

**Army Regulation 58–1**

**Surface and Transportation**

**Management,  
Acquisition,  
and Use of  
Motor Vehicles**

**Headquarters  
Department of the Army  
Washington, DC  
23 March 2020**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 58-1

Management, Acquisition, and Use of Motor Vehicles

This mandated revision, dated 23 March 2020-

- o Updates policy on use of nontactical transportation vehicles to transportation terminals (para 2-3i(1)(f)).
- o Changes “Assistant Chief of Staff for Installation Management” to “Deputy Chief of Staff, G-9” (throughout).

Effective 23 March 2020

Surface and Transportation  
Management, Acquisition, and Use of Motor Vehicles

By Order of the Secretary of the Army:

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Official:

  
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**History.** This publication is a mandated revision. The portions affected by this mandated revision are listed in the summary of change.

**Summary.** This regulation prescribes Department of the Army policies, responsibilities, and procedures for the management, acquisition, and use of Army-owned, Army-leased, or otherwise controlled nontactical vehicles. It implements DODM 4500.36 and DODI 4500.36.

**Applicability.** This regulation applies to the Regular Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to all Department of the Army Civilian employees, foreign nationals, and contractors employed by Department of the Army.

**Proponent and exception authority.** The proponent of this publication is the Deputy Chief of Staff, G–9. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the Civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.**

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix E).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–9 (DAIM–ISL), 600 Army Pentagon, Washington, DC 20310–0600.

**Suggested improvements.** Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–9 (DAIM–ISL), 600 Army Pentagon, Washington, DC 20310–0600.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**General, page 1**

Purpose • 1–1, page 1

References and forms • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Records management (recordkeeping) requirements • 1–5, page 3

**Chapter 2**

**Operations and Management, page 3**

General • 2–1, page 3

Elements of nontactical vehicle operation and resource management • 2–2, page 4

Official use of nontactical vehicles • 2–3, page 6

Restrictions • 2–4, page 8

Penalties for misuse of Government vehicles • 2–5, page 9

Utilization record • 2–6, page 9

\*This publication supersedes AR 58–1, dated 3 April 2019.

## **Contents—Continued**

Utilization goals • 2-7, *page 10*

Incidental use of nontactical vehicles • 2-8, *page 11*

Safety and accident prevention • 2-9, *page 11*

Reimbursement for damage to a nontactical vehicle • 2-10, *page 11*

### **Chapter 3**

#### **Authorization, Acquisition, Distribution, and Redistribution of Nontactical Vehicles, *page 12***

General • 3-1, *page 12*

Technical information • 3-2, *page 12*

Requirements • 3-3, *page 12*

Authorizations • 3-4, *page 13*

Sport utility vehicles • 3-5, *page 13*

Specifications • 3-6, *page 14*

Acquisition policy • 3-7, *page 14*

Procurement policy for Army-owned nontactical vehicles • 3-8, *page 15*

Distribution • 3-9, *page 16*

Short-term lease • 3-10, *page 17*

Long-term commercial lease • 3-11, *page 17*

Insurance and maintenance of nontactical vehicles • 3-12, *page 18*

General Services Administration-owned vehicles leased to the Army • 3-13, *page 18*

### **Chapter 4**

#### **Energy Independence and Security, Petroleum Consumption and Greenhouse Gas Emissions Reductions, *page 19***

General • 4-1, *page 19*

Alternative fuel vehicle acquisition credits • 4-2, *page 20*

Acquiring and using alternative fuels • 4-3, *page 20*

Low speed electric vehicles • 4-4, *page 21*

Reporting requirements • 4-5, *page 21*

Army nontactical vehicle idling restrictions • 4-6, *page 21*

### **Chapter 5**

#### **Transportation between Domicile and Place of Employment, *page 22***

General • 5-1, *page 22*

Domicile-to-duty transportation • 5-2, *page 22*

Authorized exceptions • 5-3, *page 22*

Domicile-to-duty requesting procedures • 5-4, *page 23*

Recordkeeping • 5-5, *page 24*

Penalty for unauthorized domicile-to-duty transportation • 5-6, *page 24*

### **Chapter 6**

#### **Bus Transportation Services, *page 24***

General • 6-1, *page 24*

Shuttle bus service • 6-2, *page 25*

Group bus service • 6-3, *page 26*

Mass transportation support • 6-4, *page 27*

Support of Army community service, Family, morale, welfare, and recreation programs • 6-5, *page 28*

Support of chaplain programs • 6-6, *page 28*

Emergency bus service • 6-7, *page 28*

### **Chapter 7**

#### **School Bus Transportation, *page 29***

##### *Section I*

*Operations in the United States, page 29*

Scope • 7-1, *page 29*

Authority • 7-2, *page 29*

## **Contents—Continued**

Policy • 7-3, *page 29*  
Safety and security in the United States • 7-4, *page 30*  
Scope • 7-5, *page 31*

### *Section II*

*Operations in Overseas Areas, page 31*  
Authority • 7-6, *page 31*  
Duties and responsibilities in overseas areas • 7-7, *page 31*  
Commuting area • 7-8, *page 32*  
Resource management • 7-9, *page 32*  
Commercial contracted bus service • 7-10, *page 33*  
Changes in service • 7-11, *page 33*  
Additional use of assets • 7-12, *page 33*  
Overseas safety and security • 7-13, *page 33*

### *Section III*

*Operations in and outside the United States, page 34*  
Students with disabilities • 7-14, *page 34*  
Exceptions to policy • 7-15, *page 34*

## **Chapter 8**

### **Inter-Service and Interagency Support, page 35**

Inter-Service support • 8-1, *page 35*  
Interagency support • 8-2, *page 35*

## **Chapter 9**

### **Use of Nontactical Vehicles by Contractor Personnel, page 35**

General • 9-1, *page 35*  
Policy • 9-2, *page 36*  
Procedures • 9-3, *page 36*

## **Chapter 10**

### **Painting, Identification, License Plates, Marking, and Registration, page 36**

General • 10-1, *page 36*  
License plates • 10-2, *page 36*  
Painting • 10-3, *page 37*  
Registration of Army-owned nontactical vehicles • 10-4, *page 37*  
Licensing of Army-owned nontactical vehicles • 10-5, *page 37*  
License plates in hostile fire and high risk areas • 10-6, *page 37*  
Special markings • 10-7, *page 38*  
Safety markings • 10-8, *page 39*  
Exceptions • 10-9, *page 39*

## **Chapter 11**

### **Maintenance Management, page 40**

General • 11-1, *page 40*  
Maintenance policy • 11-2, *page 40*  
Methods to accomplish maintenance • 11-3, *page 41*  
Emergency response vehicles (maintenance reporting and certification requirements) • 11-4, *page 42*  
Repair parts • 11-5, *page 42*  
Performance standards • 11-6, *page 42*  
Warranty provisions • 11-7, *page 42*  
Other defects • 11-8, *page 43*  
Motor vehicle modification • 11-9, *page 43*  
Restrictions on privately-owned vehicles • 11-10, *page 44*

## Contents—Continued

### Chapter 12

#### Replacement/Repair Determinations, Life Expectancies, and Disposal Procedures for Army-Owned Nontactical Vehicles, *page 44*

General • 12-1, *page 44*

Vehicle retain or retire decision • 12-2, *page 44*

Redistribution • 12-3, *page 45*

Disposition • 12-4, *page 46*

### Chapter 13

#### Cost Accounting and Management Reporting, *page 47*

General • 13-1, *page 47*

Reporting commands and agencies • 13-2, *page 47*

Reporting requirements Federal automotive statistical tool • 13-3, *page 48*

Vehicle allocation methodology • 13-4, *page 48*

Annual priority requirements review for nontactical vehicle firefighting apparatus • 13-5, *page 48*

Annual priority requirements review for passenger, general purpose and special purpose nontactical vehicles • 13-6, *page 48*

Annual priority requirements review for nontactical vehicle heavy and light armored vehicles • 13-7, *page 49*

Annual priority requirements review for base level commercial equipment • 13-8, *page 49*

General Services Administration annual vehicle replacement review – customer acquisition module • 13-9, *page 49*

### Appendixes

A. References, *page 50*

B. Website Listings for Fleet Management, *page 55*

C. Army Command Fleet Manager Roles and Responsibilities, *page 56*

D. Recurring Reports, *page 58*

E. Internal Control Evaluation, *page 59*

### Table List

Table 2-1: Average annual mileage utilization goals, *page 10*

Table 11-1: Motor Vehicle Safety Inspection Checklist, *page 41*

Table 12-1: Nontactical vehicles life expectancy, in years and miles, *page 45*

Table B-1: Management of nontactical vehicle website listings, *page 55*

Table B-2: Nontactical vehicle proper management websites, *page 55*

### Figure List

Figure 10-1: Sample license plate, *page 37*

Figure 12-1: Computation factors for use in determining current and projected wholesale values, *page 47*

### Glossary

## **Chapter 1**

### **General**

#### **1–1. Purpose**

This regulation prescribes policy and assigns responsibilities for the management, acquisition, and use of all Army nontactical vehicles (NTVs) (Army-owned, General Services Administration (GSA) leased, long-term commercially leased vehicles), regardless of the source of funding. It incorporates information for managing commercial design NTVs and nontactical firefighting apparatus (FFA). On joint bases (JBs), all tenant organizations and activities will receive their administrative NTV support (GSA and/or commercially leased vehicles) from the Service designated as the supporting Service for the JB. All tenant organizations and activities will follow the NTV regulatory guidance of the supporting Service (for example, JB Lewis McChord follows Army policy and JB San Antonio follows Air Force policy).

#### **1–2. References and forms**

See appendix A.

#### **1–3. Explanation of abbreviations and terms**

See the glossary.

#### **1–4. Responsibilities**

*a.* The Deputy Chief of Staff, G–3/5/7 (DAMO–TR) will develop and implement policy and procedures governing the selection, testing, and licensing of NTV operators.

*b.* The Deputy Chief of Staff, G–9 (DCS, G–9) will—

(1) Develop policy and procedures governing the management, authorization, acquisition, lease, loan, use, maintenance, reporting, and disposition of NTVs.

(2) Appoint on orders, the Army program manager for GSA and commercially leased NTVs and the Army program manager for Army-owned NTVs, as required by DODM 4500.36.

(3) Provide a single Fleet Management Information System (FMIS) to identify, collect, and analyze nontactical motor vehicle data.

(4) Review the annual Vehicle Allocation Methodology (VAM)/Vehicle Utilization Review Board (VURB) results used to establish NTV ceilings to be documented on tables of distribution and allowances (TDAs). The VAM process is mandated by Federal Management Regulation (FMR) B–43 and Executive Order (EO) 13834, to develop the optimum NTV fleet size and composition to meet mission requirements.

(5) Provide annual NTV authorization ceilings to the U.S. Army Force Management Support Agency (USAFMSA) for Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), and field operating agencies (FOAs) based on the VAM optimized fleet composition. The Deputy Chief of Staff, G–9 (DCS, G–9), Installation Services Directorate, Installation Logistics and Services Management (ISL) Division will post the command ceilings on the ISL Army Knowledge Online (AKO) website page, <https://www.us.army.mil/suite/files/22932355/>.

