

4 March 2004



**VEHICLE CONTROL AND VEHICLE
MANAGEMENT GUIDELINES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 4 ASOG Web site at:
<http://www.4asog.usafe.af.mil/publications.htm>. If you lack access, contact your publishing distribution office.

OPR: 4 ASOG/LG (MSgt Kaenchan Peterson)

Certified by: Lt Col Michael B. McGee Jr.

Pages: 14

Distribution: F

This instruction establishes guidelines for Vehicle Control and Vehicle Management for the 4th Air Support Operations Group (4 ASOG). It provides guidance, procedures, and responsibilities to ensure personnel, management and to organize vehicle resources in the most efficient manner throughout the 4 ASOG. Specifically, this instruction applies to commanders at squadron and detachment levels, Vehicle Control Officers (VCOs) at squadron and detachment levels, and all vehicle operators. Squadron and detachment commanders are responsible for the effective execution of this instruction. This instruction supersedes 4 ASOG Operating Instruction dated 31 July 2002.

References: AFI 24-301, *Vehicle Operations*; USAFE Sup 1 AFI 24-301, *Vehicle Operations*; AFJMAN 24-306, *Manual For The Wheeled Vehicle Driver*; USAFEI 24-306, *USAFE Pride in Maintaining Excellence (Prime) Vehicle Care Program*; AFMAN 24-307, *Procedures For Vehicle Maintenance Management*; AFMAN 24-317, *Vehicle Control*; AFTO 36A12-1A-2091, *Operator's Manual*; AR 750-1, *German Law and Driver Pamphlet*; 190-34; *Driver's Guidebook and Examination Manual for Germany*; USAREUR Regulation 55-1, *United States Army Motor Vehicle Operations on Public Roads*; AFI 23-220, *Report of Survey*; AFMAN 37-123, *Management of Records*; AFMAN 37-139, *Records Disposition Schedule*.

Chapter 1 VEHICLE OPERATIONS AND CONTROL

Commander's Intent.....	5
General Roles, Designations, and Reporting.....	5
Responsibilities.....	5

Squadron and Detachment
 Commanders.....5
 4 ASOG/LGT Fleet
 Manager.....6
 Squadron and Detachment
 VCOs..... 6
 Vehicle Maintenance
 Liaison..... 7
 Vehicle
 Operator.....8

Chapter 2 VEHICLE MANAGEMENT

Official Use of Government
 Vehicles.....8
 Safety.....8
 Accident
 Procedures.....8
 Vehicle Security and Auxiliary
 Parking.....9
 HQ USAFE Vehicle Authorization
 Revalidation.....9
 Vehicle Rotation/Utilization
 Analysis.....9
 Types of Staff Assistance
 Visits/Inspections.....9
 Vehicle
 Modifications.....10
 Licensing and
 Training.....10
 Vehicle
 Justifications.....11
 Rental Vehicles/Lease
 Authorizations.....12
 Mission Essential Level
 List.....12
 Fuel
 Coupons.....12
 Claim for Reimbursement for Expenditures for Official
 Business.....12

U-Drive-It
Request.....12

Chapter 3 MAINTENANCE CONTROL/REPORTING

Maintenance Support Levels and
Responsibilities.....13
Air Force
Maintenance.....13
Army
Maintenance.....13
Dispatch
Procedures.....13

Chapter 4 CONVOY PROCEDURES

Convoy
Procedures.....14
Convoy
Organization.....14
March Column
Structure.....15
March Column
Formations.....15
Convoy
Coordination.....15
March
Credits.....15
Restricted Travel
Periods.....16
Convoy
Speed.....17
Convoy
Marking.....17
Towing
Procedures..... 17

Attachment 1, Vehicle Accident Procedures for
VCOs.....18
Attachment 2, Vehicle Accident Procedures for
Operators.....19
Attachment 3, Procedures for Fuel
Coupons.....21

Attachment 4, Use of GOV/POV in the Local Area for Conducting Official
Business.....24

CHAPTER 1

VEHICLE OPERATIONS/CONTROL

1.1 Commander's Intent. The purpose of this instruction is to help the 4 ASOG effectively support the V Corps, mission. The group vehicle control program is a vital part of this support, ensuring Theater Air Control System readiness through consistent asset control, maintenance, and performance

1.2. General Roles, Designations, and Reporting. The 4 ASOG Fleet Manager is responsible for the overall efficient and economical use of the fleet. Under the 4 ASOG vehicle authorization listing (VAL), 435th Vehicle Readiness Squadron (VRS) deems all vehicles the direct responsibility of the 4 ASOG and establishes sub-VALs by assigning vehicles to subordinate units. The 4 ASOG/LG is the group-level fleet manager for 435 VRS and will be the focal point for all vehicle issues; also, act as liaison with 435 VRS and HQ USAFE for all vehicle matters. 4 ASOG/LG will track and monitor specified group action items and keep the Chief of Maintenance (COM), deputy commander, and the group commander informed on all vehicle matters. Unit-level responsibilities for the VCO are outlined in AFI 24-301. Within this instruction, VCO will be used to describe the title of the primary person responsible for all vehicle operations at specific locations and does not denote rank, whether officer or NCO. All units will have primary and alternate VCO, and will coordinate all vehicle issues through the 4 ASOG/LG.

