



Logistics

AFROTC TRANSPORTATION PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes policies and procedures for managing General Services Administration (GSA) vehicle program and Institutional Motor Pool vehicles in support of Headquarters Air Force Officer Accession and Training Schools (AFOATS), Air Force Reserve Officer Training Corps (AFROTC) Region Commanders, AFROTC units, Regional Directors of Admission (RDA) and Gold Bar Recruiters. It applies to all AFOATS activities requiring transportation support to meet mission requirements. It implements procedures prescribed in AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Maintenance Management*, AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, and AFMAN 23-220, *Reports of Survey for Air Force Property*.

SUMMARY OF REVISIONS

Paragraph 1.3 modified and paragraph 1.4 updated AFI reference. Paragraphs 2.2.3.10 and 2.2.3.11 updated to show on-line mileage reporting procedure. Paragraph 2.6 updated to reflect appropriate office symbol. Attachment 1, sample and instructions for completion of Air Force Form 9, **Request for Purchase**, modified.

Section A--GENERAL

1.1. Purpose. This instruction provides guidelines for the management and operation of motor vehicles assigned under HQ AFOATS and AFROTC. It addresses the basic principles, policies, responsibilities, maintenance and operation of the administrative use of government-owned or leased vehicles.

1.2. Policies. AFI 24-301 prescribes the basic policies governing the administrative use of Air Force motor vehicles (owned or leased).

1.2.1. Institutional motor pool vehicles are considered government-leased vehicles for the purpose of this instruction.

1.2.2. Government leased vehicles will be maintained in a safe and serviceable condition and in an acceptable appearance throughout their service life.

1.2.3. Based on the availability of GSA leased vehicles, vehicles will be exchanged under the age, mileage, and repair expenditure criteria established by GSA.

1.3. Funding. HQ AFOATS/SDL is responsible for budget preparation and execution in support of GSA leased vehicles. HQ AFOATS/SDL compiles all unit requests for government leased vehicles to prepare the budget. Commanders should not enter into a transportation-leased program until HQ AFOATS/SDL approves funding.

★1.4. Management of Government Property in Possession of the Air Force. Unit commanders must ensure that subordinates are aware of requirements in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

Section B--VEHICLE OPERATIONS

2.1. Basic Principles.

2.1.1. Government-owned or leased vehicles will be used within AFROTC to provide efficient and economical transportation to support the mission.

Economical and efficient operation is achieved by providing maximum service with a minimum number of vehicles. When motor vehicle transportation is necessary in the performance of official business, commanders may use one or a combination of transportation options. Units are to use the least costly method consistent with accomplishing the mission.

2.1.2. Avoid multiple trips to the same location on the same day whenever practical through efficient scheduling.

2.2. Responsibilities.

2.2.1. HQ AFOATS/SDL will:

2.2.1.1. Prepare written input for inclusion into the annual operating budget. This input considers the operational requirements identified by the unit commanders through their annual mileage forecast memo.

2.2.1.2. Review all government leased vehicle requirements for submission to GSA and institutional motor pool. This review will include any requirement that the unit commander can justify.

2.2.1.3. Develop policies and procedures governing the use, operations, and reporting requirements.

2.2.1.4. 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 site visits, and nonscheduled site visits. Review could also be achieved through HQ AETC/IG inspections and Region Staff Assistance Visits to units.

2.2.1.5. Be the single point of contact with GSA for AFOATS vehicles. This includes, but is not limited to, reporting of vehicle mileage, vehicle accidents, credit card management, vehicle replacement, assignment of leased vehicles, and monthly bill processing.

2.2.1.6. Have the responsibility to coordinate the distribution of government leased vehicles to meet operational requirements. The distribution/redistribution should consider the following:

- a. Mission requirements.
- b. Unit size and full time staffing.
- c. Vehicle utilization.
- d. Unit distance to the support host base.
- e. Cost effectiveness analysis.

2.2.1.7. Assign GSA leased vehicles on a hand-receipt to each unit by using an AF Form 1297, **Temporary Issue Receipt**.

2.2.1.8. Maintain a property accountable ledger that reflects the vehicle(s) license number, vehicle identification number (VIN), assigned US Government National Credit Card and unit of assignment.

