

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

AF INSTRUCTION 24-302

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**



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Transportation

VEHICLE MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 24-302, 19 May 1994, is supplemented as follows:

This publication does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. It applies to all AETC organizations maintaining Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this supplement. 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. *Contracted Vehicle Maintenance Operations:* Compliance with the contract performance work statement (PWS) takes precedence over this publication. Corrections (modifications) to the PWS should be made at the earliest opportunity or during contract renewals. Items not specifically addressed in the contract PWS will be according to AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, this supplement, and other applicable Air Force publications.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision updates guidance on what vehicles can be housed, repaired, and given technical assistance by vehicle maintenance (paragraph 2.11). A ★ indicates revision from the previous edition.

1.2. Subordinate wing and base-level units will not publish supplements to this publication without prior written approval from HQ AETC/LGTV.

1.4. See AFMAN 24-307/AETC Sup 1 for guidance on developing maintenance operating instructions (MOI).

1.6. See AFMAN 24-307/AETC Sup 1 for metric goals.

1.8. Also see AFMAN 24-307/AETC Sup 1.

1.10.2. See AFMAN 24-307/AETC Sup 1 for reporting date requirements.

2.6.1. Vehicle maintenance will not maintain locally procured scooters, utility carts, or golf carts regardless of their cost. However, units with 2T3XX personnel assigned may maintain these items when solely assigned to their units.

2.8.3. The using organization will fund for spare wheels, tire chains, and initial purchase of spare tires. (See AFMAN 24-307.)

★2.11. Do no house, repair, inspect, or give technical assistance within the vehicle maintenance compound to privately owned, nonappropriated fund, contractor, or leased/rental vehicles. **NOTE:** May not be applicable to contracted units; refer to performance work statement. Reference to leased/rental vehicles may not be applicable to military on contracted locations managing leased/rental fleets.

2.14.3. See AFMAN 24-307/AETC Sup 1 for guidance on seasonal rebuild programs.

2.14.8. See AETCI 24-301, *Top Wheels and Vehicle Repainting Programs*, for additional guidance.

Attachment 1, References. The following AETC references are added:

AETCI 24-301, *Top Wheels and Vehicle Repainting Programs*

AETCI 24-304, *Certified Technician (CT) Program*

AFMAN 24-307/AETC Sup 1, *Procedures for Vehicle Maintenance Management*

AFOOSH Std 91-56/AETC Sup 1, *Fire Protection and Prevention*

AFOOSH Std 91-66/AETC Sup 1, *General Industrial Operations*

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