1.3. Responsibilities.

1.3.1. Squadron and Group Detachment Commanders will:

1.3.1.1. Appoint in writing primary and alternate VCO. Appointee should have 1 year remaining on station.

1.3.1.2. Ensure individuals operating vehicles over 14,000 gross vehicle weight (GVW) are licensed IAW (AFI 24-301 and para 2.9 of this OI).

1.3.1.3. Ensure unit has approved lesson plans on file for the vehicles assigned to the unit.

1.3.1.4. Ensure newly appointed VCOs are trained by 435 VRS Fleet Management's Vehicle Control Function (VCF) within 30 days of appointment.

1.3.1.5. Revoke or suspend a vehicle operator's GMV driving privileges for due cause and ensure the individual's license is returned to 435 LRS Operator Records and Licensing (OR&L) Section IAW AFI 24-301, Chapter 4.11.4.

1.3.1.6. Appoint an investigating officer to conduct an investigation of each vehicle accident, misuse and abuse case, IAW AFMAN 23-220, Reports of Survey for Government Property.

1.3.2. The 4 ASOG/LGT will:

1.3.2.1. Serve as the focal point for all vehicle matters for the 4 ASOG and responsible for group-wide fleet management.

1.3.2.2. Serve as the vehicle liaison to 435 VRS and USAFE.

1.3.2.3. Assist squadron and detachment VCOs on vehicle issues.

1.3.2.4. Brief newly assigned group staff members on local vehicle policies and procedures. Maintain documentations in continuity book.

1.3.2.5. Schedule and conduct annual group staff assistance visits (SAVs) with subordinate units.

1.3.2.6. Monitor VCF activities at squadron and detachments.

1.3.3. Squadron and Detachment VCOs will:

1.3.3.1. Coordinate for replacement VCO with commander 60 days prior to PCS.

1.3.3.2. Ensure accountability for all vehicles assigned to their unit

1.3.3.3. Ensure AF Form 1800s are filled out, tire pressure checks are documented by the 7th day of the month.

1.3.3.4. Ensure monthly vehicles mileage are forwarded to MC&A by the 10th day of the month.

1.3.3.5. Perform 10% monthly inspections on assigned vehicles. Forward the report to 435 VRS VCF section, squadron commander, and 4 ASOG/LG by the last duty day of each month.

1.3.3.6. Send vehicle registration numbers for deployed assets to 435 VRS Fleet Manager and 4 ASOG/LGT for tracking purposes.

1.3.3.7. Reply within 15 days to 435 VRS VCF section with corrective actions for discrepancies noted during staff assistance visits (SAVs) and vehicle technical inspections (VTI).

1.3.3.8. Identify vehicle trainers/certifiers to 435 LRS ORL office for background investigations.

- 1.3.3.9. Brief newly assigned unit members and operators on local vehicle policies and procedures. Maintain documentation in continuity book.
- 1.3.3.10. Maintain a continuity book IAW 435 VRS Vehicle Control Officer Program Guidance.
- 1.3.3.11. Detachment VCO will forward completed DA Form 5988, DA Form 2404, and any other maintenance forms used by the Army Motor Pool to the squadron VCO.
- 1.3.3.12. Ensure fire extinguisher is mounted properly in a vehicle as required.
- 1.3.3.13. Ensure vehicles with a pintle hook have the appropriate label affixed near the rear bumper.
- 1.3.3.14. Defend vehicle requirement, justify requests for additional vehicle requirement; comply with vehicle rotation plan; notify 4 ASOG/LG when assigned vehicles are no longer required.
- 1.3.3.15. Coordinate appointed trainers submission through appropriate agencies.
- 1.3.3.16. Develop and maintain unit lesson plan.
- 1.3.3.17. Responsible for the coordination of vehicle modification request.
- 1.3.3.18. Responsible for the update and submission of unit's Vehicle Mission Essential Level List.
- 1.3.3.19. Procure, issue, secure and accountability of fuel coupons.

1.3.4. Vehicle Maintenance Liaison (VML) will:

- 1.3.4.1. Transcribe all DA Forms 5988, DA Form 2404, or any other Army Motor Pool forms to AF Form 1823 and forward to 435 VRS for processing.
- 1.3.4.2. Perform minor maintenance. Example of minor maintenance include, but are not limited to, changing light bulbs, fuses, mirrors, lens, and windshield wiper blades. Minor maintenance repairs will be documented on AF Form 1827.
- 1.3.4.3. Be the focal point for all maintenance issues at the squadron and detachments.
- 1.3.4.4. Consult with Army division, brigade, and battalion vehicle maintenance supervisors to assist in resolving maintenance problems at squadron and detachment levels.

1.3.4.5. Perform spot or periodic inspections on vehicles, upon return, when repaired by Army maintenance.

1.3.4.6. Be familiar with the respective ISSAs and local Army policies.

1.3.4.7. Report vehicle status to Job Control.

1.3.5. Vehicle Operator will: Perform vehicle inspection prior to, during, and after operation; sign AF Form 1800 after inspection. When discrepancies are discovered during inspection, notify the VCO prior to leaving on the trip. If damage occurs during the trip, annotate the AF Form 1800 and notify the VCO upon return. Do not annotate operator care items on the form. Ensure vehicle cleanliness and serviceability after operation.

