

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE OFFICER
TRAINING CORPS (AETC)**



AIR FORCE INSTRUCTION 24-301

**AIR FORCE RESERVE OFFICER
TRAINING CORPS
Supplement**

**10 MARCH 2017
Certified Current 5 March 2020**

Logistics

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: AFROTC/DO
(Col Richard E. Aaron)

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Pages: 19

This supplement establishes policies and procedures for managing the General Services Administration (GSA) vehicle lease program supporting Air Force Reserve Officer Training Corps (AFROTC) Region Commanders, AFROTC detachments, and Regional Directors of Admissions (RDA). Users must read this supplement in conjunction with implemented publications. Unit commanders must ensure that subordinates are aware of requirements in AFI 23-111, *Management of Government Property in Possession of the Air Force*. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit requests for waivers to guidance contained in this publication to AFROTC/DOS. Subordinate units may not issue implementing publications. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This supplement applies to all AFROTC activities requiring transportation support to meet mission requirements.

SUMMARY OF CHANGES

This rewrite removes AFROTC/DOR from responsibilities dealing with AFROTC recruiters' vehicles and changes AFROTC/DOV to AFROTC/CCV. It clarifies official use of GSA vehicles. As an addition, AFROTC government civilian employees may ride as passengers in government vehicles. Detachment and Region Vehicle Control Officers will ensure initial and annual Vehicle Operations training occurs, and detachments with vans carrying 12-15 passengers must work with their Detachment Vehicle Control Officer to ensure everyone is properly trained and licensed to operate the van. Authorized and unauthorized use of GSA vehicles for the Recruiter Assistance

Program (RAP) and We Are All Recruiters Program (WEAR) are detailed in this supplement. Airman Education Commissioning Program (AECF) may transport cadets in a detachment vehicle, under the same rules as other active duty members. Institutional (university) vehicles are no longer considered government vehicles. Attachment 7, Sample of Least Cost Transportation Analysis Worksheet, is for reference only.

1.8. (Added) HQ AFROTC/DOS and AFROTC Regions are responsible for budget preparation and execution in support of GSA-leased vehicles. HQ AFROTC/DOS and AFROTC Regions compile all requests for government-leased vehicles to prepare the budget. Commanders may not enter into a transportation-leased program until Holm Center/SDF approves funding. Based on availability, GSA-leased vehicles will be exchanged under the age, mileage, and repair expenditure criteria established by GSA.

1.8.1. (Added) HQ AFROTC/DOS/SDF/Regions will:

1.8.1.1. (Added) Prepare written input for inclusion into the annual operating budget. This input considers the operational requirements identified by unit commanders.

1.8.1.2. (Added) Review all government-leased vehicle requirements for submission to GSA and institutional motor pool. This review will include requirements justified by the unit commander.

1.8.2. (Added) Coordinate the distribution of government-leased vehicles to meet operational requirements. The distribution/redistribution should consider the following:

1.8.2.1. (Added) Mission requirements.

1.8.2.2. (Added) Unit size and full time staffing.

1.8.2.3. (Added) Vehicle utilization.

1.8.2.4. (Added) Unit distance to the support host base.

1.8.2.5. (Added) Cost effectiveness analysis.

1.8.3. (Added) HQ AFROTC/DOS will:

1.8.3.1. (Added) Develop policies and procedures governing the use, operations, and reporting requirements.

1.8.3.2. (Added) Review all existing policies and regulations that apply to the operation and use of government-leased vehicles and corresponding GSA credit card. This includes Internal Control Review Audits, scheduled and unscheduled site visits. Reviews can also be achieved through Headquarters Air Education and Training Command Inspector General (HQ AETC/IG) inspections, Region Staff Assistance Visits to units and inspections conducted by the AFROTC Standardization & Evaluation (HQ AFROTC/CCV).

1.8.3.3. (Added) Be the single point of contact with GSA for AFROTC vehicles. This includes, but is not limited to vehicle replacement, assignment of leased vehicles, and monthly bill processing.

1.8.3.4. (Added) Maintain a ledger that reflects the tag number, assigned location, and vehicle custodian's contact information.

1.8.4. (Added) Unit Commander will:

1.8.4.1. (Added-(AFROTC) Comply with all applicable regulations, policies and procedures provided and referenced in this instruction.

1.8.4.2. (Added) Respond to HQ AFROTC/DOSL requests for administrative reports in a timely manner.