2.2.2. Unit Commander will:

2.2.2.1. Comply with all applicable regulations, policies and procedures provided and/or referenced in this instruction.

2.2.2.2. Respond to HQ AFOATS/SDL requests for administrative reports in a timely manner.

2.2.2.3. Take no actions that could require HQ AFOATS to become financially obligated, i.e., directly negotiating with GSA, misuse of GSA credit card, or exceeding mileage allocations.

2.2.2.4. Upon request, collect or forward reimbursement to HQ AFOATS for accident repair costs that resulted from the operator's negligence. This applies to damages to government leased vehicles.

2.2.2.5. Not relocate any vehicles to another unit without the approval of HQ AFOATS/SDL.

2.2.2.6. Submit GSA vehicle requirements to HQ AFOATS/SDL using an annual mileage forecast memo (see paragraph 2.5.3.). Units with Regional Director of Admission (RDA) and/or Gold Bar recruiters should include these requirements when requesting transportation support.

2.2.2.7. Designate a commissioned officer or noncommissioned officer (NCO) as the unit's vehicle control officer (VCO). Provide the name of the VCO to HQ AFOATS/SDL.

2.2.3. Vehicle Control Officer will:

2.2.3.1. Supervise operation and maintenance of assigned vehicles.

2.2.3.2. Maintain all vehicle records.

2.2.3.3. Submit vehicle reports as required by HQ AFOATS/SDL.

2.2.3.4. Provide operation and maintenance instructions to all GSA vehicle operators.

2.2.3.5. Investigate any reports of vehicle abuse or improper use of vehicles and take necessary corrective action.

2.2.3.6. Maintain a file or list of cadre personnel with valid state driver's licenses.

2.2.3.7. Monitor all unit and RDA/Gold Bar recruiter travel to ensure vehicle miles do not exceed the annual program authorization.

2.2.3.8. Coordinate on all domicile-to-duty transportation requests (only for units authorized, see paragraph 2.4) and record it on AETC Form 1400, **Domicile-To-Duty Transportation Record** (see Attachment 3). Submit the completed AETC Form 1400 to the unit commander, at the end of each month, to review and certify that all domicile-to-duty transportation was for official purposes only. Do not accomplish and submit an AETC Form 1400 unless this privilege is actually used. File AETC Form 1400 after unit commander certification and retain it for one year after the close-out of the fiscal year.

2.2.3.9. Maintain a unit log (one for GSA and one for host institution motor pool vehicle) to record data for each trip using AFROTC Form 104 (Attachment 4). Locally developed logs can also be used to track mileage. Approve all travel in advance. Establish a new unit log each fiscal year and retain it for one year after close of the fiscal year. HQ AFOATS/SDL will conduct a periodic review of selected unit mileage logs to verify travel requirements.

★2.2.3.10. Submit a GSA Form 494, **Monthly Motor Vehicle Use Record**, using the self-addressed portion of the form, immediately upon receipt. Report the odometer reading at the end of the previous month in the "Odometer Reading" of the GSA Form 494 (Attachment 5). Any delay in returning this form will cause GSA to estimate the miles driven and reflect incorrect funds expended on the AFROTC billing statement. GSA will preprint the forms identifying repetitive entries as required. Maintain the customer's copy of GSA Form 494 in the unit files for one year after the close of fiscal year. If you are using "Mileage Express," the GSA on-line mileage reporting system, comply with GSA instructions (Enter your current month ending mileage as of the date that you enter them. Monthly mileage may be submitted up to and including the last business day of the month. Mileage must be reported NLT 5 duty days prior to the end of month.)

★2.2.3.11. Submit a monthly mileage report for the previous month, by tag number to HQ AFOATS/SDLO before the 10th calendar day of the month. Report monthly mileage, on your GSA vehicle(s) via the AFOATS' GSA Mileage Report System (AFOATS' web-based mileage reporting system). Regardless of the method you use to report mileage to GSA (either the GSA Form 494 or GSA's "Mileage Express"), report to AFOATS the same mileage information you report to GSA. After submitting your mileage data via the AFOATS' page, run an "inquiry" to ensure the system accepted your input. If your information was not accepted, report your data to HQ AFOATS/SDLO.

2.2.3.12. As part of in-processing, ensure new personnel are aware of the provisions of Title 31, *United States Code, Section 1349b, Adverse Actions*. This section states that any employee who willfully uses or authorizes the use of any government-owned or leased vehicle for other than official purposes shall be suspended from duty without pay. The officer or employee shall be suspended for at least one month, and if warranted, a longer period or summarily removed from office.

