vehicle work orders. Copies of the work order are sent to the home station by FM&A to ensure data is included in their historical records.

7.7. Vehicles Assigned TDY or Deployed.

7.7.1. A copy of the asset record will be sent with each vehicle operating TDY for 30 days or longer. **(T-2). Exception:** A copy of the current vehicle asset record accompanies each vehicle or vehicular equipment item sent TDY for special weapons movement, regardless of the duration of the TDY. At the TDY station, FM&A ensures that each service, repair and inspection is updated on the transient work order and is returned with the vehicle when the TDY is over. Upon return from TDY, the home station FM&A updates the asset record with new data from the TDY copy by initializing work order(s).

7.7.2. When vehicles are sent TDY for more than 30 days, the home station, the TDY station and the TDY vehicle operator or supervisor comply with the procedures below which are necessary to provide cost, repair and inspection data to the home station.

7.7.2.1. The home station FM&A attaches a document showing the mailing and e-mail address of the home station FM&A and the scheduled maintenance data for the vehicle in question with the copy of the asset record. When the vehicle arrives at the TDY station, VM receives the copy of the asset record, and the attachments then immediately notifies the home station of the address of the supporting FM&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.

7.7.2.2. For TDY vehicles supported by another government agency or commercial source, the vehicle operator or TDY team supervisor sends copies of completed agency work order, job order, repair order or invoices to the home station for entry into FMIS.

7.7.2.3. Include the Motor Vehicle Report in the documentation package to accompany vehicles deploying in support of contingency operations.

Section 7B—Common Forms

7.8. DAF Form 172, *Appointment of Vehicle Control Officials.*

7.8.1. How to fill out DAF Form 172

7.8.1.1. Section I. Unit/Organization Information.

7.8.1.2. Section II—Primary VCO Information

7.8.1.2.1. Rank/Name. Enter the rank and name of the appointed VCO.

7.8.1.2.2. Phone Defense Switched Network (DSN). Enter the Phone or DSN of the VCO.

7.8.1.2.3. Email Address. Enter the email address of the VCO.

7.8.1.3. Section III—Alternate VCO Information.

7.8.1.3.1. Rank/Name. Enter the rank and name of alternate VCO.

7.8.1.3.2. Phone (DSN). Enter the Phone or DSN of the VCO.

7.8.1.3.3. Email Address. Enter the email address of the VCO.

7.8.1.4. Section IV—Appointing Authority. Name/Title/Date/Signature. This section is filled out by the unit commander, or equivalent, for appointment of primary and alternate VCOs. Form is re-accomplished when a new commander assumes command of a unit.

7.9. DAF 1800 and DAF Form 4427, *Operator's Inspection Guide and Trouble Report Forms*.

7.9.1. General Information. The *Operator's Inspection Guide and Trouble Report* forms used by vehicle/equipment operators are the DAF Form 1800, used with all APSR accountable vehicles and vehicular equipment, or the DAF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*, used with all refueling APSR accountable vehicles and non-APSR accountable FSE.

7.9.2. Procedures for Recording Discrepancies and Delaying Maintenance. Operators record any discrepancies found during inspections requiring maintenance in the "Vehicle/Equipment Discrepancy and Maintenance Report" section of the appropriate form and report them to VM. Operators do not make entries in the "Maintenance Report Status" section of the forms, except for end-of-month closeout. Delayed maintenance action(s) not completed the previous month are transcribed on the new month's form.

7.9.3. Instructions for DAF Form 1800 and 4427. The DAF Form 1800 and DAF Form 4427 allow VCOs to electronically enter "Heading Information," "Items to be Checked, Operator's Signature and Monthly Tire Pressure Check" information and "Discrepancy and Maintenance Report Section" information. The VM COR may approve form entry/completion variations for contracted VM.

Note: AFRC may approve form entry/completion variations for AFRC contracted VM. **(T-2).**

7.9.4. Heading Information. The owning/using organization enters the heading data and issues forms for each vehicle or vehicular equipment item on the 1st duty day of the month. The operator performing 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 return the previous month's form to the owning/using organization's VCO. **(T-3).** The new form must stay with the vehicle while in use. **(T-3).**

7.9.5. Items to Be Checked, Operator's Signature and Monthly Tire Pressure Check. A general listing of items checked during the Operator's Inspection are on the forms. The owning/using organization places an "X" in the column adjacent to the specific area/item row of the specific areas/items requiring inspection. The "OTHER" numbered rows are for locally added items. This is especially useful when adapting one of the forms to a unique equipment item. Added items can be coordinated between the user and the maintenance shop.

7.9.5.1. Each item requiring an Operator's Inspection is serviced, checked and/or operationally tested during each inspection. To keep the form neat, operators should refrain from making any entries, check marks or initials, on the rows listed except for the above mentioned "X" or "OTHER" areas.

7.9.5.2. The DAF Form 4427 has space for the Fuels Management Team to sign and date the form when completed/reviewed. An optional space on page 3 is to document "Corrosion Control," IAW **TO 36-1-191**, Table 6-3.

7.9.5.3. Both forms provide space for an operator's name corresponding to the numbered day of the month and shift on the DAF Form 1800 on page 1. An operator's legible printed name in the space, consisting of first initial and last name opposite the appropriate day of the month shows completion of inspection or servicing. The operators, by placing their name on the appropriate line, show they are aware an entry is carried in a delayed or waiver status on the DAF Form 1800. When an inspection was not performed on non-use days, leave blank or put "Not Used" on the operator space.

7.9.5.4. The operator certifies completion of the inspection even though discrepancies were found and reported to VM result on a NMC vehicle. The operator only makes a brief visual check for vehicles returned to service the same day.

7.9.5.5. Vehicle operators will perform monthly tire pressure check (to include spare tire) by the 10th day of the month IAW in **TO 36-1-191, Table 3.1.**, and document completion on the appropriate form. **(T-2).**

7.9.5.5.1. Monthly tire pressure checks must be completed and documented regardless of whether the organization utilizes the vehicle. The individual inspecting and servicing this monthly inspection must print and sign on the appropriate blocks in that section. **(T-2).**

7.9.5.5.2. Vehicles equipped with electronic Tire Pressure Monitoring System (TPMS) are not exempt from fulfilling this requirement.

7.9.5.5.3. The monthly tire pressure checks for vehicles that are NMC during the first 10 calendar days of the month do not require completion by the operator until the vehicle is released/picked up from maintenance.

7.9.5.6. The Fuels Manager/Superintendent will sign and date the appropriate block on all AF Forms 4427 monthly. **(T-3).**

7.9.6. Discrepancy and Maintenance Report Section. Operators and VM personnel use this section for documenting vehicle discrepancies and reporting actions, and the maintenance action/status of listed discrepancies. However, VM may also use this section to record the completion of scheduled inspections and/or discrepancies found during services/repairs. VM personnel and operators check the discrepancy list and status to avoid duplicate reporting and processing of discrepancies before entering a discrepancy. On new monthly forms, all open discrepancies (when the date under "Maintenance Report Status" is blank) are transferred to the new form and "C/F" (carried forward) is entered in the blank "Date" block of the old form. Additional instructions for completing this part of the form are as follows:

7.9.6.1. Item No. Enter the item number of the inspection guide's "Item to be Checked" list against the discrepancy being reported. Leave blank when the discrepancy is not related to a numbered item. (DAF Form 1800 only)

7.9.6.2. Discrepancy. Enter a brief/clear description of the discrepancy.

7.9.6.3. Date Disc (Discovered). Enter the date of the discrepancy and enter.

7.9.6.4. Date. Enter the date the vehicle or equipment was turned in for repair or the request for maintenance support (mobile, wrecker, etc.) was received.

7.9.6.5. Miles/Hours. Enter the current hour meter or odometer reading next to the discrepancy. Do not include numbers after the decimal.

7.9.6.6. Name. The individual completing the "Reported to Maintenance" part of the form prints their name in this space.

7.9.6.7. VM personnel complete Maintenance Report Status entries. The work center supervisor or designated personnel identifies items on the work order permanently waived. VM personnel transcribe these items to the permanent waiver form or system of record and place a "W" in the "Status Code" block.

7.9.6.8. Work order number. Enter the work order number for each annotated discrepancy and the maintenance action. Enter "None" if repairs were not required or if the discrepancy was waived without a work order.

7.9.6.9. Date. Enter the work order close-out or completion date. For delayed maintenance action, the date is blank, and the appropriate status code is entered.

7.9.6.10. Status Code. These codes are listed on the bottom of the form. The codes are self-explanatory, except code "W" (waiver of repair) identifies items that do not require repair or replacement, and do not adversely affect safety or performance of the equipment. VM can develop local status codes to meet the need for more detailed status information. Items entered in the discrepancy block not validated by maintenance are dated, an "N" status code is entered, and a technician's ELMS identification number is entered in the maintenance report section. Only VM personnel may make these entries. VM can use an optional procedure to keep waived items as a backup in case the owning/using organization loses or damages the waiver form kept in the vehicle. VM has authorization to use a computer-based software program for waiver control (preferred method). Review and update waived items when vehicles are in for scheduled maintenance.

7.9.6.10.1. Status code entries are not to be made by VM personnel until all management processing is performed, and the vehicle is being released for use.

7.9.6.10.2. Delayed status codes. The date is not entered until the completed work order is processed, at which time the old status code is lined out or over stamped with a correct code.

7.9.6.10.3. Each time VM personnel process an inspection guide form, all discrepancies in a delayed or code C-T (temporary fix) status are checked.

7.9.6.10.4. Fuels Laboratory Use Only Section. Fuels Laboratory personnel use this section on the DAF Form 4427 to document fuel system sampling status resulting from work performed on the vehicle/equipment. Fuels Lab personnel complete the "Laboratory Use Only" portion before the vehicle/equipment is back in service.

7.9.6.11. ELMS ID. The person who assigns a status code to a discrepancy enters their ELMS technician ID in this block.

7.9.7. Disposition of the *Operator's Inspection Guide and Trouble Report*. Maintain the prior month forms IAW the Air Force Records Disposition Schedule in the AFRIMS.

7.10. DAF Form 1829, *Refueling Equipment Inspection Record*.

7.10.1. General Information. The DAF Form 1829 is for recording inspection data for fuel-servicing components on mobile, fuel-servicing vehicles and equipment VM has primary responsibility. The form shows the vehicle's identifying static data; the work order date and work order number for servicing, inspection, or maintenance; interval data; and the next due date. The data source for the DAF Form 1829 is the work order on which the work was recorded. Scan the DAF Form 1829 and attach to work order when work order is closed. Work orders are available in FMIS for reference purposes. After completing all blocks, a continuation of the DAF 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. How to Fill Out an DAF Form 1829.

7.10.2. How to Fill Out an DAF Form 1829.

7.10.2.1. Block 1, Management Code. Enter the LIN/TAMCN at both the top and bottom of the form.

7.10.2.2. Block 2, Asset ID. Enter the Asset ID assigned to the specific vehicle at both the top and bottom of the form.

7.10.2.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as "Aircraft Refueler, A/S32R-11." Make entries at both the top and bottom of the form.

7.10.2.4. Block 4, Work Order Date. Enter the date the inspection, service or maintenance action was accomplished.

7.10.2.5. Block 5, Work Order Number. Enter the work order number of the work order used to do the inspection, service or maintenance.

7.10.2.6. Block 6, Normal Inspection/Service/Maintenance Interval. 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(s). Enter the paragraph and TO number used as a reference for this interval. 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 DAF Form 1829. Those that are not affected by the work order are carried forward. "X" out fuel-servicing components that do not apply to the specific vehicle or equipment item.

7.11. DAF Form 1830, *Refueling Equipment Hose Installation and Hydrostatic Test Data Record*.

7.11.1. General Information. The DAF Form 1830 may be used to record hydrostatic testing of fuel-servicing hoses on those mobile, fuel-servicing vehicles and equipment for which VM has primary responsibility. The form shows the vehicle's identifying static data, hose identification, and testing interval data, as well as the work order date and the work order number, when the hydrostatic testing was last performed and the date the next hose test is due.

7.11.1.1. The data source for the DAF Form 1830 is the individual vehicle's records or the appropriate work order. Upon completion of all blocks, a continuation DAF Form 1830 is made, and "next due" information and interval data are transferred to the continuation form. Scan the DAF Form 1830 and attach to work order when it is closed for reference purposes.

7.11.1.2. Make an entry on the DAF Form 4427 when refueling hoses are changed, hydrostatically tested or maintenance performed which can affect fuel quality. This advises the operator that the hose requires flushing and fuel sampling.

7.11.2. How to Fill Out an DAF Form 1830.

7.11.2.1. Block 1, USAF Management Code. Enter the LIN/TAMCN at both the top and bottom of the form.

7.11.2.2. Block 2, Asset ID. Enter the Asset ID of the vehicle on which the hose is mounted at both the top and bottom of the form.

7.11.2.3. Block 3, Nomenclature (Type). Enter the nomenclature and type of vehicle, such as Aircraft Refueler, A/S32R-11, at both the top and bottom of the form.

7.11.2.4. Block 4, Hose Identification and Interval Data. Complete blocks 4A through 4F of this section as follows:

7.11.2.4.1. Block 4A, Hose Installation Date. Enter the date this hose was placed in service.

7.11.2.4.2. Block 4B, Hose Size. Enter the size of this hose.

7.11.2.4.3. Block 4C, Hose Identity. Enter the locally assigned identification number of this hose or identify it as either the left or right hose.

7.11.2.4.4. Block 4D, Hose Inspection Interval. Enter the number of months (interval) between hydrostatic hose tests, as shown in **TO 36-1-191**, TO 37A-1-101 or other applicable TO(s). Enter the paragraph and TO number used as the reference for the interval.

7.11.2.4.5. Block 4E, Military Specification Number. Enter the military specification number or American Petroleum Institute number for this hose.

7.11.2.4.6. Block 4F, National Stock Number. Enter the NSN of the hose.

7.11.2.5. Block 5, Hose Inspection and Test Data. Complete blocks 5A through 5C of this section as follows:

7.11.2.5.1. Block 5A, Work Order Date. Enter the date the hose test was performed.

7.11.2.5.2. Block 5B, Work Order Number. Enter the work order number for the hose test.

7.11.2.5.3. 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.

7.11.3. 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. Due dates of the hose tests should coincide with the due dates of fueling components, when possible, as shown on AF Forms 1829.

7.12. DAF Form 1832, *Record of Cannibalization*.

7.12.1. General Information. With maintenance team lead assistance, Materiel Control initiates an DAF Form 1832 when cannibalization action is recommended. Materiel Control completes the "Action by Materiel Control" section and forwards the document to FM&A. If

cannibalization is not needed, then the DAF Form 1832 is not required and no further action is necessary. If cannibalization is needed, workload control makes entries in their part of the form and sends it to the VMS. The completed DAF Form 1832 provides the information needed for VM to decide whether approval to cannibalize is warranted.

7.12.2. How to Fill Out an DAF Form 1832.

7.12.2.1. DAF Form 1832 is attached to the work order if the parts are not going to be replaced on the cannibalized vehicle. A copy of the DAF Form 1832 is also attached to the cannibalized work order.

7.12.2.2. 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 is charged to the cannibalized vehicle.

7.12.2.3. Materiel Control ensures that replacement parts are ordered for the cannibalized vehicle unless the parts are not going to be replaced on the cannibalized vehicle.

7.12.2.4. Enter the following on DAF Form 1832: Date, requester, part number/description, quantity, and price in the form heading area related to the date the form is opened and describing the part of the component needed for the current repair requirement.

7.12.2.4.1. Section I, Parts to be Installed on Vehicle Described Below: Action by Materiel Control/FM&A. This section relates to the vehicle and vehicle part, or component needed for the current repair requirement. Indicate part, Asset Identification Number, vehicle type/model, work order ID, if the asset is below MEL, and man-hours required to remove and install the part.

7.12.2.4.2. The recommended part will be cannibalized from the vehicle described below: This section relates to the vehicle that the part or component is cannibalized from. Materiel Control/FM&A indicates Asset Identification Number, vehicle type/model, work order ID, if the part is reimbursable, and whether the status is NMC-M or NMC-S.

7.12.2.4.3. Section II, Authorize the Cannibalization of the Above Part: Signatures from Materiel Control Non-Commissioned Officer in Charge (NCOIC), FM&A NCOIC, and VFM/VMS or as delegated, are required before cannibalization is authorized. The remarks section is reserved for any additional information.

7.13. DAF Form 4354, *Vehicle Preventive Maintenance, and Inspection.*

7.13.1. General Information. This form is to be used in conjunction with any applicable manufacturer inspection requirements during the scheduled PM&I. The form is filed with the work order.

7.13.2. How to fill out a DAF Form 4354.

7.13.2.1. Block 1, Asset ID. Provide the Asset Identification Number of the vehicle.

7.13.2.2. Block 2, Work Order Number. Fill in the vehicle work order number.

7.13.2.3. Block 3, Date. Fill in the date the technician performed the inspection.

7.13.2.4. Block 4, Employee Name (printed) and Number. Fill in the printed name and number of the technician completing the inspection.

7.13.2.5. Block 5, Supervisor Name Printed (5a) and Signature (5b). The supervisor of the technician that performed the inspection provides printed name and signature.

7.13.2.6. Blocks 6-48. Use these blocks to identify specific inspection areas for General Vehicle, Trailer, and Towing Inspections. The technician checks the Pass or Fail blocks, depending on the outcome of the inspection.

7.13.2.7. Blocks 49-50. These blocks are reserved for identifying any local inspection requirements.

7.13.2.8. These blocks list specific areas for Trailer/Vehicle Towing Attachments. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.13.2.9. Block 54. This block is reserved for identifying any local inspection requirements.

7.13.2.10. Blocks 55-65. Use these blocks to identify specific inspection areas for Crash Fire Trucks. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.13.2.11. Blocks 66-68. These blocks are reserved for identifying any local inspection requirements.

7.13.2.12. Blocks 69-80. These blocks list specific areas for Fuel Servicing Units. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.13.2.13. Blocks 81-83. These blocks are reserved for identifying any local inspection requirements.

7.13.2.14. Blocks 84-93. These blocks identify the inspection criteria for Materiel Handling Vehicles and Equipment. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.13.2.15. Blocks 94-97. These blocks are reserved for identifying any local inspection requirements.

7.13.2.16. Blocks 98-115. These blocks list the required inspection areas for Base Maintenance Vehicles and Equipment. Technicians mark the appropriate Pass or Fail block depending on the outcome of the inspection.

7.13.2.17. Blocks 116-118. These blocks are reserved for identifying any local inspection requirements.

7.13.2.18. Blocks 119-126. These blocks are reserved for identifying any other 12-month technical service requirements not listed elsewhere on the form.

7.13.2.19. Blocks 128-130. These blocks list required NCE specific inspection items.

7.14. DAF Form 4355, *Vehicle Incoming Inspection*.

7.14.1. General Information. Complete this form each time a vehicle is processed into VM (via work order). Identify repair actions needed and ensure repairs that effect safe vehicle operation are addressed. It is filed with the corresponding work order upon completion.

7.14.2. How to fill out the DAF Form 4355.

7.14.2.1. Section I—General Information.

7.14.2.1.1. Block 1, Asset ID. Provide the Asset Identification Number of the vehicle.

7.14.2.1.2. Block 2, M/H/ K. Fill in the current miles, hours, units or kilometer reading. Do not include numbers after the decimal.

7.14.2.1.3. Block 3, Maint. Team Assigned. Enter the Team or Section that is responsible for the work.

7.14.2.1.4. Block 4, Inspector/Number. Enter the name of the person completing the inspection and the members' ELMS ID.

7.14.2.1.5. Block 5, Non-mission capable Date/Time. Fill in the date and time the vehicle was reported NMC by the owning/using organization.

7.14.2.1.6. Block 6, Work Order ID. Enter the Work Order ID number.

7.14.2.1.7. Block 7, Work Order Reason. Enter the reason the incoming asset is in for maintenance.

7.14.2.1.8. Block 8, WRM. Annotate whether the asset is a WRM asset by writing yes or no.

7.14.2.1.9. Block 9, Nuclear. Annotate whether the asset is a nuclear asset by writing yes or no in the block provided.

7.14.2.1.10. Block 10, Reimbursable. Annotate whether the asset is a Reimbursable asset by writing yes or no in the block provided.

7.14.2.1.11. Block 11, LIN/TAMCN. Enter the Line-Item Number (LIN) or Table of Authorized Materiel Control Number (TAMCN) as applicable. This is also referred to as the management code.

7.14.2.1.12. Block 12, Accident/Abuse. Annotate if incoming asset shows signs of damage via accident or abuse and mark accordingly in the blocks provided. Section is then approved/signed by VFM/VMS.

7.14.2.1.13. Block 13, Non-Mission Capable-Supply. Enter the start date/time the asset becomes NMC-S. Enter the stop date/time once parts are available. The start/date time is verified through Materiel Control and signed by VFM/VMS.

7.14.2.2. Section II—Inspection Items. Blocks 14-32. These blocks identify the areas to be inspected. The technician marks the appropriate block within the appropriate 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. If the inspection area is not applicable to a specific vehicle type, the technician checks the N/A block.

Note: For minor maintenance resulting in no other maintenance actions (i.e. jumpstarts, bulb replacement, etc..) this section is not required to be filled out.

7.14.2.3. Section III—Required Repairs.

7.14.2.3.1. Job. This is a numeric sequencing number to indicate the maintenance repair. Description of Work. A short summary of the required repair (i.e., Replace alternator).

7.14.2.3.2. Work Plan Type Code. This is an alpha character that indicates the type of action a technician takes to complete the maintenance.

7.14.2.3.3. Work Plan ID/Description. The four-digit, alphanumeric code shows the system, subsystem and component codes on which work is performed.

7.14.2.3.4. Service Performed. Enter the description of work that would be performed on the asset.

7.14.2.3.5. Tech Name. Enter the name of the technician that has completed the line item.

7.14.2.3.6. Est Hrs. The technician enters the estimated labor hours required to do the job.

7.14.2.3.7. Comments. Include any pertinent information or comments.

7.15. Vehicle and Equipment Work Order. VM will use FMIS to document all maintenance actions. **(T-2).** Locations not supported by FMIS will use hard copies of the work order. Maintain hard copies until data is transcribed to FMIS.

Chapter 8

441 VEHICLE SUPPORT CHAIN OPERATIONS SQUADRON (VSCOS)

Section 8A—Authority and Responsibility

8.1. Program Authority. 441 VSCOS acts as the Air Force VM authority on behalf of AF/A4, AF/A4L and AF/A4LR.

8.2. Program Responsibility. As the Air Force authority, 441 VSCOS aids with tasks and processes associated with establishing and enforcing centralized enterprise VM programs, goals and objectives to meet Air Force operational mission requirements.

Section 8B—Duties on Behalf of AF/A4L

8.3. Departmental Level Forms and Publications Support. 441 VSCOS provides input to transportation policy directives, this DAFI, MICT checklists, **TO 36-1-191**, DAFMAN 32-1084 (CATCODEs 214-425 and 214-467), and AF Forms prescribed by this DAFI. 441 VSCOS collects all inputs and routes to AF/A4LR for final review, approval and coordination to publish. Additionally, 441 VSCOS reviews all submitted MAJCOM supplements related to VM and forwards to AF/A4LR for final approval.

