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(John D. Haley II, GS-12)
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AFI 24-301, 1 November 2001, is supplemented as follows:

It applies to all AFMC organizations that operate and control Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this instruction. This supplement does not apply to US Air Force Reserve or Air National Guard units or members. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AFMC/LGTV, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006

SUMMARY OF REVISIONS

It incorporates material from the previous AFI 24-301/AFMC Sup 1 and AFI 24-301, implements the AFMC Progressive Vehicle Inspection Program, requires the Vehicle Operations Officer (VOO) to conduct semi-annual Vehicle Control Officer (VCO) meetings, establishes a training program for VCOs, reinforces Air Force's Zero Fleet Growth initiative and identifies the vehicle authorization review authority for AFMC associate activities. It establishes the use of Operator Inspection Guide and Trouble Report for GSA vehicles. Prescribes that the VCO/VCNCO will ensure all repaired vehicles are inspected for serviceability after being released from a vehicle repair facility, including GSA vehicles. Requires the VCO/VCNCO to document repair actions taken by the GSA/leased service provider in the Maintenance Control Report section of AF Form 18XX. Prescribes the addition of operator inspections for specific and/or unique missions on the AF Form 18XX. Requires Nuclear Certified GSA/leased vehicles belonging to munitions maintenance squadrons, not maintained by an Air Force Vehicle Maintenance shop, will have repairs accomplished at a Manufacture's Vehicle Repair Dealership or Automotive Excellence Service (ASE) repair facilities. This supplement does not apply to Air National Guard or US Air Force Reserve units or members. It applies to all AFMC organizations that are assigned Air Force motor vehicles.

1.2.3.2. Major vehicle users will be encouraged to provide priority buy input.

1.2.6. Logistics Group Commander or in the absence of a Logistics Group Commander the Group/CC in the LGT Chain of Command.

1.2.12.4. The VOO will conduct a VCO meeting for all unit VCOs at least semi-annually. Topics for discussion will include: VCO duties, solutions to identified problems, other pertinent information, procedural changes and special interest items being worked or being initiated. Send a copy of the VCO meeting minutes to HQ AFMC/LGTV not later than 15 calendar days after meeting.

1.2.12.7. Send the base data transfer download disks from Fleet Management Module of OLVIMS to HQ AFMC/LGTV by the 15th day of each month. (See AFPD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment, Paragraph A64.)

3.1.6.2. Present the annual analysis with recommendations to the vehicle authorization review authority. Rotate Depot Maintenance Business Area (DMBA) funded vehicles within DMBA funded units only.

3.1.7. Fleet Management will implement the AFMC Progressive Vehicle Inspection Program. See **Attachment 7 (Added)** for specific guidance. Additionally, Fleet Management sets up a training program for VCO personnel. The following areas are included in the training as a minimum:

- Intent of the Vehicle Control Program.
- Duties and responsibilities contained in AFI 24-301, *Vehicle Operation*, and AFPAM 24-317, *Vehicle Control*

- Vehicle Assessments.
- Fleet Management Support.
- Vehicle maintenance policies.
- Accident, abuse, and misuse policies and procedures.
- Base and MAJCOM directives.
- Vehicle rotation program.

Vehicle justifications.

- Energy conservation information.

NOTE: Fleet Management must ensure VCOs are trained in vehicle accident, abuses and misuses reporting procedures.

3.1.7.1. The following information will be retained for reference by each VCO or VCNCO:

- VCO/VCNCO appointment letters
- Attachment 2 to AFI 24-301/AFMCS 1.
- Receipt for unit vehicles.
- Last two copies of the vehicle control function assistance visits.
- Copy of the latest vehicle assessment.
- VCO meeting minutes for the last year.
- Copy of the approved unit vehicle trainers.