2.2.3.13. Ensure a DD Form 200, **Financial Liability Investigation of Property Loss**, is submitted within 5 workdays of any accident (see Attachment 7). Paragraph 2.7.2.4. provides additional guidance on processing the DD Form 200.

2.2.4. Vehicle operator will:

2.2.4.1. Carry a valid driving license.

2.2.4.2. Conduct a safety inspection of the vehicle (paragraph 3.2.1.).

2.2.4.3. Operate the vehicle in a safe, courteous, and prudent manner.

2.2.4.4. 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.

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

2.2.4.6. Fasten seat belts. Federal regulation requires all drivers and passengers of government-owned or leased vehicles to wear seat belts while the vehicle is in motion.

2.2.4.7. Use emergency flasher lights when vehicle becomes disabled or when vehicle stops for an emergency.

2.2.4.8. Drive defensively.

2.2.4.9. Not use the vehicle for private business, personal errands or recreation unless approved under paragraph 2.3.

2.2.4.10. Not transport family members, friends or non-government employees unless approved under paragraph 2.3.

2.2.4.11. Not drive vehicle home or any part of the route home unless domicile-to-duty is authorized.

2.2.4.12. Not smoke or allow other passengers to smoke in the vehicle.

2.2.4.13. Not drink alcohol or allow other passengers to drink alcohol in the vehicle.

2.3. Authorized Uses of Government Vehicles. For this purpose, government vehicles are defined as GSA vehicles on permanent dispatch (full-time rental) to units, part-time rental of contract vehicles, and institutional (university) vehicles when used for official business and when authorized to claim mileage reimbursement. In addition to the guidance in AFI 24-301, Chapter 2, the following describes authorized uses of government vehicles:

2.3.1. Transport persons going to or returning from TDY stations.

2.3.2. Only active duty Air Force personnel and DoD civilians assigned to HQ AFOATS activities and its subordinate units may operate government-owned or leased vehicles. Do not allow AFROTC cadets and AFROTC liaison officers to operate government-owned or leased vehicles.

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

2.3.4. Cadets in connection with official unit functions.

2.3.4.1. 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. **NOTE:** Members of other AFROTC sponsored organizations (e.g., Arnold Air Society) may be provided transportation on a space available basis.

2.3.4.2. AFROTC cadets may be provided transportation out of the local area, on a space available basis when participating in officially sanctioned AFROTC sponsored extracurricular activities. Available transportation is defined as passenger space available for mission requirements. An example is a unit staff member on TDY orders and authorized to drive the

government vehicle for a mission-related purpose to the support base and seats are available in the vehicle. For example, an Arnold Air Society (AAS) event is taking place at a unit near the support base, AAS cadets may be transported.

2.3.5. Bona fide applicants for physical exams, rechecks, etc.

2.3.6. Persons normally not authorized to ride as passengers in government vehicles include:

2.3.6.1. Cadets participating in extracurricular programs which are not sponsored by AFROTC.

2.3.6.2. Students not directly connected with the AFROTC program.

2.4. Transportation between Domicile and Place of Employment. See AFI 24-301, Chapter 2, para 2.8, for guidance. AFOATS/SDL will review the list of AFROTC units and RDA/Gold Bar recruiters authorized domicile-to-duty transportation every year, normally in March. The list is submitted to SECAF through HQ Air Education and Training Command (AETC) for approval. HQ AFOATS/SDL will provide a copy of the list to the Region Commanders and notify the units once the list is approved.

2.5. Transportation Requests

2.5.1. HQ AFOATS/SDL in coordination with Region Commanders must maintain constant liaison with all AFROTC activities using government-owned or leased vehicles. Make requests for vehicles as far in advance as possible of the time actually required. Inform HQ AFOATS/SDL 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. Similarly, notify HQ AFOATS/SDL of decreases in mission and activity workloads which will reduce vehicle requirements.

2.5.2. Each unit's transportation requirements are unique. Nonetheless, each unit must find the most cost-effective method available to meet the unit's transportation needs. Consider the following factors when choosing the most cost-effective:

2.5.2.1. Annual Mileage Requirement. A GSA vehicle on full-time dispatch is normally not cost effective if it is driven less than 10,000 miles annually, although there are exceptions.