CHAPTER 2

VEHICLE MANAGEMENT

2.1. Official Use of Government Owned Vehicles (GOV). Government vehicles are for official use only and will be operated, managed, and maintained IAW AFI 24-301, USAFE Sup 1 to AFI 24-301, AFJMAN 24-306, AFPAM 24-317, and USAFEI 24-306. General guidelines can be found in AFPAM 24-317, Section B, Motor Vehicle Official Use Policy and AFI 24-301, Chapter 2, Official Use of Vehicles. Contact 4 ASOG/LG for specific questions regarding vehicle use policies. EXCEPTION: 4 ASOG units only, Air Force GOVs may be used to transport USAF members and their dependents, arriving and departing Germany, on PCS orders between the airport and duty location. Army vehicles will not be used for this purpose.

2.2. Safety. In accordance with AFPAM 24-317, 4 ASOG VCOs are required to conduct and document monthly vehicle orientation and safety education briefings. Topics can include seasonal driving conditions, dangers associated with alcohol, and any local hazards. The most common and easiest way of communicating this information is through e-mail to the unit. Document monthly vehicle orientation and education safety briefings and file in the VCO continuity binder. NOTE: Operators, when traveling on German autobahns, will follow AFI 24-301, USAFE Sup I, para 2.6.25. and also, not to exceed the speed rating of the tire, which ever is lower. This applies to all government owned, rented or leased vehicles.

2.3. Accident Procedures. VCOs are responsible for providing operators with appropriate procedures to follow in the event of a vehicle accident. All vehicle operators must immediately report accident damage, however minor, to the unit VCO. The VCOs will up-channel accident information through their chain of command, 435 VRS, and will also forward information to 4 ASOG/LG. VCOs will build accident case files upon notification. All vehicles involved in accidents must be turned in to vehicle maintenance as soon as possible. Squadron VCOs will

provide status updates to 4 ASOG/LG, for maintenance support received through the Army. If towing is required and detachment's Army maintenance facility cannot provide towing, the VCO will make arrangements with 435 LRS Vehicle Dispatch Section. Contact 4 ASOG/LG when circumstances prohibit this turn-in process. Refer to attachment 1 for accident procedures for 4 ASOG VCOs and attachment 2 for procedures for the operator.

2.4. Vehicle Security and Auxiliary Parking.

2.4.1. Driver Pamphlet 190-34, *Driver's Guidebook and Examination Manual for Germany*, section 2-14, provides rules and guidance for security of all military vehicles. When parking a motor vehicle, operators must ensure vehicle windows, ventilators, and doors are closed. It is the operator's responsibility to ensure vehicles are secure when parked and unattended. Upon return and prior to operating the vehicle, perform visual check for damages or tampering.

2.4.2. VCOs will develop a general parking policy in writing how vehicles will be parked and secured while in garrison. The information will be sent to 435 VRS VCF section and filed in continuity book. If vehicles cannot be parked together in one secure location, the letter must specify an auxiliary parking location. The letter will include procedures establishing the means of securing vehicles and ensuring force protection. VCO will perform site survey to verify proper lighting and night-time security. The letter will not include vehicle registration numbers, since these are subject to change.

2.5. HQ USAFE Vehicle Authorization Revalidation. Vehicle revalidations are conducted by MAJCOM at least once every 3 years. During revalidations, VCOs will justify their unit vehicle assets. Prior to a scheduled vehicle revalidation, VCOs will send these justifications to 4 ASOG/LG for review.

2.6. Vehicle Rotations/Utilization Analysis. Vehicle rotations are performed as necessary to ensure vehicles meet the established Air Force vehicle goals, 4 ASOG fleet mileage averages, and other vehicle management objectives. High-mileage vehicles must be exchanged for low-mileage vehicles for fleet conservation. Authorization deletions, changes, and rotations will be considered for infrequently used vehicles. Vehicle utilization not IAW unit's Basis of Issues (BOI) may be subject to authorization deletion. In-house vehicle rotations are encouraged to ensure consistent vehicle utilization.

2.6.1. Evaluations for vehicle rotations within the 4 ASOG will be conducted annually by 435 VRS and 4 ASOG/LG. Unit commanders and VCOs will be notified of any vehicles earmarked for rotation.

2.6.2. New sub-VALs reflecting permanent rotation changes will be generated and distributed by 435 VRS Fleet Management through 4 ASOG/LG.

2.7. Types of Staff Assistance Visits/Inspections.

2.7.1. 435 VRS VCF section will conduct an annual staff assistance visit (SAV) and an assessment vehicle inspection every 6 months. The 4 ASOG vehicle SAV will be conducted in conjunction with the 435 VRS Fleet Management SAV and will include squadron and detachment VCOs. SAVs will consist of an overall review of the unit's vehicle operating procedures, maintenance operating procedures with the Army, and any vehicle issues the VCO wishes to discuss.

2.7.2. 4 ASOG assessment vehicle inspections will be conducted in conjunction with the first and second 435 VRS Fleet Management visits. The VCF will inspect a minimum of 25% of the unit's fleet for each inspection with a total of 50% of the fleet for the year. The 4 ASOG Fleet Manager will assist VCF personnel with the vehicle technical inspection. All inspections will be performed IAW the prime vehicle care inspection criteria listed in USAFEI 24-306.

2.7.3. Scheduled and no-notice inspections. Inspections will be conducted by 4 ASOG/LG as directed by the directorate of logistics or group commander. For no-notice inspections, a 1-day notice will be given to the unit receiving the inspection. Inspection criteria are outlined in the 4 ASOG SAV checklists for vehicle support. Results will be published within 14 duty days and forwarded to the 4 ASOG Commander for approval. Units receiving an unsatisfactory rating will be re-inspected within 30 days. The unit VCO will be present during group inspections.