(6) Develop and defend the annual program objective memorandum (POM) submission for base operations support (BOS) and administrative NTVs funded by Management Decision Package (MDEP) QTRN.

*c.* Commander, U.S. Army Materiel Command (AMC), with Army Sustainment Command (ASC) acting as lead agent, will—

(1) Provide NTVs utilized for BOS and administrative support purposes to the U.S. Army Installation Management Command (IMCOM) and administrative support NTVs to installation tenant organizations or activities except for the following components, commands, and their subordinate commands: U.S. Army National Guard (ARNG), U.S. Army Reserve (USAR), U.S. Army Forces Command (FORSCOM), U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Futures Command (AFC), U.S. Army Africa (USARAF), U.S. Army Central Command (ARCENT), U.S. Army North (USARNORTH), U.S. Army South (USARSO), U.S. Army Space and Missile Defense Command (USASMD), U.S. Army Cyber Command (ARCYBER), U.S. Army Corps of Engineers (USACE), U.S. Army Test and Evaluation Command (ATEC), Military District of Washington (MDW), U.S. Army Criminal Investigations Command (USACIDC), U.S. Army Medical Command (MEDCOM), U.S. Army Intelligence and Security Command (INSCOM), Arlington National Cemetery (ANC), and U.S. Army Accessions Support Brigade (USAASB).

(2) Provide administrative NTV support to U.S. Army Special Operations Command (USASOC) subordinate commands at ASC supported installations. USASOC will reimburse ASC for all charges above the baseline level of service. USASOC reimbursed vehicles will be justified during the annual USASOC VAM/VURB process.

(3) Appoint on orders an Army Command Fleet Manager (ACFM) to manage and submit reports as required for the AMC installations and require ASC to appoint an ACFM for all of the IMCOM installations having an ASC managed Logistics Readiness Center (LRC).

(4) Provide NTVs based on an annual VAM/VURB process which justifies and validates the vehicle requirements to optimize the size and composition of the NTV fleet. Unjustified GSA-leased vehicles will be turned-in to GSA as soon as the vehicle meets the GSA turn-in criteria thereby avoiding an early turn-in charge.

(5) Develop and provide the POM requirements to DCS, G-9 annually for all BOS, Training Support System (non-program of instruction (POI)), and administrative NTVs for IMCOM and installation tenant organizations or activities, less those commands noted in paragraph 1-4c(1), and fund the VAM/VURB justified vehicles during the budget execution year.

(6) Coordinate with TRADOC and USASOC on behalf of the U.S. Army John F Kennedy Special Warfare Center and School (USAJFKSWCS), the Army's Special Operations Center of Excellence, to determine the number and type of NTVs required to support the institutional training program and the number of NTVs required to support non-POI related administrative tasks and supply support. NTV support provided to USAJFKSWCS will be non-reimbursable.

(7) Adjust the ASC and IMCOM TDAs annually or as required, to reflect the optimum fleet derived from the VAM/VURB process.

*d.* Commander, U.S. Army Tank-Automotive and Armament Command (TACOM), Life Cycle Management Command (LCMC) is Army's lead agent for the acquisition and life cycle management of Army-owned NTVs. LCMC responsibilities include—

(1) Serve as the Army administrator for the Federal Automotive Statistical Tool (FAST), which requires the collecting and processing of annual fleet inventory, costs, and fuel data for all Army-owned and Army-leased NTVs.

(2) Fund the procurement of all centrally managed Army-owned NTVs with other procurement, Army (OPA) funding in accordance with DCS, G-9 annual procurement priorities.

(3) Assist customers with the development of NTV technical specifications for use in the procurement of Army-owned NTVs.

(4) Serve as the line item number (LIN) and national stock number (NSN) life cycle manager for NTV LINs.

(5) Provide disposition instructions for the turn-in or redistribution of serviceable Army-owned NTVs reported as excess.

*e.* Commanders of ACOMs, ASCCs, and DRUs listed in paragraph 1-4c(1) will—

(1) Exercise management and control over all NTVs assigned to their respective commands.

(2) Conduct the annual VAM/VURB process to optimize the fleet.

(3) Submit recommended TDA changes, in accordance with AR 71-32, based on the approved NTV ceilings published by DCS, G-9 based on the VAM/VURB optimum fleet for the command.

(4) Ensure drivers use approved alternative fuels (AFs) in flex fuel or bi-fuel alternative fuel vehicles (AFVs). This paragraph also applies to all Government-owned, contractor-operated; or contractor-owned, contractor-operated activities; or other entities for which NTVs are provided as Government-furnished equipment (GFE).

(5) Program and budget operations and maintenance, Army (OMA), operations and maintenance, Army Reserve (OMAR), or operations and maintenance, National Guard (OMNG) funds, or other type funds as appropriate, required to fund GSA-leased vehicles and the procurement of non-centrally managed NTVs costing less than \$250K per vehicle (see the centrally-managed NTV listing at <https://www.us.army.mil/suite/files/22932355>).

(6) Develop and publish guidance or a standard operating procedure (SOP) to implement established policies and procedures outlined in this regulation and other directives governing the acquisition and use of NTVs.

(7) Require the ACFM for the command to manage the NTV fleet in compliance with Federal Law, this AR, and EOs.

*f.* Commanders of TRADOC and USASOC will—

(1) Determine the NTV category for each NTV and coordinate with ASC for the required NTV support to the USAJFKSWCS. This support will be provided by ASC on a non-reimbursable basis.

(2) Coordinate with ASC to ensure NTV support requirements are included in the NTV fleet POM submission.

*g.* Commander, USAFMSA will receive and process all requests for changes of TDA authorizations and maintain associated authorization accounting data. USAFMSA will apply the NTV ceilings provided annually by ISL for ASC and the commands listed in paragraph 1-4c(1), to process TDA requests. Approved ceilings are posted at <https://www.us.army.mil/suite/files/22932355>.



*h.* The command counsel (CC), staff judge advocate (SJA), and/or command judge advocate (CJA) at installations and commands will review requests for domicile-to-duty (DTD) for legal sufficiency prior to submission to Deputy Chief of Staff, G-9 (DAIM-ISL) for processing.

*i.* The Judge Advocate General (TJAG) will review the Army requests for DTD for legal sufficiency prior to submission by the DCS, G-9 to the Secretary of the Army (SECARMY) for approval.

*j.* ACFM duties and responsibilities under the designation and assignment on orders of an ACFM are essential for the management of the command's fleet of NTVs (see app C for a detailed list of ACFM duties and responsibilities).

*k.* Unit transportation coordinators (UTCs) are essential in reviewing and validating requests for NTV support from pooled assets. UTCs are extremely critical in managing the NTVs assigned to the ARNG and USAR due to the wide dispersion and myriad of missions being performed. UTCs will be designated in writing and will perform the duties and responsibilities outlined in appendix C for the ACFMs.

## **1-5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

## **Chapter 2 Operations and Management**

### **2-1. General**

*a.* Motor vehicle resources will be organized and managed to ensure optimum responsiveness, efficiency, and economy in support of mission requirements. The vehicle selected for any requirement will be the smallest size, most fuel efficient, and have the best greenhouse gas (GHG) emissions rating to accomplish the mission. NTVs must be justified and validated during the annual VAM/VURB process and be on an approved TDA or a signed and approved DA Form 4610-R-E (Equipment Changes in MTOE/TDA (EGA)) prior to acquisition (procurement or leasing).

*b.* When allocating resources for transportation missions, planning begins with a determination that motor vehicle transportation is essential for the performance of an official mission. When such a determination is made, the following methods will be considered in the order shown, subject to their availability and capability to meet the mission:

- (1) Scheduled Government bus transportation service.
- (2) Specially scheduled Government-leased or Government-owned bus transportation.
- (3) Government-owned or Government-leased NTVs.
- (4) Voluntary use of privately-owned vehicle (POV) on a reimbursable basis.
- (5) Taxicab on a reimbursable basis.

*c.* NTVs utilized to meet general transportation requirements will not compete with regularly scheduled commercial resources nor are they intended for the personal convenience of individual Soldiers, Civilian employees, or Family members.

*d.* Official business will be conducted by mail, electronic mail, telephone, video teleconferences, or other appropriate means whenever practical, to minimize use of NTVs.

*e.* Driver selection, training, and licensing will be in accordance with DODM 4500.36 and AR 600-55. Commanders will ensure that all operators of NTVs within the United States have a valid driver's license issued by a State, the District of Columbia, Puerto Rico, or territory or possession of the United States. NTVs will not be operated without the driver having a valid state/district/territory driver's license. DA Form 5984-E (Operator's Permit Record Card) or Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) may be used at the commander's discretion to supplement the state driver's license or a commercial driver license (CDL) when required for the individual to operate specialty vehicles (for example, fire, police, or other emergency vehicles). For locations outside the United States, the District of Columbia, Puerto Rico, and territories and possessions of the United States, commanders will follow the applicable Status of Forces Agreement (SOFA).

*f.* See AR 600-55 for emergency vehicle driver training information and requirements.

*g.* Safety, accident prevention, and accident reporting will be in accordance with AR 385-10.

*h.* Loss or damage to Army-owned or Army-controlled NTVs will be reported in accordance with AR 735-5.

## 2-2. Elements of nontactical vehicle operation and resource management

a. *Elements for operation and resource management.* The essential elements for operation and resource management for ACOM, ASCC, DRU, and field operating agency (FOA) activities, and other organizations authorized NTVs are as follows:

- (1) Provide pooling of vehicles consistent with mission application.
- (2) Establish procedures for vehicle assignment and use.
- (3) Establish centrally located dispatch points.
- (4) Be flexible to meet changing requirements and missions.
- (5) Ensure prudent use of manpower, equipment, and energy.
- (6) Provide for the collection of operational and usage data in the Army FMIS for management, cost, and performance reports.
- (7) Provide for licensing of personnel per DODM 4500.36 and AR 600-55.
- (8) At a minimum, Army activities will use the National Driver Register (NDR) to verify driving records when the issuing activity has reason to suspect a poor driving record of an applicant with a valid state/district/territory driver's license. Data received from the NDR will be used by the issuing agency to approve or deny the use of Army-owned or Army-leased vehicles by the individual concerned. Activities may obtain instructions and material on the NDR at <https://www.nationaldriverregister.com/>.
- (9) Ensure the safety, security, and proper use of equipment.
- (10) Provide for rotation of vehicles, where practical and economical, to equalize equipment usage.
- (11) Ensure vehicles are operated in accordance with State and local traffic laws and safety regulations, Federal highway administration regulations, or with applicable host nation directives when overseas.
- (12) Provide scheduled bus service for official duty requirements and official movement on installations to reduce the number of smaller passenger vehicles on the installation.
- (13) All AFVs with E-85 capability will utilize E-85 fuel if available, regardless of price. All conventional fossil fuel vehicles will use fuel (gas or diesel) from the lowest cost source.
- (14) Limit commercial leases to those instances where a GSA-leased or Government-owned vehicle is not available (see paras 3-10 and 3-11 for short-term and commercial long-term leases). Use of the GSA Short-Term Lease Program is mandatory if available and mission requirements can be supported. Execution of back-to-back short-term leases to circumvent this regulation is prohibited. Use of the GSA Short-Term Lease Program to increase the number of NTVs for operational requirements in excess of the NTVs approved through the VAM/VURB process is not authorized. Leasing of large sedans (for example, Crown Victoria, Lincoln Town Car or similar vehicles) or large sport utility vehicles (SUVs) (for example, Suburban, Yukon, Escalade, or similar SUVs) is not authorized. (Class III SUV requirements must be validated by the ACFM and approved by DCS, G-9 (DAIM-ISL) prior to acquiring the vehicle from any source). Unique USASOC requirements and missions could create exceptions in processes and procedures for short-term rentals (STRs), however, these deviations must be approved through the USASOC ACFM prior to leasing.
- (15) Law enforcement (LE) NTVs will be authorized based on the Office of Provost Marshal General's approved law enforcement vehicle allocation methodology (LEVAM).