2.5.2.2. 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 a one-time requirement.

2.5.2.3. Frequency of Requirement. Determine if the unit needs a vehicle daily, weekly, or less frequently.

2.5.2.4. Cost. Compare all available transportation options annually on a cost-per-mile basis and include the analysis (see Attachment 3) in the annual mileage forecast memo to HQ AFOATS/SDL.

2.5.3. Unit commanders or vehicle control officers submit requests to initiate or change currently approved transportation options to HQ AFOATS/SDL via an annual mileage forecast memo. 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 6). After obtaining approval for permanent rental of a GSA vehicle, HQ AFOATS/SDL will send the following information to the appropriate GSA Fleet Management Center:

- a. Name of requester (unit).
- b. Location where vehicles are needed (unit).
- c. Billing address or Billed Office Address Code (BOAC).
- d. Number and type of vehicles required.
- e. Estimated annual miles.
- f. Estimated length of time vehicle is required.
- g. Date needed.
- h. Copy of the latest AF Form 601, **Equipment Action Request**.

2.5.3.1. If a unit requires a different type vehicle than the one assigned, send a letter of justification to HQ AFOATS/SDL. Upon approval, the unit will be notified of the action to be accomplished. When GSA exchanges an assigned vehicle for any

reason (i.e., age, mileage) the unit will notify HQ AFOATS/SDL by letter. Provide, in the letter, the old and new tag numbers, date of exchange, ending mileage on the old vehicle, and the number of miles used on the old vehicle from 1 October until the date of exchange or termination of the GSA vehicle contract.

2.5.3.2. Units must notify HQ AFOATS/SDL if they have a temporary need for rental commercial vehicles (i.e., car, van, or bus). Do not use Government Transportation Requests (GTRs) to pay for rental cars. Make payment for car rental services with travel advance funds, using an individual's personal credit card, the government-approved card or personal funds.

2.5.4. Units must submit an annual mileage forecast memo to the region commander for review by 5 August, unless otherwise directed by the Region, of each year. The region commander reviews, makes changes if necessary, and forwards the memo to arrive at HQ AFOATS/SDL by 5 September. HQ AFOATS/SDL uses the information from this report to determine the operating budget in support of transportation requirements.

2.5.5. At the beginning of each fiscal year, HQ AFOATS/SDL provides, in writing, each region an annual GSA transportation program authorization budget. Vehicle miles must not exceed the annual authorization budget.

2.5.6. Units requiring additional mileage, after the annual authorization is approved, must coordinate with their region office. The Region Commanders may reallocate mileage between their units as long as they don't exceed the allocated budget. Institutional vehicle miles cannot be changed without a new AF Form 9, **Request for Purchase**.

2.6. Host Institution Motor Pool Vehicles (HIMPV). If a cost analysis indicates that HIMPV is the most economical form of travel, then the unit will submit an annual mileage forecast memo (see para 2.5.3.). Submit an AF Form 9 (Attachment 1) with a contract provision statement (Attachment 2). Forward the AF Form 9, the contract provision statement, and the forecast memo to HQ AFOATS/CCR. Each HIMPV request and cost analysis must be updated annually. Units must ensure non-state employees are authorized to operate state vehicles. Government vehicle limitations also apply to HIMPV (ref. paragraph 2.3).

2.6.1. If the annual transportation cost analysis proves a full time GSA vehicle is more cost-effective, comply with paragraph 2.5.3. If in possession of a HIMPV, turn the vehicle in before the effective date of the contract.

2.6.2. To drive any vehicle contracted and paid for by the United States Government, you must have a valid state driver's license. All restrictions applicable to GSA vehicles apply to HIMPV. Obtain prior approval from VCOs or unit commanders before each trip. Ensure the unit log is annotated to show specific trip data.

2.6.2.1. **Driver Licensing and Training.** Operators must have a valid state driver's license to drive any general-purpose government vehicle. Optional Form 346, **U.S. Government Motor Vehicle Operator's Identification Card**, and traffic safety courses are no longer required before operating a general purpose government-owned or leased vehicle of less than 14,000 lbs gross weight. Since our GSA leased vehicles are under this weight, you are not required to take a safety course. AFI 24-301 permits the use of GSA vehicles when transportation is necessary in the performance of official business.

