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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT AND  
TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 77-1

12 April 1972

Motor Vehicles

UTILIZATION AND CARE OF OFFICIAL VEHICLES

This regulation establishes procedures and responsibilities in the utilization and care of all official motor vehicles assigned to this Group.

1. Scope. This regulation applies to all vehicles assigned to this organization including those vehicles bearing USAF identification and markings, and those vehicles designated as 1130TH ATTG official vehicles registered through the State of California Motor Vehicle Department in the name of the 1130TH ATTG and bearing State of California Tax Exempt License Plates ("E" plates). The Director of Support will see that this regulation is enforced and will establish necessary liaison with facilities at the Main Base and other activities to ensure compliance with the requirements set forth in AFM 66-1, AFM 66-12, AFM 77-1, T.O. 00-20B-5 and T.O. 00-20B-6.

2. ATTG Vehicle Maintenance Responsibilities

a. The NCOIC of Vehicle Maintenance will schedule all periodic, safety, lubrication and special inspections. This will be accomplished by notifying and coordinating with the user sections. Any deviation from the schedule must be coordinated and approved by the NCOIC of Vehicle Maintenance.

b. Vehicle Maintenance is the only contact point between the user/operator and Main Base repair facilities. (This includes all services except credit card purchases and refueling vehicles handled by the POL personnel.)

c. Vehicle Maintenance will be responsible either for accomplishing necessary repairs or routing the vehicles to a facility capable of accomplishing repairs necessary to keep the vehicle in a serviceable condition. On the road purchases and/or repairs will be coordinated with Vehicle Maintenance

Supersedes ATTG Reg 77-1, 22 April 1971. (For summary of revised, deleted, or added material, see signature page.)

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ATTG Reg 77-1

after return to the group area so necessary information may be recorded for operating costs data.

### 3. Vehicle User/Operator Responsibilities

a. The supervisor of the using section assumes property responsibility for the vehicles assigned for his section's utilization. This will include safeguarding the vehicle and reporting of vehicle deficiencies. It is mandatory that the user/operator advise Vehicle Maintenance of any suspected or known defects so that repairs may be accomplished.

b. Even though this regulation establishes maintenance requirements, it is still the driver's or operator's responsibility to insure that everything is satisfactory and the vehicle appears to be in a safe operating condition. Acceptance of a vehicle without recording and reporting deficiencies constitutes acceptance of responsibility for any existing deficiencies or damage.

c. Often it is necessary to switch around the use of vehicles between Directorates to meet required official transportation demands. Likewise, it is often necessary that vehicles be used for long-distance and overnight trips. In these instances, the Director of Support or the NCOIC of Vehicle Maintenance will designate the vehicles to be used. It will be necessary, therefore, for each Director to advise the Director of Support or the NCOIC of Vehicle Maintenance of each long-distance or overnight transportation requirement. This point cannot be over-emphasized for failure to do so can result in transportation shortages and other difficulties.

### 4. Operation (Maintenance)

a. Vehicle Maintenance will review vehicle mileage/hour record monthly and furnish the base Vehicle Maintenance Data Collection Unit sufficient information so a machine run listing may be made. As vehicles are scheduled for maintenance each user will be notified and arrangements made to have the necessary inspection/repairs accomplished.

b. Vehicle Maintenance will provide minor maintenance or parts replacement at time of discovery for such items as: lights, mirrors, gas caps, windshield wipers, etc., and make on the spot repairs to prevent additional damage to the vehicle.

c. Upon receipt of a vehicle due for maintenance the

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ATTG Reg 77-1

AFTO Form 374 will be reviewed by maintenance for deficiencies and the driver debriefed for malfunctions. A general visual inspection will be accomplished and any additional items will be added to the AFTO Form 374 by Vehicle Maintenance personnel.

5. Operation (User/Driver)

a. The entire concept of this regulation begins with the vehicle operator. He must be on the alert to detect malfunctions during operations and report discrepancies to the Vehicle Maintenance personnel at time of discovery or when the urgency demands. He must inspect and/or insure operation of following:

- (1) Fuel/oil/coolant level
- (2) Battery fluid level
- (3) Tire pressure
- (4) Horn
- (5) Mirrors
- (6) Service and Emergency brakes
- (7) Steering (looseness, bind, travel, pull, etc.)
- (8) Windshield wipers
- (9) All other safety devices
- (10) Gages (gas, oil, temperature, amp, speed, etc.)

b. Any deficiency must be recorded on AFTO Form 374 and the "Remarks" column should reflect specific deficiencies, e.g., generator not charging, right headlight out, brakes pull, horn inoperative, etc.

c. In addition the vehicle user/operator will be responsible for:

(1) Removal and replacement of wheel assemblies (flat tires) as necessary and the delivery of flats to the Vehicle Maintenance shop for repairs.