1.8.4.3. (Added) Take no actions that could require HQ AFROTC to become financially obligated, i.e., directly negotiating with GSA, misuse of GSA credit card, or exceeding mileage allocations.

1.8.4.4. (Added) Collect or forward to HQ AFROTC/SDF/DOS, upon request, reimbursement for accident repair costs that resulted from the operator's negligence. This applies to damages to government-leased vehicles.

1.8.4.5. (Added) Not relocate any vehicles to another unit without the approval of HQ AFROTC/DOSL.

1.8.4.6. (Added) Submit GSA vehicle requirements to Region/Holm Center/DOS.

1.8.4.7. (Added) Ensure Regions forecast for Regional Director of Admissions (RDA) requirements when requesting transportation support.

1.8.4.8. (Added) Designate a commissioned officer or noncommissioned officer (NCO) as the unit's vehicle control officer (VCO) or vehicle noncommissioned officer (VNCO). Provide the name of the VCO/VNCO to your Region VCO. Note: The acronym VCO is used interchangeably throughout this publication for officers and NCOs with vehicle control duties.

1.8.5. (Added) Vehicle Control Officer/Vehicle Noncommissioned Officer will:

1.8.5.1. (Added) Supervise operation and maintenance of assigned vehicles.

1.8.5.2. (Added) Maintain all vehicle records.

1.8.5.3. (Added) Submit vehicle reports as required by HQ AFROTC/DOSL and Region VCO.

1.8.5.4. (Added) Provide operation and maintenance instructions to all GSA vehicle operators. The Detachment/Region VCO, or Commander, with GSAs assigned will brief

their cadre, staff, and qualified cadets on official use, accident reporting procedures, vehicle abuse, discrepancy reporting, and use of DD Form 518 and SF 91 annually. This training will be documented and tracked by the Detachment VCO or commander in a central location such as a VCO binder or electronic database to maintain compliance with AFI 24-301, paragraph 8.4.3.

1.8.5.5. (Added) Investigate any reports of vehicle abuse or improper use of vehicles and take necessary corrective action.

1.8.5.6. (Added) Maintain a file or list of cadre personnel with valid state driver's licenses and AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*. Also, ensure operators of 15 passenger vans have a government license identifying them as authorized to operate 15 passenger van.

1.8.5.7. (Added) Monitor all unit travel to ensure vehicle miles do not exceed the annual program authorization.

1.8.5.8. (Added) Maintain a unit log (one for GSA and one for host institution motor pool vehicle) to record data for each trip. The log may be locally developed, it must contain, at a minimum; date of trip, driver's name, destination, beginning mileage, ending mileage, distance traveled, and reason for travel. Establish a new unit log each fiscal year and retain it for one year after close of the fiscal year. AFROTC Region CC/DOS will conduct a periodic review of selected unit mileage logs to verify travel requirements.

1.8.5.9. (Added) Report the odometer reading no earlier than the 25th of the month and NLT the last day of the month. Use the Mileage Express option via the GSA Fleet Drive Thru website (<http://drivethru.fss.gsa.gov/drivethru/drivethru/>). Failure to report your mileage will cause GSA to estimate the miles driven and reflect incorrect funds expended on the AFROTC billing statement. Print a copy of the updated website and place it in the unit files for one year after the close of fiscal year. This will be used as verification that the mileage has been updated.

1.8.5.10. (Added) As part of in-processing, ensure new personnel are aware of the provisions of Title 31, United States Code, Section 1349(b), *Adverse Personnel Actions*. This section states that any officer or employee who willfully uses or authorizes the use of a passenger motor vehicle or aircraft owned or leased by the United States Government (except for an official purpose authorized by section 1344 of this title) or otherwise violates section 1344 shall be suspended without pay by the head of the agency. The officer or employee shall be suspended for at least one month, and when circumstances warrant, for a longer period or summarily removed from office.

1.8.5.11. (Added) Submit DD Form 200, *Financial Liability Investigation of Property Loss*, within 5 workdays of any accident (see Attachment 8 in this supplement). Refer to AFMAN 23-220, *Reports of Survey for Air Force Property*, for instructions on conducting a Report of Survey.

1.8.5.12. (Added) General Maintenance.

1.8.5.12.1. (Added) GSA develops periodic preventive maintenance schedules for inspections, lubrications, adjustments, and necessary repairs to ensure maximum availability of transportation. GSA monitors the maintenance record of each vehicle by computer. GSA Maintenance Control Centers (MCC) will notify units by mail via the GSA Form 3478, *Motor Vehicle Service Authorization*, as to when and what services are required.