2.7. Accident Reporting Procedures

2.7.1. In the event of loss or damage to vehicles caused by an accident or other mishap, the VCO must immediately call HQ AFOATS/SDL and the Regional GSA 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 HQ AFOATS/SDL, 551 East Maxwell Boulevard, Maxwell AFB, AL 36112-6106. AFI 24-302 contains information for processing a vehicle involved in an accident.

2.7.1.1. The following forms will be submitted within five (5) working days from the date of occurrence:

2.7.1.1.1. Standard Form 91, **Operator's Report of Motor Vehicle Accident**.

2.7.1.1.2. If applicable, Standard Form 94, **Statement of Witness**.

2.7.1.1.3. If applicable, copy of police report.

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

2.7.1.2 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 Standard Form 95, **Claim for Damages or Injury**.

2.7.1.3 Legal Action: Immediately report to HQ AFOATS/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 HQ AFOATS/JA.

2.7.2. Follow these procedures when processing a Report of Survey:

2.7.2.1. Send HQ AFOATS/SDL an information copy of the survey pending an approved copy.

2.7.2.2. Forward a GSA vehicle accident report to the supporting GSA motor pool following the instructions in the operator's packet in the vehicle.

2.7.2.3. Report the accident to the HQ AFOATS Safety Officer according to AFROTCI 91-1, *AFROTC Reporting Procedures and Mishap Prevention Program*.

2.7.2.4. Forward a completed copy of the DD Form 200 (Attachment 7), after it has been reviewed and signed by the region commander, to HQ AFOATS/SDL.

3. MAINTENANCE

3.1. General.

3.1.1. Maintenance is the key to keeping vehicles in safe and operable conditions to meet your mission requirements. Vehicles are considered to be in a serviceable and safe condition when operation will not cause damage to the operator, passengers, or create a safety hazard.

3.1.1.1. The primary objective of a comprehensive maintenance program is to provide optimum use of vehicles by lengthening their life expectancy at the lowest cost and ensure maximum operational capability.

3.1.1.2. GSA leased vehicles will be replaced at appropriate periods when expensive and extensive repair limits and practicality have been exceeded according to GSA policy.

3.1.2. 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.

3.1.3. The operator's packet furnished with each GSA vehicle provides procedures for obtaining services and fuel. Use the GSA credit card for vehicle repairs, maintenance, cleaning (wash/wax), fuel, or spare parts under \$50. Prior approval of the GSA motor pool manager is necessary before obtaining repairs exceeding \$50.

3.2. Maintenance Services. Implementation of an effective maintenance program includes, as a minimum, performance of the following three basic types of maintenance:

3.2.1. Operator Inspection and Service. Operator inspections consist of visual and operational inspections to determine that the vehicle is safe to operate and serviceable. Operator inspections and observations are two of the most important elements of any preventive maintenance program. When properly performed, they will detect defects before they could become a serious hazard or result in damages to the vehicle.

3.2.1.1. Annotate defects discovered during the inspection or while operating the vehicle on an AF Form 1800, **Operator's Inspection Guide and Trouble Report**. Notify the VCO of the results of the inspection. The driver must stop operation immediately if the driver detects a deficiency that could damage the vehicle or render it unsafe.

3.2.1.2. The VCO is responsible to ensure required services and maintenance are accomplished and the vehicle appears to be in a safe operating condition.

3.2.2. **Scheduled Inspections and Services.** Scheduled inspections and services are intended to provide for the accomplishment of repairs as necessary for safe operation. In addition to the operator's inspection, GSA qualified automotive personnel inspect vehicles for safety, serviceability and other prescribed services. GSA MCC will notify the units of all scheduled maintenance requirements as follows:

3.2.2.1. GSA MCC will notify the units by mail on a GSA Form 3478 as to when and what services are required.

3.2.2.2. The notification will describe all scheduled maintenance requirements and will list services to be performed no later than the due date or the due mileage listed, whichever comes first, at an authorized service facility.

3.2.2.3. Follow the GSA vehicle guide when selecting a service facility.

3.2.2.4. Present the GSA Form 3478 to the service representative at the time you bring the vehicle for maintenance.

3.2.2.5. When the work has been completed, sign and date the invoice to certify that the services were completed. Advise the service facility to send the original invoice and the Maintenance Control Center copy of the GSA Form 3478 to the MCC address shown on the form.