8.4. Annual FAST Reporting. The FAST/Asset-Level Data (ALD) Report is completed and submitted between 1 October and 15 December for the previous FY.

8.5. Administer VM Policies. 441 VSCOS administers federal congressional statutory, EO and DoD vehicle fleet policies; to include environmental and energy requirements/mandates, per Assistant Secretary of Air Force for Environment, Safety, & Infrastructure (SAF/IEE) and/or AF/A4LR direction:

8.5.1. Post current federal and departmental energy policies on vehicle energy requirements on the AFVM Neighborhood.

8.5.2. Manage, analyze, improve and implement vehicle automated management systems to include improving asset inventory information, fuels transactions and movements toward condition-based maintenance data.

8.5.3. VM community focal point for VM safety issues.

8.5.4. Approval authority for all Air Force vehicle ACRs for new missions, requirements, additions and deletions.

8.5.5. AF/A4LR has designated 441 VSCOS as approval/disapproval authority of all RDO vehicle shipments. (Refer to **VM Guidebook**). Additionally, Air Force directed cross command RDOs are generated by 441 VSCOS as required to support routine, priority and contingency missions.

8.5.5.1. Route AFRC or ANG VM actions that impact funding through AFRC/A4RR or NGB/A4RDV (respectively) for approval IAW Title 10 before any actions occur; to include any vehicle authorization changes, withdrawals, reductions, transfers, and loans regarding AFRC and ANG units. This can be accomplished by email, or an ACR via TRT.

Note: Submit all AFRC ACRs e-mails to: afrc.a4rr.2@us.af.mil.

8.5.5.2. Transfer of AFR or ANG assets between any commands requires AFRC/A4RR or NGB/A4RDV (respectively) approval. The approval states if recoupment of funds/asset(s) is required IAW Title 10 before command levy actions occur. This can be accomplished via email or an approved TRT request.

8.5.6. Assist AF/A4LR with 2T3 career field conferences, program reviews, utilization and training workshops and career field re-engineering efforts.

8.5.7. Conduct Business Case Analyses as required by AF/A4L.

8.5.8. Research and draft responses to Air Force level audits routed through AF/A4L.

8.5.9. Support AF/A4LR Crisis Action as requested by AF/A4LR.

8.5.10. Develop and sustain enterprise solutions. Use of all enterprise solutions are mandatory unless specifically waived via guidance or by AF/A4LR.

8.5.11. Administer Enterprise Vehicle Buy Program. Prepare model for annual run. Run model and validate results for accuracy. Provide validated model results (requirements) to AFLCMC/ROZ for procurement. AF/A4LR approves changes to validated model run results.

8.6. Air Force VM Neighborhood. 441 VSCOS is responsible for managing, maintaining and updating the **AFVM Neighborhood**.

8.7. DoD Fleet Card Program. 441 VSCOS is the AFCPM responsible for program oversight.

8.8. Air Force Vehicle License Plate Program:

8.8.1. Air Force VM liaison with UNICOR.

8.8.2. Verifies need and approve all registered buyers.

8.8.3. Coordinates with GSA and UNICOR on new plate designs and production.

8.8.4. Approving authority for replacement plates.

8.8.5. 441 VSCOS assistance to non-appropriated funded organizations is not authorized.

8.9. Air Force GSAFleet Program. 441 VSCOS provides oversight and program management guidance for the GSAFleet program:

8.9.1. Air Force VM liaison with GSA concerning GSAFleet .

8.9.2. Approves all registered GSAFleet users.

8.9.3. 441 VSCOS assistance to non-appropriated funded organizations is not authorized.

8.10. Air Force Vehicle Authorization Standard Management. 441 VSCOS is the Air Force vehicle community's focal point for all matters related to vehicle AS management.

8.11. Air Force POC with GSA Fleet Managers.

8.11.1. 441 VSCOS is the preferred common Air Force POC for GSA. However, this does not preclude VM leadership from each base-level activity from interacting with GSA at appropriate levels. 441 VSCOS acts to resolve issues or concerns with the GSA leased vehicle program as required:

8.11.2. Review annual GSA requisitions request for replacement of GSA leased vehicles to ensure all vehicles that are replaced have valid authorization and meets energy requirements for low Green House Gas (GHG) emissions ratings and/or an alternate fueled vehicle (AFV).

8.11.2.1. 441 VSCOS only approves GSA lease replacements with a valid, matching, vehicle authorization identified on the unit MVR.

8.11.2.2. Air Force units being supported by a Joint-Base Base Support Vehicle & Equipment fleet management activity coordinates through that activity as appropriate.

8.11.2.3. The Air Force representative for the annual FedFleet conference. Representative(s) attend appropriate workshops and meetings.

8.12. Support of the Air Force Inspection System. Refer to DAFI 90-302.

8.12.1. Develop and manage AF VM and related Self-Assessment Communicator (SAC) located on the MICT website.

8.12.1.1. Coordinate Air Force MICT SAC with AFRC/A4RR and NGB/A4RDV.

8.12.1.2. Review AF SAC annually, no later than 31 January, IAW DAFI 90-302.

8.12.1.3. Review and update if needed, affected SAC no later than 10 days after a change to this DAFI or **TO 36-1-191** IAW DAFI 90-302.

8.12.2. Work with active C-MAJCOMs to facilitate the continual evaluation process.

8.12.3. Monitor and access MICT data of Active-Duty VM activities and other functional metrics to build awareness of unit performance.

8.12.4. Coordinate and approve Corrective Action Plans for unit-level CRITICAL and SIGNIFICANT discrepancies.

8.12.5. Provide, or source Associate Inspectors with functional expertise as requested by MAJCOM/IG.

8.12.6. When requested by a commander, help coordinate Staff Assistance Visits (SAVs) by the respective MAJCOM.

8.12.6.1. If needed, 441 VSCOS requests Subject Matter Expert assistance from qualified 2T3 Airman or civilians.

8.12.6.2. All SAVs are coordinated with the appropriate gatekeeper as required by requesting MAJCOM instructions.

8.13. Perform Vehicle Validation on Air Force Vehicle Fleets.

8.13.1. 441 VSCOS performs complete review of each installation's vehicle authorizations every three to five years depending on trigger points. Projected Vehicle Validation schedule is posted on the **AFVM Neighborhood** and updated as needed. Notices are sent to the particular installation gatekeeper and VM when the Vehicle Validation start date is within 30 days, IAW the installation and/or host MAJCOM directives.

8.13.2. Validations are performed on site at the installation VM facility or conducted electronically via email, teleconference and/or video teleconferencing. The trigger points determining the method of use are fleet size, scope of authorization impact and available funding.

8.13.3. 441 VSCOS will accept vehicle justification packages no earlier than 90 days and no later than 60 days prior to the start of the Vehicle Validation. **(T-2)**. A one-year freeze on new vehicle justification packages will be in place once validation is completed. **(T-2)**.

8.13.4. 441 VSCOS advises servicing VM and provides pre-Vehicle Validation actions. Refer to the **VM Guidebook** for preparation actions.

8.13.5. 441 VSCOS updates the APSR with post validation results and notifies VM once final authorizations are posted.

8.13.6. All challenges to Vehicle Validation results and disapproved ACRs will be routed to AF/A4LR within 60 days of the concluded Vehicle Validation out briefing/disapproval. **(T-1)**. AFRC FM&A will route all challenges to Vehicle Validation results and provide to AFRC/A4RR Command Fleet Manager for review and coordination to AF/A4LR within 60 days upon conclusion of the Vehicle Validation.

8.13.7. Challenge memorandums should detail the following:

8.13.7.1. Results from the Vehicle Validation Team.

8.13.7.2. The units proposed changes to the Vehicle Validation results/ACR.

8.13.7.3. Rationale provisioning the requested change. Information must differentiate from what was presented to the Vehicle Validation Team.

8.13.8. All units with challenges to Vehicle Validation results/ACR disapprovals will submit a memorandum to the Host LRS Commander.

8.13.8.1. The Host LRS Commander will attach challenge memorandum to an Electronic Staff Summary Sheet (eSSS), with a “To” coordination chain that includes the parent MAJCOM/A4 to obtain applicable FAM recommendation, including the Vehicle FAM if one is assigned. The package will be returned to the LRS Commander, who will forward it to AF/A4LR for final challenge disposition. (Refer to **VM Guidebook**).

Note: The Host LRS/CC for AFRC and NGB units will route challenges to their respective A4 Command Teams.

8.14. TCTOs, SB and OTI Management. 441 VSCOS distributes TCTOs, SBs, OTIs and other related vehicle compliance inspections loaded into CARS 2.0. 441 VSCOS provides summaries to AF/A4LR as requested. Use BLADE TCTO sheet to monitor inspection/service compliance and perform follow-up with unit-level activities at least monthly.

8.15. Defense Base Realignment and Closure. Provide comment/coordination on DoD Base Realignment and Closure issues as requested by AF/A4.

Section 8C—General Support to Base Level VM

8.16. Technical Assistance.

8.16.1. Research and evaluate repair information systems for Air Force VM use. Evaluate available systems to ensure repair information as needed.

8.16.2. Research and validate DEPOT overhaul work specifications when requested.

8.16.3. Participate in AFLCMC/ROZ approved vehicle and equipment First Article Testing.

8.16.4. Airmen Powered by Innovation (API) Program.

8.16.4.1. 441 VSCOS reviews VM related submissions IAW DAFI 38-402, *Airmen Powered by Innovation and Suggestion Program*.

8.16.4.2. Develops procedures to formalize the capturing and reporting of innovative initiatives.

8.16.4.3. Collaborates using the Microsoft Teams Vehicle Management **RatchetWerx** Channel to discuss opportunities and propose solutions for process or program improvements, confirms information is managed using the appropriate idea management application, aiming to prevent duplication of effort.

8.16.4.4. Manages the **RatchetWerx** Channel on Microsoft Teams, providing DAF crowdsourced resources, educational materials, and innovation submissions.

8.16.4.5. Promotes innovation submission platforms such as Guardians & Airmen Innovation Network (GAIN), and the SIF Marketplace.

8.16.4.6. Innovation initiatives can include but are not limited to:

8.16.4.6.1. Continuous policy evaluations, improvements, and modernization.

8.16.4.6.2. Vehicle modifications and concept designs.

8.16.4.6.3. IT systems and process modernization, including the use of AI.

8.16.4.7. The 2T3 AFCFM will be informed of all career field initiatives prior to process submissions made to the any topic Open Call and other CP² campaigns.

8.16.5. Assign and track X, Z and Asset Identification Number numbers.

8.16.6. Provide consolidated K-Loader Data Reports to K-Loader System Program Office (AFLCMC/ROZ) as requested.

8.16.7. Provide support for base level VM sustainment programs to include, but not limited to, answering senior leadership inquiries, facility requirements, parts sourcing, etc.

8.16.8. Provide vehicle support for non-host base assigned assets in OPLANs where MAJCOMs have host base responsibilities and ensure host base VM update supported units in FMIS annually with reimbursement distribution code of 3 or 4. (Refer to **M&U Guidebook**.)

8.16.9. Provide tool and shop equipment with strategic sourcing guidance as requested to ensure procurement from the most cost-effective source.

8.17. Enterprise-Wide Support. To increase accountably and visibility of the Air Force vehicle fleet, 441 VSCOS/FSF is the focal point for installation fleet managers in the execution of VM transactions across multiple Air Force systems. FSF assists installation fleet managers with fleet management operations; however, installation fleet managers are responsible for day-to-day management of their fleet. FSF responsibilities include:

8.17.1. Monitoring, managing, and coordinating with installation fleet managers on all recommended changes to ASs and AIDs.

8.17.2. Monitoring and maintaining vehicle authorizations needing review, changes, updates, additions, and deletions for the Air Force vehicle fleet.

8.17.3. Utilizing the TRT application to act on Air Force Fleet Management items. Take appropriate action IAW the **TRT Guidebook** to process base user requests and update the APSR IAW the APSR Property and Accountability work plan guide. Perform daily/weekly/monthly reconciliation in APSR, ensuring authorization and data integrity to include clearing APSR rejects or variances.

8.17.4. Reviewing vehicle requirements and providing final sourcing solutions for formalized vehicle taskings as outlined in **Chapter 2**.

8.17.5. Providing pre-approval research activity for ACRs. FSF analyzes Air Force vehicle authorization policy and fleet posture to ensure up-to-date compliance with federal vehicle fleet policies, alternative fuel solutions and Congressional mandates.

8.17.6. Review, validate, and execute movement orders (RDOs/Shipments) to fulfill vehicle needs not covered in **Chapter 2**, e.g., temporary requirements, vehicle shortfalls, mission limiting factors, etc.

8.18. Unit-level FM&A Support:

8.18.1. Maintaining Master Jacket File for each base level vehicle account on the **AFVM Neighborhood**.

8.18.2. Master Jacket File contains Custodian Appointment letter and a signed APSR Annual Inventory with original or digital (CAC) signatures of the primary or alternate custodian and it has been verified by the applicable organization commander.

8.18.3. Track and manage annual requirement for signed APSR Annual Inventory. Provide vehicle account custodians with the new APSR Annual Inventory when required. Ensure the APSR Annual Inventory is signed by the appointed custodian, commander and filed in the Master Jacket File.

8.18.4. Coordinating and executing support for authorization adjustment requests.

8.18.5. Performing necessary transactions to update current authorizations, forecasted authorizations, in-use and in-place assets within APSR.

8.18.5.1. Refer to **paragraph 7.3** for vehicle record transfer information.

8.18.5.2. The gaining VM initiates follow-up action on vehicles not received within the specified time frame. FM&A notifies 441 VSCOS of any discrepancies. FM&A must provide 441 VSCOS with an updated shipping address annually to coincide with the annual base buy review list. **(T-2)**.

8.18.5.3. Completing fund citation information needed to charge shipping costs (or written approval from the appropriate TAC manager) is provided by the agency requesting vehicle shipment. That information/documentation accompanies the vehicle shipping package when the asset is delivered to the Deployment and Distribution Flight or shipping activity.

8.18.6. Taking prompt and appropriate action to research, correct and process the following actions requested in Salesforce, Authorization Validation and TRT applications, while ensuring authorization integrity and asset accountability.

8.18.6.1. Supporting Authorization Validation and TRT requests:

8.18.6.1.1. Receiving and shipping redistributed vehicles.

8.18.6.1.2. DLA-DS request.

8.18.6.1.3. Completing changes to document number, NSN, and other relevant APSR updates.

8.18.7. Adding or deleting authorizations. Use the Authorization Validation and TRT application in Salesforce to execute authorization adjustment requests.

8.18.8. Executing all vehicle transactions within APSR.

8.18.9. Loading appropriate “Special Retention” authorization standards IAW [Table 4.1](#) and authorization document numbers.

8.18.10. Supporting Vehicle Determination requests. If determination cannot be made, 441 VSCOS forwards requests to the appropriate IPT PM at AFLCMC/ROZ for assistance.

Section 8D—Enterprise-Level VM Support Programs and Policies

8.19. BLADE and Salesforce Vehicle Applications. 441 VSCOS is the functional and technical POC for data content and delivery in the BLADE and Salesforce Vehicle applications.

8.20. Leased Vehicle Authorization Management. Accountability measures are specific for leased vehicles. (Refer to **TRT Guidebook**).

8.21. Vacant Vehicle Authorizations. Fleet Managers will review all vehicle authorizations a minimum of once every 12 months. Any authorization vacant for more than two programming cycles with no asset programmed for purchase will submit an ACR to remove the authorization. **(T-2).**

Note: 014 authorizations are exempt from the review.

8.22. Vehicle Local Purchase. Local Purchase (LP) is a request for a vehicle to be locally procured. Request for a vehicle to be locally procured may be submitted only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to purchase products at or below the micro-purchase threshold IAW the FAR. The AFLCMC/ROZ approves procurement of vehicles that comply with the applicable Federal, DoD and EO directives in reference to Alternative Fuel Vehicles (AFV) procurement. 3080, 3-year non-expiring funding is the only funding authorized for procurement and must be secured by the requesting activity. **(T-1).**

8.23. Duplicate Asset ID Numbers. 441 VSCOS monitors Asset ID Number duplication and initiates corrective action with appropriate VM to correct. 441 VSCOS works with the appropriate AFLCMC/ROZ Item Manager to identify and issue new Asset ID Number as needed. 441 VSCOS works with the appropriate Item Manager to identify the correct vehicle and issue new Asset ID Number as needed and then notifies affected FM&A with information from the Item Manager.

8.24. Vehicle Use Codes. Assets under the below use codes inherently have the same use codes as the vehicle authorization.

8.24.1. A—Mobility. Assigned to assets that is UTC and possible unit operational deployment.

8.24.2. B—Base Support. Assigned to assets that support a peace time mission.

8.24.3. C—Joint Use. Assigned to vehicles that primarily support peacetime missions but are reassigned during wartime to support other critical wartime functions or units.

8.24.4. D–WRM. Assigned to assets in storage and support a wartime UTC (refer to [Section 3C](#).)

8.25. Prioritization Model Preparation for Planning and Execution. (Refer to **VM Guidebook**.)

8.25.1. Initial model preparation begins in December each year. 441 VSCOS, on behalf of AFLCMC/ROZ, initiates a data call to all units to collect “no-buy,” “must-buy” and “withhold dollars” submissions. Normally, the requested data is due to 441 VSCOS no later than the 15th of January each year.

8.25.1.1. No-Buy. A listing of requirements that are not included in the Pri-Buy Model due to non-availability, obsolescence, no mission need, or other factors coordinated with AFLCMC/ROZ and VSCOS. AFLCMC/ROZ provides list of program NSNs that are displayed on the No-Buy list

8.25.1.2. MAJCOM Priority Vehicle List. It is a manual mechanism which defers funding from other funded requirements identified in the Pri-Buy Model to support a MAJCOMs mission essential requirement. A MAJCOM Priority Vehicle List is only approved as a last resort after all fleet management solutions have been exhausted, and documentation clearly shows mission degradation if vehicle is not procured. Request requires 12 elements to be justified and approved by AF/A4L. (Refer to the **VM Guidebook** for the 12 element criteria and approval process)

8.25.1.3. Withhold dollars. Percentage of execution year funding to support emergency and administrative costs.

8.25.2. 441 VSCOS consolidates AFLCMC/ROZ, and unit inputs and loads tables for first model run after data crossover on/or about 21 January. 441 VSCOS notifies AFLCMC/ROZ and courtesy copies MAJCOMs and each base after model run is complete.

8.25.3. AFLCMC/ROZ reviews the “no-buy” list and submits current updated “no-buy” to 441 VSCOS.

8.25.4. The preparation/analysis cycle continues each month until AFLCMC/ROZ directs 441 VSCOS to “Freeze” the model on 1 August for data execution.

8.25.5. 441 VSCOS routes VM actions that impact AFR or ANG funding through AFRC/A4RR or NGB/A4RDV (respectively) for approval IAW Title 10 before any actions occur.

8.25.6. Vehicles assigned to missile crew transport are programmed for replacement when vehicles reach EoL.

8.26. “MAJCOM Priority Vehicle List” Justification Requirements. A “MAJCOM Priority Vehicle List” is not for routine vehicle replacements. “MAJCOM Priority Vehicle Lists” are only approved as a last resort after all fleet management solutions have been exhausted, and documentation clearly shows mission degradation if vehicle is not procured. (Refer to **VM Guidebook**.)

8.27. Foreign Vehicle Procurement. 441 VSCOS must approve all foreign procurements. (T-2). Consider foreign vehicle procurements in lieu of domestic purchases by assessing and rationalizing requirements based on combatant commander requirements, host nation laws, force

protection, anti-terrorism, total cost and specific functional needs for special vehicle configurations.

8.28. First Article Testing. 441 VSCOS observes and participates in tests and acts as liaison between command or end-item functional user and AFLCMC/ROZ in this effort. First Article Testing ensures that a contractor can furnish a product that conforms to all performance-based work statement requirements for acceptance. For base maintenance/construction and fire protection vehicles, AFCEC may observe and/or participate in first article testing with 441 VSCOS. Refer to FAR Subpart 9.3, *First Article Testing and Approval*, and Air Force Material Command Instruction (AFMCI) 23-110, *Post-Award Part Verification and Approval*, for further information. (Refer to **VM Guidebook**.)

8.29. Vendor Product Evaluation Program.

8.29.1. Vendor Product Evaluations Program Overview. The focus of the program is to provide VM with the ability to evaluate commercially available off-the-shelf products to determine if they are more economical and effective in performing VM day-to-day operations prior to purchasing. All products should have potential tangible and intangible benefits to the Air Force, with a focus on enhancing forward deployed VM operations and/or environmental impact mitigation effects, prior to initiating an evaluation.

8.29.2. 441 VSCOS is the Air Force focal point and managing activity for product evaluations.

8.29.3. Through contractual agreements or other agreements, potential vendors must acknowledge prior to starting any evaluation, that the evaluation is at “no cost” to the US Government, DoD or Air Force. **(T-2)**. Also, a positive (or negative) product procurement recommendation in any evaluation report should state that it does not constitute a legal and binding agreement on the Air Force to procure/purchase the evaluated product. Extreme care should be taken by all levels of VM when corresponding with vendors to not obligate (intentionally or unintentionally) the Air Force for evaluated product procurement without proper authority.

8.29.4. When a requested product affects the specifications, and/or characteristics of a specific APSR accountable vehicle, the activity will coordinate with 441 VSCOS prior to product evaluation start. **(T-2)**.

8.29.5. Base/unit-level VM will only conduct product evaluations sanctioned by 441 VSCOS. **(T-2)**.

8.29.6. 441 VSCOS may participate in vehicle industry related workshops and conferences to learn about new products and current automotive industry practices and work to embed them into VM processes.

8.29.7. Evaluation Types. There are two evaluation levels with individual scope: Air Force level and base/unit level. Each has varying oversight levels and procedures. (Refer to **VM Guidebook**.)

Chapter 9

ORGANIZATIONAL, VEHICLE CONTROL OFFICIAL PROGRAM RESPONSIBILITIES & OPERATOR INFORMATION

Section 9A—Vehicle Policy

9.1. Vehicle Acquisition and Use. All NTVs acquired by the Air Force are limited to the minimum body size and maximum fuel efficiency needed to meet the agency's mission; and limit their use to official use only IAW DoDM 4500.36. Emphasis on controlling and conserving vehicle assets is the responsibility of all management levels. The vehicle user is responsible for operation, conservation and condition of vehicles used. Supervisors, commanders, and commander appointed VCOs are responsible for enforcing these conditions. (AFI 24-301 contains specific policy guidance on official use of government vehicles.)

Section 9B—General Organizational Responsibilities

9.2. Servicing VM. The servicing VM provides fleet management and maintenance support. VM normally provides the following services:

9.2.1. Manages Vehicle Control Function and aids VCO with vehicle justifications, rental/leasing procedures, vehicle data analysis, DoD Fleet Cards, briefing/training VCOs and other vehicle related issues.