1.8.5.12.2. (Added) The operator's packet furnished with each GSA vehicle provides procedures for obtaining services and fuel. Use the GSA Wright Express (WEX) credit card for vehicle repairs, maintenance, cleaning (wash/wax \$30), fuel, or spare parts under \$100. Prior approval of the GSA motor pool manager is necessary before obtaining repairs exceeding \$100. Contact your GSA Fleet Management Representative for a list of vendors in your local area that can perform general maintenance services.

1.8.5.12.3. (Added) DOS implement an effective maintenance program to include, but as a minimum, performance of maintenance IAW AFI 24-301.

1.8.5.12.4. (Added) **Unscheduled Maintenance.** Unscheduled maintenance is the correction of deficiencies that occur between scheduled services to the extent necessary to maintain a vehicle in a safe and operable condition. Unscheduled maintenance is generally limited to correction of specific items reported as deficient by an operator, VCO or confirmed diagnostics procedure. Report all unscheduled maintenance requirements to the MCC, who in turn will advise the unit where to take the vehicle for service. Refer to the GSA vehicle guide for repair cost limitations before taking a vehicle for service and proceed accordingly. If you are unable to contact the GSA Center and it is an emergency, take the following actions:

1.8.5.12.4.1. (Added) Under warranty. Take the vehicle to the nearest authorized dealer.

1.8.5.12.4.2. (Added) Non-warranty. Take vehicle to the nearest GSA contract service facility that can do repair work. Contact your MCC at the first opportunity.

1.8.5.12.4.3. (Added) Odometer failure. Contact your Regional GSA Center as soon as possible. Estimate the number of miles operated since the time of failure.

1.8.5.12.5. (Added) GSA Wright Express (WEX) Credit Card use. **This credit card is assigned specifically to each GSA-leased vehicle. It is the only card authorized to be used in support of leased vehicles. Maximum purchase at any one time is \$100.00 unless granted prior permission from GSA Fleet Management Representative.**

1.8.5.12.5.1. (Added) Wash vehicle. Vehicle may be washed twice a month, but cost not to exceed \$30.00 a wash.

1.8.5.12.5.2. (Added) Purchase of fluids (brake, antifreeze, and windshield washer). These items may only be purchased to “top off” reservoirs. You may not purchase these items in bulk quantities.

1.8.5.12.5.3. (Added) To purchase **emergency** towing services by commercial vendor up to \$150.00.

1.8.5.12.5.4. (Added) Emergency replacement of vehicle belts, i.e., fan, alternator, and power steering.

1.8.5.12.5.5. (Added) DO NOT purchase tires before contacting the Regional Fleet Management Center (FMC).

1.8.5.12.5.6. (Added) Unauthorized Use. All credit card purchases must relate directly to your Interagency Fleet Management System (IFMS) vehicle and should not, under any circumstances, be for purchases of personal items.

1.8.5.13. (Added). 15 Passenger Van Training. The Detachment VCO will ensure all cadre who drive a van with a 12-15 passenger capacity receive 15 passenger van training and receive a government license showing their qualifications IAW AFI 24-301, paragraph 8.4. The Detachment VCO will coordinate needed training and licensing details with their servicing Logistics Readiness Squadron (LRS) Vehicle Operations. All detachments with a van carrying 12-15 passengers will keep the AFROTC Vehicle Lesson Plan on file in their VCO binder.

1.8.6. (Added) Vehicle operator will:

1.8.6.1. (Added) Carry a valid driver's license and AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, if applicable.

1.8.6.2. (Added) Conduct a safety inspection of the vehicle. Use AF Form 1800, *Operator's Inspection Guide and Trouble Report*, to conduct the inspection.

1.8.6.3. (Added) Operate the vehicle in a safe, courteous, and prudent manner.

1.8.6.4. (Added) Obey all traffic laws, including parking. All traffic violations (tickets/citations) for government-owned or leased vehicles are the operator's liability. Report all violations to the unit VCO when the vehicle is returned.

1.8.6.5. (Added) Safeguard vehicle, keys, and credit card against theft, loss, or misuse. If any of the items are missing, report it immediately to the unit VCO.