3.2.2.6. Complete the Regional Fleet Management office copy of the GSA Form 3478 and promptly mail it to the regional fleet office in the preaddressed reply envelope. Maintain a copy for unit files for one year after close-out of the fiscal year.

3.2.3. **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. 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:

3.2.3.1. Under warranty. Take the vehicle to the nearest authorized dealer.

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

3.2.3.3. Odometer failure. Contact your Regional GSA Center as soon as possible. Estimate the number of miles operated since the time of failure.

3.3. GSA Interagency Fleet Management System Credit Card. 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. Purchases will be made from service stations authorized by the Defense Fuel Supply Center (DFSC) *Guide to Service Stations for Gasoline, Oil, and Lubrication*. These stations are identified in the Government Vehicle Operators Guide. Maximum purchase at any one time is \$50.00.

3.3.1. Authorized Use:

3.3.1.1. Wash vehicle (vehicle may be washed twice a month) but not to exceed \$25.00 a wash.

3.3.1.2. Oil and filter service. This service will only be accomplished when notified by GSA MCC.

3.3.1.3. 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.

3.3.1.4. To purchase **emergency** towing services by commercial vendor up to \$150.00.

3.3.1.5. Emergency replacement of vehicle belts, i.e., fan, alternator, and power steering.

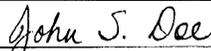
3.3.2. Unauthorized Use. All credit card purchases must relate directly to your Interagency Fleet Management System (IFMS) vehicle and should not, under any circumstances, be for purchases of personal items.

ROBERT C. LEWIS, JR., Lt Col, USAF
Chief, Communications Branch

Attachments:

1. Sample AF Form 9, **Request for Purchase**
2. Sample Contract Provisions Statement
3. Sample AETC Form 1400, **Domicile-to-Duty Transportation Record**
4. Sample AFROTC Form 104, **AFROTC Mileage Log**
5. Sample GSA Form 494, **Monthly Motor Vehicle Use Record**
6. Sample of Least Cost Transportation Analysis Worksheet
7. Sample of DD Form 200, **Financial Liability Investigation of Property Loss**

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

REQUEST FOR PURCHASE					NO. F6665082181100																							
INSTALLATION AFROTC Det 650, 233 Lindley Hall, Ohio Univ., Athens OH 45701-2979					DATE																							
TO: CONTRACTING OFFICER ASC/PKWOS, WPAFB, OH 45433-5320 ATTN: Ms. Joan Valander					CLASS																							
THROUGH HQ AFROTC/CCR, 551 East 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 Univ., 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 Room 233, Lindley Hall, Athens OH 45701		NOT LATER THAN 19981001																							
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. F33930-377DK for the period 1 Oct 98 to 30 Sep 99.</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 rate. Mileage in excess of 150 will be charged \$0.15 per mile.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TYPE</th> <th>TRIPS</th> <th>RENTAL RATE</th> <th>QUANTITY</th> <th>UNIT</th> <th>ESTIMATED UNIT PRICE</th> <th>ESTIMATED TOTAL COST</th> </tr> </thead> <tbody> <tr> <td>0101 CAR ('98 Ford Taurus)</td> <td>36</td> <td>\$26.95</td> <td>36</td> <td>ea</td> <td>26.95</td> <td>970.20</td> </tr> <tr> <td>0102 VAN ('98 Ford Windstar)</td> <td>9</td> <td>\$39.95</td> <td>9</td> <td>ea</td> <td>39.95</td> <td>359.55</td> </tr> </tbody> </table> <p>POC: TSgt Byron Kaufman (704) 304-1619</p> <p>NAME AND ADDRESS OF SUGGESTED SOURCE: Ron Woodard Automotive Inc. 900 W. State Street Athens OH 45701</p> <p>POC: Ms. Shawn Wills (704) 304-6645, ext. 134</p> <p>SEND ALL INVOICES AND RECEIVING REPORTS DIRECTLY TO PAYING OFFICE. I have reviewed the requirement, including available technical documentation, and believe that it does not require the contractor to use Class I ozone depleting substances (ODS) identified in Air Force policy, nor is it written that it can only be met by the use of Class I ODS.</p>			TYPE	TRIPS	RENTAL RATE	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST	0101 CAR ('98 Ford Taurus)	36	\$26.95	36	ea	26.95	970.20	0102 VAN ('98 Ford Windstar)	9	\$39.95	9	ea	39.95	359.55			\$	\$
TYPE	TRIPS	RENTAL RATE	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST																						
0101 CAR ('98 Ford Taurus)	36	\$26.95	36	ea	26.95	970.20																						
0102 VAN ('98 Ford Windstar)	9	\$39.95	9	ea	39.95	359.55																						
PAYING OFFICE: DFAS-LI/FPD, 3 ARKANSAS ROAD, LIMESTONE ME 04751-1500						TOTAL	\$ 1,329.75																					
PURPOSE Provide official transportation needs for AFROTC Detachment 650 for FY99																												
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL			SIGNATURE																								
19980806	JOHN S. DOE, Lt Col Commander			 TELEPHONE NO. (704) 304-1111																								
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL			SIGNATURE																								
<p><i>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.</i></p>																												
ACCOUNTING CLASSIFICATION						AMOUNT																						
						\$																						
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL			SIGNATURE																								