(2) Vehicle cleaning will be the responsibility of the user/operator. Material and equipment are located behind the Vehicle Maintenance shop. Vehicle washing will be accomplished by temporary hire employees when available and will be scheduled by Vehicle Maintenance.

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ATTG Reg 77-1

6. Transportation to and from Lancaster

a. Headquarters approved the utilization of the Group's official vehicles to transport those civilian employees who reside in Lancaster to and from work. This mode of travel will henceforth be referred to as car pools.

b. Four official vehicles (station wagons) will be used for this service. During the day these same vehicles will be used by various group components to meet the official transportation requirements of the group.

c. Those employees working an after-duty shift such as the Signal Center Communicators as well as Security and Avionics personnel must arrange late transportation through the NCOIC of Vehicle Maintenance immediately after notification of such work.

d. Reimbursement for the use of official vehicles as car pool transportation will be at the rate of \$0.30 each one-way trip between work and residence, not to exceed \$3.00 per week.

e. By the tenth (10th) working day of each month, those employees who participate in the car pool program will make the appropriate reimbursement to the Finance Officer (see attachment 1) for the number of rides utilized for the preceding month.

7. Designation of Riders and Car Pool Captains

a. The Director of Support or the NCOIC of Vehicle Maintenance, will, in coordination with individuals concerned, assign the riders for the various car pools and designate car pool captain for each pool vehicle.

b. Car pool captains will ensure that pool vehicles depart Lancaster in sufficient time to arrive at work promptly by 0730 hours. Pool vehicles will not leave North Base for Lancaster prior to 1600 hours on regular work days.

c. Car pool captains will be responsible for arranging with other car pool captains for double-up rides whenever an official vehicle is not available for car pool use. Should further arrangements be necessary, the NCOIC of Vehicle Maintenance must be contacted for assistance.

8. Vehicle Abuse.

a. Vehicles will be maintained in top operating

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ATTG Reg 77-1

condition at all times. This begins with care, cleanliness, and judgment the individual uses in his daily operations. If the operator does not perform his required duties and a malfunction occurs, abuse may be assumed as the cause of the malfunction.

b. Vehicle Priority. The following vehicles are identified for priority purposes and will be maintained in the best condition possible at all times. All other vehicles will be maintained according to established standards with a minimum of expense and labor expended. There are designated general purpose cargo vehicles available to preclude the use of passenger type vehicles for heavy cargo hauling.

- (1) Commander
- (2) Life Support
- (3) Operations
- (4) Medical Staff
- (5) Tactical Maintenance
- (6) Materiel
- (7) Communications
- (8) Security
- (9) Support

9. Insurance Coverage. As Government-owned property, 1130th vehicles do not carry commercial insurance coverage. The Government is its own insurer of such property and damage and accident claims will be handled and processed pursuant to established Federal regulations.

10. Personal Usage. Personal usage of official vehicles will not be permitted.

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ATTG Reg 77-1

*R.A. Schamber*

R.A. SCHAMBER, Colonel, USAF  
Commander

1 Atch  
Car Pool Collective Form

Summary of revised, deleted, or added material

Title changed. Reference to Commander's vehicle deleted (para 1). DD Form 1358 changed to AFTO 374 (para 4c and 5b). Arrangement for late transportation changed (para 6c). Reimbursement for car pool transportation changed (para 6d). Para 9 and 10 added.

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ATTG Reg 77-1

SECRET (When Filled In)

CAR POOL COLLECTIONS

PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF WORK DAYS IN PERIOD: \_\_\_\_\_

MAXIMUM CHARGE FOR FULL PARTICIPATING DURING PERIOD: \$ \_\_\_\_\_

| <u>NAME</u> | <u>NUMBER DAYS UTILIZED</u> | <u>AMOUNT @ .60¢/DAY</u> | <u>SIGNATURE</u> |
|-------------|-----------------------------|--------------------------|------------------|
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| _____       | _____                       | _____                    | _____            |

Individuals whose signatures appear above thereby certify that they have participated in Car Pools and made appropriate reimbursement to Station Finance as indicated.

Station Finance Officer hereby acknowledges receipt of funds as stated above:

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

~~SECRET~~