b. *Pooling of nontactical vehicles.* Pooling of NTVs is a sound management practice designed to maximize vehicle utilization. Pooling of vehicles is the rule and not the exception.

c. *Assignment of nontactical vehicles.* After pooling resources and establishing administrative control under the dispatching authority, effective management requires further evaluation of available vehicle assets against mission requirements. When determining NTV requirements, assignment of NTVs will be based on the following categories:

(1) *Class A – continuing assignments.* Passenger carrying vehicles, normally fully dedicated to a designated individual or mission with a driver or drivers authorized. Personnel authorized Class A assignments will not use such vehicles for other than actual performance of official duties, nor will such vehicles be reassigned to personnel not authorized or qualified to use them. This category includes two subcategories:

- (a) Individuals designated by the Secretary of Defense.
- (b) Individuals designated by the SECARMY. Within the National Capitol Region (NCR), there will be no individually assigned vehicles with drivers, except for the SECARMY and the Chief of Staff, Army (CSA). Outside of the NCR, commanders of ACOMs, ASCCs, DRUs, and FOAs are authorized a Class A dispatched NTV. Other Class A dispatched vehicles may be authorized based on approval by the SECARMY or his designated representative.

(2) *Class B – recurring dispatch.* The requirements for recurring dispatch relate to activities and functions that require the use of a vehicle or vehicles on a daily recurring basis for the efficient and orderly conduct of official business. Vehicles assigned in this category will not be assigned for purposes of convenience or to avoid the use of

pooled vehicles (Class C assignment). Any recurring dispatch vehicle will have a justification on file with specific rationale for the dispatch; identify why scheduled bus, taxi systems, or Class C vehicles will not satisfy the requirement; and identify where the vehicle will normally be garaged or parked during non-duty hours. Class B dispatched vehicles will return to the transportation motor pool (TMP) every 30 calendar days for a visual inspection for damages by TMP personnel and will be re-dispatched for a subsequent 30 calendar day period. Justification documentation for Class B vehicles will be submitted by the user annually, validated by the ACFM, reviewed by the VURB and approved annually by the senior commander (SC) for installation TMP NTVs. The combined total of Class A and Class B dispatches should not exceed 35 percent of an installation's or activity's NTV fleet without approval of the command's ACFM.

(3) *Class C – pooled vehicles.* All Army motor vehicle resources not covered under Class A and B assignments will be pooled for performance of services on an on-call basis and to provide a general fleet of vehicles for transportation support. Class C resources are expected to accommodate the bulk of installation or activity administrative transportation requirements. The priority order of vehicle types to be dispatched is battery electric vehicles (BEVs), plug-in hybrid electric vehicles (PHEV), hybrid electric vehicles (HEV) (if the vehicle will be operated at less than 43 miles per hour (MPH) over 50 percent of the time), other types of AFVs (only if AF is available), and low GHG-emitting vehicles over less fuel efficient fossil fuel NTVs (E85 Flex Fuel vehicles will ONLY be assigned to locations where E85 fuel is readily available and E85 must be consumed by these vehicles at least 90 percent of the time). Within the Class C category, the following subcategories are included:

(a) *On-call dispatches with driver.* On-call dispatch is for those services that can be performed by the dispatch of a vehicle with driver for short periods of time, generally less than 1 day. This includes the dispatch of a pooled taxi vehicle. This type of service responds to transportation requirements of an intermittent nature and can consist of radio dispatch vehicles. Military taxi service provided at no cost to riders is authorized solely to accomplish short-term, point-to-point, missions of an official nature and not for personal use. Additionally, military taxi service will operate only within locally specified areas, as required to meet mission, and will not compete with local commercial transportation carriers.

(b) *Scheduled service.* This service includes recurring passenger and/or cargo transportation missions between offices, operational sites and/or satellite activities. This service may be inter-activity or intra-activity, depending on the geographic layout of a given installation or activity. Scheduled activity bus service may be supplied by the installation or unit. When economical and local conditions permit, service may be provided under contract with commercial sources. Neither scheduled inter-activity bus service nor continuous inter-activity heavy cargo hauling will compete with commercial services within the 50 States and District of Columbia.

(c) *U-drive-it service.* NTVs in this category are pooled vehicles, usually passenger and light cargo vehicles, made available to using organizations and activities for nonrecurring transportation missions and operated by personnel assigned to the requesting unit or activity. The U-drive-it (UDI) service reduces operator costs and eliminates driver waiting time. Dispatch periods may range from short single trips to those for temporary duty (TDY) travel in the local area or permissible operating distance (POD). UDI services also may be used to meet peak workloads and one-time requirements or to provide vehicles of special design. Local TMP and other organizations operating a UDI fleet must have SOPs that clearly outline the UDI operators' responsibilities regarding preventive maintenance checks and services (PMCS), dispatch procedures, alternative fueling requirements, and after-operations checks and services.

(d) *Permissible operating distance.* Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate area of operation, the permissible one-way operating distance for NTVs is 100 miles. (For BEVs the permissible one-way operating distance is 40 percent of the BEV's full range distance for a single and/or full charge). Government transportation will not compete with scheduled public transportation that can meet mission requirements. Commanders of installations and/or activities and ACFMs may establish a POD greater than 100 miles one-way operating distance pursuant to the needs of the command.

(e) *Parking and garaging of nontactical vehicles.*

(1) As a general rule, Army NTVs will be garaged or parked on the installation where assigned. The garage location of each Army-owned or Army-leased vehicle will be entered in the FMIS using latitude and longitude coordinates.

(2) The vehicle garage location and point of contact information will be reviewed and updated in the FMIS annually.

(3) Army NTVs will not be parked in housing areas or at a domicile unless such personnel are specifically authorized DTD transportation by the SECARMY or are on temporary change of station (TCS) orders and are residing in Government-furnished or Government-leased facilities off of the installation. An exception would be a Soldier or

Civilian going on or returning from TDY, when use of a NTV has been authorized, and the Soldier's or Civilian's domicile is between the normal duty station and the TDY location. The order issuing authority or unit commander could grant permission to the Soldier or Civilian employee to park the NTV at their domicile the night before and after the TDY trip provided the authorization is in writing and the vehicle is returned to the official place of duty the day following the TDY. Vehicles will not be retained at a domicile over weekends or holidays (see para 5-3d).

(4) Auxiliary parking areas will not be established adjacent to Government housing areas or billets to circumvent the general prohibition against Government-furnished DTD transportation.

(5) When away from the installation on official business, NTVs will be garaged or parked at Federal, State, or local Government parking sites to the fullest extent possible. In the absence of such facilities, NTVs may be garaged or parked at commercial lots where official Government business is being conducted or temporary lodging is being provided.

### **2-3. Official use of nontactical vehicles**

The use of Army-owned or Army-controlled NTVs is restricted to official purposes only. Official purpose includes official duty for first responder vehicles and their occupants who are authorized appropriate use while on duty, which includes obtaining food and/or personal relief at commercial establishments. Official duty for LE personnel is better defined as "while armed." The following provides guidance for determining whether certain events have an official purpose.

#### *a. Official ceremonies.*

(1) Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. A commander will determine whether the event in question is of significantly high interest as to warrant the use of official Government transportation for general attendance. All requests for general transportation to any public ceremony or event will be reviewed by both the senior public affairs and legal officials prior to review by the commander. When official travel is authorized for general attendance, the mode of travel provided will be via mass transportation rather than separate vehicles (for example, multiple sedans, SUVs, or mini-vans).

(2) Army initiated ceremonies (for example, changes of command, promotions, retirements, and unit activations/deactivations normally held at Government-owned or Government-leased facilities) are not considered public ceremonies. These activities are considered official business internal to the Army community. Attendance by the Army community is encouraged and improves the morale and esprit de corps of the Army. For that reason, the use of Government-owned or Government-leased vehicles to attend such activities should be managed and not discouraged. By managed, it is the intent of this policy that numerous sedans should not come from one installation to attend an official function, when a van or small bus would accomplish the mission. There will be occasions when group transportation is not feasible and multiple vehicles are necessary. It is the responsibility of the LRC, in coordination with the ACFM and the UTC to monitor and prevent abuse of this policy.

(3) Transportation will begin and end at the transported individual's normal place of duty or an officially designated assembly area, but not a personal residence and/or domicile.

*b. Transporting Family members.* Transporting of the spouse, other immediate Family members (for example, grandparents, parents, siblings, and their spouses, and Soldier's children and spouses) or other non-military individuals.

(1) The spouse, other Family members of a Government employee or other non-military individuals may be transported in an Army motor vehicle only when accompanying the Soldier or Civilian employee in the Government vehicle. Such use will be authorized beforehand only to accomplish official business and if there is space available in the vehicle (see DODM 4500.36, Enclosure 5, Paragraph 1a(8)).

(2) Ordering of additional or larger vehicles to take advantage of this provision is misuse.

(3) Car seats for infants and children being transported in Government vehicles will be provided by the child's Family.

*c. After hours functions.* All transportation to official after-hours functions will begin and end at the individual's normal place of duty.

*d. Transportation for officially directed medical appointment.* Transportation to or from an appointment or patient therapeutic program scheduled by the Army that requires a Soldier's attendance is authorized NTV support. When directed by competent authority records checks, physicals, dental, or hospital outpatient appointments are considered official business and use of a NTV for active duty military personnel and cadets is authorized. DOD Civilian personnel, when directed by competent authority and as a condition for employment, can use or be transported in a NTV for physical, dental, or hospital outpatient appointments. All transportation for officially directed medical appointments will begin and end at the individual's assigned place of duty. All NTV support will be provided by the

command to which the Service member, cadet, or DOD Civilian is assigned. However, if possible, regularly scheduled shuttle bus service or public mass transportation should be used.

*e. Morale, welfare, and recreation.* The categories of morale, welfare, and recreation (MWR) activities and authorized funding support are contained in AR 215–1. TMP-controlled NTVs are authorized to be used for all Category A and B MWR activities and programs. Clubs, golf, and bowling programs are examples of Category C MWR activities authorized NTV support on a reimbursable basis for program operations. TMP controlled NTVs are authorized to be used for executive control and essential command supervision (ECECS) functions for Category C MWR activities. Nonappropriated funds (NAFs) are authorized to reimburse appropriated funds (APF) for use of TMP controlled vehicles for other than ECECS functions of Category C activities.