**INSTRUCTIONS FOR COMPLETION OF AF FORM 9, REQUEST FOR PURCHASE
(INSTITUTIONAL VEHICLE RENTAL)**

The following information corresponds with the form by title of block.

A2.1 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 Form 9s you have completed during that specific day.

A2.2. INSTALLATION: Your host base.

A2.3. DATE: Use the current date you are preparing the form for submission.

A2.4 TO: Your host base contracting office.

A2.5 CLASS: Leave this block blank.

A2.6 THROUGH: Fill in with HQ AFOATS/CCR, Maxwell AFB AL 36112-6106

A2.7 FROM: Unit number and complete address.

A2.8 CONTRACT, PURCHASE ORDER, OR DELIVERY ORDER NO.: Leave this block blank.

A2.9 PURCHASED FOR: Cite the service location, e.g., AFROTC Detachment 12.

A2.10 FOR DELIVERY TO: Complete address of service location.

A2.11 NOT LATER THAN: use the required operational date.

A2.12 ITEM: Each service or item requested is numbered, e.g., 01, 02, etc.

A2.13 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.

A2.14 QUANTITY, UNIT, ESTIMATED UNIT PRICE, AND ESTIMATED TOTAL COST: Self-explanatory.

A2.15 PAYING OFFICE: DFAS-LI/FPD, 3 Arkansas Road, Limestone ME 04751-1500

A2.16 TOTAL: Self-explanatory.

A2.17 PURPOSE: Self-explanatory.

A2.18 DATE: Current date.

A2.19 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.

A2.20 TELEPHONE NUMBER: Self-explanatory.

SAMPLE CONTRACT PROVISIONS STATEMENT
(TO BE INCLUDED WITH AF FORM 9 FOR INSTITUTIONAL VEHICLE RENTAL)

A3.1 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.

A3.2 Costs arising from a collision or accident involving a motor pool vehicle are absorbed by the motor pool.

A3.3 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.

A3.4 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)

A3.5 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.

A3.6 Terms of contract commence October 1, 199X and expire on September 30, 199X.

A3.7 Billings of vehicle usage are on a monthly basis.

A3.8 The Department of Aerospace Studies is not authorized to sublease motor pool vehicles.

A3.9 The contract should not stipulate priority of use. Motor pool vehicles are made available to users on a first call, first served basis.

A3.10 Return motor pool vehicles promptly to the motor pool garage following completion of use unless extraordinary circumstances do not permit it.

A3.11 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.

A3.12 The Department of Aerospace Studies shall agree it will hold the university or any of its representatives harmless from claims from personal injuries or damages.