2.8. Vehicle Modifications. Additions, deletions, or modifications (e.g. bed liner, camper shell, radios, etc.) from the vehicles' original configuration will not be accomplished without prior written approval from 435 VRS Fleet Management and MC&A. Complete justification and documentation is required. Submission should include costs, measurements, and drawing diagrams. In most cases, 4 ASOG will be responsible for funding parts and labor. VCOs will send a courtesy copy of the modification letter to 4 ASOG/LGT.

2.9. Licensing and Training.

2.9.1. Licensing. Issuance of a GOV license is conducted by 435 LRS ORL Office. Members must have an active AF Form 2296, Vehicle Operator Information, in the 435 LRS ORL Online Vehicle Integrated Management System (OLVIMS) and a valid USAREUR license to operate a Air Force general purpose vehicle or military designed general purpose vehicles of 14,000 pounds GVW or less, when authorized by unit commander. For vehicles over 14,000 pounds GVW, operators must obtain government licensing IAW AFI 24-301, Chapter 4, para 4.4. Members must comply with host installation licensing requirements in order to operate Army vehicles.

2.9.2. Individual may use AF Form 171, Request for Driver's Training and Addition to U.S. Government Drivers License, as a temporary license until they can have the AF Form 2296 updated. AF Form 171 are only valid when used with the member's military ID and USAREUR license.

2.9.3. Training. Units assigned special purpose or general-purpose vehicles over 14,000 pounds GVW are required to have unit trainers/certifiers. The unit is responsible for ensuring trainers/certifiers are appointed in writing. The appointed vehicle trainer/certifier must have extensive knowledge and experience on the designated vehicle types for which they will perform training. It is recommended that trainers have at least 6 months experience operating a vehicle before being appointed as a trainer or certifier.

2.9.4. Unit VCOs will identify in writing appointed trainers to 435 LRS ORL section to screen their driver's record. All appointees' traffic safety records will be reviewed for violations through 435 SFS. Appointees with unsatisfactory driving records will be disapproved as trainers (turn-around time is normally between 1 ½ to 2 weeks). Letters of appointment will be returned to their respective VCOs after approval or disapproval. Maintain documentation in continuity book.

2.9.5. Lesson plans. Units assigned special purpose vehicles will have approved vehicle lesson plans on file. Lesson plans must be approved by the unit commander and 435 VRS. When developing and reviewing plans, VCOs will ensure:

2.9.5.1. All plans must have proper training references (e.g. Air Force, Army or AFOSH Standards for vehicle operator).

2.9.5.2. The content of previously approved lesson plans is current and compliant with applicable instructions. Examples of approved lesson plans can be obtained from the 435 LRS ORL section. Special purpose vehicle lesson plans should always include attachments on how to operate levers, buttons, pulleys, knobs, pintle hooks, winches, etc.

2.9.6. Individuals required to operate vehicles while wearing chemical warfare equipment require additional training. Method of training will be established by each unit and documented in training records. Unit VCO will issue AF Form 483, *Competency Card*, to be carried by operators.

2.9.7. M113 Trak Training. TACPs designated as tank commanders will be officially trained by the Army on M113 TRAK. Training will consist of attending the Army's formal course. Upon completion of the course, the trainee will have the Army instructor complete blocks 20-23 on AF Form 171. The trainee will take the completed AF Form 171, along with the certificate of training from the Army, to VCO for processing. NOTE: Individuals that have been previously trained or licensed on the M113 Trak, by other than the Army, who show competence during proficiency checked by the Army instructor, do not have to be retrained.

2.10. Vehicle Justifications. Units needing to make adjustments to their current vehicle requirements or authorizations will complete an AF Form 601, *Equipment Action Request*. In addition, 435 VRS Fleet Management's 13-question justification must be completed in conjunction with the AF Form 601. Use the same form to justify vehicles of the same type,

which perform the same function. All AF Form 601 will be submitted to 4 ASOG/LG for review and approval before submitting to 435 VRS Fleet Management section.

2.11. Rental Vehicles/Lease Authorizations. The 4 ASOG Commander and subordinate unit commanders may rent general or special purpose vehicles up to 59 days without approval from 435 VRS/LGRVF, Fleet Management section. Funding will come from the unit's O&M funds. Rentals exceeding 59 days must be coordinated through 435 VRS/LGRVF for approval. Units may not lease vehicles without a lease authorization. Submit AF Form 601 with justifications for lease authorizations to 435 VRS/LGRVF for approval, with a courtesy copy to 4 ASOG/LG.

2.12. Vehicle Mission Essential Level List (MEL). VCOs are responsible for the update and submission of their unit's MEL to the 4 ASOG/LG. This submission will be reviewed and coordinated by 4 ASOG Director of Operations prior to being submitted to 435 VRS for final approval. 4 ASOG/LG will notify unit VCOs prior to the annual submission. Negative reply is required and justifications must accompany any changes. 4 ASOG/LG will forward any MEL justification updates to 435 VRS Fleet Management section.