*f. Army Community Service and Family programs.* Transportation may be provided to support Army Community Service (ACS) and Family programs operating under AR 608–1, AR 608–18, and AR 608–75.

*g. Emergency leave transportation.* When approved by the Soldier's commander, Army personnel and their Family members (spouse and dependent children) on emergency leave may be provided Government transportation to travel to the nearest commercial transportation site to ensure arrival at the port of embarkation prior to the departure of the first reasonably available flight, bus, or train. Prior to approval, the commander will verify with the local Red Cross representative or the command's administrative staff that the emergency leave requirement is in accordance with ARs and determine whether commercial transportation will meet the requirement. NTVs will not normally be provided on return trips to the unit of assignment if scheduled Government or commercial transportation is available from the terminal to the place of assignment.

*h. Transportation for prospective military recruits.* Transportation may be provided to prospective recruits in connection with interviews, processing, and orientation.

*i. Transportation to commercial or military terminals.*

(1) NTVs owned or otherwise controlled by the DOD may be used for trips between domiciles or places of employment and commercial or military terminals when at least one of the following conditions is met:

(a) Used to transport official non-DOD visitors invited to participate in DOD activities, provided that this use does not impede other primary mission activities.

(b) Used by individuals authorized DTD transportation.

(c) Necessary because of emergency situations or to meet security requirements.

(d) Terminals are located in areas where commercial methods of transportation cannot meet mission requirements in a responsive manner.

(e) Authorized in the NCR by DODAI 109.

(f) Necessary because other methods of transportation cannot reliably or adequately meet mission requirements, based on a case-by-case factual assessment.

(2) When one of the above conditions is met, the following methods will be considered in the order shown and to the extent they are available and capable of meeting transportation requirements:

(a) DOD scheduled bus service.

(b) DOD unscheduled leased or owned bus service.

(c) Van pools.

(d) DOD motor vehicle centrally dispatched "taxicab" operation.

(e) DOD motor vehicles individually dispatched to a licensed uniformed service member or Federal employee.

*j. Temporary duty.*

(1) NTVs may be provided to personnel in receipt of valid TDY orders to assist in mission performance. TDY orders alone do not justify authorization of a NTV; factors to be considered include need, distance involved, duration of the mission, or other conditions which justify their use. Where there are adequate Department of the Army (DA), DOD, or commercial bus services, the use of an individual NTV or commercial rental vehicle is prohibited.

(2) When a NTV is authorized for use while on TDY, the NTV may be operated between places where the person's presence is required for official business and temporary lodging. In the absence of regularly scheduled public transportation, or if its use is impractical, a NTV may be operated between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and similar venues) is not authorized.

(3) Soldiers and Department of the Army Civilians (DACs) in a TDY status to attend institutional training, are not authorized the use of a TMP NTV in lieu of a commercially-rented vehicle funded by the Command sending the Soldier or DAC to the training. However, a commercially-leased vehicle is not authorized if adequate DA, DOD, or commercial bus services are available.

*k. Temporary change of station.*

(1) Transportation may be provided for personnel on TCS orders when public and commercial transportation are inadequate and shipment of a POV is not authorized. The TCS status of an individual does not necessarily justify the use of a DOD motor vehicle. Use of DOD motor vehicles for TCS will always be predicated on need and other conditions that justify their use.

(2) The authorizing official will consider whether it is more advantageous or cost-effective in a TCS situation for the Government to authorize the use of a rental vehicle in lieu of a Government-owned or Government-leased NTV. If so authorized, the rental vehicle will be subject to the requirements and limitations found in the Joint Travel Regulations (JTR).

(3) When a Government-owned or Government-leased NTV (or a commercial rental vehicle) is authorized for use while on TCS, it may be operated between the primary place of official business, temporary lodging, and such places as eating establishments, drugstores, barber shops/hair salons, places of worship, laundry, and dry cleaning establishments and similar places required for the subsistence, comfort, or health of the member, and which foster the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and similar venues) is not authorized.

*l. Nontactical vehicles support to warrior in transition units.* The use of NTVs owned or leased by the U.S. Army to support Warrior Transition Units (WTUs) is official travel in accordance with the Dignified Treatment of Wounded Warriors Act of 2007 as modified in 2008 and 2009, Section 1344 title 31, United States Code (31 USC 1344), and the JTR. WTU commanders will authorize transportation for compelling operational reasons on an as-needed basis. Recovering Soldiers with driving profiles who are assigned to WTUs may be transported to/from their on-post/off-post residences to medical treatment facilities or other locations necessary for life support, rehabilitation, recovery, and transition process functions. This includes, but is not limited to, acquiring groceries, health, and hygiene items, attending MWR or ACS programs, or religious services. For recovering Soldiers with driving profiles, this travel is necessary for their recovery, and is considered official travel. It is not considered official travel if the Soldier has lost their driving privileges due to motor vehicle driving code violations such as, driving under the influence or other legal infractions that deny a driving license. Non-medical attendants (NMAs) may also be transported on a space-available basis when accompanying the warriors in transition (WT). NMAs may or may not have a Family relationship to the WT and may or may not have a military identification card. WTs who require the assistance of a medical service dog are authorized to have the assigned trained medical service dog accompany them when being transported in an Army-owned or Army-owned leased NTV. Animals must remain under the control of the WT or NMA at all times.

*m. Support to private organizations.* Per AR 210–22, “Private organizations will not use Army services. This includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services.” Transportation may not be provided for private organizations. If a private organization has entered a formal partnership with a DOD or DA agency or activity that requires bus transportation, any such service will be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

## **2–4. Restrictions**

*a.* Vehicles will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. All Soldiers, DAC, and NAF employees and Army contractors will use the smallest, most fuel efficient vehicle necessary to meet the mission.

*b.* Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of Family members or visitors without an accompanying official; or supporting non-DOD activities unless specifically stated in a current AR.

*c.* Government vehicles will not be used for transportation to, or be parked at, commissaries, post exchanges (including all concessions), bowling alleys, MWR clubs, commercial on-post restaurants, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or are TDY away from the Soldier’s or DAC’s home station. Assigned military police (MP), DAC police, DA security guards as well as Fire and Emergency Services (F&ES) personnel are exempt from this restriction provided the occupants and operators of the NTV are first responders on official Army duty.

(1) Transportation of advanced individual training students housed on the installation in remote locations is an exception to the above restrictions.

(2) Organizations, units, and offices that are isolated may be exempted from this prohibition, if the work location is more than 5 miles or 20 minutes round trip to a Government dining facility. The ACFM is the approving authori-

ty. Written approval, with a stated start and end date not to exceed 1 year, will be maintained on file for 6 months after the approval end date.

(3) The priority order for alternate eating establishments is: on-post MWR or commercial restaurants before off-post commercial restaurants. Off-post commercial restaurants will not be utilized when on-post dining facilities and MWR or commercial restaurants are open and serving food.

(4) To avoid the appearance of waste, fraud, and abuse of Government assets, meal trips will be consolidated as much as possible to reduce the number of vehicles used for this purpose.

*d.* NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment unless one of the following applies:

(1) Specific prior authorization is received (see chap 5).

(2) Movement of groups of enlisted Soldiers between troop billets and duty areas when the commander determines that such movement is incident to the performance of duty (see chap 5 for additional guidance).

(3) DTD transportation for mission essential Army employees during public transit strikes, transportation stoppages, or emergency conditions. Chapter 6 contains procedures to be followed when requests for such transportation are initiated.

(4) WTs as discussed in paragraph 2–3*l*.

*e.* NTVs will not be used to transport Army personnel and/or their Family members to, from, or between Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, NTVs will not be used to transport personnel to pick up or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, or office parties.

*f.* Army-owned or Army-controlled vehicles leased from GSA or commercial sources for BOS support will not be moved from any installation nor used by any unit for the purpose of augmenting the modified table of equipment (MTOE) or table of organization and equipment (TOE) equipment shortfalls for deployments or used in support of field training exercises. NTVs will not be used for the storage of cargo for deployments. Installation assets are procured or leased for the benefit of installation activities and/or agencies and not as a supplement to military equipment.

*g.* Transportation motor pool transportation assets are not authorized for use to attend Army Continuing Education System off-duty tuition assistance and self-education classes. Exceptions would be those Soldiers in the Wounded Warrior Program and the education classes are considered part of the Soldiers rehabilitation program.

*h.* Family members are not permitted to operate Army NTVs unless they are a licensed uniformed Service member, Federal employee, or an authorized contractor, operating DOD NTVs per the terms of their contract.

## **2–5. Penalties for misuse of Government vehicles**

Government vehicles are for official purposes only and will not be used for personal advantage or convenience. Employees must protect and conserve Government property and use it (or allow its use) for authorized purposes only. The unauthorized or willful misuse of Army-owned or Army-controlled NTVs (includes all vehicles, no matter how they were funded) may be cause for disciplinary action as follows:

*a. Civilian personnel.* Any employee of the Government who willfully uses or authorizes the use of any Government-owned or Government-leased NTV except for official purposes as authorized by 31 USC 1344, will be suspended from duty, without compensation, for not less than 30 days, and will be suspended for a longer period or summarily removed from office if circumstances warrant (see 31 USC 1349).

*b. Military personnel.* Military personnel who willfully use or authorize the use of any Government-owned or Government-leased motor vehicle except for official purposes as authorized by 31 USC 1344 may be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

*c. Financial liability.* Financial liability may be assessed against Soldiers of the Army (including members of the Army Reserve and National Guard) and DAC employees when Government property is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, deliberate unauthorized use, or failure to operate the vehicle in a safe manner in accordance with applicable traffic safety laws.

*d. Government nontactical vehicles.* Depending on facts and circumstances, the criminal sanctions of 18 USC 641, may apply to the misuse of a Government NTV. The statute provides for a fine or imprisonment for up to 10 years or both.

## **2–6. Utilization record**

DD Form 1970 (Motor Equipment Utilization Record) is the basic data record for the use of NTVs and will be prepared in accordance with the instructions contained in DA Pam 750–8 and maintained by the vehicle dispatcher for

not less than 90 days from the last entry. Installations using locally-developed or ACOM, ASCC, DRU, or FOA standard equipment management systems to computerize NTV dispatching, may substitute local or ACOM, ASCC, DRU, or FOA prescribed forms, provided the elements of data on the DD Form 1970 are captured. Army's FMIS will replace all local equipment management systems.

## 2-7. Utilization goals

Utilization goals are management indicators to measure the average annual use for a particular type of motor vehicle on an installation. The average annual mileage noted in table 2-1 represents Army goals for effective utilization of passenger carrying and general purpose NTVs. The VAM/VURB process will apply these mileage goals as the initial criteria during annual utilization reviews to determine NTV replacement and/or retention requirements. The VURB will determine other utilization criteria to be used to justify retention of NTVs where mileage is not a major factor.

a. Mileage utilization goals will apply to all NTVs, except those listed below:

(1) Special purpose NTVs, such as refuse trucks and telephone or overhead wire bucket trucks, airfield support (sweepers, refueling vehicles, and aircraft support vehicles).

(2) Passenger-carrying and general purpose vehicles used in support of intelligence, investigative, special operations, and security missions.

(3) First responder emergency stand-by vehicles such as incident command vehicles, special reaction teams, ambulances, and firefighting apparatus.