9.2.2. Scheduled maintenance. These inspections are maintenance actions normally scheduled in advance, based on a vehicle's actual or projected M/H/K, or calendar time. FM&A coordinates scheduled maintenance with unit VCOs.

9.2.3. Unscheduled maintenance. Any vehicle malfunction reported to VM not considered scheduled maintenance. VCOs report vehicle malfunctions to VM customer service section or equivalent element within established timeframes outlined in [paragraph 9.16](#).

9.2.4. Minor maintenance roadside assistance. Roadside service (mobile maintenance) aids with most disabled vehicles during normal duty hours. Service can also be available after normal duty hours for urgent or emergency situations. Follow the installation prescribed procedures for requesting assistance.

9.3. Owning/Using Organization.

9.3.1. Owning/Using organization purchasing additional attachments for the same vehicle/registered piece of equipment are responsible to maintain and replace those attachments. The owning/using organization is responsible for sustainment costs.

9.3.2. Maintenance on major specialized systems mounted on a standard vehicle chassis is the responsibility of the owning/using organization. Additionally, owning/using organizations are responsible for ensuring specialized systems meet all required Air Force, DoD, Federal or International standards or agreements (e.g. frequency management). Specialized systems include, but are not limited to communications equipment, munitions maintenance systems, environmental systems, special hoists, cameras/surveillance, and sensitive test equipment. Owning/using organizations arrange for in-house or contract repair of the equipment. VM is only responsible for maintaining the basic vehicle body, chassis and power train.

9.3.3. Owning/using organizations will be responsible for the service and hydrostatic testing of compressed gas cylinders (nitrogen, oxygen, etc.) used to support vehicle auxiliary and support systems (e.g., fire trucks, ambulances, specialized systems, etc.). **(T-3)**.

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

9.3.5. Owning/using organizations are responsible for purchasing wire-ropes/cables on assigned vehicles equipped with these items. Operators are responsible for replacing defective wire-ropes/cables. Operators will notify and provide recertification paperwork to VM as soon as possible after making the replacement. **(T-3)**. Operators are also responsible for adjusting mechanisms affecting operating characteristics of the unit (for example, crane and dozer clutches and brakes, power control units, shoes, deflectors, etc.). Additionally, operators will inspect, and grease vehicles as required by the TO or manual and report any problems to VM. **(T-3)**.

9.3.6. Organizations assigned tracked vehicles will procure and replace track shoes.

9.3.7. Base Communications Squadron or contract maintenance repairs two-way mission radio and intercom systems, even if these are shipped as part of the vehicle purchase. The owning/using organization must arrange repairs/services. **(T-3)**.

9.3.8. Maintenance of locally procured vehicle-mounted equipment and attachments. Organizations must coordinate with the VFM/VMS before acquiring vehicle-mounted equipment and attachments. **(T-2)**. The owning/using organization pays the associated O&M costs.

9.3.8.1. Owning/using organizations requesting support by VM for locally purchased equipment must include maintenance and parts publications in the request. **(T-3)**. Send the publications to VM after receiving the equipment.

9.3.8.2. VM activities do not assume maintenance support for locally purchased equipment without the necessary technical data and if, in their opinion, inspection, service, adjustment or repair work cannot be performed properly.

9.3.9. The owning/using organization is responsible to procure and sustain the following items: Jacks, jack handles, lug wrenches, wax, highway warning kits, first aid kits, spare tire assembly, tire chains, portable fire extinguishers, wheel chocks, placards, shoring, dunnage, starting fluid (if equipped with injection bottle), diesel exhaust fluid, windshield washer fluid, special tools, and accessories, if not manufacturer provided equipment, to meet operating requirements.

9.3.10. When equipment operators are responsible for lubricating equipment before and during use, VM advises operators regarding the lubricant to be used, tools needed and frequency of lubrication. The owning/using organization procures required tools and lubricants and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair.

9.3.11. Owning/using organizations are responsible for maintaining liquid nitrogen pumping systems and 110/220-volt electrical systems.

9.4. EUCOM Activities. Air Force organizations operating vehicles on public roads within EUCOM AOR are responsible for reviewing and ensuring strict compliance with the requirements of USAFEI 23-104 when carrying/transporting hazardous goods and/or waste.

9.5. Nuclear Certified Vehicle Use. IAW DAFI 63-125, owning/using organizations ensure the nuclear certification status and configuration of vehicles identified on the MNCL prior to using the vehicle for operations involving nuclear weapons or nuclear weapon systems.

Section 9C—Specific Organizational Responsibilities

9.6. Medical Group. Medical units are responsible for maintaining and replacing the following non-vehicular medical equipment: Life sustaining or support equipment, oxygen systems, rescue, and first-aid equipment. The unit will be responsible for the equipment whether it was or was not part of the original vehicle purchase. **(T-2).**

9.7. Fire Emergency Services. Fire Emergency Service activities are responsible for maintaining and replacing the following accessory firefighting equipment: Power saws, air breathing apparatus, smoke extractors, detachable ladders, portable fire extinguishers, pike poles, prying or cutting tools, nonattached hoses, rescue and first-aid equipment and portable lights or lighting systems. The unit will be responsible for the equipment whether it was or was not part of the original vehicle purchase. **(T-2).**

9.8. Security Forces. Unit level Security Forces activities will fund various vehicle add-on equipment needed for operational security needs. **(T-2).** This includes vehicle decals and funding speedometer calibration cost with local vendors on organizational vehicles. Security Forces will coordinate with servicing VM before performing any service on vehicles. **(T-2).**

9.9. Civil Engineering. Civil Engineering activities are responsible for maintaining and replacing the following equipment, accessories and items:

9.9.1. Brooms, filter bags, skid plates and deflectors on all sweepers. Correct adjustment of brooms, deflectors and caster wheels on all sweepers. 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 on assigned crane booms, insulated booms and mast assemblies (refer to TO 36C-1-4, *Dielectric Testing of Insulated Manlift Devices*); provide documentation to VM.

9.9.2. Funds and buys associated nut and bolt hardware items.

9.9.3. Responsible to maintain the following installed equipment related to the normal function(s) in government-owned trailers to include house trailers and truck cargo compartments: Stoves, refrigerators, heaters, air-conditioners, sanitary facilities, similar Civil Engineer mounted items .

9.9.4. Fund and maintain real and non-real property equipment assigned on Equipment Authorization Inventory Data and tenant equipment assigned to Civil Engineering according to AFI 25-201. 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 441 VSCOS vehicle Asset IDs have not been assigned.

9.9.5. Store and inspect seasonal equipment not in possession of VM every month during off-season months, using the applicable *Operator's Inspection Guide and Trouble Report*. Operationally check motorized equipment fully during this inspection.

Section 9D—OGMVCs and Trailers Not Classified as Vehicles

9.10. Owning/Using Organization Responsibilities.

9.10.1. Fund and manage all aspects of initial procurement and replacement.

9.10.2. Work to secure and fund local maintenance agreements for all asset maintenance above the operator level.

Note: Non-APSR accountable vehicles will not be added to contract operated VM functions unless it is at no additional cost to the overall VM contract, or it is funded by the owning organization. Additionally, non-APSR accountable vehicles will not take priority over any APSR vehicle. **(T-2).**

9.10.3. Ensure assets operating on public roads, off an installation, comply with the procedures outlined in [paragraph 4.13](#).

9.11. Salvage Procedures. Refer to local Equipment Management and DLA-DS for procedures.

Section 9E—Vehicle Control Official Program.

9.12. Vehicle Control Official 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. The Air Force has adopted the VCO program to ensure the day-to-day management of motor vehicles permanently assigned to units and agencies. Unit commanders with assigned APSR registered and/or leased vehicles will appoint a primary and alternate VCOs; appointees are designated in writing utilizing DAF Form 172 (refer to [paragraph 7.8](#)) and forwarded to the servicing VM activity. **(T-3)** Commanders have the option of consolidating VCO program requirements of subordinate units and appoint VCO(s) at their command level.

9.13. VCO Duties. Unit VCO duties include the following:

9.13.1. Liaison between their unit and the host VM for all unit government motor vehicle matters.

9.13.2. Controlling unit vehicles and obtaining transportation services required to support unit mission requirements.

9.13.3. Sign receipt for permanently assigned unit vehicles from the base VM. VCOs assign the vehicles to their respective authorized functions with all accompanied items to include but not limited to the owner/operator manual (electronic owner/operator manuals must be accessed online and made available by the owning unit). **(T-1).**

9.13.4. VCOs will provide odometer/hour meter reading updates for assigned vehicles (leased and Air Force owned) to FM&A monthly or per local instruction. **(T-2).**

9.13.5. Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans and notifying VM when assigned vehicles are no longer required.

9.13.5.1. New vehicle authorization requests and requirements must comply with the Air Force Vehicle Fleet Growth Policy, IAW [paragraph 4.28](#) (T-2).

9.13.5.2. VCOs provide VM with mission impact statements to substantiate annual base vehicle buy submissions when requested by VM.

9.13.6. Properly routing purchase/procurement requests for OGMVCs and trailers not classified as a vehicle. VM reviews purchase/procurement requests to ensure the desired asset is an OGMVC or equipment item and not a centrally managed, APSR vehicle. VCOs must coordinate purchase/procurement requests for other non-registered off-road equipment (i.e., All-Terrain Vehicles, etc.) with VM. (T-2).

9.13.6.1. Organizations should work to secure a maintenance agreement or contract for OGMVCs and/or other non-registered assets prior to purchasing.

9.13.6.2. Organizations will not purchase low speed vehicles. (T-2).

9.13.7. Provide justification to support unit MEL(s) as requested by local VM. A MEL indicates the number of vehicles, by type, the VM shop can have NMC at one time and not seriously affect the user's mission.

9.13.8. All organizational add-on equipment authorization requests must be submitted in writing to VM. (T-3). Requests must address the extent of the proposed work, impact if denied and availability of funds for contracting the equipment installation, or per VFM/VMS direction. (T-3). The owning/using organization will be responsible to fund the cost of returning the vehicle into original configuration for vehicle rotations or shipments. (T-3). The VFM/VMS, or designated technician, will review all requests for final approval. (T-3). Refer to paragraphs [2.16-2.18](#).

9.13.9. Ensure unit vehicle licensing and training program is conducted IAW AFI 24-301. Only qualified and properly licensed military, DoD employees, or authorized DoD contractors operate assigned motor vehicles IAW AFI 24-301.

9.13.10. Will ensure proper use of the appropriate *Operator Inspection Guide and Trouble Report* IAW this instruction, [paragraph 7.9](#), and [TO 36-1-191](#) (T-1); and dispose the report per the Air Force Records Disposition Schedule in AFRIMS (currently Table [24-3](#). Rule 14).

9.13.11. Ensure operator maintenance is performed, and vehicle malfunctions are reported to VM IAW this instruction.

9.13.12. Ensure appropriate measures to prevent misuse, abuse and damage to Air Force motor vehicles. Motor vehicle accident and abuse prevention programs at all levels include:

9.13.12.1. Conducting and documenting periodic vehicle safety briefings. Can be satisfied via electronic means.

9.13.12.2. Conducting and documenting inspections to ensure assigned vehicles are serviceable and clean. VCOs may use the appropriate *Operator's Inspection Guide and Trouble Report* as a guide when performing these inspections. VCOs will establish a semiannual inspection schedule. (T-3).

9.13.13. Ensure unit vehicles are washed IAW intervals prescribed in **TO 36-1-191**, Table 6-3.

9.13.13.1. To prevent vehicle damage, operators will not steam clean or high-pressure wash engines or engine compartments. **(T-3)**.

9.13.13.2. Ensure vehicle operators wax vehicles with a manual application type wax to preserve the painted finish (prevent oxidation). Vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes are exempt. Waxing should occur IAW intervals prescribed in the commercial manual/operator's manual, **TO 36-1-191**, Table 6-3 and/or as prescribed by local Installation Commander and VM directives based on local conditions.

9.13.13.3. Vehicle operators/organizations operating a vehicle wash rack or automated car-wash facility should review manufacture or industry standard requirements when acquiring and using commercial-off-the-shelf vehicle-cleaning products for use on modern paint finishes, e.g., "basecoat, clear-coat" IAW **TO 36-1-191**. Additionally, operators/organizations will procure EPA Environmentally Preferable (Green) vehicle cleaning products that are biodegradable when available and economically advantageous IAW applicable FAR. **(T-0)**.

9.13.14. Provide vehicle operators with instructions to follow when accidents occur, including agencies to phone. Whenever in operation, every vehicle will have a Standard Form 91 and DD Form 518 IAW DoDM 4500.36. **(T-0)**.

9.13.14.1. Accident reporting for commercial rental/lease and GSA leased vehicles are IAW leasing/rental agency instructions or GSA policy. The owning/using activity will be responsible for all accident/abuse cost associated with non-Air Force Billing Office Accounting Code funded GSA leased vehicles or locally funded rentals when competent/legal authority deems Air Force at fault. **(T-2)**.

9.13.14.2. The VCO may request actual repair cost documents from FM&A.

9.13.15. Must ensure VM approves all unit vehicle-rental/leasing actions prior to renting/leasing. **(T-2)**.

9.13.16. Manage fuel point-of-sale items, (e.g., VIL keys, QR Codes), IAW the DLA Energy policy, to include periodic inventory and control measures. DLA Energy policy is on the DLA Energy Defense Knowledge Online website or by contacting the Fuels Management Flight.

9.13.17. Manage, control and safeguard GSA Fleet Services Card(s) issued to unit assigned GSA lease vehicles.

9.13.18. Must retain the following program continuity items (preferably electronically):

9.13.18.1. Copy of Commander approved DAF Form 172. **(T-2)**.

9.13.18.2. Copy of VCO training certificates and/or test document(s). **(T-2)**.

9.13.18.3. Copy of most recently signed vehicle master listing/hand receipt. **(T-2)**.

9.13.18.4. Documentation concerning new vehicle requirements, ACRs, Buy submissions and lease vehicle requests suspenses. **(T-2)**.

9.13.18.5. Documentation regarding purchase request routing for OGMVC, trailers not classified as vehicles and other non-registered vehicular-type equipment items (i.e., all-terrain vehicles, mowers, etc.). **(T-2)**.

9.13.18.6. Documentation concerning add-on equipment and modification authorization requests. **(T-2)**.

9.13.18.7. Current list of unit vehicle trainers using the AF Form 170, *Appointment of Vehicle Trainer(s)*. **(T-2)**.

9.13.18.8. Copies or references to approved vehicle lesson plans. **(T-2)**. Refer to AFMAN 24-306.

9.13.18.9. Documentation concerning vehicle accidents or abuse suspenses. **(T-2)**.

9.13.19. Will maintain a working knowledge of the Installation vehicle idling policy and ensure all vehicle operators are briefed on and understand the policy. **(T-2)**.

9.13.20. Unit VCOs will ensure adequate assembled spare wheels/tires and tools are on hand to support their requirements. **(T-3)**. Spare tire and wheel assemblies received with new vehicles may be given to the owning/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 will purchase the initial requirement. **(T-3)**.

9.13.21. Will annotate and submit end of month M/H/K on all assigned vehicles to FM&A monthly. **(T-2)**.

9.13.22. Utilize MICT "VCO" SAC to assist in program oversight as part of Unit Self-Assessment Program.

Section 9F—Vehicle Operators

9.14. Vehicle and Vehicular Equipment Operator Responsibilities: Vehicle operators are responsible to perform the following inspections, servicing, and maintenance:

9.14.1. Vehicle operators will use the *Operator's Inspection Guide and Trouble Report* to perform a full serviceability/functional check of vehicles under their control IAW established intervals for vehicle types, per **TO 36-1-191, Table 3.1.**, or applicable TO for FSE not in WRM storage. **(T-1)**. Refer to **paragraph 7.9** for documentation instructions.

9.14.2. Ensure operator maintenance on GSA leased vehicles is completed IAW GSA guidance. For commercially rented/leased vehicles, complete operator's maintenance IAW rental/lease contract. In the absence of contract guidance, complete IAW vehicle manufacturer recommendations within the vehicle owner's manual. Observe **GSA Leased Vehicle Driver's Responsibilities**.

9.14.3. Vehicle operators check and service fuel, windshield washer fluid, and Diesel Exhaust Fluid and check levels of all other accessible fluids. Vehicle operators go to VM for servicing other fluid levels not mentioned above, i.e., engine oil, coolant, automatic transmission, power steering, brake and batteries. Additionally, vehicle operators of special purpose vehicles check and service hydraulic fluid reservoirs on special units or attachments.

9.14.4. Tire pressure checks/adjustments are accomplished at intervals listed in **TO 36-1-191, Table 3.1.**, and documented on the applicable *Operator's Inspection Guide and Trouble Report* form. Refer to [paragraph 7.9](#) for further guidance. Keep tires properly inflated and change flat tires. Operators may request assistance from VM for removal and installation of oversized tires. Operators will remove and install tires on vehicles when vehicles are taken to VM for tire-only repair work.

9.14.5. Always keep the whole of the vehicle clean. Dirty vehicles will not be accepted by VM. If excessively dirty vehicles are towed in, the using organization must clean the vehicle prior to being accepted by the Customer Service Center. **(T-3).**

9.14.6. Refer to guidelines in this instruction, AFMAN 24-306, AFI 24-301, operational TOs and commercial manuals and plans of instruction for the vehicles operated.

9.14.7. Follow Official Use policy.

9.14.8. Perform applicable operator care on all government-owned and rented/leased vehicles.

9.14.9. Ensure the safety of self and passengers by ensuring lap and shoulder belts are properly fastened around the passenger as designed. The senior occupant enforces compliance.

9.14.10. Ensure the security of the vehicle and cargo. Improperly secured cargo that causes damage will be considered vehicle abuse.

9.14.11. Operate vehicles in the most fuel-efficient manner. Refer to AFMAN 24-306.

9.14.12. Operators do not delay discrepancy/malfunction reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. Refer to [paragraph 9.16](#).

9.14.13. Ensure that serviceable miscellaneous equipment specified in ADR Volume II, *Agreement Concerning the International Carriage of Dangerous Goods by Road*, section 8.1.5, is carried with vehicles when transporting dangerous goods on European public roads.

9.15. Vehicle Operators are not authorized to:

9.15.1. Use cellular telephones on or off base while operating an Air Force (rented/leased or owned) vehicle.

9.15.2. Use tobacco or other nicotine related products in Air Force vehicles.

9.15.3. Consume alcoholic beverages in any government vehicle.

9.15.4. Use ADR vehicles with expired "Certificates of approval for the carriage of certain dangerous goods" to move dangerous goods on public highways in the EUCOM AOR.

9.16. Vehicle Discrepancies and Maintenance Turn-In.

9.16.1. Vehicle operators record all discrepancies as they perform inspections, or when discovered in the appropriate section of the applicable *Operator's Inspection Guide and Trouble Report*. All non-safety related discrepancies/items will be reported to VM within two duty days. **(T-3).**

9.16.2. When operators discover discrepancies that can adversely affect the safety of personnel or the operation of vehicles/equipment the operator discontinues use, record discrepancy on the appropriate *Operator's Inspection Guide and Trouble Report* and report

the discrepancy to VM as soon as possible, or per servicing VM direction. If the discrepancy occurs outside VM duty hours, discontinue vehicle use, record discrepancy and notify VM the next duty day or per servicing VM direction. Discrepancies for the following items are considered "Safety related" and will be reported to VM immediately: **(T-2)**

9.16.2.1. Tires or brakes.

9.16.2.2. Steering mechanisms.

9.16.2.3. Operating levers controlling transmission, hoisting, dumping and tripping devices.

9.16.2.4. Warning lights such as turn signals, brake lights, emergency flashers.

9.16.2.5. Headlights (unless the vehicle or equipment is not used during hours of darkness and restrictions are identified by a decal).

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

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

9.16.2.8. Any other condition reasonably deemed a safety hazard.

9.16.3. The above list is not all-inclusive or may not cover all vehicle types. Vehicle operators should contact VM Customer Service if there are any questions concerning vehicle discrepancies and/or safety.

9.16.4. If vehicle is disabled and towed to VM, the owning/using organization must formally turn-in the vehicle to VM the next duty day. **(T-3)**.

Chapter 10

VEHICLE ENERGY

Section 10A—Vehicle Management Philosophy, Objectives, and Regulations

10.1. VM Energy Philosophy. Ensure operational steady state and wartime vehicle requirement priorities are met while working to meet statutory vehicle energy and efficiency objectives and goals.

10.2. Vehicle Energy Objectives. Meet statutory requirements under EPLA 1992, EPLA 2005, and Energy Independence and Security Act (EISA) 2007 to enhance energy efficiency, optimize vehicle performance, reduce waste, and lower costs through the adoption of AFVs and low-GHG vehicles, supported by adequate fueling infrastructure.

10.3. Regulations.

10.3.1. EPLA of 1992 and 2005: EPLA promotes alternative fuel vehicles (AFVs) and infrastructure. Key provisions include:

10.3.1.1. Mandating a percentage of new fleet acquisitions be AFVs (currently 75% for light-duty vehicles in certain areas).

10.3.1.2. Allows for alternative fuel use waivers under specific conditions (EPLA Section 701).

10.3.2. 2007 EISA: EISA further promotes energy efficiency and alternative fuels. Key provisions include:

10.3.2.1. Section 141: Requiring federal agencies to prioritize low greenhouse gas (GHG) emitting vehicles.

10.3.2.2. Setting standards for vehicle fuel economy and GHG emissions.

10.3.3. Federal Management Regulations: Relevant regulations provide guidance on vehicle acquisition procedures, leasing requirements, and fuel use policies for federal agencies.

Section 10B—Roles and Responsibilities

10.4. 441 VSCOS Responsibilities. 441 VSCOS plays a central role in ensuring compliance with vehicle energy mandates and promoting efficient fleet management. Key responsibilities include:

10.4.1. Statutory Reporting: Collect, generate, and submit all required reports related to vehicle energy use and compliance with applicable regulations.

10.4.2. Alternative Fuel Waiver Management: Gather and submit alternative fuel use waiver requests (EPLA Section 701) on behalf of the VM community. Refer to the **VM Guidebook** for more information.

10.4.3. Opportunity Identification and Review: Serve as a central clearinghouse for vehicle energy initiatives. Review and provide feedback on opportunities identified by AF/A4LR, SAF/IEE, AFRL-Advance Power Technology Office, or other units.

10.4.4. Interagency Collaboration: Participate in relevant working groups and committees focused on alternative fuels, low-emission vehicles, and clean air initiatives.

10.4.5. Partnership Development: Collaborate with stakeholders such as the Air Force Petroleum Office, AFRL-Air Force Power Technology Office, and SAF/IEE to advance shared vehicle energy goals.

10.4.6. Information Dissemination: Post relevant vehicle energy information and updates on the **AFVM Neighborhood**.

10.5. Vehicle Management Responsibilities. VM personnel are responsible for the day-to-day implementation of vehicle energy policies and procedures. Key responsibilities include:

10.5.1. Fuel Requirement Identification: Communicate fuel type requirements to Fuels Management in a timely manner to ensure availability.