2.13. Fuel Coupons. VCOs will obtain fuel coupons for their units. Fuel estimations will be determined by the prior year's vehicle fuel consumption. VCOs will submit an AF Form 9, Request for Purchase, to the group budget officer for fuel purchase. AF Form 9 will be returned to the VCO after being routed through contracting. Refer to attachment 3 for further instructions involving purchase, issue, return, and security of fuel coupons. ***NOTE: Use Diesel fuel as recommended by the manufacturer for general purpose vehicles and some tactical vehicles type. Only in extreme emergency JP-8 should be use as a substitute. The use of JP-8 causes abnormal wear to the engine due to lack of required lubricant. Prolong use causes damage to the engine, fuel injection pump and glow plugs.***

2.14. Standard Form 1164, Claim for Reimbursement for Expenditures for Official Business. This form is used for reimbursement of travel when a POV is authorized on orders or GOV not available to conduct official business. Policy governing the use of GOV/POV in the local area for conducting official business can be found on attachment 4.

2.15. U-Drive-It Request. Additional general-purpose vehicles can be requested through 435 LRS Vehicle Dispatch section to support 4 ASOG mission. Submit UDI request to the unit's VCO. 435 LRS/LRDV requires at minimum 72 hours of notification prior to the required date. After confirmation of vehicle availability, the requestor must arrange transportation to pickup and return of the UDI vehicle from 435 LRS Vehicle Dispatch at Ramstein. 4 ASOG/LG may assist the requestor with transportation to pickup and return of vehicle. The requestor is responsible for the cleanliness and serviceability of the vehicle prior to returning to 435 LRS/LRDV.

CHAPTER 3

VEHICLE MAINTENANCE/REPORTING

3.1 . Maintenance Support Levels and Responsibilities.

3.1.1. General. 4 ASOG units may utilize several variations of maintenance support based on the unit's mission and available maintenance facilities. Maintenance facilities include both Army and Air Force, some at GSU-supporting wings, others at collocated Army units, and the rest within the 4 ASOG maintenance structure.

3.1.2. 4 ASOG units are usually geographically separated from Air Force maintenance facilities and must rely upon Army vehicle maintenance per established Interservice Support Agreements (ISSAs). The 4 ASOS (ASOC) is capable of performing most field-level vehicle repairs, maintenance actions, and some vehicle modifications as approved by the Chief of Maintenance (COM). Neither 1 ASOS nor 2 ASOS have their own maintenance capability. These two units rely on the Army for maintenance. Non-routine maintenance on the group's general-purpose vehicles in Germany is serviced at 435 VRS/LRDVM. Detachment 1, 4 ASOG, in Vicenza, Italy, will send its vehicles to 31st Transportation Squadron, Aviano Air Base, Italy. In addition, 435 VRS/LRDVM at Kapaun Air Station, Germany, services 4 ASOG's tactical vehicles as required.

3.2. Air Force Maintenance.

3.2.1. 435 VRS Maintenance Support. 435 VRS is responsible for vehicle maintenance support to all 4 ASOG units in Germany. This support includes maintenance of general purpose and tactical vehicles.

3.2.2. 31 VRS Maintenance Support. 31 VRS is responsible for vehicle maintenance support to Detachment 1, 4 ASOG. This support includes only Detachment 1 general-purpose vehicles. Maintenance for unit's HMMWVs is provided by local Army maintenance facility.

3.2.3. 4 Air Support Operations Squadron. 4 ASOS has its own maintenance facility, personnel, and does not rely solely on 435 VRS or Army maintenance for support. When mission needs dictate and as directed by the COM or the 4 ASOS Systems Flight Commander, 4 ASOS will perform maintenance or modifications on vehicles from other units.

3.2.4. 1 ASOS and 2 ASOS vehicle maintainers primary responsibility is to act as liaison between their Air Force unit and their local Army maintenance. Liaisons must provide subject-matter expertise to the squadron maintenance superintendent and commander, be familiar with their respective ISSAs and local Army policies. Problems with ISSA support should be brought

to the attention of 4 ASOG/LGX. Army maintenance structure is obligated to support TACP requirements. It is the vehicle liaison's responsibility to ensure Army maintenance is acceptable.

3.3. Army Maintenance.

3.3.1. The Army maintenance structure involves several levels of support. The levels for support are: Technical manual, series 10, is operator-level maintenance and can be equated to the AF Form 1800 level inspections and maintenance checks; Technical manual, series 20, is Army unit-level maintenance and includes brigade-, battalion-, and division-level maintenance; Technical manual, series 30, is direct support maintenance and is responsible for repairs that cannot be accomplished at the organizational level; Technical manual, series 40, is general support level maintenance; Technical manual, series 50 is depot level maintenance.

3.3.2. Army Regulations. There are several regulations that govern Army maintenance activities and the support they provide. Maintenance performed on Air Force vehicles is done IAW AR 750-1. This regulation pertains to vehicles maintained at the 10/20 level. Safety inspections are conducted IAW AR 385-55.

3.4. Dispatch Procedures. When entering Air Force vehicles into the Army maintenance system, VCOs will do so using the Army dispatch procedures and system. Use of the Army dispatch process and system does not mean that the Army has ownership of the Air Force assets. Rather, it is used to provide visibility, tracking, and accountability for the Air Force assets while they are in the Army maintenance system.

CHAPTER 4

VEHICLE OPERATING POLICIES AND PROCEDURES

4.1. Convoy Procedures. Convoy movements are necessary to move military personnel and supplies in sequence, to support missions. It is imperative that operators have a general knowledge of how to conduct and coordinate procedures for Army convoys. This chapter covers general procedures for convoy movements.