(4) Electric motor scooters.

(5) General purpose vehicles used for Department of Public Works trades (for example, plumbing, electrician vehicles, or dump trucks) or similar vehicles used by USACE Civil Works.

(6) Airfield operations on/off road support vehicles (such as, airfield manager, safety, operations, aircraft ground support/refueling, snow/ice control, sweeper, and maintenance), as applicable.

(7) NTVs determined to be mission essential by the SC or general officer (GO)/senior executive service (SES) Civilian, for ACOMs, ASCCs, and/or DRUs not supported by an LRC TMP, during the VAM/VURB process.

b. The Army will consider utilization goals and the following guidance to effectively and efficiently manage motor vehicle assets:

(1) Army NTV fleets will be reviewed annually using the VAM/VURB process during the 2 January through 31 March timeframe to ensure the NTV fleet consists of the fewest number, smallest size and most fuel efficient vehicles required to accomplish the mission.

(2) When the mileage on a particular vehicle does not meet the established annual mileage utilization guidelines, special circumstances may be considered to justify continued retention as noted in paragraph 2-7. Status and prestige will not be considered when reviewing NTV utilization. Operating NTVs only to achieve utilization goals is strictly prohibited and will be considered misuse and punishable as specified in this regulation. Rotation of underutilized vehicles with those greatly exceeding the mileage utilization guidelines is recommended and is a sound management process.

c. As required, NTVs should be selected that will accomplish multiple missions, for example passenger vans that can also be used as cargo vans by removing or stowing the seats, provided appropriate tie-down capability is furnished.

**Table 2-1**  
**Average annual mileage utilization goals**

List	Item utilizations
Ambulance	Not applicable
Sedan, All	12,000
SUV (passenger)	12,000
Station wagon, all	12,000
Bus, body on chassis, to 37 adult passengers	9,000
Bus, Body on Chassis, over 37 adult passengers	15,000
Bus, integral	25,000



**Table 2-1****Average annual mileage utilization goals**

Truck, 1/4 to 3/4 ton, Under 7,000 GVW includes carryalls minivans and pickups, and so on	10,000
Motorcycle	3,000
Scooter*	2,400
Truck and truck tractor, 1 and 2 ton, 7,000 to 18,999 GVW	7,500
Truck and truck tractor, 2 1/2 to 4 ton, 19,000 to 23,999 GVW	7,500
Truck and truck tractor, 5 to 10 ton, 24,000 to 39,000 GVW	7,500
Truck and truck tractor, 11 ton and over 40,000 and up GVW	10,000
Trailers and semi-trailers	Not applicable

Note: \*Scooter is a two-wheeled, three-wheeled, or four-wheeled motorized vehicle similar to a motorcycle, but does not have the speed or range of a motorcycle. Scooters are not classified as low speed electric vehicles (LSEVs) or vehicles similar to Gators.

**2-8. Incidental use of nontactical vehicles**

Public Law (PL) 101 through 194, Section 503, provides that the SECARMY or designee may establish policy on appropriate conditions for the incidental use, for other than official business, of vehicles owned or leased by the Army. This authority will be used only when such transportation is clearly in the interest of the Army (for example, the use of a Government-owned or Government-leased vehicle by Army employees to obtain a CDL required by State and Federal statute for employment is authorized).

**2-9. Safety and accident prevention**

AR 385-10 is the governing regulation for safety and accident prevention. The following items are added for emphasis:

- a. Seat belt use is mandatory.
- b. Use of all tobacco products or electronic substitutes in Army-owned or Army-leased vehicles is prohibited.
- c. All operators of Government-owned, Government-leased, or Government-controlled NTVs will not operate or use: cell phones, electronic devices to text messages, listen to portable media players, watch movies, television, or engage in electronic games while operating a Government NTV except when stopped due to an emergency situation (call 911). Operators will not wear sound deterring ear muffs of any type, ear buds, or a communication device that would distract them from the safe operation of the vehicle. A hands-free navigation device (for example, Global Positioning System navigation system, smart cell phone) can be operated in the Government vehicle to provide directions to the vehicle's destination. All adjustments to the navigation device will be accomplished only when the vehicle is parked. These restrictions do not apply to Fire and Emergency Services personnel, MP, special operations forces or security forces in the performance of their duties.

**2-10. Reimbursement for damage to a nontactical vehicle**

The using unit or activity is defined as the unit or activity of the driver operating the dispatched NTV. The using unit or activity responsible for the vehicle at the time of the accident/incident will be required to bear the full financial responsibility for loss or billable damage, whether to Army-owned or Army-leased vehicles. Normal financial liability investigations for the loss, damage, or destruction of Government property will be followed, per AR 735-5 and AR 710-2.

- a. The using unit/activity will not be held responsible for damages to Army-owned or Army-leased NTVs if it is determined that damages were the result of:
  - (1) The negligent or willful act of a party other than the unit/activity (or the employee of that unit/activity) to which the vehicle was assigned or issued.
  - (2) Mechanical failure of the vehicle, and the using unit/activity or its employee was not negligent. Proof of mechanical failure must be submitted.
  - (3) Normal fair wear and tear that is expected in the operation of a similar vehicle. Units and/or activities will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued NTVs.

*b.* If a unit and/or activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the vehicle is damaged beyond repair, the unit will be charged all costs, of the vehicle, including fair market value, less any salvage value.

## **Chapter 3**

### **Authorization, Acquisition, Distribution, and Redistribution of Nontactical Vehicles**

#### **3–1. General**

This chapter outlines DA policy and procedures for the authorization, acquisition, distribution, and redistribution of NTVs. Included are procedures for both short-term and long-term leasing of vehicles from commercial sources and from GSA.

#### **3–2. Technical information**

*a.* NTVs are identified in Supply Bulletin (SB) 700–20 by LIN and NSN. U.S. Army TACOM LCMC manages the LINs and NSNs for NTVs. These vehicles are further identified by the Materiel Category (MATCAT) Structure Code KM1PZ (Nontactical Wheeled Vehicle) and KM1PS (Non-centrally Managed Nontactical Vehicle) as listed in the Army Master Data File. NTVs are categorized as either centrally or non-centrally managed. Most NTVs are centrally managed. NTV requirements are established by authorization documents and satisfied by centralized procurement using OPA funds or leasing from either GSA or a commercial vendor using OMA/OMAR/OMNG or research, development, test, and evaluation (RDT&E) funds.

*b.* RDT&E funds are used on occasion to procure non-centrally managed NTVs for exclusive use in developmental and research projects.

*c.* The Corps of Engineer Revolving Fund is used to procure NTVs per annual Congressional authorization for USACE.

*d.* The use of Army Working Capital Funds (AWCFs) to procure non-centrally managed NTVs is restricted and therefore should be coordinated with the Army fleet manager for Army-owned NTVs prior to any procurement actions being initiated.

*e.* Vehicle classifications:

- (1) Class I – subcompact sedan, station wagon, and SUV.
- (2) Class II – compact sedan, station wagon, SUV, and 7–8 passenger mini-van.
- (3) Class III – midsize/intermediate sedan, station wagon, and SUV (see para 3–5).
- (4) Class IV – large sedan, station wagon, SUV, and 15 passenger van (note additional restrictions and approval requirements below in paras 3–4*e* and 3–5).

#### **3–3. Requirements**

*a.* The quantity and size of NTVs authorized for Army activities are limited to those required to provide essential nontactical transportation and service support as validated and justified through the annual VAM/VURB process. NTVs are not authorized to be maintained for emergencies, contingencies, maintenance floats, or depot stocks and will not be authorized in TDA documents for those purposes. When analyzing requirements for Army-owned or Army-leased vehicles, activities must use Class I and II NTVs as the standard size NTV. When analyzing requirements for NTVs, activities will consider how vehicles will be utilized, estimated mileage, hours/days of operation, geographic location, and alternate sources of transportation available. As required, NTVs should be selected that will accomplish multiple missions (for example, passenger vans that can be also used as cargo vans by removing or stowing the seats).

*b.* All NTVs, including mini-vans and SUVs, will be limited to the minimum body size and maximum fuel efficiency required to meet the activity's mission and federally mandated environmental and energy restrictions.

*c.* The size of sedans authorized for use for LE will be the minimum size manufactured with the equipment modifications necessary to meet mission requirements and authorized by the LEVAM. Since the size of LE vehicles varies by model year, the DCS, G–9 may authorize Class III sedans equipped for the LE mission.

*d.* Army-owned NTV replacement requirements will be reviewed annually. Reviews are based on comparing the quantities and types of vehicles listed in approved authorization documents (supported by the current VAM/VURB) with the on-hand quantities listed in verified inventory reports. Installations and activities will submit new or replacement requirements to their ACOM, ASCC, DRU, or FOA ACFMs. ACFMs will consolidate and prioritize requirements. The consolidated requirements report will be forwarded to DCS, G–9 per appendix D (annual reports

for FFA, passenger, general purpose and special purpose NTVs, heavy armored vehicles (HAVs)/light armored vehicles (LAVs) and base-level commercial equipment (BCE)).

### **3-4. Authorizations**

*a.* NTV requirements justified and validated by the annual VAM process (optimized fleet), will serve as the basis for installation and unit TDAs and Joint tables of allowances (JTAs). Applicable regulations for TDAs and JTAs are AR 71-32 and AR 1-75, respectively.

*b.* Changes to installation, activity, and unit TDA authorizations for NTVs are processed per AR 71-32 and submitted by the ACOMs, ASCCs, DRUs, or FOAs using the USAFMSA, USAFMSA Web automated DA Form 4610-R-E TDA Equipment Request Tool. Only vehicles identified by a standard line item number in SB 700-20, chapter 2 and chapter 6, may be added to a TDA. Commands will not use nonstandard LINs to justify purchasing and adding NTVs to TDAs (Section III, Supplemental Equipment) without the express permission of DCS, G-9.

*c.* Vehicles leased from GSA or leased from commercial sources must be supported by an approved TDA authorization or a signed and approved DA Form 4610-R-E in accordance with AR 71-32. Authorization documents must contain the appropriate Standard Remarks code indicating vehicles are Army-owned, Army-rented or Army-leased from Government agencies or commercial sources (see AR 71-32 and USAFMSA website). Exceptions to this requirement for a TDA authorization would be contingency operations and vehicles in support of specific missions that are short-term in nature.

*d.* Nontactical fire trucks identified as reserve vehicles will be included on organizational TDAs. Reserve nontactical fire trucks will be clearly identified and will not be programmed for replacement. TDA authorization documents for reserve fire trucks will reflect remarks code "ORF" or remarks code as assigned by USAFMSA.

*e.* Class IV NTVs are authorized only for the DOD and DA officials listed below and for visiting officials and dignitaries of comparable rank:

- (1) The Secretary of Defense.
- (2) The Deputy Secretary of Defense.
- (3) The Chairman of the Joint Chiefs of Staff.
- (4) SECARMY.
- (5) Chief of Staff of the Army.
- (6) Chief of the National Guard Bureau.