10.5.2. Emissions Testing and Documentation: Understand and comply with all applicable state, local, and host nation regulations regarding vehicle emissions testing and documentation. Maintain comprehensive records of all emissions/diagnostic tests, including pass/fail status, associated work order numbers, and test dates.

10.5.3. Green Procurement Practices: Actively identify and pursue opportunities to procure green products and services IAW established guidelines and regulations. (Refer to [Section 10G](#).)

Section 10C—Alternative Fuel Vehicle Types and Definitions

10.6. Alternative Fuel Vehicles (AFVs). An AFV is a dedicated, flexible fuel (FFV), or dual fuel vehicle designed to operate on at least one alternative fuel, as defined by EPC Act 1992 and amended by EPC Act 2005. Types include:

10.6.1. Bi-fuel Vehicles: Operate on either gasoline or an alternative fuel (e.g., CNG or liquefied petroleum gas [LPG/propane]) using mutually exclusive fuel systems.

10.6.2. Zero-Emission Vehicles (ZEVs): Produce zero exhaust emissions of criteria pollutants or GHGs. Includes battery electric vehicles (BEVs), plug-in hybrid electric vehicles (PHEVs), and fuel cell electric vehicles (FCEVs). BEVs require electric vehicle supply equipment (EVSE); PHEVs do not.

10.6.2.1. FCEVs: Powered by hydrogen, emitting only water vapor and warm air. Limited by hydrogen infrastructure availability.

10.6.2.2. Hybrid-Electric Vehicles (HEVs): Combine an internal combustion engine with an electric motor and are charged via regenerative braking.

10.6.2.3. Plug-In Hybrid Electric Vehicles (PHEVs): Combine an internal combustion engine and an electric motor, chargeable via external power sources, capable of over 70 miles on electricity alone.

10.6.3. Dedicated AFVs: Operate solely on alternative fuels (e.g., CNG, LPG).

10.6.4. Low-GHG Vehicles: Light- or medium-duty vehicles meeting EPA's minimum GHG rating per EISA Section 141. May include conventional, flex-fuel, HEVs, or PHEVs.

10.6.5. Flex-Fuel Vehicles: FFVs are designed to run on gasoline or gasoline-ethanol blends of up to 85% ethanol (E85). Except for a few engine and fuel system modifications, they are identical to gasoline-only models. These vehicles use a yellow fuel cap and/or label on fuel door or filler neck.

Section 10D—Vehicle Acquisition Guidance

10.7. Vehicle Acquisition. The DAF acquires the following types of NTVs considering regulatory requirements, approved authorization, cost effectiveness, availability, mission capability, and infrastructure requirements/availability (e.g., EVSE or alternative fuel stations).

Note: Use the DoE's [Alternative Fuels Data Center](#) to locate EVSE and alternative fuel stations.

10.7.1. AFVs: Ensure 75% of new light-duty vehicle acquisitions are AFVs per EPAct 1992, including HEVs, FCEVs, and advanced lean-burn vehicles.

10.7.2. Low-GHG Vehicles: Procure low-GHG light- or medium-duty vehicles with the highest EPA GHG score per EISA Section 141 when AFVs are unavailable or do not meet mission needs. Source from **GSA AutoChoice** or **EPA's low-GHG vehicle list**. **(T-0)**.

Exceptions:

10.7.2.1. No low-GHG vehicle meets functional needs.

10.7.2.2. DAF implements alternative measures to reduce petroleum use and GHG emissions equivalently.

10.7.2.3. Agency head certifies in writing the use of exceptions, per EISA Section 141.

10.7.3. Hybrid Electric Vehicles (HEVs). HEVs combine an internal combustion engine (using conventional or alternative fuel) with an electric motor and battery. The electric motor assists the engine, improving fuel efficiency. HEVs typically charge their batteries through regenerative braking and cannot be plugged into an external power source.

10.7.4. Low Speed Vehicles (LSVs). LSVs are limited-speed vehicles with a maximum speed typically between 20-25 mph and they are often electric-powered. LSVs are typically used for short-distance transportation on base or in controlled environments.

10.7.5. Conventionally Fueled Vehicles: Authorized if AFVs, low-GHG vehicles are unavailable or do not meet functional needs. Fleet managers must explore AFV models across vehicle segments (e.g., other Standard Item Numbers) before selecting conventional vehicles. **(T-2)**.

10.7.6. Law Enforcement and Emergency Vehicles: Acquire AFVs or low-GHG vehicles if available and mission-capable, per EPAct 1992 and EISA Section 141. **(T-0)**.

10.7.7. Short-Term Leases/Rentals: Ensure leased or rented vehicles meet AFV or low-GHG requirements, when possible, per EPAct 1992 and EISA Section 141. **(T-2)**.

Section 10E—Alternative Fuel and Infrastructure

10.8. Alternative Fuel Usage. Section 701 of the Energy Policy Act of 2005 (EPA 2005) requires Federal agencies to use alternative fuel 100% of the time in dual-fueled vehicles when it is reasonably available and not unreasonably more expensive than gasoline.

10.8.1. EPA 2005 Section 701 guidance applies to all DAF-owned, leased, or rented AFVs, as well as government-owned, contractor-operated vehicles in the U.S. and Puerto Rico.

10.8.2. Alternate Fuel Use Waivers. Section 701 waivers are requested or verified annually via FAST reporting for DAF-owned vehicles, or via FleetDASH for GSA-leased vehicles. Waivers may be granted if:

10.8.2.1. An alternative fuel station is not available within three miles of the vehicle's garage location 100% of the time.

Note: Distance is measured as a straight line between the actual fueling transaction and the alternative fuel station (i.e., as the crow flies). Driving time is not considered.

10.8.2.2. E85, LPG, and LNG are considered unreasonably expensive if the fuel costs more on a per-gallon basis than gasoline because they have less energy than gasoline on a per gallon basis. If the alternative fuel costs more on a per-gallon basis than gasoline in addition to having less energy than gasoline, then it is be considered unreasonably expensive. Given the relative ease for fleets to rely on posted per-gallon prices, DOE relies on per-gallon costs to define whether a cost is reasonable for liquid fuels. Refer to the **VM Guidebook** for more in-depth information.

10.8.3. Use DoD Fleet Cards for commercial alternative fuel purchases, logging transactions in FMIS as off-base fuel transactions.

10.8.4. Code fuel point-of-sale devices (e.g., VIL Key) at military fuel stations to dispense only alternative fuels for AFVs. For bi-fuel vehicles requiring periodic gasoline, code devices for all required fuels and maintain documentation.

10.8.5. VM will support voluntary hydrogen fuel infrastructure development for FCEVs, leveraging IRA Section 30C credits, where cost-effective.

10.8.6. Fueling Procedures:

10.8.6.1. Use DoD Fleet Cards for alternative fuel purchases from commercial vendors.

10.8.6.2. Code fuel point-of-sale devices at military fuel stations to ensure alternative fuel use in compliant vehicles.

Section 10F—Environmental Policies and Programs

10.9. The Clean Air Act and Clean Air Act Amendments of 1990. Implemented at the federal, state, and local levels, these acts deal with atmospheric pollution. VM's major area of concern for this legislation is vehicle exhaust emissions and ozone-depleting chemicals (e.g., Chlorofluorocarbons (CFC)-12 air conditioning refrigerants).

10.9.1. Clean Air Act Section 118(c), 42 USC § 7418, requires federal fleet vehicles to comply with valid state and local principal inspection and maintenance programs for ozone and

carbon monoxide, excluding tactical vehicles. (Refer to DAFMAN 32-7002, *Environmental Compliance and Pollution Prevention*).

10.9.2. Title 40 CFR Part 82, Subpart B, *Servicing of Motor Vehicle Air Conditioners*. This regulation establishes standards and requirements for servicing motor vehicle air conditioning systems. Only certified VM technicians, using certified equipment and registered with the EPA, can service or maintain motor vehicle air conditioning systems. Obtain technician certification through one of several EPA approved mechanics-testing and/or certifying programs. Proof of certification must always be available on site. **(T-0)**.

10.10. Oil Analysis. VM leadership may implement oil analysis programs to reduce waste streams, per Resource Conservation and Recovery Act (RCRA) of 1976, for all or specific fleet segments at their discretion.

10.11. Vehicle Idling Policy.

10.11.1. Installations will adhere to state, local, or host nation air quality regulations that govern vehicle operations while the government vehicle is idling. **(T-0)**.

10.11.2. In areas without such regulations, a “5 minute” idling policy will be in effect per AF/A4 guidance, with the following **Exceptions**:

10.11.2.1. Where applicable state, local, or host nation laws and regulations regarding air quality/vehicle idling during extreme temperatures do not exist, the installation commander may allow vehicles to remain idling when extreme temperature ranges exist, such as those associated with Wind Chill Index and flag colors “yellow” and “red,” or Heat Category flag colors “red” or “black,” IAW DAFI 48-151, *Thermal Stress Program*. Both cold and hot weather idling policy procedures will be coordinated and approved by the installation environmental, safety, and legal officials. **(T-3)**.

10.11.2.2. Emergency and law enforcement vehicles, military tactical vehicles and snow removal vehicles and equipment may either be generally exempt from state, local, or host nation idling control regulations or exempt for specific emergencies, military training requirements or disaster relief/humanitarian operations, or winter storm response activities/snow removal.

10.11.3. Installations should consult their servicing Regional Environmental Office for further information on locally applicable idling rules.

Section 10G—Green Procurement

10.12. Green Procurement Program (GPP). Prioritize EPA-designated recycled-content and United State Department of Agriculture (USDA)-designated biobased products per RCRA of 1976 and FAR, ensuring performance, safety, and cost-effectiveness. Purchase designated products/items in the following categories to the maximum extent practical, meeting performance and safety:

10.12.1. Engine coolants (EPA-designated recycled-content).

10.12.2. Engine oil, gear oil, hydraulic fluids, and lubricants (EPA/USDA-designated re-refined or biobased.)

10.12.3. Sorbent products (USDA-designated biobased).

10.12.4. Tires (EPA-designated recycled-content.)

10.12.5. Vehicle Management activities within the Continental United States (CONUS), Alaska, Hawaii, and U.S. territorial installations must comply with EPA Comprehensive Procurement Guidelines. OCONUS installations (except Alaska, Hawaii, territories) are encouraged to procure recycled-content products if available and cost-effective. U.S.-purchased items for OCONUS shipment must comply with EPA guidelines. **(T-0).**

10.12.6. Maintain GPP Log for all locations and procurement sources. **(T-2).**

10.13. General Exceptions. VM is exempt from purchasing EPA-designated recycled-content or United States Department of Agriculture-designated bio-based products if any of the following conditions apply:

10.13.1. Item is unavailable within a reasonable timeframe, and mission impairment is imminent.

10.13.2. Item does not meet the performance standard or manufacturer's requirements. This exception includes specific restrictions listed in **TO 36-1-191** (e.g., retreaded, recapped, or re-grooved tire use/application restrictions), or specific product requirements/restrictions listed by manufacturers (e.g., the exclusive use of specialized coolants or motor oils).

10.13.3. Item is not available at a price equal to/or less than the comparable non-EPA or USDA-designated product cost.

10.13.4. USDA-designated biobased items (i.e., hydraulic fluids and penetrating fluids) do not receive preferred procurement for either of the following:

10.13.4.1. In support of spacecraft/launch support equipment.

10.13.4.2. In support of M-series or tactical vehicles designed or procured for combat or combat-related missions.

10.14. Program Responsibilities.

10.14.1. 441 VSCOS:

10.14.1.1. Maintains electronic GPP log on **AFVM Neighborhood**.

10.14.1.2. Reviews VM contracts to ensure green procurement requirements are addressed in the terms of the contract, IAW applicable FAR.

10.14.2. Base Level VM:

10.14.2.1. Identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission.

10.14.2.2. Establish local procedures to collect GPP data to support administrative requirements per [paragraph 10.17](#).

10.14.2.3. Apply service life-cycle effective costs when determining the effectiveness of green procurement decisions.

10.15. Training. One-time Green Procurement training is required for all GPC users, the VFM/VMS, Section Supervisors, personnel assigned to Materiel Control, and any other personnel

assigned to VM with the authority to order or purchase parts and supplies IAW the DOD GPP Strategy. The “DoD Sustainable Procurement Program” (CLC 046) computer-based training is a Continuous Learning Course available from the **Defense Acquisition University**. Once completed, document the course in the member’s training record.

10.16. Purchase Sources and Procurement Standards. Source and procure green products per the **VM Guidebook**.

10.17. Administrative Requirements.

10.17.1. GPP Log. All applicable VM will use the “**Air Force Vehicle Management Green Procurement Program Log**” on the AFVM Neighborhood to document data concerning the use/procurement of all items identified in [paragraph 10.12](#) to include new/virgin/exempted items/products. **(T-2)**.

10.17.2. GPP Log Reporting. Activities may complete a virtual GPP Log entry as each transaction occurs or may utilize the GPP Log template available on the **AFVM Neighborhood** to locally document transactions. However, if using the template to temporarily annotate transactions, update the virtual log within two duty days of the actual transaction or at VM leadership discretion.

10.17.3. Log the NSN associated with the tire size (if available) regardless of the tire purchase source. This allows for comparison price analysis between local purchase and supply system tires.

10.17.4. Use the “Additional Information” cell on the GPP Log to annotate Asset-ID and work order number. This identifies what the item procurement is against (e.g., vehicle or bulk).

Chapter 11

MINE RESISTANT AMBUSH PROTECTED FAMILY OF VEHICLES MAINTENANCE AND MANAGEMENT

11.1. Roles and Responsibilities.

11.1.1. ACC, Directorate of Logistics, Engineering and Force Protection (ACC/A4). As designated Air Force Lead for the Air Force MRAP vehicle program, ACC/A4 executes program responsibilities and authority IAW DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibility for United States Air Force Weapon Systems, Non-Weapon Systems and, Activities*, applicable DoD Directives/Instructions and Air Force policy guidance. Wing-level and below directive Tier 2 Waiver requests in this chapter are approved by ACC/A4.

11.1.1.1. Advocate for the weapon system and respond to issues addressing its status and use; to include capabilities-based planning, programming, and budgeting for designated system-wide unique equipment, upgrades/modifications, initial spares and other weapon system-unique logistics issues.

11.1.1.2. Performs centralized accountability of the MRAP Platform in the Reliability & Maintainability Information System.

11.1.2. AFLCMC, WN-Support Equipment Vehicles. As designated MRAP System Sustainment Manager, executes life cycle management and sustainment responsibilities IAW DAFPD 10-9, and applicable DoD Directives/Instructions and Air Force policy guidance.

11.1.2.1. Serve as the designated Air Force Centralized Asset Management Executive Agent. Maintains system engineering integrity to include planning to establish and maintains configuration control and interoperability.

11.1.2.2. Additionally approves any implementation of temporary or permanent modifications via the AF Form 1067 process.

11.1.3. All Other MAJCOMS: Execute responsibilities and authority as outlined in applicable DoD Directives/Instructions and Air Force policy guidance.

11.1.4. Wing Commander, or equivalent.

11.1.4.1. Ensure wing instructions include MRAP weapon systems as applicable.

11.1.4.2. Executes all Aerospace Vehicle Distribution Officer actions for MRAPs as outlined in DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting*.

11.1.5. MSG Commander or equivalent.

11.1.5.1. Provides senior-level oversight for MRAP weapons system management and maintenance programs.

11.1.5.2. Ensures strict compliance to instructions, policies, directives, TOs, and management procedures.

11.1.5.3. Designates the MRAP Accountable Officer and the MRAP Responsible Officer (RO) as outlined in DoDI 5000.64_DAFI 23-111, *Accountability and Management of*

DOD Equipment and Other Accountable Property. Typically, the host LRS Commander is designated the Accountable Officer, and the user organization commander is the RO.

11.1.6. LRS Commander, or equivalent.

11.1.6.1. Manages the base's MRAP management responsibility.

11.1.6.2. If designated, performs Accountable Officer duties per DoDI 5000.64_DAFI 23-111.

11.1.6.3. Ensures applicable Support Agreements (SAs), Memorandum of Understanding and/or MOA are in place and current with other support agencies to ensure successful management of the MRAP weapon system.

11.1.6.4. Coordinates with the wing level IMDS Database Manager for IMDS account access, training, operation and service.

11.1.6.5. Ensures MRAP mission capable status is accurate and IMDS is updated in a timely manner to comply with monthly metric reporting.

11.1.6.6. Ensures MRAP monthly metrics and executive summary are completed and submitted.

11.1.7. VM or non-standard VM activities (i.e. AFSC Det 3 Desert Defender, 820 BDG)

11.1.7.1. Verify and validate the MRAP MSE configuration and equipment inventory between the LTI workbook and IMDS when accepting MRAPs into local inventory.

11.1.7.2. Initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repairs with approved source of repair for both MRAP and MSE.

11.1.7.3. Coordinate with the ACC MRAP Weapon System Team (WST) to obtain FSR /contractor support for repairs not supported by organic maintenance capabilities.

11.1.7.4. Maintain current and accurate weapon system mission capable status in IMDS for monthly metric reporting.

11.1.7.5. Establish and maintain record jacket files for all assigned MRAPs. Files should contain at a minimum: TCTOs, OTIs, Special Instructions, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, modifications, add-on enhancements and retrofit kit documentation, warranty claims, AFTO Form 95, *Significant Historical Data*, Initial Platform Acceptance Inspection and C4I Integration LTI and the last seven sets of applicable AFTO Form 781, *Arms Aircrew/Mission Flight Data Document* series forms.

11.1.7.6. Track MRAP and MSE depot repair actions and update mission capable status in IMDS.

11.1.7.7. Process TCTOs, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, OTIs, Service Inspections, modifications, add-on enhancements and retrofit kit installation events that apply to the MRAP and mission support equipment. Work is coordinated with and completed by FSRs as applicable.

11.1.7.8. Ensure Deficiency Reports relating to the MRAP and MSE are accomplished IAW TO 00-35D-54, **TO 36-1-191** and established procedures for warranty items. Reports should be coordinated with VM and/or FSRs as applicable.

11.1.8. MRAP Operational User Commander.

11.1.8.1. If designated, perform RO duties per DoDI 5000.64_DAFI 23-111.

11.1.8.2. Designate the MRAP Responsible Person as outlined in DoDI 5000.64_DAFI 23-111.

11.1.8.3. Responsible for maintaining PIC, storage and accountability of all assigned MRAPs, MSE and Controlled Cryptographic Item (CCI) equipment in the applicable APSR.

11.1.8.4. Maintain current and accurate weapon system mission-capable status in IMDS for monthly metric reporting.

11.1.8.5. Responsible for procuring and providing 12 months' worth of fluids and parts for scheduled semi-annual PM&I and for replacement parts as required for assigned MRAPs using ILS-S or local purchase.

11.1.9. MRAP owning/using organization VCO.

11.1.9.1. If designated, perform responsible person duties per DoDI 5000.64_DAFI 23-111.

11.1.9.2. Serve as the using unit focal point for documenting all MRAP maintenance issues.

11.1.9.3. Report and coordinate repair of all maintenance discrepancies with VM or applicable FSRs (Platform, MSE, Common Remotely Operated Weapon Station (CROWS) and Zeus Laser) as required; document all MRAP maintenance actions and ensure mission-capable status is accurately reflected in IMDS.

11.1.9.4. The owning/using organization is responsible for MRAP/MSE shipments, tracking and reporting as directed by ACC MRAP WST.

11.1.9.5. The owning/using organization is responsible for maintaining PIC, storage and accountability of all assigned MSE and CCI equipment in the applicable APSR IAW DAFMAN 23-122. Utilize the "660" MRAP allowance to separate MRAP equipment from other similar equipment on the unit's supply account. Complete supply transactions for equipment account tracked MSE/CCI and inform VM or applicable FSRs to ensure IMDS updates/synchronization.

11.1.9.6. Establish procedures to safeguard all ancillary systems as required when releasing MRAPs to VM or applicable FSRs for maintenance actions.

11.1.9.7. Train and license all operators.

11.1.10. The MRAP Operator.

11.1.10.1. Ensure MRAP and MSE accountability.

11.1.10.2. Conduct pre/post-use inspections and document findings on the DAF Form 1800.

11.1.10.3. Provide documented MRAP/ MSE discrepancies to VCO to facilitate repair coordination with VM or applicable FSRs.

11.1.10.4. MRAP operators determine MRAP/MSE mission-capable status using the Mission Status Reporting Tool as defined in DAFI 21-103_ACCSUP ADD R, *Mission Status Reporting Tool, Mine Resistant Ambush Protected Family of Vehicles*.

11.2. Monthly Metrics and Executive Summary Reporting Procedures. MRAP weapon system inventory, mission capability status and utilization reporting are outlined in DAFI 21-103, Chapter 5.

11.2.1. Metric and Executive Summary use. The ACC MRAP WST, Lead Command Functional Managers and ACC/A4 use these products to provide senior leaders with a roll-up analysis of the major issues affecting a unit(s) MRAP fleet health. The Lead Command in conjunction with the MRAP System Sustainment Manager determines specific mission capability and asset availability standards. Define readiness in terms of fully mission capable, partially mission capable and NMC. Additionally, the MRAP WST reviews metrics to address trends in the fleet and prepare briefs for ACC/A4, or higher levels of the ACC staff as required. Mission capability for MRAPs in storage status will be included and reported in monthly metrics.

11.2.2. Applicability. The LRS Commander or unit commander submits the monthly metrics and Executive Summary on all MRAPs assigned to their units. A designated appointee may sign/submit in the absence of the MSG Commander or equivalent. Separate metrics and Executive Summaries are not required for each MRAP variant. Additionally, the MSG Commander or equivalent will provide an executive summary for any metric that fails to meet program goals. Executive summary includes a root cause analysis, corrective actions and ETIC.

11.2.3. Frequency of reporting. Submit MRAP metrics and executive summary to ACC, MRAP WST (ACC/A4RM) monthly per the ACC MRAP WST format and instructions. Each unit sends their LRS Commander or unit commander approved metrics and executive summary to the ACC MRAP WST group email ACCMRAPWST@us.af.mil no later than the 10th of the following month.

11.2.4. The unit VCO coordinates with VM or the applicable FSRs to populate monthly metrics data in the ACC WST provided format with data extracted from IMDS.

11.3. Training. Proper MRAP life cycle sustainment depends on a detailed training program outlining specific requirements. Lead Commands and CFM, in conjunction with the MRAP System Sustainment Manager and AETC, coordinates and develop training plans, programs and policies. MRAP training plans, programs and policies must include:

11.3.1. Guidance and procedures for maintenance, safety training and coordinating repairs for the MRAP platform. **(T-2).**

11.3.2. Guidance and procedures for maintenance and coordinating repairs for assigned MSE, CROWS and Zeus Laser. **(T-2).**

11.3.3. Guidance and procedures for training in data collection using the IMDS. **(T-2).**

11.4. Configuration Management. The intent of configuration management is to ensure selected serially controlled and time change items are properly loaded in the IMDS database. Items

of major concern are accurate and approved part numbers, quantity per assembly and next higher assembly items by work unit code. The MRAP System Sustainment Manager has overall responsibility for maintaining configuration control for the MRAP weapon system as well as issuance of TCTOs, Safety of Use Messages, Maintenance Advisory Messages, Time Change Items, OTIs, Service Inspections, modifications, add-on enhancements and retrofit kit installation management. The unit VCO along with VM or applicable FSRs must ensure completion and correct documentation in IMDS. (T-2).