4.2. Convoy Organization. A convoy is a group of two or more vehicles organized under the control of a single commander. A convoy commander may be an officer or NCO depending on the size of the convoy. Convoys may be broken down into a march column, serial, and march unit. The march column consists of all the vehicles involved in a single move over the same route. The serial is a subdivision of the column, and a march unit is a subdivision of the serial. Normally, march columns of 20 or fewer vehicles can be managed by a single convoy commander. When convoys consist of a greater number of vehicles, it becomes necessary to break down march columns into more manageable elements such as serials and march units.

4.3. March Column Structure. All march columns, regardless of size, consist of three parts: head, main body, and trail. Each one of these elements has a responsibility. At times, it may be necessary to add a fourth element called the detachment party, which is normally sent before or after the column.

4.3.1. Head Column. The head is the first task vehicle in the column. The pacesetter normally rides in this vehicle and sets the pace that can be maintained by the slowest moving vehicle in the column. This prevents large column gaps developing when faster vehicles to move ahead. The officer or NCO at the head is responsible for following the proper route, checking scheduled points, and receiving changes in orders by the convoy commander. This allows the convoy commander to move up and down the column to make necessary adjustments.

4.3.2. Main-Body Column. The main body of the column follows directly after the pacesetter. It consists primarily of vehicles carrying troops, equipment, and supplies. If necessary, this unit can be broken down into serials and march units.

4.3.3. Trail Column. The trail is the last element at the end of the march column. Trail personnel normally consist of maintenance and medical personnel. The trail officer or NCO ensures traffic is warned of the convoy ahead and makes sure guides and markers are picked up. Trail personnel also make vehicle repairs and arrange for towing, if necessary.

4.3.4. Detachment Parties. Detachment parties locate and arrange for bivouac areas, billeting, parking facilities, and other necessary items before the convoy arrives. Detachment parties are also responsible for route reconnaissance, guides, and traffic control personnel as needed.

4.4. March Column Formations. There are three types of march column formations employed by convoy commanders. The main difference between the three is the amount of distance between the vehicles. Certain factors, such as weather, tactical situation, enemy capability, and condition and type of road will determine how a formation is organized. The following paragraphs give a basic description of each kind of formation.

4.4.1. Close Column. Close column formation is used in blackout conditions or in movements through congested areas. Vehicles in this formation follow each other at the minimum distance that safety, traffic conditions, and the tactical situation permit. Its advantage is that the full capacity of the road can be utilized since space is reduced to the minimum required for safe driving. Column control communications are better in sub-compact columns. Fewer guides, escorts, and markers are needed. However, close column formations do not provide dispersion against enemy observation or attack. Careful scheduling is required to avoid blocking traffic intersections. Greater driver fatigue is generally experienced in close column than in other formations.

4.4.2. **Open Column.** Open column is generally used for daylight moves. In this formation distance between vehicles is increased to gain more protection from hostile action. Open column also permits concurrent use of roads with other traffic and allows for some protection from

enemy observation, allows greater speeds with added safety, greatly reduces driver fatigue, and adds flexibility in planning. However, open columns are more difficult to command and control. Added gaps make it hard for drivers to maintain prescribed spacing.

4.4.3. **Infiltration.** Infiltration is used when maximum secrecy, deception, and dispersion are needed. This is achieved by dispatching vehicles to a predetermined destination over one or more routes at irregular intervals. To observers, infiltration looks like regular traffic flow. This type of formation can be used in congested areas and is suitable for daylight moves. Infiltration provides the best possible defense against enemy observation/attack, as it allows higher speeds by individual vehicles. A unit can move by infiltration over a congested traffic route, which would prove very difficult if in a single unit or column formation. Normally, this formation takes longer to complete than any other formation. Drivers are usually unable to regulate their movements using the vehicle ahead.

Extra attention must be paid to route marking to keep drivers from getting lost.

4.5. Convoy Coordination. All unit convoy movements over 10 vehicles will be coordinated through the regional Highway Movement Control Team (HMCT). Refer to USAREUR Regulation 55-1, for specific guidance when requesting convoy approval through USAREUR and the host nation. Unit VCO will contact their respective Army motor pools for convoy coordination guidance peculiar to their locale. For convoy movements of less than 10 vehicles, units may conduct convoys in small increments. For example, a unit may move a total of 20 vehicles in 4 separate convoys, of 5 vehicles each, without approval.

4.6. March Credits. A march credit is required for any vehicle or combination of vehicles and loads that exceed the limitation imposed by the host nation. March credits are also required for all tracked vehicles and vehicles slower than 60kph on the autobahn. Units can obtain march credits through their regional HMCT. Maximum vehicle dimensions for Germany are listed below. Note: Length and width are determined by measuring the vehicle from bumper to bumper (or the load itself, if there is overhang).

Height: 400 cm (157.5 inches)

Width: 255 cm (100.4 inches)

Weight: 40 metric tons (44 tons)

Length for single vehicle: 1200 cm (472.4 inches)

Length for single vehicle with trailer: 1800 cm (708.6 inches)

Length tractor/semi trailer: 1550 cm (610.25 inches)

4.7. Restricted Travel Periods. Certain restrictions apply to convoy movements conducted in Germany. Convoys or trucks over 7.5 metric tons (8.3 tons) may not be driven on German

holidays or Sundays between the hours of 0001 and 2200. Convoy commanders should always confer with HMCT before conducting any convoy movements for any special bulletins or changes in current procedures. German holiday schedules may be obtained from HMCT.

