



**DEPARTMENT OF THE AIR FORCE**  
**354TH FIGHTER WING**

MEMORANDUM FOR ALL 354 FW PERSONEL

FROM: 354 FW/CC

SUBJECT: 354 FW Other Government Motor Vehicle and Conveyance (OGMVC) and Low Speed Vehicle (LSV) Compliance Policy

References: (a) AFI 23-101, 11 Dec 2016, *Air Force Material Management*.  
(b) AFI 24-302, 20 Feb 2020, *Vehicle Management*.  
(c) AFI 90-802, 31 Mar 2019, *Risk Management*.  
(d) AFI 64-117, 16 Oct 2019, *Air Force Government Purchase Card Program*.  
(e) 354FWI 13-213, 21 Feb 2020, *AIRFIELD DRIVING INSTRUCTION (ADI)*.  
(f) EIELSONAFBI 32-7002, 12 Jul 2018, *Use and Control of Off-Road Vehicles (ORVS)*.  
(g) DoDI 6055.04, 31 Aug 2018, *DoD Traffic Safety Program*.

1. The intent of this policy is to bring awareness regarding requirements for purchasing, servicing, and operating OGMVCs (e.g., All-Terrain Vehicles, Side-by-Sides, Recreational Utility Vehicles, and Snowmobiles) and LSVs (Any 4-wheeled motor vehicle with a speed greater than 20 but less than 25 miles per hour, and a gross vehicle weight rating less than 3,000 pounds).

2. Procurement of Vehicles (OPR - 354 CONS):

a. LSVs are centrally procured and will **not** be purchased by field units IAW AFI 24-302 Para 9.13.6.2.

b. AF special purpose, tactical and combat vehicles will be purchased IAW DODI 6055.04. Foreign manufacture purchased, leased or rented for use outside the United States and US territories and possessions shall meet all applicable safety requirements of the country in which they are to be used IAW DoDI 6055.04.

c. Before procurement, Vehicle Control Officials will route OGMVC and Non-registered off-road equipment purchase requests through 354 LRS, Vehicle Management and 354 CONS IAW AFI 24-302 Para 9.13.6.

d. Vehicle Control Officials will retain purchase records for OGMVCs, vehicle licensing and training program for continuity IAW AFI 24-302 Para 9.13.

3. Managing Vehicle Inventory (OPR - 354 LRS):

a. Owning organization will ensure every asset operating on public roads, off installation, are in compliance and registered in the Federal Motor Vehicle Registration System. This includes identifying vehicle's operational environment, usage requirements, acceptable speed limits per manufacturer's recommendations and environment, and ensure appropriate Federal Prison Industries (UNICOR) license plates are obtained IAW AFI 24-302 Para 9.10.3.

b. 354 LRS Equipment Accountability Element (EAE) will manage LSVs, OGMVCs, and “non-registered vehicle” trailers (unless purchased with Non Appropriated Funds) on Equipment Authorized In-Use Detail (EAID) accountable records IAW AFI 23-101 Para 5.4.2.5.7.

c. Unit custodians will conduct annual floor-to-book and book-to-floor inventory of the organization’s OGMVC IAW AFI 23-101 Para 5.4.2.7.11.

#### 4. Servicing Vehicles (OPR - 354 CONS):

a. 354 LRS Vehicle Management **may** provide maintenance and parts support on a reimbursable basis only. Vehicle Maintenance Flight services are provided to these assets on a “manpower/mission permitting” basis IAW AFI 24-302 Para 2.35.1.

b. Units **will** secure and fund a local commercial maintenance agreement or contract (with dealer) IAW AFI 24-302 Para 9.13.6.1.

c. Units shall pursue commercial warranties to the maximum extent practicable to accompany the purchase of new assets. All maintenance that exceed warranty or after warranty has expired can be purchased with the Government Purchase Card (GPC) up to \$2,500.00 per year, per vehicle for service related maintenance. After the \$2,500.00 cap for maintenance has been exhausted, the requiring activity must coordinate with 354 CONS to determine the appropriate way forward for maintenance purchases AFI 64-117 Para 8.16.

#### 5. Training (OPR 354 FW/SEG):

a. Operators of OGMVC and LSVs shall be trained in the proper use and unique handling characteristics of the vehicle IAW DoDI 6055.04 (4)i.

b. Owning units will use Air Force Quality Training Packages or training plans as established or approved by their corresponding functional area. If no standardized training plan is available units will develop written Plans of Instruction and training documentation for the specific vehicle type IAW AFI 24-301 Para 9.13.9 .

c. Training will include minimum personal protective device requirements for safe vehicle operation. Training will include hands-on drivers training designed to fit environmental conditions in which the trainee will operate vehicle IAW DoDI 6055.04(4)i.

d. Airfield operators will adhere to the airfield driving requirements IAW 354FWI 13-213.

e. Prior to riding on installation, riders must be aware and adhere to state and base registration requirements, operator license, age requirements, mandatory equipment requirements, safety requirements, rules governing OGMVC and LSV operations, parking and storage rules and trespassing in closed areas IAW EAFBI 32-7002 Para 14.1.

#### 6. Risk Management (OPR - 354 FW/SEG):

a. The installation commander may authorize the use of LSVs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802. Operating non-street legal OGMVCs and LSVs on any maintained paved or gravel roads or parking areas is prohibited except where identified in EAFBI 32-7002 Chapter 9.

b. The Determination of vehicles at high risk of mishaps, mechanical failure or abuse will be identified by a commander's risk assessment IAW AFI 90-802 Risk Management.

7. Please direct any questions to the applicable OPR.

SHAWN E. ANGER, Colonel, USAF  
Commander