11.5. MRAP and MSE Accountability. Reliability & Maintenance Information System is the system of record to account for MRAP platforms. MRAP MSE is a critical component of the system-of-systems and requires careful management. The operational users have day-to-day management control and accountability responsibility of their assigned MRAPs and associated MSE. All approved MSE/items with an Expendability, Recoverability, Repairability Code (ERRC) of “ND/NF” are loaded and maintained on the using unit equipment account under the “660” MRAP allowance. In addition, load all MSE/CCIs in IMDS by serial/part number against the applicable 10-digit MRAP tail number (i.e., 1200121002) to track maintenance data.

11.6. Modification Management. Do NOT modify MRAPs without ACC MRAP WST and System Sustainment Manager approval. A modification proposal is a recommendation to change the F3I of an in-service, configuration-managed Air Force weapon system. Modifications are capability modifications or sustainment modifications and can be either temporary or permanent. All modifications are coordinated through a formal configuration review/control process and applied using the AF Form 1067 IAW DAFI 63-101_20-101. Route MRAP modifications through the applicable ACC Lead Command functional user to the ACC MRAP WST and MRAP System Sustainment Manager for validation and final routing through the ACC Requirements Board for approval/disapproval consideration. Additional information, terms and guidance governing Air Force modification management is contained in DAFI 63-101_20-101.

11.7. Daily Operations and Maintenance Philosophy. The Air Force will utilize a combination of Contract Logistics Support FSRs to perform inspections and scheduled and unscheduled maintenance on the MRAP platform, MSE, CROWS and Zeus Laser. Use IMDS to record maintenance discrepancies and activities associated with the MRAP weapon system.

11.7.1. Units operating MRAPs utilize the VCO concept to report and coordinate maintenance and management of MRAPs. Refer to [Chapter 9](#).

11.7.2. VM, or applicable FSRs are the focal point for overall MRAP maintenance management.

11.7.3. The MRAP operator is responsible for accomplishing pre- and post-use inspections to ensure the MRAP is configured properly, all systems are operational, and the weapon system is suitable for mission support. The operator annotates an MRAP DAF Form 1800 identifying any issues with the MRAP, or MSE, CROWS and Zeus Laser. DAF Form 1800 will be provided to applicable FSRs, who in-turn documents discrepancies in IMDS for maintenance coordination and action IAW [paragraph 7.9](#). IMDS can generate needed MRAP AFTO Form 781 series forms.

11.7.4. VM, or applicable FSRs, are the primary focal point for MRAP repair. The FSRs initiate and clear maintenance work orders in IMDS, assign priorities and coordinate repair requirements with approved sources of repair. The host LRS or equivalent VM will coordinate

FSR support with the ACC MRAP WST for repairs not supported by organic maintenance capabilities.

11.7.5. If a maintenance activity requires a request for maintenance assistance for evaluation and/or repair beyond unit capability, make request IAW TO 00-25-107 and **TO 36-1-191**.

11.8. MRAP Family of Vehicles Forms. MRAP maintainers/operators utilize DAF Form 1800, and the AFTO Form 781-series forms which include: AFTO Forms 781A, *Maintenance Discrepancy and Work Document*, 781B, *Communication Security Equipment Record* and 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*, IAW ACC MRAP WST, *MRAP System Sustainment Manager Directions*. Information on AFTO Form 781 series documentation is in TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, and DAFI 21-103.

11.8.1. AFTO Form 781A- used for creating and clearing work orders.

11.8.2. AFTO Form 781B- used to track MSE that's installed or removed.

11.8.3. AFTO Form 781K- used to track inspections and deferred discrepancies.

11.8.4. Forms can be downloaded from the Air Force Portal and can be generated from IMDS. Samples in TO 00-20-1.

11.8.5. VM or applicable FSRs input discrepancies and updates mission-capable status in IMDS and creates an AFTO Form 781 series form for the discrepancy. VM or FSRs distributes jobs to the appropriate work centers for action. VM or FSRs maintain these MRAP AFTO Form 781 series forms and keep completed forms in maintenance record jacket file.

11.8.6. The appropriate work centers complete jobs, signs off the work order in the AFTO Form 781 series, then returns the MRAP and signed AFTO Form 781 series forms to VM or applicable FSRs.

11.8.7. VM, or FSRs clears the work order in IMDS, updates mission capable status and notifies VCO of completion. The VCO is responsible for ensuring pickup and inspection of MRAP.

11.9. Geographically Separated Units (GSUs). Management of MRAP weapons systems located at GSUs pose unique challenges; however, it is imperative that all standard weapons systems management functions, to include daily mission capability status updates, take place. All Air Force MRAPs located at a GSU are possessed as a matter-of-record by an Air Force organization. The managing LRS commander, or equivalent, is responsible to ensure all maintenance management actions and reporting procedures are accomplished.

11.10. Contingency Operations. Contingency operations bring a variety of challenges for management actions associated with MRAP weapon systems. During contingency operations, combatant commander's staffs, with the Lead Command, determines the most effective process to meet the primary goal of supporting the war fighter while adhering to weapon systems management policies and procedures and this DAFI. Policies and procedures ensure asset accountability, configuration control and mission capability reporting.

Chapter 12

COMMERCIAL INTERNET SERVICE PROVIDER PROGRAM (CISP)

Section 12A—Program Overview

12.1. Overview. The Air Force has more than 50,000 intelligent vehicles using computer-based diagnostics equipment. This equipment services on-board vehicle computers and performs malfunction diagnostics. Vehicle families have different types of diagnostic computers that normally connect to the manufacture's web site to download vehicle executable files and diagnose maintenance problems. Diagnostic equipment can be unique to each vehicle with some devices running unique operating systems, which are not Standard Desktop Compliant (SDC). All devices download executable files from the vehicle vendor's web site for transfer to on-board vehicle computer systems. Consequently, vehicle diagnostic devices cannot connect to the manufacture's web site from Air Force networks. The only connection solution is through use of a CISP. As a result, the Chief Information Officer for DAF (SAF/CN), in coordination with the Authorizing Official, has authorized the procurement and utilization of CISPs in support of Air Force vehicle diagnostic computers and equipment, provided AF/A4L policy and established RoB are followed and enforced. The CISP Program is an optional VM program.

12.2. AF/A4L Policy. A VM CISP connection is solely for connection of Air Force vehicle diagnostic equipment to vehicle manufacture and diagnostic equipment vendor's web sites for maintaining Air Force vehicles and equipment. Computers and diagnostic tools configured with vehicle diagnostic software are allowed to use this connection, but no other computer endpoint devices are permitted to connect to the CISP. Connection of unauthorized computer or other endpoint devices is a violation of this policy and the RoB and are subject to punishment under the Uniform Code of Military Justice (UCMJ) or administrative consequences for DAF civilians. Contractors violating the RoB are subject to the terms of their contract.

12.3. Rules of Behavior (RoB). The "Rules of Behavior for CISP Vehicle Diagnostic Equipment" (CISP RoB) document contains policy as well as VFM/VMS and Vehicle Diagnostic Equipment User responsibilities. Each VFM/VMS and all vehicle diagnostic equipment users must sign a CISP RoB prior to establishing a CISP access point or connecting vehicle diagnostic equipment to the CISP. **(T-2).** Go to the **AFVM Neighborhood** for electronic version of CISP RoB. CISP RoB may be included in local VMOPs provided the VMOPs are signed by the VFM or VMS.

Section 12B—Responsibilities

12.4. VFM/VMS Responsibilities.

12.4.1. Will document processes and procedures for management and oversight of CISP program. **(T-2).**

12.4.2. Ensure physical security of CISP connection(s) to prevent unauthorized access and use.

12.4.2.1. Will control access to and use of the CISP connection to prevent all unauthorized connections to the Internet. **(T-2).**

12.4.2.2. Must maintain signed User RoB acknowledgement. (T-2). Retain signed copies locally (preferably electronically) until the user is no longer assigned/employed or no longer requires access per the Air Force Records Disposition Schedule in AFRIMS. Do not permit use of CISP connection until user acknowledges responsibilities under the RoB. Hold individual users accountable for user RoB. Pursue necessary disciplinary action as appropriate, involving the chain of command when the RoB are violated.

12.4.2.3. Ensure only Government purchased and approved computers and diagnostic equipment are connected to the CISP connection. The VFM/VMS will ensure only vehicle repair and diagnostic web sites are accessed. (T-2).

12.4.2.4. Will monitor use of the CISP connection. (T-2). Must maintain an on-site usage log which contains user information which corresponds to time of use. (T-2). Will retain on-site usage logs for six months minimum. (T-2). The VFM/VMS will conduct a semi-annual review of the VM CISP connection logs for use violations. (T-2).

12.4.2.5. Must coordinate request with local Communication Squadron for CISP access point installation. (T-2). Coordinate with 441 VSCOS for help with CISP connection installation issues that can't be resolved locally.

Note: At Joint Base locations special staffing actions may be necessary when network ownership is not maintained by the Air Force.

12.4.2.6. Provide reports as requested.

12.5. Vehicle Diagnostic Equipment User Responsibilities. Users will:

12.5.1. Will use the CISP connection for VM purposes only. (T-2).

12.5.2. Will connect only authorized computers and diagnostic equipment to the connection. (T-2).

12.5.3. Must report unauthorized use of this connection. (T-2).

12.5.4. Will safeguard the connection from improper use while in the user's control. (T-2).

Chapter 13

DOD FLEET CARD PROGRAM

Section 13A—Program Overview

13.1. Overview. DoD Fleet Cards are to obtain fuel and services from off-base commercial service stations when the vehicle is operating outside of the owning/using organization's Permissible Operating Distance (POD). The cards are not credit cards, (e.g., VISA® or MasterCard®), and are only accepted at participating businesses. Depending on individual unit account policy, purchase of other items or services other than fuel may be authorized and are limited to those which are needed to keep an Air Force vehicle in (or return to) serviceable condition.

13.1.1. Air Force controlled vehicles authorized for off-base use may be assigned a DoD Fleet Card if the vehicle is normally operated outside of the base's POD or if an authorized DoD or Air Force base refueling facility is not available.

13.1.2. To facilitate multi-vehicle fuel purchases, each VM, or account activity, is authorized to obtain generic cards.

13.2. General Policy.

13.2.1. Card users will be briefed to make every effort to purchase fuel from pumps with card reader ("swiping") capability. **(T-0).**

13.2.2. Card users will not purchase premium fuels (e.g., premium or super unleaded.) **(T-0).**
Exceptions:

13.2.2.1. Fuel for watercraft motors/marine engines

13.2.2.2. When required in writing by the vehicle manufacture, e.g., Chevrolet Volt.

13.2.2.3. Assets meeting an exception above will have individual fuel card created for use by approved assets only. **(T-0).** The new fuel card will be created to include the appropriate optional embossing, e.g., "[registration/tag number/unit] Premium Fuel" or "Watercraft Premium Fuel," whichever is applicable; variations authorized. **(T-0).**

13.2.2.4. The AO investigates all unauthorized premium fuel purchases and advises card users/organization in writing of the premium fuel purchase policy and retains copy in program management file.

13.2.3. Fuel card is not authorized for bulk purchase.

13.2.4. Purchase of fuel to be stored in independent container will be limited to 55 gallons. **(T-0).**

13.2.5. All fuel cards will reflect account name, e.g., 96th Vehicle Management, per DLA-Energy policy. **(T-0).**

13.2.6. VM or account holder activities maintain as few fuel cards as possible to ensure mission accomplishment.

13.2.7. The base-level VM or account holder activities may set policy restricting Fleet Card purchases to “FUEL ONLY.” Car wash purchase amount limits may also be set by base-level VM.

13.2.8. Fuel cards will not to be used in place of an organization’s GPC program, the use of an AF Form 9 or other purchasing instrument when purchasing items or services required in support of field operations or fleet maintenance. **(T-0).**

13.2.9. Fuel cards will not be used to support “wet” leased vehicles at any time. **(T-0).**

13.2.10. Fuel cards can be used to obtain fuel for small boats, tugs or barges as authorized by the AFCPM and not to exceed the micro-purchase threshold.

13.2.11. Fuel cards are not authorized to obtain aviation fuel.

13.2.12. Units have the option of establishing alternative off-base refueling programs using the DoD Fleet Card Program when alternative fuel requirements cannot be met by local fuels management agencies and/or supported by other federal agencies.

13.2.12.1. If cards are required to support commercially available alternative fuel, these cards must be restricted to “FUEL ONLY” purchases. **(T-2).**

13.2.12.2. If individual cards are obtained to support specific vehicle(s), these cards will have the vehicle Asset ID and alternative fuel optionally embossed on the card (e.g., 11B12345 E-85). **(T-0).** Additionally, these cards will be programmed with the fuel funding LOA belonging to the vehicle’s assigned organization. **(T-0).**

13.2.13. FM&A establishes procedures with AO (if not from an LRS VM account) and card users to ensure the information required for off-base fuel transactions are provided in a timely fashion.

13.2.14. When fuel cards are assigned/hand-receipted to support non-UDI or account for assigned vehicles, the AO ensures that funds for fuel purchases are reimbursed to the fuel card account’s fuel funding LOA. Additionally, they will restrict purchases to “FUEL ONLY.” **(T-2).**

13.2.15. When not in use, cards must be stored in a suitable locked container. **(T-0).**

13.2.16. AOs will establish policy and procedure for card users to follow for obtaining approval from the account’s AO or CO before using a card to obtain commercial maintenance or towing services. **(T-2).**

13.2.17. APC, AO, CO and alternates establishes and maintains on-line account management access with the credit card vendor. **(T-0)**

13.2.18. Use of “Prepay” will not be authorized. **(T-0).**

13.2.19. Monthly invoices must be certified within 9 business days of posting. Payment, for non-fuel purchases, will be submitted to Finance immediately after certification of monthly invoice. Utilize SF1034, *Public Voucher for Purchases and Services Other Than Personal*, for payment submittal. **(T-0).**

13.3. Above the Unit Level Program Management Positions. DLA Energy manages the DoD Fleet Card Program. This means they set the policies, oversee the program, and handle fuel transaction accounts. However, individual units are responsible for creating their own local

programs and procedures. These local plans must follow the DLA Energy fuel card guidelines and this DAFI. (T-0).

13.3.1. AFCPM. On behalf of AF/A4LR, 441 VSCOS acts as the AFCPM. As such, 441 VSCOS is responsible for supporting DoD Fleet Card Program policy, establishing and enforcing Air Force policy and providing a bridge between unit-level accounts and outside agencies, such as DLA Energy, the fuel card vendor and the DFAS. Additionally, 441 VSCOS provides operational and program management support for non-fuel purchases.

13.3.2. Agency Program Coordinator (AFRC/A4RR or NGB/A4RDV only). Like the AFCPM, APCs can also act as a bridge between accounts and outside agencies. They are also responsible for the oversight and enforcement of Air Force Fleet Card Program policy. This is usually accomplished via Staff Assistance and as program management checklist items on the HAF SAC. Agency Program Coordinators maintain a list of accounts and AO POC information for accounts under their command.

13.4. Unit Level Program Management Positions. Normally, VM is responsible for administration of the DoD Fleet Card Program/account. Appropriate personnel within the account's controlling activity/flight are appointed (via DD Form 577, *Appointment/Termination Record – Authorized Signature*, Sections I thru III) to the following positions:

13.4.1. AO. This person is responsible for overall account management, to include, but not limited to:

13.4.1.1. Supporting the certification of payment invoices and documents for vendor non-fuel payment. Supporting the respective CO with timely and accurate data/information to ensure prompt and proper payments, i.e., payments that are supportable, legal and computed correctly.

13.4.1.2. Ensuring fuel cards are distributed for use on authorized vehicles.

13.4.1.3. Ensuring that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their control is in place to minimize opportunities for erroneous or delinquent payments. Additionally, ensure that all procedural safeguards affecting proposed payments are observed.

13.4.1.4. Complying with OMB Circular A-123, Appendix B, *Improving the Management of Government Charge Card Programs* and all applicable DoD regulations and Force policy and procedures.

13.4.2. CO. The CO position would normally be held by the VFM, VMS, FM&A or Material Control NCOIC or unit RA. However, small units/functions with limited supervisory personnel may designate the unit commander, COR or contracting officer (for contracted VM) as the CO. The CO ensures all non-fuel purchases made with DoD Fleet Cards have funding available for payment.

13.4.3. AOs and COs must complete DLA Energy AO Training. (T-0). Refer to [paragraph 13.12](#).

13.4.4. Alternates are also appointed for each position and have the same appointment form requirements as stated above.

13.4.5. The signed DD Form 577, AO Nomination Form and AO Training Certificate is forwarded to the DLA Energy Air Force Fuel Account Manager and/or AFCPM and maintained in the user's account.

13.4.6. The DD Form 577 for the account's CO is forwarded to DFAS- Indianapolis (DFAS-IN) to ensure non-fuel payment acceptance/processing or for cause. An appointing authority's reassignment does not affect existing appointments.

Section 13B—Processes

13.5. Establishing DoD Fleet Card Account. Units contact the AFCPM for details. DLA Energy cannot establish new accounts without AFCPM approval.

13.6. DoD Fleet Card Split Billing Process.

13.6.1. Split billing is a means of centrally billing the “fuel” portion of the invoice. Split Billing functionality is the process whereby fuel purchases are separated from non-fuel purchases. The fuel card processor is responsible for separating fuel purchases from non-fuel purchases (splitting the invoice).

13.6.2. For the fuel portion, DLA Energy-RRF (San Antonio) acts as the certifying office and DFAS Columbus is the paying office.

13.6.3. For the non-fuel portion, each incurring unit (account) serves as the certifying office, while the corresponding DFAS office for the unit, functions as the paying office. Individual accounts continue processing the non-fuel portion of their invoice from the fleet card contractor through their established channels. Refer to [paragraph 13.8](#).

13.6.4. The OMB sets the Standard Price not DLA Energy.

13.7. Non-Fuel Purchase Funding and Payment Procedures. All non-fuel purchases are paid directly to the card vendor before or by the invoice due date (normally 30 days after invoice date). Specific non-fuel payment procedures can be found on the **AFVM Neighborhood**, “Cash Back” credits are applied to account non-fuel balances by participating vendors and not the fleet card vendor. To save administrative labor, the AFCPM reserves the right to use these credits to assist in paying small non-fuel balances of other accounts.

13.8. Account Documentation and Continuity Requirement. Various documentation will be maintained for account and program management, and for continuity purposes. This information must be maintained electronically, via hard copy file(s) or in a continuity book(s)/binder(s). **(T-0)**. The information must be divided into Funding and Transactions and Card Administration and Management Control. **(T-2)**.

13.8.1. Funding and Transactions. Documentation within this section includes, but is not limited to:

13.8.1.1. Copies FY funding documents (i.e., AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, and/or Standard Form 1048, *Claim for Lost, Stolen, or Destroyed United States Savings Bonds*), Fund cite authorization and requests for additional or supplemental funds.

Note: These documents are not required for “FUEL ONLY” accounts or if no non-fuel purchases have been made during the current FY.

13.8.1.2. Billing cycle (monthly) transaction documents (grouped by billing cycle). These documents include:

13.8.1.2.1. Vendor Invoices.

13.8.1.2.2. Monthly Purchase Transaction Reports.

13.8.1.2.3. All purchase and other transactions receipts. All purchase receipts should have the following associated information documented:

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

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

13.8.1.2.3.3. Vehicle registration/tag number and odometer/hour meter at the time of purchase.

13.8.1.3. All billing cycle transaction documents (vendor invoices, transaction reports and transaction receipts, etc.) must be maintained per the Air Force Records Disposition Schedule in AFRIMS.

Note: If a transaction receipt is lost, the AO documents (e.g., MFR) the occurrence; to include the purchaser's POC information and information relevant to the transaction.

13.8.2. Card Administration and Management Controls. Documentation within this section includes, but is not limited to:

13.8.2.1. Local program policies/procedures.

13.8.2.2. Account position appointment forms, letters AO Nomination and DD Form 577) and AO training certificates.

13.8.2.3. Card listing, to include card number, profile, fuel LOA, etc.

13.8.2.4. Location of card Personal Identification Numbers (PIN), or Driver's ID number(s) Listing. PIN listing must be always secured. **(T-0)**.

13.8.2.5. Card register/control log. Develop a local card control log to document card issuance, i.e., card information, date and POC info. Attach issuing document/receipt to the register, i.e., memo or hand receipt. The register is valid for one FY. All cards "permanently assigned" to units (i.e. cards assigned/hand receipted to First Responders or cards used to purchase alternative fuel for individual vehicles assigned to different organizations) must be reissued on a new register by 31 October each FY. **(T-0)**. The card register/control log may be combined with the inventory list.

13.8.2.6. Documents, memoranda, or statements certifying card loss, destruction, turn- in, completion of semiannual (twice a year) validation and any Fraud Waste & Abuse investigation.

13.8.2.7. File copies of card user "Statement of Understanding" (SOU).

13.8.2.8. Card User training log. A portion of card users training log and the SOUs may be maintained/filed separately at the point of issue, e.g., Vehicle Dispatch office.

13.8.2.9. Copies of DLA Energy correspondence and policy memos.

13.9. Additional AO Duties. Other duties of the AO include, but are not limited to, the following:

- 13.9.1. Developing a local card user/training guide.
- 13.9.2. Controlling the DoD Fleet Card register and the issuance of Fleet Cards.
- 13.9.3. Reviewing user control documents and DoD Fleet Card register twice a year to include a physical inventory.
- 13.9.4. Reporting questionable purchases to unit commander (or equivalent), Agency Program Coordinator and AFCPM.
- 13.9.5. Ensuring all fuel (to include mileage update) and maintenance transaction costs are input into FMIS as an off-base cost when receipt is received.
- 13.9.6. Forwarding invoice and supporting documents for non-fuel purchases to the paying agent.
- 13.9.7. Ensuring all card users receive Card User's Training and signs a SOU (that outlines card user responsibilities and authorized purchases) prior to initial card use and annually thereafter.
- 13.9.8. Notifying DLA Energy Air Force Account Manager, AFCPM, Agency Program Coordinator and card contractor immediately of changes to the account including telephone numbers, addresses, AO/CO appointment changes, Fuel LOA info, etc. Subsequently, if the unit is disbanded or relocated, the AO is responsible for providing the card contractor with updated contact information if a non- fuel balance remains. Further, if the unit is disbanded, the unit is responsible for account closure and proper disposition of the cards and PINs to prevent unauthorized use or fraudulent activity.
- 13.9.9. 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 contacts the contractor immediately or takes action to change using the vendor's website.
- 13.9.10. Establishing reimbursement policy/procedure for units/individuals that purchase unauthorized items or car washes that are over policy limits.
- 13.9.11. Ensuring complete documentation (specific item/service purchased and rationale for purchase) of all non-fuel purchases is maintained on file.