4.8. Convoy Speed. Speed limits imposed by the host nation will be obeyed except when lower limits are established by regulation. Convoy commanders will determine if lower speeds are needed for safe operation of military vehicles, if existing traffic, vehicle type, driver experience, or road and weather conditions require this action.

4.9. Convoy Marking. The first and last vehicles of the convoy will be marked with a 12"x 18" flag on the left side of the vehicle. The first vehicle of the convoy will have a blue flag. The last vehicle will have a green flag. The convoy commander will have a black and white flag. All vehicles in the convoy will have headlights on low beam in the daytime.

4.10. Towing Procedures. Disabled vehicles on the autobahn will be towed to the next available exit. Operators will be given a permit to tow vehicles past the next available exit only when the next military installation or repair facility is beyond the exit. For operators to proceed past the first exit, an "exception to policy" letter must be submitted to HMCT (coordinate through the unit's servicing motor pool IAW USAREUR Regulation 55-1). The towing vehicle must be equipped with rotating yellow lights. All vehicles will be towed with a solid tow bar.

WILLIAM R. TRAVNICK, Colonel, USAF
Commander

ATTACHMENT 1**VEHICLE ACCIDENT PROCEDURES FOR 4 ASOG VCO**

A.1.1. IAW AFI 24-317, para 4.9. Note 1, and AFI 23-220, para 18.4.3., VCOs are responsible for ensuring vehicle accidents are investigated to determine if a Report of Survey (ROS) is required. Report of Surveys will be processed if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use that results in damage to a government owned vehicle. All vehicle abuse cases require a ROS to be accomplished. 4 ASOG VCOs will follow these guidelines whenever vehicle accidents occur.

A.1.2. VCO will inform the squadron commander immediately following the accident. The squadron commander will appoint an investigating official (E-7 or above) to determine all possible causes of the accident. VCOs cannot be designated to investigate accidents. IAW AFI 23-220, para 18.4.3.2., these individuals do not meet the “disinterested party” requirement necessary for investigating officers.

A.1.3. The investigating officer will provide a copy of the report to the commander, unit safety representative, and the ROS program manager with his/her recommendation as to whether a ROS should be processed. The commander or appointed authority will make the final decision determining if a ROS should be initiated. If property records must be adjusted (vehicle total loss), a ROS must be processed.

A.1.4. If the commander or appointing authority determined to initiate a ROS, the 4 ASOG ROS program manager will be notified to begin the procedures. The VCO will then request an AF Form 20 (Repair Cost and Repairable Value Statement). If the facts clearly determine that a ROS is not required and no financial liability should be imposed, a letter will be forwarded to the ROS program manager. VCO will keep a copy and file with the accident case IAW AFMAN 37-139.

A.1.5. 435 VRS/LGRVM, Ramstein vehicle maintenance will commence repairs on the damaged vehicle three days after turn-in. If the vehicle needs to be held longer the VCO will send a letter to vehicle maintenance requesting for repairs not to commence due to further investigation.

A.1.6. Commanders may still take action against an individual whom has damaged a government vehicle if a ROS was not processed or financial liability was not imposed. Refer to AFMAN 23-220 for these actions.

ATTACHMENT 2

VEHICLE ACCIDENTS PROCEDURES FOR OPERATOR

A.2.1. 4 ASOG vehicle operators are to take the following actions if they are involved in a vehicle accident while operating a military vehicle, government leased or rented vehicle:

A.2.1.1. Stop immediately and help the injured. Do not move the injured person unless it is essential for their protection.

A.2.1.2. Warn other motorists of any hazards. On a standard road or highway place the warning triangle at least 100 meters behind the vehicle if it is disabled. If on the autobahn, place the warning triangle at least 200 meters.

A.2.1.3. If off base, notifies the civilian authorities (German Polizei, dial 110 from any phone), and Security/Military Police. If on base notify the SPS/MPs. In either case, notify the VCO/VCNCO and Ground Safety as soon as possible.

A.2.1.4. If there is a possibility of a claim against the government, insure photographs are taken if at all possible. Collect statements from any witnesses. Military members must protect the interests of the US Air Force.

A.2.1.5. Complete a Standard Form 91, Operator's Report of Motor Vehicle Accident. Operator must give the completed form to the VCO/VCNCO. If the operator cannot complete the SF 91, the unit VCO/VCNCO will complete the form.

A.2.1.6. Complete a DD Form 518, Accident Identification Card, at the scene if a POV or other civilian property is involved. Ensure Ramstein Legal Office address (86 AW/JAD, Ramstein AFB, GE 09094) is on the DD Form 518. Give the completed DD Form 518 to the civilian operator, in turn, you must get the POV operator's name, license plate number, address, telephone number, and insurance information. **WARNING: If you are involved in an accident with an unattended POV do not leave the scene of the accident until the owner of the POV arrives or civilian authorities release you.** Under German law the violation can be constituted as a hit and run crime.

A.2.1.7. Comply with local laws governing reporting of vehicle accidents. Stay at the scene until advised by proper authority to leave.

A.2.1.8. Do not express opinions (orally or written) to claimants or their agents about liability, claim or the investigating findings.

A.2.1.9. Ensure the damaged vehicle is reported to vehicle maintenance as soon as possible. Contact the VCO for instructions. IAW AFI 24-301, turn in GOV license to the VCO. Reissuing

of the GOV license will be determined upon completion of the investigation or at commander's discretion (due to mission requirement).

