



## Quality Work Instruction

VAFB-0001-0007

Approved: **Jerried Brown**

Date:  
**01 Sep 2010**

Title: 576<sup>th</sup> Launch Support Services, Vehicle Issue and Control Services

Rev  
**C**

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### Vehicle Issue and Control Services

#### PWS Paragraph 1.5

**1.5. Central manager for squadron vehicle issues. Act as liaison between squadron, General Services Administration (GSA) and base Logistics Readiness Squadron on vehicle matters.**  
**REF AFI 21-202V1 Para. 5.30.1/5.30.1.1**

**SDS Performance Objective 8 pertaining to PWS paragraph 1.5. – 1.5.14.**

**Vehicle inventory maintained operational and functional. Customer shall not be without a fully functional vehicle to support squadron mission. Maintain personnel with certification to operate general purpose and special purpose vehicles.**

**SDS Performance Threshold 8 pertaining to PWS paragraph 1.5. – 1.5.14.**

**No more than 5% mission impact identified. No repetitive validated customer complaints concerning availability, cleanliness or serviceability (no repeat discrepancies within a 30-day period) due to contractor related actions.**

#### **PWS PARAGRAPH STATEMENT:**

Governing Directives:

Equipment Required

Work Performance To Meet Contract Requirements:

**1.5.1. Provide licensed drivers with the ability to obtain government certifications/licensing for appropriate vehicles required to perform requirements of this contract.**

AFI 24-301 / AFI 21-202V1 / VAFB Vehicle Control Program Hand Book

Computer Database

a. Vehicle Control Service personnel have at least a Class C driver license and one person has a Commercial class A driver license to operate all vehicles in the squadrons fleet

#### **PWS PARAGRAPH STATEMENT:**

**1.5.2. Perform VCO/VCNCO duties of management and control of all squadron assigned vehicles. Issue and recover vehicles at the organizational consolidation point. Ensure vehicles or specialized mounted equipment is issued to properly licensed operators.**



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Governing Directives:

AFI 21-202V1 Para 5.30.2

Work Performance To Meet Contract Requirements:

Vandenberg Vehicle Control Program Handbook

- a. Check AF Form 2293 military driver license prior to issuing vehicles insures operator is authorized to drive a specific vehicle notify 30LRS when operator PCS actions occur
- b. Issue keys for dispatch and receive keys upon return at the vehicle consolidation point.
- c. Ensure all personal items are removed from vehicle and it is reasonably clean.
- d. Maintain vehicle status board.

### **PWS PARAGRAPH STATEMENT:**

Governing Directives:

### **1.5.3 Perform operator care and maintenance responsibilities on section assigned vehicles.**

Equipment Required:

AFI 23-302 Vandenberg Vehicle Control Program Handbook

Supplies Required:

Computer Database

Work Performance To Meet Contract Requirements:

Cleaning Supplies

- a. Perform pre-operational inspections
- b. Perform monthly inspections
- c. Turn vehicles in for scheduled and non scheduled maintenance

### **PWS PARAGRAPH STATEMENT:**

1.5.4. Coordinate with 30 LRS to ensure vehicle availability meets Minimum Essential Levels. Document User justification requests for additional vehicle authorizations and provide documentation to 30 LRS. Support vehicle rotation program requirements and notify Fleet Management (30 LRS) when assigned vehicles are no longer required. Draft and coordinate vehicle modification requests for all squadron assigned vehicles.



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Governing Directives:	AFI 21-202V1 Para 5.30.3/AFI123-302 Para 10.4 Vandenberg Vehicle Control Program Handbook
Equipment Required:	Computer Database
Supplies Required:	Paper Pencils
Work Performance To Meet Contract Requirements:	a. Monitor Vehicle use patterns  b. Monitor squadron request for vehicle modifications, keep record of modification request
<b>PWS PARAGRAPH STATEMENT:</b>	<b>1.5.5. Obtain/renew/maintain over-sized vehicle road permits with state and county officials.</b>
Governing Directives:	576FLTS OI 21-115 Off-Base Movements
Equipment Required:	Computer Fax Machine
Supplies Required:	Paper
Work Performance To Meet Contract Requirements:	a. Replacement Road Permits are requested 30 days prior to expiration date.  b. Maintain a copy of current road permits.
<b>PWS PARAGRAPH STATEMENT:</b>	<b>1.5.6. Coordinate all vehicle rentals and leases through Chief of Transportation (30 LRS) for approval.</b>
Governing Directives:	AFI24-301 Vandenberg Vehicle Control Program Handbook
Equipment Required:	Computer Database
Supplies Required:	Paper, pen
Work Performance To Meet Contract Requirements:	a. Upon request for rental/leased vehicle, coordinate with LRS for pick up and return of vehicle.  b. Issue vehicle to requester and when returned, coordinate turn in to LRS.



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### **PWS PARAGRAPH STATEMENT:**

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

**1.5.7. Monitor misuse, abuse and damage to squadron assigned vehicles; report incidents of abuse, misuse and accidents to the MMOC and the Maintenance Superintendent/Supervisor; perform accident investigations and file reports for squadron leadership.**

AFI24-301 Vandenberg Vehicle Control Program Handbook

Camera, File Cabinet

Paper, pens, folders

- a. Investigate and document vehicle accidents.
- b. Notify appropriate personnel of findings.
- c. File completed report in file cabinet.