13.10. Disposition of the DoD Fleet Cards or Account. Destroy cards no longer required, authorized, or expired. Maintain a record of card destruction for one-year. Channel requests to "Terminate" card(s) to the Fleet Card vendor, Agency Program Coordinator, AFCPM or DLA Energy. Notify Fleet Card vendor of all lost and/or stolen cards.

- 13.10.1. Lost or stolen account numbers and cards must be reported immediately to the fleet credit card vendor and APC. **(T-0)**. (Refer to account control files, account statements, or the back of a Fleet credit card for vendor contact information). Notification is mandatory when the fuel card is to be replaced to enable the contractor to update the data file.
- 13.10.2. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, are destroyed immediately.

13.10.3. Fuel card accounts that are no longer required will be “closed” and all cards destroyed. **(T-0)**. Contact the AFCPM, DLA Energy and the Fleet Card vendor when closing account.

13.11. Account Suspension Reinstatement.

13.11.1. If an account is “suspended” (fuel and non-fuel purchases cannot be made) due to excessive non-fuel balance delinquency (IAW DoD/DLA Energy policy), the account can only be reinstated if the following occurs:

13.11.1.1. The account balance is paid in-full and verified by the AFCPM. In lieu of payment(s) being posted to the account, documentation from DFAS can be accepted when it reflects payment amount and projected payment date.

13.11.1.2. A memorandum from the unit’s first O-6 (or equivalent) in the chain-of-command is submitted to the AFCPM requesting account reactivation and outlining steps taken to ensure on-time non-fuel payment submissions in the future.

13.11.2. In the event of an emergency (mission or natural disaster related) suspended account fuel card(s) may be reactivated in a “limited” capacity for FUEL ONLY use. Units should notify the AFCPM during these situations.

Section 13C—Training

13.12. DoD Fleet Card Program Training Requirements.

13.12.1. **DLA Energy AO Training** is mandatory for AFCPM, Agency Program Coordinator, AO, CO, and alternates. New AFCPM, Agency Program Coordinator, AO, CO and alternates must complete required training within 30 days of appointment and at least every three years thereafter. **(T-0)**.

13.12.2. All cardholders must receive initial training prior to using the card and every three years thereafter. **(T-0)**. A mandatory card user training presentation can be locally developed or downloaded from the DLA Energy website. Locally developed training for cardholders must provide general information on how to use a fleet card, proper use, Government policy and local procedures related to “who to contact” in the event of problems with cards, purchase related information requirements and card/receipt turn-in. **(T-0)**.

Chapter 14

VEHICLE TELEMATICS

14.1. Program Overview. The AF vehicle telematics programs is used to support effective, efficient and safe vehicle use by transmitting On-Board Diagnostic (OBD) vehicle data, static vehicle data and global positioning system (GPS) capability to Fleet Managers and users. Additionally, the telematics program provides fleet managers and commanders with individual vehicle MPG and idling information needed to effectively reduce fuel utilization and cost, CO² emissions and comply with AF/A4L 5-minute idle policy. Additionally, vehicle telematics are safety monitoring devices (e.g., remote tracking, diagnostic monitoring systems) that can be used to monitor safe vehicle operations and to influence driving behavior, pursuant with DoD Instruction 6055.04, *DoD Motor Vehicle and Traffic Safety*.

14.2. Applicability. At the discretion of 441 VSCOS or DAF (to include USSF) all vehicle management activities will participate in the AF Vehicle Telematics Program, based on available centralized funding. However, activities may procure approved vehicle telematics system through coordination with 441 VSCOS, if local funding is available. The target vehicles are owned, FAST reportable assets meeting the following criteria: Light and medium duty passenger carrying vehicles and trucks, heavy-duty vehicles (i.e. trucks and busses), and all other Asset-Level Data reportable vehicles (i.e. off-road and special purpose equipment) as funding allows.

14.3. Responsibilities.

14.3.1. 441 VSCOS:

14.3.1.1. Develop AFVT program guidance.

14.3.1.2. As needed, act as liaison between the VM activities and telematics service provider.

14.3.1.3. Develop data metrics and usage methodologies.

14.3.1.4. Develop and execute access procedures for service provider's user interface on-line system.

14.3.1.5. Maintain requirements for authority to operate (ATO).

14.3.2. Unit-Level Vehicle Management Activities:

14.3.2.1. Document and perform installation and removal of telematics on Air Force fleet vehicles.

14.3.2.2. Ensure removal of vehicle telematics components from Air Force assets sent to DLA-DS, AFSVSP, and RDO to OCONUS locations (except Alaska, Guam, Hawaii, Japan, Okinawa and England. Excess telematics devices and equipment will be reported to 441 VSCOS and securely stored. **(T-2). Note:** Vehicle Shipping LTI forms will be annotated if aftermarket telematics equipment (i.e., GeoTab GO9 device and cable) is attached to vehicle and serial number of device.

14.3.2.3. Report vehicle discrepancies possibly caused by vehicle telematics hardware to 441 VSCOS. When submitting a discrepancy report, include the vehicles year, make, model, asset ID, device serial number and detailed explanation of the problem.

14.3.2.4. Procure additional telematics device dongles upon depletion of initial stock, those delivered under the initial contract, using O&M funds. **Note:** Coordinate with VSCOS Program Management flight before purchase.

14.3.2.5. View telematics reports on service provider's user-interface on-line system at least weekly. VM activities must take appropriate action to inform VCOs of unsafe vehicle operating characteristics (i.e., excessive speeds, hard braking, etc..) and excessive idling (>5 minutes or >20% of engine runtime for one-month reporting period). **(T-2)**. Initiate maintenance turn-in request for vehicles with diagnostic codes to VM.

14.4. Vehicle Using Organizational Responsibilities:

14.4.1. Ensure vehicle telematics are not removed or unplugged from vehicles. Unauthorized removal or damage to the telematics device constitutes vehicle abuse IAW [paragraph 2.27](#).

14.4.2. Immediately report missing telematics devices/dongles to servicing VM activity.

14.5. OBD Data Use.

14.5.1. At specific system intervals the vehicle diagnostic information and location data is sent from vehicle mounted devices, via cellular VPN, to the telematics service provider's user-interface online system's FedRAMP secure cloud. OBD computer data, coupled with other data feeds, is downloadable by accessing the vendor's user-interface website. Data fields include: Base Geoloc, MAJCOM, unit assigned, asset ID, system trouble codes, odometer, last engine runtime meter and last engine idle time meter readings, vehicle max speeds, idle gallons used, idle time and idle fuel cost. Refer to the **MyGeoTab Guidebook**.

14.6. GPS Function. The GPS function uses satellite and cellular technology that allow fleet managers and leadership to locate vehicles in real-time. Vehicles equipped with AFVT devices utilize GPS function and vehicles are displayed on the telematics vendor's data site by Asset ID.

14.7. AFVT Program and GPS Function Exemptions. Vehicle using organizational commanders (or equivalents) requesting AFVT Program or GPS Function exemptions will submit "in-turn memorandum" requests to the servicing VM function. **(T-1)**. Coordination and disposition routing will follow the examples provided in [Figure 14.1](#). or [Figure 14.2](#). Exemption request will include justification and list of vehicle Asset IDs the request applies to. **(T-2)**. Exemption memorandum examples can be found in [Attachment 4](#).

Figure 14.1. GPS Exemption Request Flow Chart.

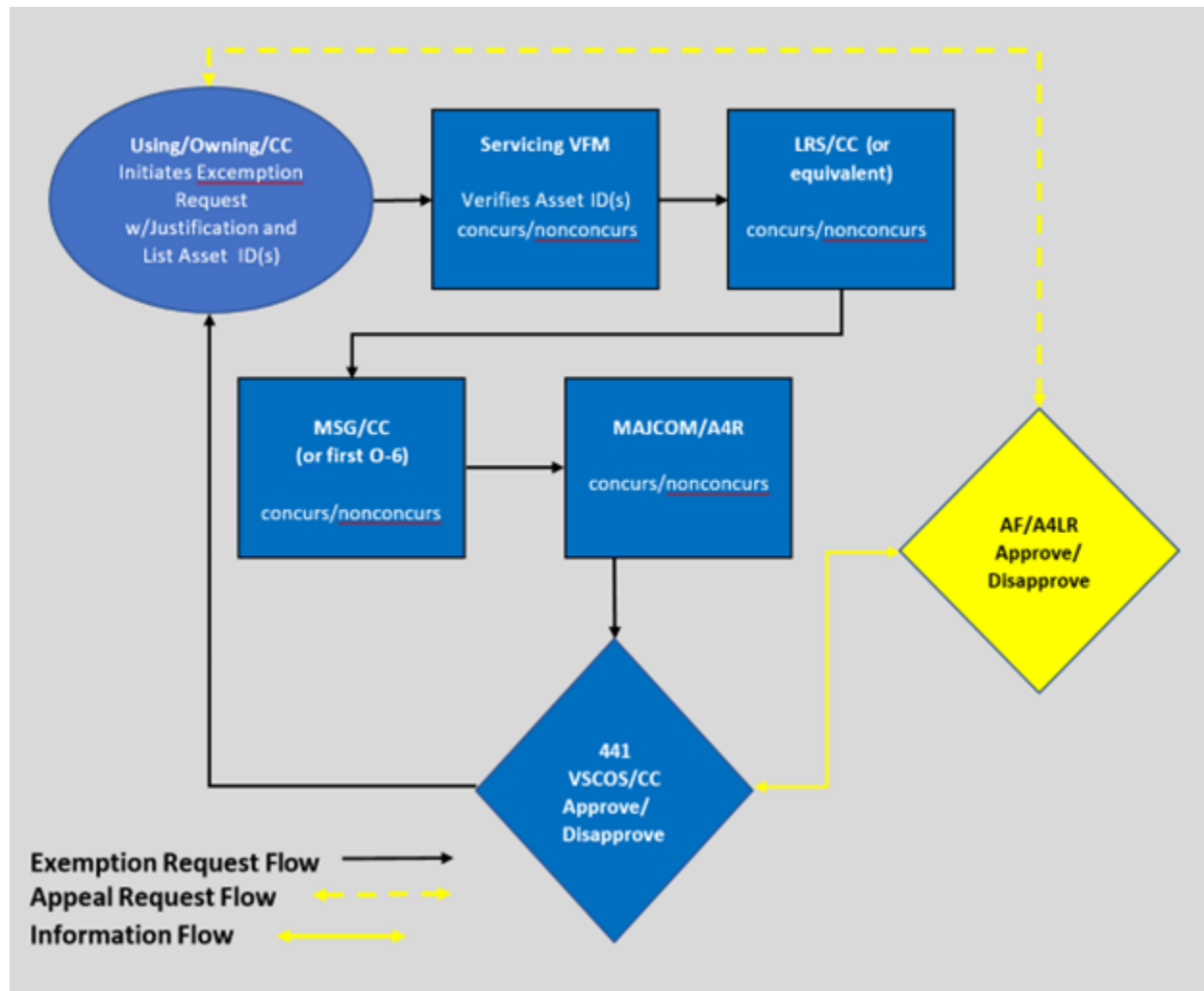
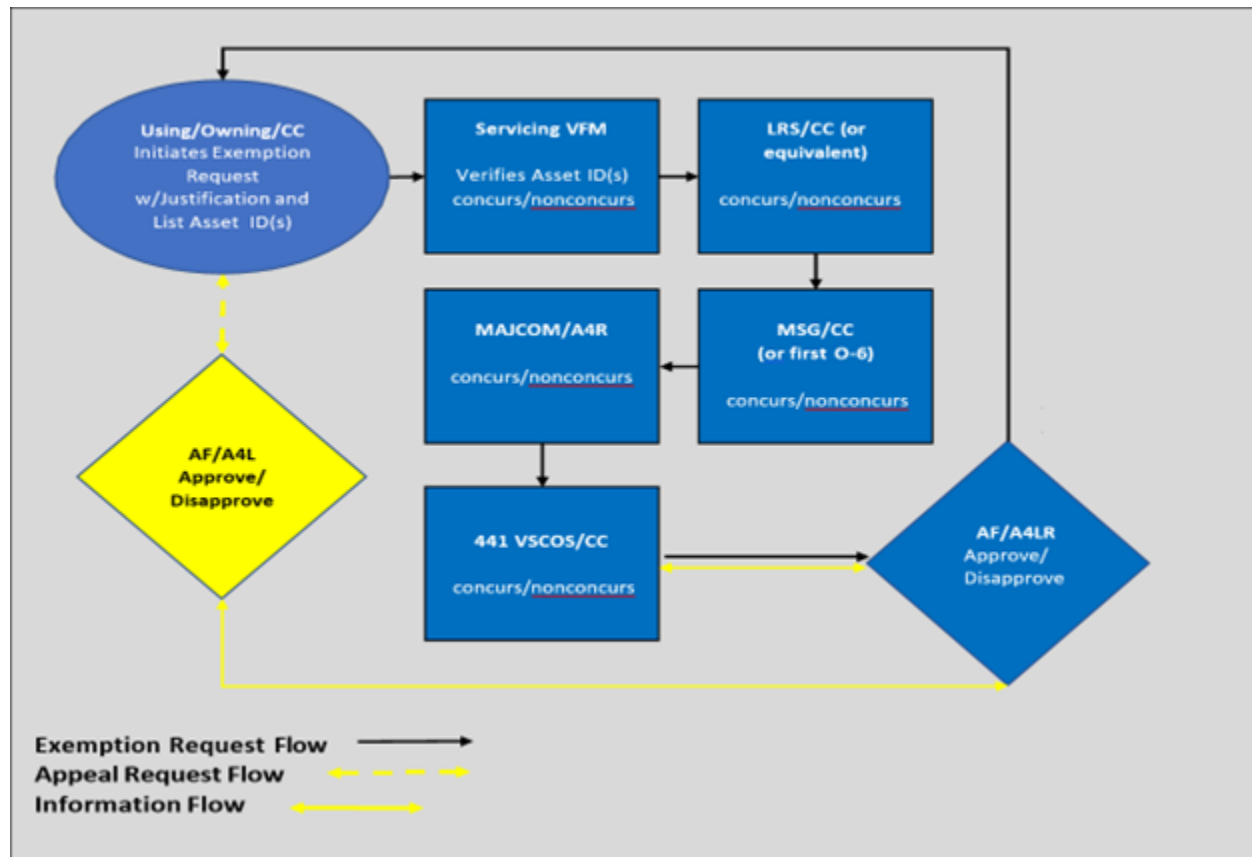


Figure 14.2. AFVT Program Exemption Request Flow Chart.



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

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DAFMAN 36-2689, *Training Program*, 31 March 2023

DAFMAN 48-146, *Occupational Health Program Management*, 1 December 2022

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 91-118, *Safety Design and Criteria for Nuclear Weapon Systems*, 13 March 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 25 March 2022

DAFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, 25 May 2021.

DAFPD 10-27, *Civil Air Patrol*, 15 December 2022

Defense Federal Acquisition Regulation Subpart 225.7004, *Restriction on Acquisition of Foreign Busses*, current edition

Department of Defense Green Procurement Program Strategy, November 2008

Defense Transportation Regulation 4500.9-R, Part II, *Cargo Movement*, Current Edition

Defense Transportation Regulation 4500.9-R, Part III, *Mobility*, Current Edition

DoD 4160.21-M, Volume 1, *Defense Materiel Disposition Manual*, 31 August 2022

DoD 4715.05, Volume 5, *Overseas Environmental Baseline Guidance Document: Waste*, 29 June 2020

DoD 7000.14-R, *Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*, January 2021

DoDI 1225.06, *Equipping the Reserve Forces*, 16 May 2012

DoDI 4000.19, *Support Agreements*, 16 December 2020

DoDI 5000.64, DAFI 23-111, *Accountability and Management of DOD Equipment and Other Accountable Property*, 6 December 2021

DoDI 6055.04, *DoD Motor Vehicle and Traffic Safety*, 27 August 2021

DoDI 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property*, 3 September 2015

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 7 July 2015

The Energy Independence Security Act of 2007, 42 USC Ch. 152

Federal Acquisition Regulation Subpart 9.3, *First Article Testing and Approval*, 22 January 2024

The Federal Tort Claims Act, 28 USC Chapter 171

Office of Management and Budget Circular No. A-11, *Preparation, Submission, and, Execution of the Budget*, current edition

Office of Management and Budget Circular No. A-123, *Appendix B, Improving the Management of Government Charge Card Programs*, current edition

MIL-HDBK-61, *Configuration Management Guidance*, 7 April 2020

Resource Conservation and Recovery Act (RCRA) of 1976

Standardization Agreement (STANAG) 2454, 8 December 2015

Technical Order 00-5-1, *Air Force Technical Order System*, 24 October 2023

Technical Order 00-5-15, *Air Force Time Compliance Technical Order Process*, 28 July 2023

Technical Order 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 2 Feb 2024

Technical Order 00-25-107, *Maintenance Assistance*, 15 August 2022

Technical Order 00-35D-54, *USAF Deficiency Reporting, Investigating, and Resolution System*, 28 February 2024

Technical Order 32B14-3-1-101, *Operation and Service Instructions Torque Indicating Devices*, 29 August 2023

Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 17 November 2023

Technical Order 36C-1-4, *Dielectric Testing of Insulated Manlift Devices*, 22 September 2014

USAFEI 23-104, *USAFE Command Dangerous Goods Program*, 2 March 2022

Prescribed Forms

DAF Form 1830, *Refueling Equipment Hose Installation and Hydrostatic Test Data Record*

DAF Form 172, *Appointment of Vehicle Control Official*

DAF Form 1800, *Operator's Inspection Guide and Trouble Report*

DAF Form 1829, *Refueling Equipment Inspection Record*

DAF Form 1832, *Record of Cannibalization (Vehicle Maintenance)*

DAF Form 4354, *Vehicle Preventive Maintenance and Inspection*

DAF Form 4355, *Vehicle Incoming Inspection*

DAF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 170, *Appointment of Vehicle Trainer(s)*

AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 1067, *Modification Proposal*

AF Form 1996, *Adjusted Stock Level*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 91, *Limited Technical Inspection - Motor Vehicle*

AFTO Form 95, *Significant Historical Data*

AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy Work Document*

AFTO Form 781B, *Communications Security Equipment Record*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

DAF Form 55, *Employee Safety and Health Record*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1297, *Temporary Issue Receipt*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 518, *Accident Identification Card*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

DD Form 1348-1A, *Issue Release/Receipt Document*

Standard Form 91, *Motor Vehicle Accident Report*

Standard Form 1034, *Public Voucher for Purchases and Services Other Than Personal*

Standard Form 1048, *Claim for Lost, Stolen, or Destroyed United States Savings Bonds*

Abbreviations and Acronyms

ACC—Air Combat Command

ACR—Authorization Change Requests

ACSA—Acquisition and Cross-Servicing Agreement

ADR—Accord Européen Relatif Au Transport International Des Marchandises Dangereuses Par Route (International Carriage of Dangerous Goods by Road)

AEFI—AFFORGEN Employment Force Indicator

AETC—Air Education and Training Command

AFB—Air Force Base

AFCEC—Air Force Civil Engineer Center

AFCENT—US Air Forces Central

AFCFM—Air Force Career Field Manager

AFCPM—Air Force Component Program Manager

AFFOR—Air Force Forces

AFFORGEN—Air Force-Force Generation

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual
AFMCI—Air Force Material Command Instruction
AFOSI—Air Force Office of Special Investigation
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFRL—Air Force Research Laboratories
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AFTO—Air Force Technical Order
AFV—Alternative Fuel Vehicles
AFVM—Air Force Vehicle Management
AFVT—Air Force Vehicle Telematics
AMC—Air Mobility Command
ANG—Air National Guard
AO—Accountable Official
AOR—Area of Responsibility
APC—Activity Program Coordinator
API—Airmen Powered by Innovation
APSR—Accountable Property System of Record
AS—Allowance Standard
ASC—Allowance Source Code
ASE—Automotive Service Excellence
BEV—Battery Electric Vehicles
BLADE—Basing & Logistics Analytics Data Environment
BOS—Basic Organization Structure
BPA—Blanket Purchase Agreement
BPAC—Budget Program Activity Codes
C-MAJCOM—Component Major Commands
C-NAF—Component Numbered Air Force

CAC—Common Access Card
CARC—Chemical Agent Resistant Coating
CARS—Consolidated Analysis and Reporting System
CAT—Crisis/Contingency Action Team
CATCODE—Category Code
CBRN—Chemical, Biological, Radiological, Nuclear
CC—Commander
CCI—Controlled Cryptographic Item
CD—Deputy Commander
CFC—Chlorofluorocarbons
CFETP—Career Field Education and Training Plan
CFR—Code of Federal Regulation
CI²—Continuous Improvement and Innovation
CISP—Commercial Internet Service Provider
CNG—Compressed Natural Gas
CO—Certifying Official
COCOM—Combatant Command
COMPUSEC—Computer Security
CONUS—Continental United States
COPARS—Contractor-Operated Parts Store
COR—Contracting Officer Representative
CROWS—Common Remotely Operated Weapon Station
CTK—Consolidated Tool-Kit
CWRMO/NCO—Command War Reserve Materiel Officers/Non-Commission Officers
DAF—Department of the Air Force
DAFGM—Department of the Air Force Guidance Memorandum
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DFAS—Defense Finance and Accounting System
DFAS-IN—Defense Finance and Accounting System-Indianapolis
DFE—Dynamic Force Employment

DHS—Department of Homeland Security
DIFM—Due In From Maintenance
DLA—Defense Logistics Agency
DLA-DS—Defense Logistics Agency-Disposition Services
DoD—Department of Defense
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DoE—Department of Energy
DOLI—Date of Last Inventory
DRU—Direct Reporting Unit
DSN—Defense Switched Network
EA—Economic Analysis
EEBP—Enterprise External Business Portal
EISA—Energy Independence Security Act
ELMS—Enterprise Logistics Management System
EMSG—Expeditionary Mission Support Group
EO—Executive Order (Presidential)
EoL—End-of-Life
EPA—Environmental Protection Agency
EPAct—Energy Policy Act
EPoS—Electronic Point of Sale
ERA—Electronic Records Archive
eSSS—Electronic Staff Summary Sheet
ETIC—Estimated Time In-Commission
ETIMS—Enhanced Technical Information Management System
EUCOM—European Command
EVSE—Electric Vehicle Supply Equipment
F3I—Form, Fit, Function or Interface
FAM—Functional Assignment Manager
FAR—Federal Acquisition Regulation
FAST—Federal Automotive Statistical Tool
FCEV—Fuel Cell Electric Vehicles