3.1. Official Use of GMVs. For this purpose, government vehicles are defined as GSA vehicles on permanent dispatch (full-time rental) to units and part-time rental of contract vehicles. Reference AFI 24-301, Attachment 8, General Official Use Rules for common official use guidelines.

3.1.5. Cadre are authorized to transport persons going to or returning from Temporary Duty

(TDY) stations.

3.1.5.1. (Added) Only active duty Air Force personnel and Department of Defense (DoD) civilians assigned to the Holm Center activities and its subordinate units may operate GSA-leased vehicles. Cadets in their junior or senior year who have been issued a military identification card (not a dependent identification card) are authorized to operate a government-owned or leased vehicle at the base where their training is taking place. This includes trips to Wright-Patterson AFB for flight physicals. **Do not allow any AFROTC cadet to operate GSA-leased vehicles assigned to AFROTC detachments.**

3.1.6. AECP may operate the GSA vehicle when needed for travel to host base. AECP may use the GSA vehicle to transport AFROTC cadets to and from official functions.

3.1.7. Properly licensed active duty personnel of collocated Army and Navy units may operate vehicles when vehicle use is reciprocal, for official business, and is approved by unit commanders.

3.1.8. (Added) Cadre are authorized to transport cadets in connection with official unit functions.

3.1.8.1. (Added) AFROTC cadets participating in AFROTC-sponsored practical military training may be provided surface transportation via government vehicles within existing dollar and mileage constraints. The limit for any practical military training travel is 350 miles one way. Any travel beyond this limit must be a funded trip with approved orders. Active duty military may participate as a driver escort without any reimbursement within the 350 mile limit.

3.1.8.2. (Added) AFROTC cadre may utilize government vehicles when attending select Non-Federal Entities (NFEs) specific events for the sole purpose of ensuring that cadet participation and the NFE itself reflects favorably on the Air Force. In these cases, the cadre member must be designated in writing as the liaison/advisor to the NFE and comply with all government ethic rules and fiscal law. GOV/GSA utilization is prohibited for fundraising events or any event whose sole purpose is recruiting or promotion of the NFE. The select NFEs are: AFA, Daedalians, MOAA, SAME, Arnold Air Society/Silver Wings. The Region/CC must approve any cadre liaison/advisor appointment to other NFEs including:

3.1.8.2.1. (Added) Any official meeting where AFROTC cadet involvement is discussed or petitioned.

3.1.8.2.2. (Added) Any scholarship or award event where an AFROTC cadet will be recognized.

3.1.8.3. (Added) Bona fide applicants for physical exams, and rechecks.

3.1.8.4. (Added) Region Commanders may approve university civilian AFROTC

employees riding as passengers in government vehicles when assisting with official AFROTC functions.

3.1.8.5. (Added) Persons normally not authorized to ride as passengers in government vehicles include:

3.1.8.5.1. (Added) Cadet participating in extracurricular programs.

3.1.8.5.2. (Added) Non-cadet students.

3.1.8.5.3. (Added) Non-government personnel.

3.1.8.5.4. (Added) Family members.

3.1.9. (Added) Transportation Requests. Make requests for vehicles as far in advance as possible of the time actually required. Inform Region CC/HQ AFROTC/DOS of future increases in the mission or personnel strength of the unit in order to plan for additional demands that may be placed upon facilities and equipment.

3.1.9.1. (Added) Annual Mileage Requirement. A GSA vehicle on full-time dispatch is normally not cost effective if it is driven less than 9,000 (van) or 7,500 (sedan) miles annually, exceptions are granted by AFROTC/CC.

3.1.9.2. (Added) Unit Location. Consider the unit's distance from the support base, and if a commercial or university rental vehicle would be the most cost-effective means to meet one-time requirements.

3.1.9.3. (Added) Frequency of Requirement. Determine if the unit needs a vehicle daily, weekly, or less frequently.

3.1.9.4. (Added) Cost. Compare all available transportation options annually on a cost-per-mile basis (see Attachment 7).

3.1.9.5. (Added) Unit commanders or vehicle control officers submit requests to initiate or change currently approved transportation options to Region CC, and AFROTC/DOS via a memo for review by 1 August each year, unless otherwise directed. The memo must identify the vehicle tag number, the number of miles needed and a justification that compares rates of available transportation on a cost-per-mile or cost-per-month basis. Use the information from the Least Cost Transportation Analysis Worksheet (Attachment 7). After obtaining approval for permanent rental of a GSA vehicle, the VCO will send the following information to the appropriate GSA Fleet Management Center:

3.1.9.5.1. (Added) Name of requester (unit).

