

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF INSTRUCTION 24-301**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**29 APRIL 1999**

**Transportation**

**VEHICLE OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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***“HOLDOVER”***

***“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”***

**AFI 24-301, 1 October 1998, is supplemented as follows:**

**NOTE:** This supplement does not apply to US Air Force Reserve (AFRES) or Air National Guard (ANG) units or members. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AETC/LGTV, 555 E. Street East, Randolph AFB TX 78150-4440. Bases may supplement to provide detailed guidance to meet their needs without prior approval of this command. (Provide HQ AETC/LGTV a published copy of base supplement.)

1.2.7.2. Brief the wing commander semiannually on all confirmed vehicle misuse cases.

1.2.8.2.11. Use all current automated vehicle operations Online Vehicle Interactive Management System (OLVIMS) software modules. **Exception:** The war reserve materiel module is optional within HQ AETC. Bases should implement updates to these modules within 30 days of release date unless otherwise directed by HQ AETC/LGTV.

1.2.11.6. Implement the following procedures when dispatching u-drive-it (UDI) vehicles:

1.2.11.6.1. Preinspect UDI vehicles. This eliminates preinspections by the customer and ensures serviceability while allowing time for repair or substitution.

1.2.11.6.2. Preposition the vehicle on a ready line close to the dispatch office (within 25 feet if possible).

1.2.11.6.3. Ensure UDI customers return the vehicle directly to the dispatch office where the condition of the vehicle is verified and accessories accounted for before releasing the operator.

1.2.11.6.4. Vehicle operations personnel will fully service UDI vehicles and return them to dispatch for upcoming requirements. However, the customer is required to remove any trash from the interior of the vehicle.

1.2.12.1. Annually perform a reconciliation between the command vehicle authorization list (VAL), Allowance Standards (AS) 019 and 025, Custodian Authorization/Custody Receipt Listing (CA/CRL), and the Air Force Equipment Management System (AFEMS). Correct discrepancies with the CA/CRL at wing level. Report discrepancies with the AS or VAL to HQ AETC/LGTV within 10 days. ASC 048 vehicle retention authority will not be loaded on the HQ AETC VAL. Account and receipt for all command base-registered vehicles, using the CA/CRL and Automated Fleet Information System (AFIS).

1.2.12.5. These cards are used for refueling DoD motor vehicles, including those rented or leased, when conducting official government business. The card is not to be used at any time for refueling privately owned vehicles (POV). Military financial channels offer other reimbursement procedures to members who use POVs for official government business.

1.2.16.10. Receipt for assigned vehicles using computer-generated VCO master vehicle listings or hand receipts.

1.2.16.11. Conduct and document monthly vehicle inspections with a goal of inspecting 100 percent of the unit's assigned vehicles annually.

2.6.15. Family pets will not be allowed in GOVs unless the member is making a permanent change of station move (not temporary duty) and traveling from passenger terminal to the aircraft. The owner must have the pet caged in order to ensure the safety of the driver and passengers.

3.1.7. Develop local procedures for vehicle control officers (VCO) to use for managing unit-assigned vehicles. VCO meetings should be held and information published and distributed relating to unit vehicle management on an as-required basis.

5.3. Any additional authorizations must be supported by either a POM, OPLAN, PPLAN, or other document that substantiates a MAJCOM or HQ USAF mission change. Authorization requests not supported by a POM, OPLAN, PPLAN, or other document that substantiates a mission change must be offset by the deletion of an existing like authorization.

5.4. AF Forms 601 returned by HQ AETC/LGTV disapproved or with no action taken may not be resubmitted for the same requirement for a period of 6 months.

5.5.3. (Added) Salvage authority is delegated to the local chief of transportation for all noncritical vehicles in replacement code A-J. Send other noncritical and all critical vehicle disposition requests to HQ AETC/LGTV for action. Each base must notify HQ AETC/LGTV by memorandum, e-mail, or message no later than 7 days after vehicle is sent to DRMO.

5.6.4. (Added) Installations may submit up to 15 separate critical vehicle types, with mission impact statements, in place of procedures in T.O. 00-25-249. The package must be reviewed and approved by the wing logistics group commander or designated representative having command authority over the transportation activity.

5.6.4.1. (Added) The host wing that supports the technical training squadrons must submit a separate annual vehicle buy (Sheppard AFB is responsible for submitting Fort Leonard Wood and Lackland AFB is responsible for Port Hueneme). The buy must include projected and or present training aid vehicle requirements with mission impact statements.

- 6.2.9. (Added) Ensure AFIS-to-MAFIS transmit data disk is forwarded to HQ AETC/LGTV by the 20th of each month.
- 6.7.1. (Added) As a minimum, the following information must be included on or with the AF Form 601.
- 6.7.1.1. Authorization analysis.
- 6.7.1.2. Current VAL of the using activity or proposed user to include master and using organization codes and VAL serial number, if appropriate.
- 6.7.1.3. Directive, project, or publication that generated the request, if appropriate.
- 6.7.1.4. Proposed use of the vehicle in detail.
- 6.7.1.5. Expected utilization information (such as miles, hours, passengers, equipment, supplies, materials, number of trips, etc.) and how this information is derived.
- 6.7.1.6. Effects of personnel requirements (for example, if the request results in a manning adjustment for the requesting organization).
- 6.7.1.7. Specific justification as to why currently authorized vehicles cannot satisfy the requirement.
- 6.7.1.8. Justification why transportation support from vehicle operations (such as, taxi or UDI) cannot satisfy the vehicle requirements (use vehicle operations data to substantiate support or lack of support).
- 6.7.1.9. Mission impact statement on organization, base, or wing if request is denied.
- 6.7.1.10. Any actions taken to realign other authorizations to accommodate the requirement. Include the utilization analysis as an attachment after certification by the vehicle operations officer or superintendent.  
**NOTE:** GSA or other leased assets are not required to be included in the analysis.
- 6.15. Use vehicle operations software generated form letter when initiating a request for vehicle repairs that exceed approval levels identified in T.O. 00-25-249 and AFI 24-301.
- 15.3. See Transportation Advisory Notice, Command and Control Vehicles, for HQ AETC-approved command and control vehicle authorizations.

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