FIAR—Financial Improvement Audit Remediation

FM&A—Fleet Management and Analysis

FM—Financial Management

FMIS—Fleet Management Information System

FOA—Forward Operating Agency

FOD—Foreign Object Damage

FPCON—Force Protection Condition

FSE—Fuels Support Equipment

FSF—Fleet Support Flight

FSR—Field Service Representative

FTM—Fire Truck Maintenance

FY—Fiscal Year

FYDP—Fiscal Year Defense Program

GFE—Government Furnished Equipment

GGH—Gasoline Gallon Equivalent

GHG—Green House Gas

GPC—Government Purchase Card

GPP—Green Procurement Program

GSA—General Services Administration

GSU—Geographically Separated Unit

HAZMART—Hazardous Material Pharmacy

HEV—Hybrid Electric Vehicles

IAW—In Accordance With

IDO—Installation Deployment Officer

IDRC—Installation Deployment Readiness Center

IDT—Inactive Duty for Training

IG—Inspector General

ILS-S—Integrated Logistics System-Supply

IMDS—Integrated Maintenance Data System

IPT—Integrated Product Team

ITK—Individual Tool-Kit

ITP—Individual Training Plan

JDRS—Joint Deficiency Reporting System
JLTV—Joint Light Tactical Vehicle
JSTO—Job Safety Training Outline
KSD—Key Supporting Documents
LIN/TAMCN—Line-Item Number/Table of Authorized Materiel Control Number
LOA—Line of Accounting
LPG—Liquified Petroleum Gas
LRS—Logistics Readiness Squadron
LSSS—Logistics Support, Supplies, or Services
LTi—Limited Technical Inspection
M&U—Maintenance & Utilization
M/H/K—Miles/Hours/Kilometers
MAJCOM—Major Command
MAJCOM/CD—Major Command Deputy Commander
MEL—Mission Essential Level
MFR—Memorandum for Record
MICAP—Mission Impaired Capability Awaiting Parts
MICT—Management Internal Control Toolset
MIPR—Military Interdepartmental Purchase Request
MLSA—Mutual Logistics Support Agreement
MNCL—Master Nuclear Certification Listing
MOA/U—Memorandum of Agreement/Understanding
MPG—Miles Per Gallon
MRAP—Mine-Resistant Ambush Protected (vehicle)
MSA—Mutual Support Agreement
MSE—Mission Support Equipment
MSG—Mission Support Group
MTF—Medical Treatment Facility
MTP—Master Training Plan
MVR—Master Vehicle Record
MWR—Morale, Welfare and Recreation
NAFIS—Non-Appropriated Fund Instrumentalities

NATO—North Atlantic Treaty Organization
NCE—Nuclear Certified Equipment
NCO—Non-Commissioned Officer
NCOIC—Non-Commissioned Officer in Charge
NGB—National Guard Bureau
NIIN—National Item Identification Number
NMC—Non-Mission Capable
NMC-M—Non-Mission Capable-Maintenance
NMC-S—Non-Mission Capable-Supply
NORTHCOM—United States Northern Command
NSN—National Stock Number
NTV—Non-Tactical Vehicle
O&M—Operation and Maintenance
OBD—On-Board Diagnostics
OCONUS—Outside Continental United States
OGMVC—Other Government Motor Vehicle Conveyances
OJT—On-The-Job Training
OMB—Office of Management and Budget
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OSS&E—Operational Safety, Suitability, and Effectiveness
OTI—One-Time Inspection
OTRL—One-Time Repair Limit
PACAF—Pacific Air Forces
PHEV—Plug-In Hybrid Electric Vehicle
PIC—Positive Inventory Control
PIN—Personal Identification Number
PM&I—Preventive Maintenance and Inspection
PM—Program Manager
PMEL—Precision Measurement Equipment Laboratory
PMF—Program Management Flight
PMO—Program Management Office

POC—Point of Contact
POD—Permissible Operating Distance
POM—Program Objective Memorandum
PPBE—Plans, Programs, Budget and Executes
PRST—Preservation-Storage
PWS—Performance Work Statement
QA—Quality Assurance
QASP—Quality Assurance Surveillance Plan
RC/CC—Responsibility Center/Cost Center
RCRA—Resource Conservation and Recovery Act
RDO—Vehicle Redistribution Order
RED HORSE—Rapid Engineers Deployable Heavy Operational Repair Squadron, Engineer
RFM—Refueling Maintenance
RIO—Requirements Integration Office
RM—Risk Management
RO—Responsible Officer
RoB—Rules of Behavior
RoS—Report of Survey
ROZ—Support and Equipment Vehicles Division
SAC—Self-Assessment Checklist
SAF—Assistant Secretary of the Air Force
SAV—Staff Assistance Visits
SB—Service Bulletin
SCOG—Supply Chain Operations Group
SCOW—Supply Chain Operations Wing
SECAF—Secretary of the Air Force
SIF—Squadron Innovation Fund
SNCO—Senior Non-Commissioned Officer
SoFA—Status of Forces Agreement
SOU—Statement of Understanding
SOUTHCOM—United States Southern Command
STANAG—Standardization Agreement

TAC—Transportation Account Code
TCN—Transportation Control Number
TCTO—Time Compliance Technical Order
TDY—Temporary Duty
TMDE—Test, Measurement and Diagnostic Equipment
TMSK—Temporary Mission Support Kit
TO—Technical Order
TPMS—Tire Pressure Monitoring System
TRT—Transaction Request Tool
UCMJ—Uniform Code of Military Justice
UDI—U—Drive-it
UDM—Unit Deployment Manager
ULN—Unit Line Number
UN—United Nations
UNICOR—Federal Prison Industries
USAF—United States Air Force
USAFE-AFAFRICA—United States Air Forces in Europe & Air Forces Africa
USAFE—United States Air Forces in Europe
USAFEI—United States Air Forces in Europe Instruction
USC—United States Code
USDA—United State Department of Agriculture
USFK—United States Forces, Korea
UTC—Unit Type Code
UTM—Unit Training Manager
VCO—Vehicle Control Official
VFM—Vehicle Fleet Manager
VIL—Vehicle Identification Link
VM—Vehicle Management
VMOP—Vehicle Management Operating Procedure
VMS—Vehicle Management Superintendent
VMTL—Vehicle Management Training Leader
VPRL—Vehicle Priority Recall Listing

VSCOS—Vehicle Support Chain Operation Squadron

VTAC—Vehicle Transformation Acquisition Council

WH—Warehouse

WRM—War Reserve Materiel

WST—Weapon System Team

ZEV—Zero-Emission Vehicle

Office Symbols

ACC/A4—Directorate of Logistics, Engineering and Force Protection

ACC/A4RM—Mine-Resistant Ambush Protected Weapon System

AF/A4—Deputy Chief of Staff, Logistics, Engineering and Force Protection

AF/A4L—Director of Logistics

AF/A4LR—Logistics Readiness Division

AF/A4P—Directorate of Resource Integration

AF/REX—Chief of AFR, Plans, Programs, & Requirements Directorate

AFGSC/A10X—Nuclear Plans/Production (Sentinel Missile)

AFLCMC/ROZ—Support Equipment and Vehicles Division

AFPC/DPW—Air Force Personnel Center, Deployment Scheduling Function

AFRC/A4—Directorate of Logistics, Engineering and Force Protection

AFRC/A4R—Logistics Readiness Division

AFRC/A4RR—Logistics Policy and Procedures Branch

AFRC/A5/A8—Directorate of Plans, Programs & Requirements

AFSC/SEWN—Air Force Safety Center, Weapons Safety Branch

AFWNC/NTSC—

NGB/A4—Directorate of Logistics, Engineering and Force Protection

NGB/A4RDV—VM & Ground Transportation Section, Logistics Readiness Division

SAF/CN—Chief Information Officer for DAF

SAF/IGX—Inspector General, Special Investigations

SAF/IEE—Environment, Safety, & Infrastructure

635 SCOW/FM—635th Supply Chain Operations Wing, Financial Management

USAFE-AFAFRICA/A4/CDGP—Command Dangerous Goods Program Office

USAFE-AFAFRICA/A3/10—Directorate of Operations, Strategic Deterrence and Nuclear Integration

9AF/AFCENT—Ninth Air Force (Air Forces Central)

9AF/AFCENT/A41—Ninth Air Force (Air Forces Central), Sustainment Division

External Links

AF COOL Program Website <https://afvec.us.af.mil/afvec/af—cool/welcome>

AFDC Alternative Fuel Locator <https://afdc.energy.gov/stations/#!/find/nearest>

AFIMSC **Teams**
<https://dod.teams.microsoft.us/l/channel/19%3Adod%3Aabc051a1e40f14f25b335c3c7d7c30eb2%40thread.skype/7.%20AFIMSC?groupId=96debf32-6221-4bea-b813-5bb8575b7422&tenantId=8331b18d-2d87-48ef-a35f—ac8818ebf9b4>

AETC Website <https://www.aetc.af.mil/>

AETC Course Announcements <https://usaf.dps.mil/teams/app10—etca/SitePages/home.aspx?isdlg=1>

AFVM Neighborhood

<https://usaf.dps.mil/sites/AFVehicleFleetMgt/SitePages/OrgHome.aspx>

AFVM Neighborhood—ADR Listing
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/USAFE%20ADR/Forms/AllItems.aspx>

AFVM Neighborhood—Annual Inventory
[https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/Lists/2023 Annual Inventory/User.aspx](https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/Lists/2023%20Annual%20Inventory/User.aspx)

AFVM Neighborhood—Asset Identification Request
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/SitePages/Asset-ID-Request.aspx>

AFVM Neighborhood—Bookshelf (External Publications)
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/SitePages/bookshelf.aspx>

AFVM Neighborhood—Energy/Environmental
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/Environmental/default.aspx>

AFVM Neighborhood—Funds Management
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/FundsManagement/default.aspx>

AFVM Neighborhood—Green Procurement Log
<https://usaf.dps.mil/sites/afvehiclefleetmgt/lists/gppl/all.aspx>

AFVM Neighborhood—MyGeoTab Guidebook
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/Telematics/layouts/15/viewer.aspx?sourcedoc={a29fdb2f-d42e-4164-b12e-c1a4dfa82b5}>

AFVM Neighborhood—Vehicle Management Pre-Contingency Checklist
[usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/vm_sharepoint_docs/Forms/AllItems.aspx?id=%2Fsites%2FAFVehicleFleetMgt%2FVMA%2Fvm_sharepoint_docs%2FVFM Pre-ContingencyChecklist%2Epdf&parent=%2Fsites%2FAFVehicleFleetMgt%2FVMA%2Fvm_sharepoint_docs](https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/vm_sharepoint_docs/Forms/AllItems.aspx?id=%2Fsites%2FAFVehicleFleetMgt%2FVMA%2Fvm_sharepoint_docs%2FVFM%2FPre-ContingencyChecklist%2Epdf&parent=%2Fsites%2FAFVehicleFleetMgt%2FVMA%2Fvm_sharepoint_docs)

AFVM **Neighborhood—Vehicle** **Sourcing**
Processes https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/vm_sharepoint_docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAFVehicleFleetMgt%2FVMA%2Fvm%5Fsharepoint%5Fdocs%2FVehicle%20Sourcing%20Charts&FolderCTID=0x0120006F120B3F727FD B4F9796E9D4B49A66BD

AFVM **Neighborhood—Vehicle** **Sourcing** **Request** **Worksheet**
<https://usaf.dps.mil/sites/AFVehicleFleetMgt/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FAFVehicleFleetMgt%2FSiteAssets%2FSitePages%2Fbookshelf%2F441%2DVSCOS%2DSourcing%2DWorksheet%2DRequest%2DBlank%2Epdf&parent=%2Fsites%2FAFVehicleFleetMgt%2FSiteAssets%2FSitePages%2Fbookshelf>

AFVM **Neighborhood—Vehicle** **Storm**
Damage <https://usaf.dps.mil/sites/AFVehicleFleetMgt/VMA/Lists/Vehicle%20Storm%20Damage/AllItems.aspx>

DAU DoD Sustainable Procurement Program Course <https://www.dau.edu/courses/clc>—046

DoD Fleet Card Training <https://www.fuelstraining.com/account/Login.cshtml>

DLA—DS Main Website <http://www.dla.mil/DispositionServices.aspx>

DLA Assist <https://assist.dla.mil/online/start/>

DLA **Global** **Tire** **Program** **Website**
<https://www.dla.mil/LandandMaritime/Business/Selling/DLA—Land-and-Maritime-Procurement-Initiatives/Global-Tire-Program/>

DLA **Land** **and** **Maritime** **Website**
<http://www.dla.mil/LandandMaritime/Business/Selling/DLA—Land-and-Maritime-Procurement-Initiatives/TSI/>

EPA Procurement Guidelines <https://www.epa.gov/smm/comprehensive>—procurement-guideline-cpg-program

EPA Low-GHG Vehicle List <https://www.epa.gov/regulations>—emissions-vehicles-and-engines/federal-fleets-using-low-greenhouse-gas-emitting

FAR Website <https://www.acquisition.gov/>

FedMall <https://www.fedmall.mil/index.html>

Fuels Training <https://www.fuelstraining.com/account/Login.cshtml>

GSA AutoChoice <https://autochoice.fas.gsa.gov>

GSA Fleet Website <https://gsafleet.gov/>

GSA **Vehicle** **Leasing** <https://www.gsa.gov/buy>—through-us/products-and-services/transportation-and-logistics-services/fleet-management/vehicle-leasing

MyTraining <https://tfttr.iosce.mil>

UNICOR Website <https://www.unicor.gov/Account/Login.aspx>

VM **RatchetWerx** **Teams**
<https://dod.teams.microsoft.us/l/channel/19%3Adod%3A39b8fadd887347df844da5a43c57fa71%40thread.skype/8.%20RatchetWerx%20Innovations?groupId=96deb32-6221-4bea-b813-5bb8575b7422&tenantId=8331b18d-2d87-48ef-a35f—ac8818ebf9b4>

Terms

Accountable Officer—An individual appointed by proper authority who maintains items and/or financial records in connection with government property, irrespective of whether the property is in his or her possession for use or storage or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping. In all cases, the accountable officer is responsible for establishing and maintaining financial property control records, controlling the processing of supporting documentation, and maintaining supporting document files. The primary accountable officers under the Air Force Report of Survey System include chief of supply, medical supply officer, munitions officer, fuels officer, communications and information systems officer, civil engineer, etc.

Accountable Property System of Record Vehicle—These vehicles must use the DoD directed FMIS as the APSR and maintenance tracking system IAW DoDM 4500.36; they include passenger carrying, cargo and utility, special purpose, low speed vehicle, firefighting, aircraft refueling, material handling and base maintenance vehicles of commercial or military design, including all approved Government Provided Equipment vehicles.

Add-On—"Add-on" equipment or accessories are items do not change the original configuration, or impact the primary structure, hydraulic power system, load-bearing capacity, steering, braking capability, positive control features, steering, lifting, power train or load carrying/restraint systems of a vehicle but may enhance the safety aspects or the utility of vehicle. They may be aftermarket or OEM optional items. Examples of vehicle add-on equipment include but is not limited to light bar/emergency lights, siren, two-way radio, pintle hook and trailer-hitch assemblies.

Air Force Life Cycle Management Center, Support Equipment and Vehicles Division (AFLCMC/ROZ)—OPR for the total life cycle and supply chain management of Air Force vehicles. Comprised of AFLCMC and 404th Supply Chain Management Squadron located at Robins AFB, GA.

Ancillary Training—Training that contributes to mission accomplishment but is separate from Air Force Specialty or occupational series training (further defined on the **AETC website**). Ancillary training does not constitute AOC training.

Authorization Standard—An asset allowance which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change Equipment Authorization Inventory Data.

Battle Damage Assessment—The estimate of damage resulting from the application of lethal or nonlethal military force. Battle damage assessment is composed of physical damage assessment, functional damage assessment, and target system assessment.

Bench/Working Stock—Stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on-hand in a work center to enhance maintenance productivity and speedy repairs. The stock limit does not normally exceed a 30-day supply.

Biobased Product—A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Cannibalization—The authorized removal of a specific component or assembly from one item of equipment to install on another item of equipment.

Contingency Location—A non-enduring location outside of the United States that supports and sustains operations during named and unnamed contingencies or other operations as directed by appropriate authority and is categorized by mission life-cycle requirements as initial, temporary, or semi-permanent. See DoDI 3000.10, Contingency Basing Outside the United States.

Contingency Operation—A military operation that is designated by the Secretary of Defense. An operation in which members of the Armed Forces are or may become involved in actions, operations, or hostilities against an enemy of the United States or against an opposing force; or an operation that results in the call or order to, or retention on, active duty of members of the uniformed services by law during a war or during a national emergency declared by the President or Congress.

Contracting Office—For the purposes of this instruction the contracting office is the office designated to support the requiring activity for contracting actions and business advice.

Contracting Officer Representative (COR)—A Service member or Department of Defense civilian or a foreign government civilian or military member appointed in writing and trained by a contracting officer, responsible for monitoring contract performance and performing other duties specified by their appointment letter.

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.

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.

Designed Operational Capability Statement—A summary of a unit's mission and resources for which it has been organized, designed, and equipped.

Disposition Instructions—The DoDM 4160.21 Vol 1: Disposal Guidance and Procedures defines disposal as “end-of-life tasks or actions for residual materials resulting from Defense Militarization or disposition operations.”

Delayed Maintenance—Maintenance that can be delayed without damage to the vehicle or a compromise of safety.

Electric Vehicle Supply Equipment (EVSE)—Equipment that is used to supply electric energy to recharge electric vehicles. EVSEs are also known as EV charging stations, electric recharging points or just charging points. EVSEs can provide a charge for the operation of zero-emissions (electric) vehicles or plug-in Hybrid-Electric-gasoline vehicles. Charging times vary based on how depleted the battery is, how much energy it holds, the type of battery, and the type of charging EVSE (e.g., charging level and power output).

Environmental Protection Agency-Designated Item—A product that is or can be made with recovered material, that is listed by the EPA in a procurement guideline and for which Environmental Protection Agency has provided **purchasing recommendations** in a related Recovered Materials Advisory Notice.

Emergency and Special Program Code—Usually a two-digit code, placed at end of fund cite, used to charge expenditures to a specific account. Emergency and Special Program codes are normally associated with contingency or disaster relief operations.

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.

Financial Improvement and Audit Remediation (FIAR)—Financial and accountability data including key supporting documentation that provide details for audit readiness. These documents/data ensure proper stewardship of all government resources required to execute assigned missions.

Fleet Management—Fleet Management refers to the processes involved in overseeing a fleet of vehicles and related assets, as well as optimizing efficiency while minimizing costs, risk, fuel consumption, and to ensure safe vehicles for mission. Fleet Management procedures are directly related to one's ability to organize, analyze and maintain fleet data.

Fleet Management Information System (FMIS)—Required by 41 CFR §102–34.347--Motor Vehicle Management, Federal fleets must have a FMIS that:

1. Identifies and collects accurate inventory, cost, and use data.
2. Provides the information necessary to satisfy both internal and external reporting requirements.
3. Collects all costs incurred in the operation, maintenance, acquisition, and disposition of motor vehicles used for official purposes.
4. Is capable of providing the data required for external reporting, such as FAST (refer to 41 CFR §102–34.346).

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 Waste—Any solid waste defined as a hazardous waste pursuant to 40 CFR, §261.3 or authorized state or host nation rules and regulations.

Host Nation—A nation receiving the forces or supplies of allied nations, coalition partners, or NATO to be located on, to operate in or to transit through its territory (DOD). A nation receiving the forces and/or supplies of allied nations and/or NATO organizations to be located on, to operate in, or to transit through its territory. Also called HN. (JP 3-57).

Indirect Labor—Labor not directly related to the repair of a specific vehicle (work order) or item of equipment.

Information Technology—Any equipment, or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. This includes equipment used by a Component directly or used by a contractor under a contract with the Component, which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "IT" also includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Notwithstanding

the above, the term “IT” does not include any equipment that is required by a federal contractor incidental to a federal contract.

Note—The above term is considered synonymous with the term “information system” as defined and used in AF programs. The term “IT” does not include National Security Systems (NSS).

Interservice Vehicle Support (other government agencies)—Maintenance performed by one government agency for another.

In-Transit Visibility—Describes extensive use of cargo tracking systems to determine location of cargo at any given time.

Item Manager—An individual within the organization of an inventory control point or other such organization assigned management responsible for one or more specific items of materiel.

Life Cycle Management—(1) The management of a system or item, starting with the planning process and continuing through successive management processes and associated life-cycle management phases and associated milestones, until a system is terminated. (2) A management process, applied throughout the life of an automated information system that bases all programmatic decisions on the anticipated mission-related and economic benefits derived over the life of the automated information system.

Limited Technical Inspection—An inspection using the Asset Condition Assessment (i.e. Transaction Request Tool Limited Technical Inspection web form & AFTO Form 91) to determine the current condition of a vehicle or vehicular equipment item. Reference **TO 36-1-191**.

Low Greenhouse Gas Vehicle—Vehicles which emit low quantities of greenhouse gasses. Each year, the Administrator of the EPA will issue guidance identifying the makes and model numbers of low greenhouse gas emitting vehicles.

Low Speed vehicle—Vehicles, whose maximum speed is greater than 19 MPH, but less than 25 MPH will be categorized as a low-speed vehicle and assigned the appropriate prime National Stock Number. This category must meet Federal Motor Vehicle Safety Standards (FMVSS).

Maintenance Priority—A system to prioritize vehicle repairs, i.e., to expedite a vehicle through the shop when the owning/using organization is at or below its Minimum Essential Level.

Management Code—A code assigned to a vehicle for identification purposes.

Master Nuclear Certification List—Identifies equipment, hardware, facilities and software that are certified IAW AFI 63-125. The Master Nuclear Certification List is the sole source for verifying the nuclear certification status of nuclear certified equipment (system, hardware, software).

Mission Capable—A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system will be capable of performing any one assigned peacetime mission.

MyTraining—Air Force automated training records and management application utilized for CFETP, upgrade training documentation and other related actions.

National Stock Number—13-digit stock number used to identify items of supply. It consists of a 4-digit FSC and a 9-digit National Item Identification Number (NIIN).

Negligence—Failure to use reasonable care, resulting in damage or injury to another.

Operational Plan (OPLAN)—A detailed, written plan used to execute a military operation.

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 Part 571 (per FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-540-3900 in AFEMS, AS 036.

Overhaul—The restoration of an item to a completely serviceable condition as prescribed by a maintenance serviceability standard.

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 Performance-Based Work Statement includes a description of services, services summary, government furnished property, and services, and appendices.

Preventive Maintenance and Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. Reference **TO 36-1-191**.

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 provides 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 IAW contractor's developed Quality Control Program.

Range of Military Operations—The general categories of operations within which the military participates to fulfill the general strategic goals of the US government. War and Operations Other Than War are the board definitions. War involves combat operations and has as its general goal the ability to fight and win. Operations Other Than War may involve noncombat or combat operations; the general goals of these operations are, respectively, promote peace and deter war/resolve conflict.

Reclamation—The dismantling or disassembly of an end item for the purpose of converting serviceable components into active inventory.

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

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.

Standard Price—The unit price of an item listed on the appropriate Air Force stock list. Stock list changes, including the price, are distributed through the Stock Number User Directory system (DO71) to Air Force bases.

Scheduled Maintenance—Periodic prescribed inspection and/or servicing of equipment accomplished on a calendar, cycles, or hours of operation basis.

Special Inspections—SIs are inspections not covered by QVIs or Evaluations and may include, but are not limited to, inspections of equipment forms, document control procedures and file plans, inventory controls, T.O. files, vehicle inspections, housekeeping, safety practices, and other interest items identified by Headquarters Air Force and MAJCOMs. SIs may be compliance or proficiency oriented.