### **3-5. Sport utility vehicles**

*a.* SUVs are a type of vehicle with either two-wheel or four-wheel drive making the vehicle ideal for off-road conditions that limit the use of other type sedans or trucks. However, SUVs cost more to buy or lease; generally have poor miles per gallon ratios; have high GHG emissions; have safety issues identified by the National Highway Traffic and Safety Administration; and are considered a status symbol, the unnecessary use of which may reflect adversely on the Army. Except for special requirements, SUVs will not be used as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public transportation will meet mission requirements.

(1) SUVs will not be acquired by purchase or lease to enhance the comfort or prestige of any individual, regardless of grade or rank.

(2) Army activities are required to use the smallest, most fuel efficient vehicle capable of meeting mission requirements.

(3) All NTVs, including SUVs must be approved through the VAM/VURB process and documented on a TDA.

(4) Commanders, or their designated representative, of ACOMs, ASCCs, DRUs, and FOAs not supported by installation LRCs, may approve SUV requests for Class I and II SUVs. Requests for Class III SUVs must be submitted to the DCS, G-9 for approval. Digital photographs showing cargo load and vehicle configuration to support specific missions are helpful supporting justification (ground display of the cargo load with a measuring device included in the photograph for scale of load comparison is acceptable).

*b.* Installation Directorate of Emergency Services (DES). Chiefs and Provost Marshals assigned to the fire and LE missions within the DES are required to manage diverse emergencies. To meet this requirement, they need mobile incident management and communications platforms. The mobile incident management and communications platforms will be identified as Type 1, 2, or 3 platforms, defined below. Based on the size of the DES, there may be a requirement for more than one mobile incident management and communications platform for use by the Fire Chief, Police Chiefs/Provost Marshals, Deputy Fire Chiefs, Assistant Fire Chiefs and District/Battalion Chiefs or personnel acting in those positions. The DA F&ES Specialist and the DA NTV Fleet Manager will review the F&ES

support NTV requirements and develop an F&ES VAM authorization for support vehicles. Until the F&ES VAM is completed the below guidance is to be utilized.

(1) A Type 1 mobile incident management and communications platform is a vehicle that is used by the LE and F&ES personnel to manage the mitigation of emergency incidents with an operational period/time of 4 hours or less. The Type 1 mobile incident management and communications platform requirement will be accomplished by equipping a Class III SUV (1/2, 3/4 or 1 ton style) or a pick-up with bed-cap (1/2, 3/4, or 1 ton style). The vehicle may be equipped with four-wheel drive. The mobile incident management and communications platform requires F&ES to install radios, incident management desk, emergency lighting and other items needed to monitor and manage emergency incidents.

(2) A Type 2 mobile incident management and communications platform is a step van/truck that is outfitted with desks, radios, lighting mast, generator, emergency lights, Facsimile (FAX), hard wire phone and Information Technology Systems. The Type 2 mobile incident management and communications platform is used by F&ES and police to manage emergencies or special events that have operational periods of more than 4 hours in duration. These vehicles must be able to accommodate the on scene incident manager, an incident dispatcher, and the incident management senior staff. These vehicles can be either GSA-leased or Army-owned vehicles.

(3) A Type 3 mobile incident management and communications platform is a custom-built vehicle outfitted with desks, radios, lighting mast, generator, emergency lights, FAX, and hard wire phone and Information Technology Systems. The Type 3 mobile incident management and communications platform is used by F&ES and police to manage emergencies or special events that have operational periods of more than 4 hours in duration. These vehicles must be able to accommodate the On Scene Incident Manager, an incident dispatcher, and the incident management senior staff. These vehicles are custom built vehicles purchased by the Army using the GSA schedule, if possible. These vehicles must be completely justified and validated to warrant the expenditure of funds to procure them.

(4) The military working dog (MWD) teams are authorized a Class III SUV, van, or pickup truck with cap, based on a unit of issue of one vehicle for every two MWD teams authorized by TDA for MP units and Special Forces Groups. For MWD teams used for drug or explosives detection, a pickup truck with cap or a stow-and-go passenger/cargo van will be used, based on a unit of issue of one vehicle for every two MWD teams.

(5) Installation MP NTV vehicle requirements and authorizations are delineated in the IMCOM LEVAM. Requirements and authorizations are reviewed annually and coordinated with the Office of the Provost Marshal General.

### **3-6. Specifications**

a. All Army procured NTVs must be limited to the smallest body size and maximum fuel efficiency vehicle options, and meet Environmental Protection Agency (EPA) emission standards. Specifications include the following:

- (1) Minimum vehicle engine size.
- (2) Maximum fuel efficiency.
- (3) Minimum GHG emissions.

b. Minimum equipment necessary to meet the intended operational use of the vehicle. Luxury options (for example, leather seats and sunroofs) that are not offered by GSA, are not authorized and will not be requested or accepted as a no cost addition when commercially leasing NTVs.

c. Standard commercial vehicle packages with standard vehicle options will be procured whenever economically beneficial and the packages meet all of the mission requirements for the NTV.

d. Requests for nonstandard NTVs will be based on economy, safety, efficiency, and suitability of the vehicle for the purpose intended. The following will be considered:

- (1) Climatic conditions prevailing in the area of vehicle operation.
- (2) Vehicle unique operational capabilities.
- (3) Special terrain requirements.
- (4) Available maintenance and service.
- (5) Conservation of energy resources.
- (6) Safety of driver and occupants.
- (7) Use of AFs.
- (8) Ergonomics to improve job effectiveness.

### **3-7. Acquisition policy**

a. The acquisition of NTVs should be from the most cost-effective source, which may be by purchase, commercial lease, assignment of GSA-acquired vehicles, or by any other method less costly to the Government. GSA, when

available, is the preferred provider for NTVs. Using sources other than GSA for acquisitions or long-term leases must be justified and approved by the DCS, G-9 (DAIM-ISL).

*b.* NTVs listed on the centrally managed list will not be acquired without coordination with and approval of the DCS, G-9 (DAIM-ISL).

*c.* Section 141 of EISA 2007, Public Law 110-142 and EO 13834 require Federal agencies to acquire low GHG-emitting vehicles.

(1) Low GHG-emitting vehicles are as follows:

*(a)* Any passenger car that achieves a GHG score of 7 or higher when operated with gasoline, diesel, or compressed natural gas (CNG).

*(b)* Any light-duty truck or medium-duty passenger vehicle that achieves a GHG score of 6 or higher when operated with gasoline, diesel, or CNG.

*(c)* Any passenger car that achieves a GHG score of 6 or higher when operated with E-85.

*(d)* Any light-duty truck or medium-duty passenger vehicle that achieves a GHG score of 5 or higher when operated with E-85.

(2) A GHG guide to determine GHG scores is available from the EPA (see app B for fleet management websites).

*d.* NTVs that have been turned-in to the Defense Logistics Agency (DLA), Defense Reutilization and Marketing Office (DRMO) and are not in the active vehicle inventory of the Army (cannot be requisitioned or are beyond the maintenance expenditure limit for repair of the vehicle, for example, M1008's) will not be removed from DRMO and put back in service as an Army-owned NTV.

### **3-8. Procurement policy for Army-owned nontactical vehicles**

*a.* TACOM LCMC is responsible for developing a list identifying both centrally and noncentrally-managed NTVs. Both lists can be downloaded from the DCS, G-9 SharePoint site, located at <http://www.acsim.army.mil/installationservices/logistics.html>. In addition, centrally and non-centrally managed NTVs are identified in Federal logistics data by the 4th and 5th characters of the material category code (MATCAT). A code of "PZ" identifies it as a centrally-managed NTV when combined with a second MATCAT Code of M (Commercial Vehicle). A "PS" code classifies the vehicle as noncentrally-managed. In case of differences between the MATCAT and TACOM LCMC's published lists, the TACOM LCMC NTV lists take precedence.

*b.* Determining whether a vehicle is centrally or non-centrally managed is crucial to knowing the appropriation to use when procuring the vehicle. All centrally managed NTVs and non-centrally managed NTVs costing more than \$250,000 must be procured with OPA funds. All passenger vehicles are considered centrally managed and will not be procured, no matter the funding source, without approval of DCS, G-9 (DAIM-ISL).

*c.* DCS, G-9 (DAIM-ISL) manages and approves all purchases of centrally managed NTVs (except for USACE Civil Works NTVs). They are procured by TACOM LCMC based on a prioritized list compiled by DCS, G-9 from an annual vehicle requirements data call. Actual acquisition of vehicles is limited by congressionally approved funding levels and authorizations. When a centrally managed vehicle is approved for procurement, TACOM LCMC will discuss the acquisition strategy with the applicable ACFM to include requesting vehicle specifications and shipping instructions.

*d.* ACOMs, ASCCs, DRUs, and FOAs may purchase non-centrally managed NTVs costing less than \$250,000 with OMA, OMAR, or OMNG appropriations (see website link in para 3-8a, above). Prior to procuring an NTV, the vehicle must be vetted through the VAM/VURB process and authorized on the unit's TDA. An exception is all firefighting vehicle procurements (for example, pumpers, wildland, rescue, hazmat, ARFF, aeriels, quint, rapid intervention vehicles), which require OPA funding, regardless of cost and, with the exception of centrally managed GSA administrative vehicles, must be approved by the DCS, G-9, DAIM-ISL to include approval of specifications.

*e.* The use of RDT&E funds are authorized for the purchase of vehicles used specifically for the RDT&E mission. Centrally managed vehicle requirements will be coordinated with the Army fleet manager for Army-owned NTVs prior to purchasing the vehicle.

*f.* Vehicles used as training aids in TRADOC and command programs of instruction (POIs) are not centrally funded and may be procured with OMA funds. Acquisition of these training aids will be coordinated with DCS, G-9 (DAIM-ISL). These vehicles must display "On Post Official Use Only" license plates. Use of the vehicles is strictly governed by the POI and exclusively used for training only. The vehicles cannot perform administrative missions or be used to supplement the organizations approved NTV authorization ceilings.

*g.* NTVs for the purpose of military and tenant support functions (BOS functions, examples: Fire and Emergency Services NTVs, LE NTVs, and administrative requirements) and general-purpose passenger type vehicles will not

be funded with AWCF. These NTVs will be acquired through the centrally managed process conducted by the DCS, G-9 (DAIM-ISL) and funded with MDEP QTRN (leasing) or MDEP RJT0 (procurement) funds.

*h.* Title 41, Code of Federal Regulations, Section 101-26.501-1 (41 CFR 101-26.501-1) mandates GSA as the lead agent for the procurement of NTVs by Federal agencies within the United States. It further prohibits purchase of any NTV within the United States from a non-GSA source unless a waiver is obtained from GSA. Therefore, units must procure NTVs through GSA unless a waiver is obtained from GSA to procure NTVs from a commercial vendor.

*i.* Armored vehicles.

(1) Commercially armored vehicles are used to protect military and civilian personnel normally included in the High Risk Personnel (HRP) program operating in environments of increased threats. There are two types of commercially armored vehicles: HAVs and LAVs. The vehicles differ according to armoring levels. Congress maintains control over the procurement of HAVs and LAVs through the use of limitations incorporated into the National Defense Authorization Act (NDAA) each year.

(2) HAVs are used for the protection of senior DOD officials authorized protection as defined by the Army's HRP program. HRP billets are designated by the Deputy Under Secretary of Defense based upon a threat assessment as documented in a USACIDC Personnel Security Vulnerability Assessment (PSVA). Details of the HRP Program are documented in the DODI O-2000.22.