3.1.9.5.2. (Added) Location where vehicles are needed (unit).

3.1.5.9.3. (Added) Billing address or Billed Office Address Code (BOAC).

3.1.9.5.4. (Added) Number and type of vehicles required.

3.1.9.5.5. (Added) Estimated annual miles.

3.1.9.5.6. (Added) Estimated length of time vehicle is required.

3.1.9.5.7. (Added) Date needed.

3.1.9.6. (Added) Notify Region CC and HQ AFROTC/DOSL upon receipt of a new or replacement vehicle from GSA. When GSA exchanges an assigned vehicle for any reason (i.e., age, mileage) the unit will notify Region CC/HQ AFROTC/DOSL by letter or email. Provide, in the letter, the old and new tag numbers, date of exchange, make and model of vehicle, and ending mileage on the old vehicle until the date of exchange or termination of the GSA vehicle contract.

3.1.10. (Added) Recruiting Activities. AFROTC/CC approves the use of GSA vehicles for the RAP (non-chargeable leave under AFI 36-3003, Military Leave Program) and WEAR Program (permissive TDY under AFI 36-3003). This authority comes from AFI 24-301, Attachment 8, Table A8.1, General Official Use Rules, Rule 11. Military members who are invited to attend an off-base function in the community and represent the Air Force are authorized when approved by the Det/CC.

3.1.10.1. (Added) Authorized Use of GSA Vehicles for RAP and WEAR Program. GSA vehicles may be used to transport prospective recruits in connection with interviews, processing, and orientation. Military members are authorized to use GSA vehicles to eat at reputable off-base eating establishments within reasonable proximity to the detachment or recruiting location while travelling on recruitment activities.

3.1.10.2. (Added) Unauthorized Use of GSA Vehicles for RAP and WEAR Program. GSA vehicles are not authorized for personal errands, sightseeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. Travelling to and from on or off-base quarters in a GSA vehicle is not authorized. Also, do not use a GSA vehicle to go to a squadron holiday party, picnic, Air Force Ball, etc. These are not considered official functions and attendance is optional. Official functions are retirements, commander's calls, change of command ceremonies and retreats.

3.1.11. Restrictions and Official Use Determinations. Reference AFI 24-301, paragraphs 3.1.2 through 3.1.4 for vehicle operating restrictions and AFI 24-301, paragraph 3.41 for GSA vehicle parking locations and restrictions. Review AFI 24-301, paragraph 3.5 to make official use determinations.

8.4.1.3. Driver Licensing and Training. Operators must have a valid state driver's license to drive any general-purpose government vehicle. Refer to AFI 24-301, paragraph 8.4, for further instruction on requirements to obtain an AF Form 2993, *US Air Force Motor*

Vehicle Operator Identification Card. Detachment VCO/VNCO will submit licensing requests to host base transportation offices. State issued or military driver's licenses are required for GSA-leased vehicles per AFI 24-301, paragraph 8.4.

8.13.5. Accident Reporting Procedures.

8.13.5.1. (Added) In the event of loss or damage to vehicles caused by an accident or other mishap, the VCO must immediately notify the Region VCO and Regional GSA Accident Center. The unit VCO will ensure a GSA Form 1627, *Motor Vehicle Accident Reporting Kit*, is available. Follow the steps described on the GSA Form 1627. All reporting forms will be forwarded to Region Commanders and HQ AFROTC/DOSL. AFI 23-302 contains information for processing a vehicle involved in an accident. The following forms will be submitted within five (5) working days from the date of occurrence:

8.13.5.1.1. (Added) Standard Form (SF) 91, *Motor Vehicle Accident Report*. (All forms verified)

8.13.5.1.2. (Added) SF 94, *Statement of Witness*, if applicable.

8.13.5.1.3. (Added) Copy of police report, if applicable.

8.13.5.1.4. (Added) DD Form 200, *Financial Liability Investigation of Property Loss*.

8.13.5.2. (Added) Persons involved in a motor vehicle accident desiring to file a claim for damages (property and/or bodily injury) should be referred to the support host legal office. They should file a SF 95, *Claim for Damage, Injury or Death*.

8.13.5.3. (Added) Legal Action: Immediately report to Holm Center/JA suits for property damage, personal injury, and/or death resulting from the operation of a government-owned or leased vehicle. Forward all legal documents to Holm Center/JA.