A.2.1.10. Obtain clearance from the legal office before delivering any accident report to a third party.

ATTACHMENT 3

PROCEDURES FOR FUEL COUPONS

A.3.1. Using organizations are responsible for procuring, accounting, issuing, and returning all fuel coupons.

A.3.2. Unit VCOs establish procedures for fuel coupon security, inventory, issue and return.

A.3.3. Maintain a copy of the United States Army Forces, United States European Command (USAREUR)/Army and Air Force Exchange Service-Europe (AAFES-Eur) Memorandum of Understanding for AAFES Official German and Netherlands Fuel Coupons.

A.3.4. Ensure AF Form 9, Request for Purchase, is used to purchase AAFES fuel coupons. AF Form 9 must include:

A.3.4.1. The requesting organization's elements of expense and investment code (EEIC) and quantity of coupons to be purchased.

A.3.4.2. Certification by the fuels management office.

A.3.4.3. The fuels stock fund accounting classification.

A.3.4.4. Coordination through the local contracting office for issuance of a purchase order, at which time both documents are sent or carried to the General Manager, European Distribution Area, AAFES-Eur, Attn: Inventory Control (POL), UNIT 20702, APO AE 09143. Order new fiscal year coupons as soon as AAFES begins new fiscal year issues, usually by 1 August of each year.

A.3.5. Schedule the turn-in of unused coupons to coincide with the receipt of the new fiscal year coupons. Advise the organizations that credit to their accounts will occur in the month that the accounting and finance office (APO) receives reimbursement from AAFES-Eur. Provide an info copy of the turn-in invoice to the AFO.

A.3.6. Inventory fuel coupons at least semiannually. Maintain documentation in continuity book.

A.3.7. Safeguard the coupons to ensure they are not used for other than military vehicles.

A.3.8. USAFE Form 329, Issue and Return of Fuel Coupons. Organization will use USAFE Form 329 for controlling the issue and return of fuel coupons.

A.3.8.1. Fuel coupons will be issued by the VCO or alternate.

A.3.8.2. Fuel issue will be based on distance traveled, availability of DOD fuel, and number of days TDY.

A.3.8.2.1. Ensure correct fuel type is given for the vehicle.

A.3.8.2.2. Combine leftover coupon books to insure full use of all coupons issued.

A.3.8.3. USAFE Form 329 will include the following:

A.3.8.3.1. Date, name, grade, organization, vehicle registration number, destination, serial number of fuel coupon book, total fuel issued, fuel type, and issued by (name, grade and date).

A.3.8.3.2. Vehicle operator will fill-in mileage reading on odometer at beginning and conclusion of trip.

A.3.8.3.3. Brief the operator to request receipt or stamp on USAFE Form 329 from the filling stations' attendant of fuel purchased with coupons.

A.3.8.4. Review and ensure operator signs the USAFE Form 329 when they turn-in the form after the trip.

A.3.8.5.1 Place completed USAFE Form 329 and receipts (if any) in the "Completed" section of the continuity book.

A.3.8.5.3. Place coupon book(s) with leftover coupons in secure location.

ATTACHMENT 4

USE OF GOV/POV IN THE LOCAL AREA FOR CONDUCTING OFFICIAL BUSINESS

A.4.1. The wide geographic disbursement of 4 ASOG units and the distance of those units from other supporting Air Force facilities require 4 ASOG members to occasionally drive long distances to perform their official duties and to take care of official personnel and finance actions. To facilitate this travel, the 4 ASOG has obtained both Army and Air Force GOVs and we must all ensure that they are properly utilized. This mandates the use of GOVs to perform official duties. The use of POVs may be authorized only as outlined below. This applies to all 4 ASOG members, military and civilian.

A.4.1.1. Squadron and group detachment commanders may authorize the use of rental cars or POVs for TDYs IAW the JFTR, in order to increase the availability of GOVs to other members. *Authorization for the use of a rental car or POV will be annotated on the orders.*

A.4.1.2. Unit commanders may authorize the use of POVs when the traveling member requests such use of the purpose of his/her convenience. If approved, POV travel authorized for the purpose of convenience to the member will not be reimbursed. Members must use POVs if the primary intent of the trip is to conduct personal business (for example, shopping). NOTE: While performing official duty with the GOV, short convenience stops and stops at on or off-base eating establishments concurrent to official duties does not constitute personal use of a GOV.

A.4.1.3. Unit commanders may authorize the use of POVs if no GOVs are available.

A.4.1.4. Unit commanders may authorize the use of POVs if they determine that force protection or safety conditions preclude the use of GOVs.

A.4.2. GOVs are not authorized if the member is traveling to a commercial airport, train station, or bus station, when the GOV must be parked for purpose other than the loading and unloading official travel passengers and their baggage at that location. GOVs are authorized if one member drops off another member at one of those locations or parking is for the sole purpose of meeting and loading official business passengers and their baggage.

A.4.3. If member uses a POV under the conditions described in para A4.1.2 thru A4.2. The unit commander must approve the request prior to the trip. Standard Form 1164 must be filed within 10 working days of the traveler's return from the approved travel and include a justification statement (eg. "GOV use inappropriate for mission" or "GOV unavailable for mission"). Any claims past this time limit must be requested with a memorandum indicating why the traveler couldn't file the claim within the prescribed.