(3) LAVs provide less protection than HAVs and are generally used in foreign areas designated as moderate levels of threat. Authorizations for LAVs must be supported by a USACIDC antiterrorist threat assessment.

(4) HAV and LAV authorizations must be documented on unit TDAs. Justifications for LAV TDA additions and changes will include a reference to the supporting USACIDC threat assessment prior to approval by DCS, G-9. HAV TDA requests must reference the PSVA authorizing the HRP billet.

(5) Commercially armored vehicles are centrally managed, funded, and procured. U.S. Army TACOM LCMC is the Army's lead agent for the procurement of HAVs and LAVs with OPA appropriations. Units are not authorized to procure HAVs and LAVs without written approval from DCS, G-9 (DAIM-ISL). Excepted are units assigned to combatant commands that are provided overseas contingency operations funds for the execution of contingency and/or antiterrorism missions.

(6) Units provide DCS, G-9 (DAIM-ISL) their armored vehicle replacement requirements annually via the DCS, G-9 (DAIM-ISL) initiated armored vehicle data call. Unit participation in the annual data call is mandatory since it supports the annual inventory report and it provides the requirements for POM development. The data call is tasked to units in June of each year with a 30 Aug suspense. Unit replacement vehicles are then procured by TACOM LCMC based upon funding levels and command replacement priorities.

(7) The procurement of HAVs is subject to congressional oversight as defined in the current NDAA. Congress provides an individual vehicle funding limit and may also specify the maximum number of HAVs that might be procured in the fiscal year. Congressional funding caps can pose significant procurement challenges regarding armoring levels and the number of vehicles purchased in any given year.

*j.* Donated vehicles will be added to the unit's property records and accounted for as an Army-owned NTV. Donated vehicles, reaching their useable life expectancy or exceeding their maintenance expenditure limit, will not normally be replaced with Government-funded NTVs unless it is determined during the VAM/VURB process that a mission requirement exists.

*k.* NTVs will not be acquired from the DRMO to supplement the approved VAM/VURB optimized fleet to support range management and maintenance activities. GSA-leased vehicles can be used to support these requirements. Fair wear and tear in the operation of the vehicles, over the life of the lease does not require the NTVs to be repaired to a like new condition prior to returning to GSA.

### **3-9. Distribution**

*a.* Upon notification of DCS, G-9 approved allocations, TACOM LCMC will contact the receiving units to verify specific vehicle options required by mission and shipping instructions.

*b.* Distribution of newly procured vehicles is normally by direct shipment from manufacturers, and contractor bids include appropriate shipping costs for deliveries within the continental United States (CONUS). Changes made to initial destinations may result in delays in contract performance and in higher costs to the Army. Therefore, requests for changes after contracts are awarded are strongly discouraged. Exceptions should only be forwarded to TACOM LCMC when essential to the command's mission.

*c.* Requests for procurement of foreign manufactured vehicles or local purchase of vehicles available on the GSA Multiple Awards Schedule will include specific data elements found in awards schedule description.

### **3-10. Short-term lease**

*a.* Subject to availability of funds, O-6 level commanders and above may approve the short-term lease of NTVs without regard to the current vehicle authorizations when:

(1) The lease is on a one-time basis and will not exceed 90 consecutive calendar days for peak load or seasonal requirements.

(2) The short-term lease is the most cost effective method for the Government to support the requirement (GSA verifies they do not have any vehicles awaiting auction that can fill the short-term requirement).

(3) Local laws or SOFAs preclude use of Government-owned vehicles.

*b.* For peak load and other unusual needs which exhaust the availability of assigned NTVs, additional vehicles may be obtained on a temporary basis in the following priority:

(1) Loan from other Government agencies.

(2) Use of POVs on a reimbursable basis.

(3) GSA STR Program.

(4) Lease or hire directly from commercial sources.

*c.* If the lease cost exceeds \$4,000 per month for any one vehicle, or the total lease cost exceeds \$100,000, or involves more than 25 vehicles, the request to lease the vehicles must be validated by the ACFM, and approved by the DCS, G-9, DAIM-ISL prior to initiating the lease.

*d.* In CONUS the use of the GSA STR Program will be the first option for meeting any short-term lease requirements. Only if GSA cannot support the requirement, will the command or activity lease from a commercial source to meet the mission need.

*e.* Commands located in Europe will confirm with the local GSA region that the requirement for additional vehicles cannot be met through the requesting activity's Interagency Fleet Management System account prior to leasing with commercial sources. The GSA confirmation will be in writing and will be kept on file by the commander for at least the duration of the lease period.

*f.* Under no circumstances will an installation and/or activity execute back-to-back leases in order to circumvent the 120-day limitation on short-term leases. If a surge requirement is expected to surpass the 120-day mark, permission to extend the lease must be secured from DCS, G-9 (DAIM-ISL).

*g.* Army markings and license plates will not be applied to short-term lease NTVs.

### **3-11. Long-term commercial lease**

*a.* A long-term commercial lease will be pursued only when GSA-leased or Army-owned NTVs are not available to support the mission requirement.

*b.* All NTVs to be acquired through a commercial lease that exceeds 180 days will be validated by the ACFM and submitted for DCS, G-9 (DAIM-ISL) approval.

*c.* Long-term lease approval request memorandum, signed by an O-6 level commander or higher, will include:

(1) The unit or activity requiring the leased vehicle(s).

(2) Detailed justification of the need to commercially lease the NTVs versus leasing from GSA.

(3) Location where the leased vehicle(s) will be maintained.

(4) Number of personnel supported by the vehicle(s).

(5) Type of vehicle(s) by LIN and number of vehicles.

(6) Specifications of how often the vehicle will be used and the time period the vehicle is required.

(7) Cost-benefit comparison of long-term lease versus short-term or periodic lease/rental.

(8) If request is for a lease renewal, include a control number or contract number of the existing lease and address of contracting office.

(9) Why other NTVs are not suitable or available.

(10) Point of contact at unit or activity level for additional information if needed.

*d.* Under no circumstances will an installation and/or activity split lease periods, execute back-to-back leases, or split vehicles between leases in order to circumvent this policy. Doing so is considered misuse and is prohibited. If a requirement is expected to surpass the lease term and the requirement remains valid, permission to extend the lease must be secured from DCS, G-9 (DAIM-ISL). The ACFM will sign and submit a written request at least 14 days prior to the end of the leasing period.

*e.* NTVs leased from commercial sources for more than 180 consecutive days will be treated as Army-owned vehicles and accounted for in accordance with AR 710-2.

*f.* The application of markings (shrink wraps and decals) on vehicles and their removal will be agreed on by the furnishing agency and leasing activity. Magnetic or other temporary methods may be used to preclude removal costs.

*g.* All long-term commercially leased vehicles must be registered in the Federal Motor Vehicle Registration System (FMVRS) and display Army “W” license plates. FMVRS is a federally mandated vehicle registration program that replaces the Army’s previous NTV registration system. License plates must be purchased from Federal Prison Industries, Inc. (UNICOR), UNICOR the trade name used by Federal UNICOR, Incorporated License Plate Store. License plates will not be locally manufactured. Requests for FMVRS and UNICOR accounts must be submitted to the requestor’s ACFM.

*h.* NTVs may be leased with in-car communications and navigation systems when required. Government-owned communications and navigation systems will only be installed when it is not feasible to use the leased equipment.

### **3–12. Insurance and maintenance of nontactical vehicles**

*a.* Insurance will not be purchased for GSA-leased or Army-owned NTVs except when required by host nation laws or agreements, or when deemed in the best interest of the Government as determined by the ACOM, ASCC, DRU, or FOA commander.

*b.* Contracts for NTVs obtained under ‘for hire’ solicitations will include insurance coverage as prescribed by applicable portions of the Federal Acquisition Regulation (FAR) and applicable SOFAs. Leased NTVs will be operated and maintained in the same manner prescribed for DOD-owned vehicles unless otherwise specified in the contract.

*c.* The lessor will perform all maintenance on leased NTVs, unless it will be more economical or a military necessity for the ACOM, ASCC, DRU, or FOA to perform such maintenance, in whole or in part.

*d.* NAF vehicles are required to be insured through the Risk Management Insurance Program.

### **3–13. General Services Administration-owned vehicles leased to the Army**

*a.* The policy and procedures for the operation of GSA-owned vehicles leased to the Army (referred to as GSA-leased) are governed by the following, in order of precedence:

- (1) Statutory guidance.
- (2) FMRs.
- (3) Applicable DOD and DA regulations.
- (4) GSA Fleet Customer Leasing Guide.

*b.* NTVs owned by GSA and leased to Army activities will not be considered long-term leased vehicles. These vehicles are considered permanently leased, will be treated as Army assets, and will be accounted for as prescribed in AR 710–2.

*c.* The following restrictions apply to GSA-leased vehicles:

(1) Long-term leasing of NTVs in excess of TDA authorizations, excluding vehicles leased for numbered RDT&E projects, is prohibited (see para 3–11, above).

(2) All restrictions relating to NTV class limitations apply to GSA-leased vehicles.

(3) Painting, marking, or shrink wrapping of GSA-leased NTVs is prohibited without prior written approval of the regional GSA fleet manager.

(4) Modifications to GSA-leased NTVs are prohibited without the written approval of the regional GSA fleet manager. Modifications, when approved, will be at the expense of the requesting activity. Modified NTVs must be returned to their original condition at Army’s expense prior to return to GSA, unless GSA approves an exception.

(5) Commands will not perform maintenance (other than operator maintenance and operations checks) or repairs of GSA leased vehicles (exception is Fort Irwin where dealerships are over 2 hours from the NTV garage location). Requests for an exception to policy will be routed through DCS, G–9 (DAIM–ISL) for coordination with GSA and approval.

*d.* Specific guidance pertaining to the use and maintenance of GSA-leased vehicles may vary from GSA region to GSA region.

*e.* Installation LRCs and/or the transportation motor pool for activities must notify the appropriate GSA region when vehicles will be in maintenance in excess of 4 days. GSA is required to provide replacement vehicles when available for Class I through Class III NTVs. Installations and/or activities will seek a credit from GSA after 4 days when a replacement vehicle is not provided.

*f.* Installations and/or activities will establish adequate control of GSA credit cards issued with each vehicle to prevent loss or misuse.

*g.* Installations and/or activities will ensure GSA monthly bills are reviewed for accuracy to preclude overpayments and pay subject bills within 60 days of receipt.

*h.* There will be one billed office address code (BOAC) for each installation for BOS and administrative support GSA-leased NTVs (BOAC will be managed by the installation LRC). Army Components and Commands currently



having an exception to this requirement and authorized to have their own BOACs are: ARNG, USAR, FORSCOM, TRADOC, AFC, ARCYBER, USARAF, ARCENT, USARNORTH, USARSO, USASMDC, USACE, ATEC, MDW, USACIDC, MEDCOM, INSCOM, USASOC, ANC, and USAASB. Requests for an exception to policy will be submitted to the DCS, G-9 (DAIM-ISL) for approval.