### **PWS PARAGRAPH STATEMENT:**

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

**1.5.8. Provide monthly operator safety briefings (monthly newsletter) to discuss accidents, trends, prevention and procedures to raise safety awareness.**

AFI24-301 VAFB Control Program Handbook

Computer Database

Paper, Pens

- a. Author monthly "Gearshift" newsletter with vehicle safety, user care, information, etc.
- b. Distribute monthly Gearshift electronically to the squadron.

### **PWS PARAGRAPH STATEMENT:**

**1.5.9. Conduct special purpose vehicle training. Develop and maintain lesson plans. Coordinate lesson plan changes thru 30 LRS. Perform annual review of lesson plans. Track squadron personnel vehicle qualifications to include trainer certification.**



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Governing Directives:	AFI 21-202V1 Para 5.30.6 / 5.30.6.1 / 5.30.6.2 / 5.30.6.3
Equipment Required:	Computer Database, VCR
Supplies Required:	Paper, Pens
Work Performance To Meet Contract Requirements:	<ul style="list-style-type: none"><li>a. Conduct Initial and Recurring training classes as needed by squadron personnel.</li><li>b. Ensure SPVO lesson plan reviews and updates are properly coordinated for review in a timely manner.</li><li>c. Develop SPVO lesson plans as necessary.</li><li>d. Maintain records for squadron personnel driver qualifications.</li></ul>
<b>PWS PARAGRAPH STATEMENT:</b>	<b>1.5.10. Issue/recover vehicles at the organizational consolidation point for other agencies while ensuring sufficient vehicles are on hand to meet mission requirements.</b>
Governing Directives:	Vandenberg Vehicle Control Program Handbook
Equipment Required:	Lock-Box for keys and Voyager Cards.
Supplies Required:	Rags, Cleaning Supplies
Work Performance To Meet Contract Requirements:	<ul style="list-style-type: none"><li>a. Issue required vehicle and recover vehicle upon return from dispatch</li><li>b. Ensure vehicle has been fueled and is reasonably clean.</li></ul>
<b>PWS PARAGRAPH STATEMENT:</b>	<b>1.5.11. Ensure operators inspection guides, trouble report forms AF Form 1800 and AF Form 1380, Record of Off-Base Mileage and Permanent Waiver Cards are properly completed by operators and placed in vehicles and an adequate stock of trouble report forms are available.</b>
Governing Directives:	Vandenberg Vehicle Control Program Handbook
Equipment Required:	Computer Database



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Supplies Required:

Paper, Pens

Work Performance To Meet Contract Requirements:

- a. Monitor all AF Form 1800 for completeness and open discrepancies.
- b. Receive previous months 1800 from all squadron shops.
- c. Print new forms each month for vehicles.

### **PWS PARAGRAPH STATEMENT:**

**1.5.12. Inspect a minimum of 10% of the units assigned vehicles monthly culminating in 100% of the vehicles quarterly to ensure serviceability, cleanliness, and properly performed vehicle inspections. Document and maintain these records for six months.**

Governing Directives:

Vandenberg Vehicle Control Program Handbook

Equipment Required:

Computer Database

Supplies Required:

Paper, Pens, Cleaning Supplies

Work Performance To Meet Contract Requirements:

- a. Locate and perform operator inspection on all squadron vehicles.
- b. Inspection includes all applicable items on the operator guide and trouble report.

### **PWS PARAGRAPH STATEMENT:**

**1.5.13. Coordinate approval to exceed the Permissible Operating Distance (POD) with 30 LRS Vehicle Operations Chief Dispatcher. Ensure vehicle operators have emergency tools, tires, maps and DoD Fleet Credit Cards before going off base. Ensure the AF Form 1830, Record Of Off-Base Mileage is used and forwarded to Fleet Management (30 LRS) when vehicles are used off base.**

Governing Directives:

AFI24-301 Vandenberg Vehicle Control Program Handbook

Equipment Required:

Computer Database

Supplies Required:

Paper, Pens



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Work Performance To Meet Contract Requirements:

- a. Request VIA electronically or written request to exceed the permissible operating distance.
- b. Collect AF Form 1380 upon vehicles return from off base.

### PWS PARAGRAPH STATEMENT:

Governing Directives:

Work Performance To Meet Contract Requirements:

**1.5.14. Configure vehicle parking lot and monitor security during normal shift hours for START inspections and exercises as requested by START facility monitor (i.e. relocate vehicles as necessary, open rear doors to large vehicles, monitor security, adhere to vehicle movement restrictions, etc.)**

Local Directives

- a. Open all vehicles and sheds subject to inspection.
- b. Monitor security of vehicle inspection area during normal work hours.

### PWS PARAGRAPH STATEMENT:

Governing Directives

Work Performance To Meet Contract Requirements

**1.5.15. Coordinate vehicle requirements/ maintenance schedule with designated work center Vehicle Control managers.**

Local Directives

- a. Maintenance schedule is given to shop vehicle monitor at the beginning of each month.
- b. Assist squadron personnel as necessary to obtain vehicles status when vehicle is in for maintenance at 30 LRS



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