SAMPLE AETC FORM 1400, DOMICILE-TO-DUTY TRANSPORTATION RECORD

DOMICILE-TO-DUTY TRANSPORTATION RECORD				FLIGHT, SPECIALIZED TEAM OR DIVISION AFROTC Det 10, Univ of Alabama	PERIOD OF REPORT (Mo/Yr) Jan 9X
DATE	VEHICLE OPERATOR	VEHICLE NUMBER	DESTINATION/APPLICANT	PURPOSE OF TRAVEL <i>(Include Time/Distance Saved)</i>	
4 Jan 9X	SSgt Smith	G23 01858	Maxwell AFB	Equipment Supply Training	30 min 10 miles
10 Jan 9X	TSgt Doe	G23 01858	Maxwell AFB	WAPS Testing	45 min 16 miles
15 Jan 9X	MSgt Brown	G23 01858	Butler High School	Presentation to JROTC Unit	1 hour 36 miles
TYPED NAME AND GRADE OF AUTHORIZING OFFICER MARY DOE, Capt, USAF		SIGNATURE		TYPED NAME AND GRADE OF COMMANDER Det Commander	
				SIGNATURE	

SAMPLE GSA FORM 494, MONTHLY MOTOR VEHICLE USE RECORD

MONTHLY MOTOR VEHICLE USE RECORD

Customer #

FUND CODE	ACCT # 1	ACCT # 2	VEH CLASS	TAG NO	ODOMETER READING (Excluding tenths)
NA	DET 310	623621	G10	84477	122550
NA	DET 310	623621	G41	36052	56355
DATE PRINTED Pre-printed	SIGNATURE FOR CUSTOMER AGENCY			TELEPHONE NO	DATE

GSA INTERAGENCY FLEET MANAGEMENT SYSTEM

GSA FORM 494 (REV. 9/96)

- NOTES:**
- IF YOU USE GSA FORM 494 TO REPORT MILEAGE TO GSA, THEN REPORT THE ODOMETER READING AT THE END OF THE PREVIOUS MONTH, and REPORT THE SAME ODOMETER READING FIGURE TO AFOATS (GSA MILEAGE REPORT SYSTEM).**
 - IF YOU USE GSA's "MILEAGE EXPRESS" METHOD TO REPORT MILEAGE TO GSA, THEN FOLLOW GSA GUIDANCE and REPORT THE SAME FIGURE TO AFOATS (GSA MILEAGE REPORT SYSTEM).**

SAMPLE OF LEAST COST TRANSPORTATION ANALYSIS WORKSHEET

COST TRANSPORTATION ANALYSIS WORKSHEET

GSA:

(Number of Days X Day Rate) + (Estimated Miles X Mile Rate) = Cost

(_____ X _____) + (_____ X _____) = _____

POV:

Estimated Miles X Miles Rate = Cost

_____ X _____ = _____

GSA SCHEDULE RATE:

By Vehicle Plate Number GXX

10	\$4.96/Day	\$0.100/Mile	43	\$7.50/Day	\$0.160/Mile
41	\$6.16/Day	\$0.135/Mile	61	\$7.00/Day	\$0.160/Mile
42	\$6.66/Day	\$0.155/Mile			

EXAMPLE:

GSA G10-XXXXX

(3 Days X \$4.96) + (375 Miles X \$0.100) =
 (\$14.88) + (\$37.50) = \$52.38*

POV

375 Miles X \$0.325 = \$121.88*

***CONCLUSION:** It will cost the Government less money to use a GSA leased vehicle.

SAMPLE OF DD FORM 200, FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 9805112		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYMMDD)		
4. NATIONAL STOCK NO. JN1EB31P9PU235158		5. ITEM DESCRIPTION Government sedan			6. QUANTITY 1	7. UNIT COST \$0.00	8. TOTAL COST \$0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>							
<input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED Accident caused by second party, Ms Patty Green. TSgt Brown was turning into Pacific Avenue when Ms Green failed to stop at a red light (she thought it was green), hitting TSgt Brown's car on the driver's side. They exchanged appropriate information.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i> NA							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AFROTC DET 133/COB P O BOX 1257 AMERICAN UNIVERSITY MONTGOMERY AL 36112-4598				b. TYPED NAME (Last, First, Middle Initial) WILLIAMS, PERRY		c. AUTOVON/DSN NUMBER 8 888-2301	
				d. SIGNATURE 		e. DATE SIGNED 980512	
12. (X one)							
RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)				REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS CONCUR WITH INVESTIGATING OFFICER RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AFROTC DET 133/CC P O BOX 1257 AMERICAN UNIVERSITY MONTGOMERY AL 36112-4598				d. TYPED NAME (Last, First, Middle Initial) SEWELL, ESTHER		e. AUTOVON/DSN NUMBER 8 888-2302	
				f. SIGNATURE 		g. DATE SIGNED 980512	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON/DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON/DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	