8.13.5.4. (Added) Follow these procedures when processing a Report of Survey:

8.13.5.4.1. (Added) Send Region VCO an informational copy of the survey pending an approved copy.

8.13.5.4.2. (Added) Forward a GSA vehicle accident report to the supporting GSA motor pool following the instructions in the operator's packet in the vehicle.

8.13.5.4.3. (Added) Report the accident to the Holm Center Safety Officer according to HOLMCENTERI 91-101, *Holm Center Safety Program*.

SHERRY L. STEARNS-BOLES, Col, USAF

Commander

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

Title 31, United States Code, Section 1349(b), *Adverse Personnel Actions*

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 28 October 2013

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 23-302, *Vehicle Management*, 26 June 2012

HOLMCENTERI 91-101, *Holm Center Safety Program*; 9 February 2012

Adopted Forms

SF 91, *Motor Vehicle Accident Report*

SF 94, *Statement of Witness*

SF 95, *Claim for Damage, Injury, or Death*

GSA Form 1627, *Motor Vehicle Accident Reporting Kit*

GSA Form 3478, *Motor Vehicle Service Authorization*

DD Form 200, *Financial Liability Investigation of Property Loss*

AF Form 9, *Request for Purchase*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

Acronyms

AAS—Arnold Air Society

AECP—Airman Educational Commissioning Program

AETC—Air Education and Training Command

AFROTC—Air Force Reserve Officer Training Corps

AFROTCSUP—Air Force Reserve Officer Training Corps Supplement

AFRS—Air Force Recruiting Service

BOAC—Billing Office Address Code

CC—Commander

DoD or DD—Department of Defense

DOR—Director of Operations, Recruiting

DOS—Director of Operations, Support

DOSL—Director of Operations, Support Logistics

DOV—Director of Operations, Standardization & Evaluation

FMC—Fleet Management Center

GSA – General Services Administration

GTR—Government Transportation Request

HQ AETC/IG—Headquarters Air Education and Training Command/Inspector General

HOLM CENTER—Jeanne M. Holm Center for Officer Accessions and Citizen Development

HQ AFROTC—Headquarters Air Force Reserve Officer Training Corps

IFMS—Interagency Fleet Management System

JA—Judge Advocate

MCC—Maintenance Control Center

RAP – Recruiter Assistance Program

RDA—Regional Director of Admissions

SDF—Support Directorate, Financial Management

VCO – Vehicle Control Officer

VNCO – Vehicle Noncommissioned Officer

WEAR – We Are All Recruiters Program

Attachment 5 (Added)

**SAMPLE AF FORM 9, REQUEST FOR PURCHASE
(INSTITUTIONAL VEHICLE RENTAL)**

Figure A5.1. Sample AF Form 9.

REQUEST FOR PURCHASE				NO. F6665082181100																			
INSTALLATION Wright-Patterson AFB, OH 45433-5320				DATE 20160101																			
TO: CONTRACTING OFFICER Base Contracting Officer, WPAFB, OH 45433-5320 ATTN: Ms. Jane Smith				CLASS																			
THROUGH: Holm Center/SDF, 130 West Maxwell Blvd, Maxwell AFB AL 36112-6106				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.																			
FROM: (Insert RC/CC, if applicable) AFROTC Det 650, 233 Lindley Hall, Ohio University, Athens, OH 45701-2979																							
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE																							
PURCHASED FOR AFROTC Det 650		FOR DELIVERY TO 233 Lindley Hall, Ohio University, Athens OH		NOT LATER THAN 20161001																			
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST																		
	<p>SERVICES NON-PERSONAL: Request continuous coverage under Purchase Order No. F33939-377DK for the period of 1 Oct 16 to 30 Sep 17.</p> <p>Listed below are the estimated number of trips, vehicles, and costs. 150 free miles per trip, provided by Ron Woodard Automotive, INC is included in the rental note. Mileage in excess of 150 will be charged \$0.15 per mile.</p> <table border="0"> <tr> <td>TYPE:</td> <td>TRIPS:</td> <td>RENTAL RATE:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CAR ('17 Chrysler 200)</td> <td>36</td> <td>\$26.95</td> <td>36</td> <td>EA</td> <td>\$26.95</td> </tr> <tr> <td>VAN ('16 Chrysler Town and Country)</td> <td>9</td> <td>\$39.95</td> <td>9</td> <td>EA</td> <td>\$39.95</td> </tr> </table> <p>POC: TSgt Ted Jones (704) 304-1122</p> <p>NAME & ADDRESS OF SUGGESTED SOURCE: Ron Woodard Automotive, INC. 900 W. State St. Athens, OH 45701</p> <p>POC: Ms. Helen Mills (704) 304-5454 ext. 144</p> <p>SEND ALL INVOICES AND RECEIVING REPORTS DIRECTLY TO DETACHMENT: Detachment will sign and forward to DFAS-LI/FPD, 3 Arkansas Rd., Limestone, ME 04751-1500</p> <p>This requirement does not require the use of ozone depleting substances.</p>	TYPE:	TRIPS:	RENTAL RATE:				CAR ('17 Chrysler 200)	36	\$26.95	36	EA	\$26.95	VAN ('16 Chrysler Town and Country)	9	\$39.95	9	EA	\$39.95				
TYPE:	TRIPS:	RENTAL RATE:																					
CAR ('17 Chrysler 200)	36	\$26.95	36	EA	\$26.95																		
VAN ('16 Chrysler Town and Country)	9	\$39.95	9	EA	\$39.95																		
TOTAL																							
PURPOSE Provide official transportation needs for AFROTC Detachment for FY 17.																							
DATE 20160101	TYPED NAME AND GRADE OF REQUESTING OFFICIAL Jim E. Johnson, Col, USAF Commander		SIGNATURE																				
			TELEPHONE NO. (704) 304-2425																				
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE																				
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.																							
ACCOUNTING CLASSIFICATION				AMOUNT																			
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE																				