Tactical Vehicle—A motor vehicle designed to military specification, or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations.

Technical Assistance—The providing of advice, assistance, and training pertaining to the installation, operation and maintenance of equipment. Services provided to Air Force vehicles and vehicular equipment by AFLCMC/ROZ or the mobility service offices, on a reimbursable basis. (Reference Technical Order 00-25-107).

Technical Data—A general term used when referring to any or all technical publications as a whole or separately, and without reference to any one specific type of publication, such as technical manuals, Technical Orders, composition, artwork, engineering data, engineering drawings, master layout (MLO) drawing, un-dimensioned drawings, specifications, parts list, automatic equipment program master tapes or cards, microfilm, printed copies, commercial manuals, film, sound tracks, or any other media used primarily for conveying technical information. The term technical data also applies to the reproducible copy from which multiple copies of technical data are reproduced.

Technical Order—An Air Force publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of Air Force motor vehicles.

Temporary Mission Support Kit—A generic kit of fly-away specific and general support vehicle spare parts (e.g., filters, belts, and bulbs) that deploying VM assembled prior to departure and ship with deploying vehicles as directed by higher headquarters or stated as a line-remark on RDO. 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 Air Force installation in the same locality. A tenant may belong to the same command as the host organization.

Time Compliance Technical Order—An authorization directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Time Phased Force Deployment Data—Deployment listing of cargo and personnel. Key document for deploying units or organizations expecting inbound forces and equipment. Shows Unit Type Codes, arrival dates, departure dates, unit information, etc. The TPPDD is classified.

Transient Vehicle—A vehicle belonging to an Air Force activity or other government agency and not officially assigned for maintenance or operational support by coordinated agreements.

Transportation Control Number—Generated by Logistics Module and used to positively identify and track cargo.

Triage Maintenance—An immediate, temporary repair of a battle-damaged vehicle during post attack recovery operations to support the immediate ongoing mission. Vehicle repair requirements are placed in one of three condition levels:

Level A—Immediately returnable to service with minimal or only minor repair.

Level B—Repairable, requiring more than 30 minutes of repair work but less than 4 hours.

Level C—Repairs will take over 4 hours or vehicle not repairable at all.

Unit Type Code—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." A Unit Type Code can consist of personnel, vehicles and/or equipment.

Unscheduled Maintenance—Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.

United States Department of Agriculture -Designated Item—Means a generic grouping of products that are or can be made with bio-based materials, that is listed by United States Department of Agriculture in a procurement guideline and for which United States Department of Agriculture has provided purchasing recommendations.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program—The management control functions established for those base activities with assigned vehicles on recurring dispatch.

Vehicle Fleet Manager and Vehicle Management Superintendent—2T3XX individuals charged with supervision of VM and maintenance activities.

War Reserve Materiel—Materiel required to equip and support the approved forces specified under Secretary of Defense guidelines through the prescribed period for war materiel planning purposes.

Warranty—A contractor guarantee against defective parts or workmanship for a specified period. Reference **TO 36-1-191**.

Work Center—A separate section within VM that performs service, repair, administrative or support functions.

Work Order—A specific or blanket authorization to perform certain work.

Zero Emissions Vehicle—A zero emissions vehicle is defined as a vehicle that produces no criteria pollutant, toxic air contaminant, or greenhouse gas emissions when stationary or operating.

Attachment 2

CAPABILITY BASED FUNDING AND VEHICLE PRIORITIZATION MODEL

A2.1. Capability Based Funding. A process used to capture logistics requirements. Quantifying vehicle/vehicular equipment requirements is key to raising the pursuit of funding from a gray area to a meaningful discussion of capability.

A2.1.1. Programming is establishing a plan of action to do something. In the vehicle world, this is planning the vehicle requirements in future years.

A2.1.2. Execution is when those plans are carried out with the funding available.

A2.2. Funding Source.

A2.2.1. Funding is appropriated by Congress for vehicle procurement through appropriation bills. Appropriated funds categories are:

A2.2.1.1. 3010 Aircraft Procurement, Air Force.

A2.2.1.2. 3080 Procurement–Other (munitions, vehicles, electronics, base maintenance and support equipment). This is three-year money.

A2.2.1.3. 3400 Operations and Maintenance, Air Force. This is one-year money.

A2.2.2. In the past, 3400 and 3080 monies were used for vehicle procurement, now only 3080 money is used for vehicle procurement.

A2.2.2.1. 3400 is discretionary money and is not designated for a specific purpose. This funding is easy to target for funding cuts when Air Staff or MAJCOM has higher priorities; hard to defend requirements.

A2.2.2.2. 3080 money is allocated for specific requirements. This type of funding is harder to target for cuts or divert elsewhere unless mission is higher priority.

A2.2.3. The “Color of Money.” Appropriated money is further defined by BPAC. BPAC classifications “below the appropriation level” are to identify major budget programs, or in relation to vehicles, the type of vehicle the funding supports. The following are vehicle BPACs:

A2.2.3.1. 1800 – Passenger Carrying Vehicles.

A2.2.3.2. 2230 – Medium Tactical Vehicles (All M-Series vehicles).

A2.2.3.3. 2990 – Cargo and Utility Vehicles.

A2.2.3.4. 3210 – JLTV

A2.2.3.5. 3230 – Security and Tactical Vehicles.

A2.2.3.6. 3990 – Special Purpose Vehicles

A2.2.3.7. 4010 – Fire Fighting/Crash Rescue Vehicles.

A2.2.3.8. 5990 – Materials Handling Equipment.

A2.2.3.9. 6210 – Runway Snow Removal and Cleaning Equipment.

A2.2.3.10. 6990 – Base Maintenance and Support Vehicles.

A2.2.4. Air Force Vehicle Fleet Major/Minor Program Codes are used to link authorization (and vehicles) to the specific mission they are used to support. They also allow analysis to determine what missions support the money. For a listing of vehicle program/mission codes. (Refer to [Table 4.1](#) and [Table 4.2](#)).

A2.3. Vehicle Prioritization Model. Overview. A given vehicle type is only in one Budget Program Activity Code but can be at any base within a MAJCOM or Air Force fleet. Funds allocated to each vehicle NSN split among all vehicles and vacancies within that NSN. The model calculates EoL year based on depreciation of the vehicle and cumulative O&M costs. Depreciation is on a default life expectancy of 20 years. Adjust end-of-life, or set, when O&M cost exceeds depreciation value. Vehicles with the same management code have different life expectancies for programming purposes. The Vehicle Prioritization Model provides better justification for appropriations and is a proven business model that identifies vehicle requirements while connecting them with the mission they support.

A2.3.1. Model Logic.

A2.3.1.1. Vehicles and vacancies are prioritized within BPACs and National Stock Numbers.

A2.3.1.2. Prioritizes all assets assigned from 1 – many, whether replacement required or not.

A2.3.1.3. Does not attempt to prioritize one vehicle type over another or one Budget Program Activity Code over another.

A2.3.1.4. Does not attempt to prioritize vehicles and vacancies together.

A2.3.2. Apply the Funding.

A2.3.2.1. Applies funding across National Stock Numbers in a Budget Program Activity Code.

A2.3.2.2. Determines National Stock Number earned share based on health rate.

A2.3.2.3. Determines vehicle/vacancy split (2:1).

A2.3.2.4. Apply funds to prioritized lists.

A2.3.3. Prioritization Rules for Vehicle Replacement.

A2.3.3.1. Use Code: non- WRM (A/J, B/K, C/L) first, WRM last (D/M).

A2.3.3.2. Year: Ascending – oldest first.

A2.3.3.3. Use Code: A/J first, B/K and C/L second, D/M last.

A2.3.3.4. End of Life: Ascending – projected end of life year. Replace vehicles exceeding or nearing their end-of-life year first.

A2.3.3.5. Miles or Hours: Descending – cumulative miles or hours.

A2.3.3.6. Sustainment Cost: Descending – higher maintenance cost before low.

A2.3.3.7. Item Code: Unsuitable substitutes first, all others second.

A2.3.3.8. Base Fleet Age: Descending – the average age of the fleet for all National Stock Numbers at each base (prioritizes assets that are equal in every other way between bases).

A2.3.3.9. Last 6 digits of Asset ID: Ascending – a random number is used for tiebreak.

A2.3.4. Prioritization Rules for Vacancies.

A2.3.4.1. Use Code: A/J (mobility) first, B/K and C/L second, D/M (WRM) last.

A2.3.4.2. Vacancy Rate: Descending – percentage of vacancies to authorizations at a location. More vacancies – higher priority.

A2.3.4.3. Replaced eligible rate: Descending – percentage of replacement eligible vehicles to authorizations. Higher percentage of replacement eligible vehicles – higher priority.

A2.3.4.4. Fleet Age: Descending – average age of the fleet for each National Stock Number at each base.

A2.3.4.5. Base Fleet Age: Descending – the average age of the fleet for all National Stock Numbers at each base (prioritizes assets that are equal in every other way between bases).

A2.3.4.6. Authorization Number: Descending – positions 7-18 of authorization number (Designed Operational Capability number + SRAN). Use a random number for tiebreak.

A2.3.4.7. Funding Rules.

A2.3.4.7.1. Can select how many out-years to include in the plan.

A2.3.4.7.2. A percentage of funds can be withheld. Needed to accommodate a flex line between listed Standard Price and actual price with options.

A2.3.4.7.3. The “No Buy” list can be created for any combination of National Stock Number, Budget Program Activity Code, MAJCOM, Base and/or FY. The “No Buy” list is approved by the AF/A4RL.

A2.3.4.7.4. A “MAJCOM Priority Vehicle List” can be created by NSN, MAJCOM, and FY.

A2.3.5. Replacement Required Carryover Percentage (RRCP).

A2.3.5.1. Accepted historical replacement eligible percentage by National Stock Number.

A2.3.5.2. VPM prioritizes up to that percentage for a National Stock Number and then stops until all NSN reach their Replacement Required Carryover Percentage.

A2.3.5.3. VPM then continues to prioritize equally for all NSN. 441 VSCOS uses the VPM to adjust programming for BPACs in out years. This allows them to see if there is too much/little money within a BPAC. Money cannot be moved in execution year. Programming lists are not saved in the system.

A2.3.6. “What if” scenarios may be run throughout the year to identify and adjust buy requirements.

A2.3.7. The system is locked on predetermined date to generate prioritization list for execution. Save execution list in the system and generate metrics for analysis. Base level VM activities can run the model with “what if” scenarios.

Attachment 3

AIR FORCE SURPLUS VEHICLE SALES PROGRAM (AFSVSP)

A3.1. Purpose. The purpose of the AFSVSP is to sell surplus APSR accountable vehicles and use the proceeds from the sales to support VM activities, as determined by 441 VSCOS. For more program processing information, refer to the **AFSVSP Guidebook** and the **VM Guidebook**.

A3.2. Applicability. This program applies to Regular Air Force, ANG and AFR VM and vehicles located within the United States and its territories.

A3.3. Responsibilities.

A3.3.1. GSA. As the Air Force's VM agent to manage internet marketing and post auction activities, GSA:

A3.3.1.1. Posts/maintains vehicles on GSAXcess® and GSA Auctions® websites for a timeframe as determined by the Air Force.

A3.3.1.2. Processes payments from buyers.

A3.3.1.3. Provides and maintains vehicle title documents, DLA Form 1822, *End-User Certification*, and receipt to buyers; ensure copies are sent to vehicle custodian and buyer.

A3.3.1.4. Transfers net proceeds of sales to 441 VSCOS, through 635 SCOW/FM.

A3.3.1.5. Acts as the federal government's authority in all legal matters resulting from the auctioning of federal personal property and will provide resolution in compliance with the terms and conditions of sales.

A3.3.1.6. List vehicles using the following terms and conditions:

A3.3.1.6.1. Description, Warranty and Refunds: The Government warrants to the original purchaser that the property listed in GSA Auctions will conform to its written description. The Government does not warrant the merchantability of the property or its purpose.

A3.3.1.6.2. Condition of Property: Condition of Property is not warranted. Deficiencies, when known, have been indicated in the property descriptions. However, absence of any indicated deficiencies does not mean that none exists.

A3.3.2. 441 VSCOS. Manage, administer, and execute the AFSVSP; 441 VSCOS responsibilities include, but are not limited to:

A3.3.2.1. Determine potential AFSVSP sale candidates based on the LTI criteria obtained through TRT, and descriptions provided on the Pre-Auction Checklist.

A3.3.2.2. Determine appropriate sale reserve price based on industry book-value data, vehicle condition, special asset characteristics, etc.

A3.3.2.3. Submit AFSVSP sales data to GSA for display on applicable websites.

A3.3.2.4. Track proceeds and expenditures.

A3.3.2.4.1. Approve expenditure of the sales proceeds.

A3.3.2.4.2. Proceeds are used during the FY they were obtained. Proceeds not used are turned into the US Treasury.

A3.3.2.5. Maintain historical log of all program sales/auctions/transfers.

A3.3.2.6. The annual vehicle solicitation and auctioning sales period will run between 1 October and 31 July each FY.

A3.3.3. Vehicle Management. VM activities, to include contracted VM activities, will support and execute the AFSVSP, responsibilities include, but are not limited to the following:

A3.3.3.1. Process vehicle disposition request per this DAFI.

A3.3.3.2. Provide VM POC for each sale transaction, to include Commercial telephone number, E-mail address, and Street address for the VM facility.

A3.3.3.3. Ensure vehicles identified for AFSVSP are not cannibalized, pilfered, or repaired. If asset condition has changed from that of the original disposition LTI, submit updated condition to 441 VSCOS as requested.

A3.3.3.3.1. Vehicles determined to be in a condition not factually identified on the LTI when identified as sale eligible by 441 VSCOS or upon sale to a customer will have necessary parts ordered or be repaired at the expense of the previously assigned VM.

A3.3.3.3.2. In extreme emergency situations (as determined by the VFM/VMS) parts or components may be cannibalized from vehicles approved for sale. However, all parts or components cannibalized will be replaced with new or serviceable parts prior to vehicle being picked up by the buyer; no exceptions. Authorization for this process needs to be routed through 441 VSCOS prior to parts removal.

A3.3.3.4. Prepare vehicles for sale. To include basic cleaning, removing markings/license plate(s), data plate, organizational equipment, and any required demilitarization.

A3.3.3.5. Provide secure parking area for resale candidates identified by 441 VSCOS.

A3.3.3.6. Answer questions from potential buyers.

A3.3.3.7. Escort potential buyers to inspect/view vehicles, during established timeframe and by appointment only.

A3.3.3.8. Support/perform post sales/transfer actions, such as coordinating vehicle removal appointment with buyer, and obtaining a signed copy of the sales receipt from the buyer.

A3.3.3.9. Forward buyer-signed copy of sales receipt to 441 VSCOS at: 441VSCOS.AF.VehicleSales@us.af.mil.

A3.4. Vehicle Eligibility Criteria. There are certain eligibility criteria that are observed when determining what type of vehicle assets are eligible for the Air Force Surplus Vehicle Sales Program. (Refer to **VM Guidebook**).

A3.5. Presale Eligibility Determination. VM request vehicle disposition instructions by submitting a Limited Technical Inspection request via TRT for vehicles not having a valid authorization/requirement. (Refer to **VM Guidebook**).

A3.6. Post Auction Activities. Buyer makes payment, the buyer removes the vehicle, and then the asset is removed from accountability system. (Refer to **VM Guidebook**).

A3.7. Proceed Distribution.

A3.7.1. 441 VSCOS distributes proceeds (when available) to VM when requested. 441 VSCOS approves proceed distribution request of two or more using the following Order of Precedence:

A3.7.1.1. Funds to support RDO vehicle repair actions (parts only, no contract maintenance). (Minimum: \$2,500 – Maximum: No limit)

A3.7.1.2. Funds to support vehicle repair (that does not have a funded due-in) actions (parts only). (Minimum: \$2,500 – Maximum: \$16K)

A3.7.1.3. Funds to support unfunded tools, equipment, and tech-data request. (Minimum: \$2,500 Maximum: \$35K)

A3.7.2. The following Business Rules also apply to proceed use/distribution:

A3.7.2.1. Activities execute all proceeds provided before the end of the FY given.

A3.7.2.2. Funding is “first come-first serve” for two or more requests in the same order of precedence.

A3.7.2.3. Unfunded tool and equipment requests are normally accepted on or after 1 May each year.

A3.7.2.4. 441 VSCOS reserves the right to accumulate proceeds to support enterprise initiatives.

A3.7.2.5. 441 VSCOS reserves the right to fund unfunded vehicle repair actions over RDO vehicle repair actions as situation dictates, e.g., repair of unfunded emergency or direct support vehicle over general-purpose vehicle RDO actions.

A3.7.2.6. 441 VSCOS reserves the right to approve maximum dollar amounts on a case-by-case basis.

A3.7.3. Proceed Request Forms can be found on the **AFVM Neighborhood Bookshelf**.

Attachment 4

AFVT PROGRAM/GPS EXEMPTION REQUEST TEMPLATES.

A4.1. GPS Exemption Request. The memorandum template shown in **Figure A4.1** and **Figure 4.2**, is used to process AFVT Program GPS exemption request, using the request flow process shown in **Figure 14.1**.

A4.2. AFVT Program Exemption Request. The memorandum template shown in **Figure A4.3** and **Figure A4.4** is used to process AFVT vehicle participation exemption request, using the request flow process shown in **Figure 4.3**.

Figure A4.1. GPS Exemption Request Memorandum Template (Page 1).



REQUESTING UNIT LETTERHEAD

[Date]

MEMORANDUM FOR VEHICLE MANAGEMENT

FROM: (Requesting Organization CC)

SUBJECT: GeoTab GPS Exemption Request

1. Request GeoTab Global Positioning System (GPS) exemption/deactivation for the following assigned AF-Owned vehicles:

Asset ID	VIN #	Vehicle Make	Vehicle Model	Vehicle Year	G09 Device Serial Number

2. Justification: (Please provide unclassified justification as to why the vehicle(s) asset ID(s) appearing MyGeoTab's GPS map function is detrimental to mission.)

3. If you have any questions regarding this request, please contact _____.

FIRST MI. LAST, Rank, USAF
REQUESTING ORG/CC

Cc:
XX LRS/CC

1st Ind, XX LRS/LGRVM

MEMORANDUM FOR XX LRS/CC

I have verified vehicle information above and concur/non-concur with the justification request.

FIRST MI. LAST, Rank, USAF
XX LRS VFM/VMS

Figure A4.2. GPS Exemption Request Memorandum Template (Page 2).

2nd Ind, XX LRS/CC

MEMORANDUM FOR XX MSG/CC

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
XX LRS/CC

3rd Ind, XX MSG/CC

MEMORANDUM FOR MAJCOM A4R

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
XXX MSG/CC

4th Ind, MAJCOM A4R

MEMORANDUM FOR 441 VSCOS/CC

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
MAJCOM A4R

5th Ind, 441 VSCOS/CC

I approve/disapprove with this justification/request.

FIRST MI. LAST, Rank, USAF
441 VSCOS/CC

Cc:

Using Org/CC
XX LRS/CC
XX MSG/CC
MAJCOM/A4R
441 VSCOS/CC

Figure A4.3. AFVT Program Exemption Request Memorandum Template (Page 1).



REQUESTING UNIT LETTERHEAD

[Date]

MEMORANDUM FOR VEHICLE MANAGEMENT

FROM: (Requesting Organization CC)

SUBJECT: GeoTab Telematics Device Exemption Request

1. Request exemption to Air Force Vehicle Telematics Program participation for the following assigned AF-Owned vehicles:

Asset ID	VIN #	Vehicle Make	Vehicle Model	Vehicle Year
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2. Justification: (Please provide unclassified justification as to why the vehicle(s) listed above would be detrimental to "national security" or impede law enforcement activities by participating in the AFVT program)

3. If you have any questions regarding this request, please contact _____.

FIRSTMI. LAST, Rank, USAF
REQUESTING ORG/CC

Cc:
XX LRS/CC

1st Ind, XX LRS/LGRVM

MEMORANDUM FOR XX LRS/CC

I have verified vehicle information above and concur/non-concur with the justification request.

FIRSTMI. LAST, Rank, USAF
XX LRS VFM/VMS

2nd Ind, XX LRS/CC

MEMORANDUM FOR XX MSG/CC

I concur/non-concur with the justification request.

FIRSTMI. LAST, Rank, USAF
XX LRS/CC

Figure A4.4. AFVT Program Exemption Request Memorandum Template (Page 2).

3rd Ind, XX MSG/CC

MEMORANDUM FOR MAJCOM A4R

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
XXX MSG/CC

4th Ind, MAJCOM A4R

MEMORANDUM FOR 441 VSCOS/CC

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
MAJCOM A4R

5th Ind, 441 VSCOS/CC

MEMORANDUM FOR AF/A4LR

I concur/non-concur with the justification/request.

FIRST MI. LAST, Rank, USAF
441 VSCOS/CC

6th Ind, AF/A4LR

I approve/disapprove with the justification/request.

FIRST MI. LAST, Rank, USAF
AF/A4LR

Cc:
Using Org/CC
XX LRS/CC
XX MSG/CC
MAJCOM/A4R
441 VSCOS/CC

Attachment 5

ICBM SUPPORT EQUIPMENT/VEHICLE SUSTAINMENT REQUIREMENTS
MEMORANDUM.

Figure A5.1. ICBM Support Equipment/Vehicle Sustainment Requirements Memorandum.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

11 Feb 25

MEMORANDUM FOR AFNWC/NIM

FROM: AFGSC/A4

SUBJECT: ICBM Support Equipment/Vehicle Sustainment Requirements

1. The Air Force has conducted a review of the Intercontinental Ballistic Missile (ICBM) Payload Transporter (PT) tractor/trailer, the Transporter Erector (TE) tractor/trailer, the Periodic Maintenance Team (PMT) trailer, and applicable follow-on replacement programs and concluded the assets are identified as unique Minuteman III (MMIII) Support Equipment. This identification relinquishes field-level Logistic Readiness Squadrons (LRS) from maintenance responsibilities IAW DAFI 24-302, *Vehicle Management*.
2. AFGSC/A4 request the Minuteman III Program Office, AFNWC/NIM, develop a revised Life Cycle Sustainment Strategy that mitigates organizational and depot responsibilities currently conducted by LRS and LRS-sourced organizations. The revised strategy must consider on- and off-installation repair processes that can be completed and returned to the originating organization within 4 duty days. Exceptions are acceptable for failure modes beyond legacy local unit capabilities.
3. To ensure a swift transition away from LRS maintenance, AFGSC/A4 requests the requirements are developed and presented for AFGSC/A4 concurrence within 180 days from the date of this letter and implemented no later than 1 Oct 27.
4. Please direct any questions to my POC, Lt Col Scott Schlegelmilch, ICBM & Helicopter Maintenance Division Chief, DSN: 781-8463, or email scott.schlegelmilch@us.af.mil.

MILLER, JAMES
M. 1126164200JAMES M. MILLER, GS-15, DAF
Executive Director, Logistics and Engineeringcc:
20 AF/CC