AF IMT 9, 19770301, V2

A5.1. Instructions. Following are instructions for completing the AF Form 9. **NOTE:** The following information corresponds with the form by title of block.

A5.1.1. (Added) NO.: (Mandatory entry) This number will differ from one unit to another. This is a 14-digit entry. Your host base contracting office provides the first 6 digits, the next digit represents the last digit of the current calendar year (8 for the year 1998), the next 3 digits represent the Julian date of the order, 1100, 1200, 1300, etc., the next digit indicates the number of IMTs 9 you have completed during that specific day.

A5.1.2. (Added) INSTALLATION: Your host base.

A5.1.3. (Added) DATE: Use the current date you are preparing the IMT for submission.

A5.1.4. (Added) TO: Your host base contracting office.

A5.1.5. (Added) CLASS: Leave this block blank.

A5.1.6. (Added) THROUGH: Fill in with Holm Center/SDF, Maxwell AFB AL 36112-6106

A5.1.7. (Added) FROM: Unit number and complete address.

A5.1.8. (Added) CONTRACT, PURCHASE ORDER, OR DELIVERY ORDER NO.: Leave this block blank.

A5.1.9. (Added) PURCHASED FOR: Cite the service location, e.g., AFROTC Detachment 12.

A5.1.10. (Added) FOR DELIVERY TO: Complete address of service location.

A5.1.11. (Added) NOT LATER THAN: Use the required operational date.

A5.1.12. (Added) ITEM: Each service or item requested is numbered, e.g., 01, 02, etc.

A5.1.13. (Added) DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED (include a suggested source (Local company or university capable of providing the service requested) and the following sentence: SEND ALL INVOICES AND RECEIVING REPORTS DIRECTLY TO THE DETACHMENT who will sign and forward to DFAS-LI: Institutional Vehicle Rental.

A5.1.14. (Added) QUANTITY, UNIT, ESTIMATED UNIT PRICE, AND ESTIMATED TOTAL COST: Self-explanatory.

A5.1.15. (Added) (Verified per SDF) PAYING OFFICE: DFAS-LI/FPD, 3 Arkansas Road, Limestone ME 04751-1500

A5.1.16. (Added) TOTAL: Self-explanatory.

A5.1.17. (Added) PURPOSE: Self-explanatory.

A5.1.18. (Added) DATE: Current date.

A5.1.19. TYPED NAME AND GRADE OF REQUESTING OFFICIAL: This block is to be designated as the signature block of the unit commander or the designated representative.

A5.1.20. TELEPHONE NUMBER: Self-explanatory.

Attachment 6 (Added)**SAMPLE CONTRACT PROVISIONS STATEMENT
(TO BE INCLUDED WITH AF FORM 9 FOR INSTITUTIONAL VEHICLE RENTAL)****Figure A6.1. (Added) Sample Contract Provisions Statement.**

1. Alabama Technical University vehicles are for the use of the Department of Aerospace Studies to carry out official business. In general, usage of motor pool vehicles must conform to official university policies and procedures.
2. Costs arising from a collision or accident involving a motor pool vehicle are absorbed by the motor pool.
3. In the event of damage resulting from unduly rough handling or abuse of vehicles, which is distinguished from accidental cause, the damaged vehicle is reviewed with the Department of Aerospace Studies for determination or reasonable division of cost of repairs.
4. Alabama Technical University will carry public liability insurance on vehicles as follows:

Bodily Injury	\$100,000/\$300,000
Property Damage	\$20,000
Medical Expenses	\$5,000
Per Accident	\$2,000,000 (maximum)
5. Mileage rates are \$.21 a mile for a sedan, \$.24 a mile for a van, and \$1.25 a mile for a bus. Mileage rates include all costs of fuels, lubricants, and repairs except for repairs necessitated by certain damages as explained herein.
6. Terms of contract commence October 1, 20xx and expire on September 30, 20xx.
7. Billings of vehicle usage are on a monthly basis.
8. The Department of Aerospace Studies is not authorized to sublease motor pool vehicles.
9. The contract should not stipulate priority of use. Motor pool vehicles are made available to users on a first call, first served basis.
10. Return motor pool vehicles promptly to the motor pool garage following completion of use unless extraordinary circumstances do not permit it.
11. If minor repairs to the vehicle become necessary, the driver should use his/her best judgment in acquiring the repairs. Receipts for repairs must be secured and presented to the motor pool manager for reimbursement. If a major repair appears necessary or vehicle stoppage occurs which cannot readily be corrected, make a collect telephone call to the motor pool manager at

(334) 514-1515 in order to get specific directions on handling the major repairs.

12. The Department of Aerospace Studies shall agree it will hold the university or any of its representatives harmless from claims for personal injuries or damages.

Attachment 7 (Added)**SAMPLE OF LEAST COST TRANSPORTATION ANALYSIS WORKSHEET**
(For reference if use is directed)**Figure A7.1. (Added) Sample of Least Cost Transportation Analysis Worksheet** (for reference if use is directed).

Compare the cost of using a GSA-leased vehicle to the cost of using a privately-owned vehicle (POV). Use the following cost figures by entering them into the formulas below.

GSA Lease Schedule: \$200.00/Month and \$0.195/Mile POV Rate: \$0.555/Mile

Formula to calculate the cost of using GSA vehicle:

(Monthly Lease) + (Estimated Monthly Miles Driven X Mileage Rate) = COST **Formula to**

calculate the cost of using a Privately-Owned Vehicle: Estimated Monthly Miles Driven X
Mileage Rate = COST

EXAMPLE:

GSA: (1 month X \$200.00) + (10 miles X \$0.195) =
(\$208.00) + (\$1.95) = \$209.95/Month or **\$2519.40 Annually**

POV: 10 miles X \$0.555 = \$5.55/Month or **\$66.60/Annually**

CONCLUSION: It will cost the government significantly less money to use a POV in the
given scenario.

Attachment 8 (Added)

SAMPLE DD FORM 200, FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

Figure A8.1. (Added) Sample DD Form 200.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)			
20170215		2017-009		02017023			
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST			
JN1EB31000U235158	Sedan	1	9,500.00	9,500.00			
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)		Add More Items		<input type="checkbox"/> Lost <input type="checkbox"/> Organization <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Installation <input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE			
(Attach additional pages as necessary) Add Page Accident caused by second party, Ms. Carol Jones. TSgt Smith was turning onto Elm St when Ms. Jones failed to stop at a traffic light. Her car collided with the GSA vehicle TSgt Smith was driving, damaging both driver's side doors and left rear quarter panel.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
See attached report. Add Page							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER			
AFROTC Det 505/COC 111 Franklin Dr St. Louis, MO 35879		White, Donna M.		555-8588			
		d. SIGNATURE		e. DATE SIGNED			
				20170228			
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Concur with investigating officer's findings. Recommend appropriate records be adjusted accordingly and no pecuniary liability be assessed.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER			
AFROTC Det 505/CC 111 Franklin Dr St. Louis, MO 35879		King, Edward J.		555-8584			
		f. SIGNATURE		g. DATE SIGNED			
				20170302			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)			
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)			
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			