*i.* Installations will provide DCS, G-9 (DAIM-ISL) and GSA advance notification of unprogrammed actions, not reported in the annual VAM/VURB, that would result in a significant increase or decrease in vehicle requirements.

*j.* GSA will register GSA-leased vehicles in FMVRS and ensure the vehicles display appropriate Government license plates.

*k.* LRC managed NTVs that are not funded by either AMC, or the user on a reimbursable basis, will be nominated to DCS, G-9 (DAIM-ISL) for cross leveling or turn-in to GSA.

*l.* During the annual replacement cycle, if there are GSA vehicles that are excess and do not meet turn-in criteria, GSA will issue the vehicle as a replacement vehicle. Army organizations and activities will accept the used vehicle as part of a Federal Government cost saving and avoidance effort.

*m.* All vehicles leased from GSA in the United States, no matter the name of the manufacturer, meet the criteria set for GSA to provide American made products.

(1) *Alternative fuel vehicles.* A vehicle designed to operate on an AF. The vehicle could be either a dedicated vehicle designed to operate exclusively on AF or a non-dedicated vehicle designed to operate on AF and/or a traditional fuel.

(2) *General.* The Army encourages the use of all types of AFs and AFVs, to support the National Strategy for Energy Security, and to comply with EPACT 2005; EISA 2007; EO 13834, and 10 USC 2302.

*n.* The Army will—

(1) In accordance with EO 13834, reduce GHG emissions 15 percent by 2021, and 30 percent by 2025 using a 2014 baseline. The 2014 baseline has been calculated and verified for use. The DCS, G-9 (DAIM-ISL) will annually verify the GHG emissions calculations provided by the FAST report.

(2) Develop a plan to acquire, through procurement or lease, BEVs, HEVs, or PHEVs that account for 20 percent of all new agency passenger vehicle acquisitions by 31 December 2020 and 50 percent of all new agency passenger vehicles by 31 December 2025.

(3) Account for mileage driven and fuel consumed in gasoline gallon equivalents for calculating the grams of carbon dioxide emissions equivalents per gasoline gallon equivalents consumed. This information will be documented in the annual FAST report.

*o.* The ‘single fuel on the battlefield’ philosophy should not be used as a deterrent to using AFs in administrative motor vehicles, except when there is a compelling operational consideration such as: commercial domestic suppliers cannot provide the AF or a national emergency exists.

*p.* The Army and Air Force Exchange Service is encouraged to provide AFs at locations where at least one of the following can be achieved: support an Army NTV fleet; support multiple Federal agencies; support authorized military identification cardholders; or support to the private sector (public) vehicles.

## **Chapter 4**

### **Energy Independence and Security, Petroleum Consumption and Greenhouse Gas Emissions Reductions**

#### **4-1. General**

Definitions provide a baseline of information with which to better understand the following policy guidance:

*a. Hybrid vehicles.* Hybrid vehicles, properly called HEVs, use both battery-powered motors and gasoline-powered engines to get high fuel efficiency. The battery is charged by regenerative braking of the vehicle.

*b. Plug-in hybrid electric vehicle.* A PHEV is similar to a HEV, but has a larger battery that is charged both by the vehicle's regenerative braking system and from plugging into a standard 110 volt electrical outlet or a higher voltage charger for several hours each day. PHEVs and HEVs both use battery-powered motors and gasoline-powered engines, but PHEVs can further displace fuel usage with off-board electrical energy charging.

*c. Battery electric vehicle.* A vehicle powered by an electric motor only, drawing electrical current from rechargeable storage batteries, fuel cells, photovoltaic arrays, or other sources of electric current. For this regulation, BEVs are those vehicles with a range and speed significantly higher than LSEVs and are equipped with safety items allowing the BEV to be operated on roads having a posted speed in excess of 35 miles per hour.

*d. Compressed natural gas.* CNG is comprised primarily of methane, compressed to a pressure at or above 2,400lbs per square inch and stored in special high-pressure containers. It is used as a fuel for natural gas-powered vehicles.

*e. E-85.* A fuel containing a mixture of 85 percent ethanol and 15 percent gasoline.

*f. Low speed electric vehicle.* A vehicle with a maximum speed of 25 mph and restricted to roads with a posted speed limit of 35mph. LSEVs have batteries that are charged by plugging into a standard 110 volt electrical outlet for several hours each day.

*g. Alternative fuel.* AFs for transportation applications include the following:

- (1) Methanol.
- (2) Denatured ethanol, and other alcohols.
- (3) Fuel mixtures containing 85 percent or more by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels—natural gas.
- (4) Liquefied petroleum gas (propane).
- (5) Hydrogen.
- (6) Coal-derived liquid fuels.
- (7) Fuels (other than alcohol) derived from biological materials (biofuels such as, soy diesel fuel).
- (8) Electricity (including electricity from solar energy).
- (9) Any other fuel the Department of Energy (DOE) determines is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.
- (10) The term "alternative fuel" does not include alcohol or other blended portions of primarily petroleum-based fuels used as oxygenates or extenders, that is, methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE), other ethers, and the 10 percent ethanol portion of gasohol.

#### **4-2. Alternative fuel vehicle acquisition credits**

*a.* DOD components are required to meet the Federal objectives for the acquisition of AFVs. The objectives may be met through the acquisition of light duty, medium duty or heavy duty AFVs; through AFV credits; or through the use of biodiesel fuel for up to 50 percent of the requirement. The geographical area where the AFV credit is earned is not restricted.

*b.* In meeting the Federal objectives, the Army may reduce or minimize the participation of certain Army activities as long as the agency objective is met.

#### **4-3. Acquiring and using alternative fuels**

*a.* The Army is encouraged to develop fueling infrastructure to meet the needs of the AFVs, HEVs, PEVs, BEVs, and other petroleum reduction initiatives. Army is also encouraged to work with non-Governmental commercial activities and with state and local entities to acquire AFs at refueling facilities outside the installation.

*b.* Army activities should cluster their vehicles in such a manner to encourage private sector investment in refueling sites that offer AFs.

*c.* Army activities that find the most satisfactory solution to AF availability is an on-site refueling point, should encourage that process. Contacting the U.S. Army Petroleum Center (AMSTA-LC-CJP), 8725 John J. Kingman Road, Fort Belvoir, VA 22060 is the mandatory first step in this process. U.S. Army Petroleum Center will work with the DLA Energy, a major subordinate command of DLA, since they are the primary and preferred source for contracts for most AFs. DLA Energy is also the critical source of information on new, upgraded, or converted facilities in support of AFs.

*d.* Army drivers of AFVs are required to use an AF station if it is located within 5 miles or 15 minutes of the Army NTV's garaged location and consume the appropriate AF 100 percent of the time. Drivers of AFVs, when engaged in itinerant travel from home station, are strongly encouraged to refuel at stations offering the appropriate AF. Locating AFs for any location can be done using the DOE AF site locator website at <http://www.eere.energy.gov/afdc/index.html>.

*e.* Waivers to this requirement are approved by the DOE per "Guidance: Documentation Requirements for Waiver Requests under EPACT 2005 Section 701" (otherwise known as FEMP Document 2006.200). DOD will collect all waiver requests and supporting data from the Services and submit a single request. Waiver requests will be submitted annually through the FAST reporting module.

*f.* All Army activities are strongly encouraged to utilize B20 in all commercial diesel powered vehicles. The use of B20 helps meet the requirements of the Energy Policy Act.

#### **4-4. Low speed electric vehicles**

*a.* LSEVs are street-worthy vehicles with a maximum speed of 25 MPH. LSEVs are intended to replace vehicles used for movement of personnel and cargo over short distances on the installation, such as administrative runs between headquarters, mail runs (must be closed body in accordance with AR 600-8-3), supply runs (within weight limitation), and similar activities.

*b.* At a minimum, LSEVs will be equipped with the safety equipment mandated by 49 CFR, Section 571.500, and Federal Motor Vehicle Safety Standards. These vehicles can be operated on streets, roads, and highways that have a posted speed of 35 MPH or less. LSEVs do not have airbags, so they are authorized for use on installations only.

*c.* Using unit or activity commanders will ensure that all operators of LSEVs have a valid state driver's license. The manufacturers' weight limitations for passengers and cargo will be part of the LSEV operators' safety briefing to ensure the weight limits are not exceeded. A laminated card with these specifications will be displayed on the vehicle dashboard.

*d.* Operators and passengers will wear the provided seat belts at all times. Passengers are prohibited from riding in the cargo area of the vehicle.

*e.* LSEVs will not be used to transport children of Child, Youth, and School Services to or from child care centers or youth activity centers.

*f.* Any LSEV procured by the Army will have on-board charging capability so external charging stations will not be required. A normal 110/120 volt, 15 amp outlet is all that is required to charge an LSEV. Dedicated electric vehicle (EV) charging stations may be acquired to shorten vehicle recharging time.

*g.* Vehicles should be charged based on the manufacturer's guidance. Vehicles should be recharged overnight to ensure a full charge capability for the next duty day. Charging the batteries at night is normally less expensive, due to nighttime, off-peak electrical rates. It is especially important to follow manufacturer guidance to:

(1) Keep LSEVs charged and garaged when the outside temperature is below 40 degrees to prevent damage to the vehicles.

(2) Park LSEVs in shaded areas when not in use and the temperature is greater than 90 degrees.

*h.* Army-owned LSEVs will be licensed with an on-post only license plate available from UNICOR and will be registered in the FMVRS. LSEVs leased from GSA will be issued with GSA license plates and will not be re-plated.

*i.* Routine operator maintenance is the responsibility of the using unit or organization, as specified in the owner's manual. GSA will provide scheduled maintenance as specified in the owner's manual for those LSEVs leased from GSA. At a minimum, LSEVs will be inspected annually by a LSEV qualified and/or certified mechanic.

#### **4-5. Reporting requirements**

*a.* Army activities must report all existing AFVs, AFVs procured during each reporting year, and AF use by these vehicles in FAST.

*b.* DCS, G-9 will annually report fuel consumption data from FAST as part of a written report to the Assistant Secretary of Defense, (Energy, Installations, and Environment) (ASD (EI&E)), not later than 15 January of each year, for transmittal to DOE and Congress (as required by the Energy Conservation Reauthorization Act of 1998). The report will summarize the Army's yearly effort and strategy to address deficiencies in meeting the EPACT/EO goals. ASD (EI& E) places the submitted annual reports onto the DOD menu of the Defense Environmental Information Exchange (DENIX) website at <https://www.denix.osd.mil> and notifies the public that the report is posted on DENIX via the Federal Register.

#### **4-6. Army nontactical vehicle idling restrictions**

*a.* Drivers will not cause or permit Army-owned or Army-leased NTV's to idle for more than 30 seconds, with exceptions for the following circumstances:

(1) The vehicle is forced to remain motionless on a roadway because of traffic conditions (for example, start and stop traffic.)

(2) The vehicle is an authorized emergency vehicle used in an emergency situation.

(3) Vehicle idling is necessary for auxiliary power for LE equipment, fire and emergency services equipment, refrigeration units, water purification equipment, loading and unloading lifts, well drilling, or is required for proper functioning of other equipment that is part of the vehicle.

(4) Vehicle idling is necessary for repair or inspection of the vehicle.

(5) The health or safety of a driver or passenger, including service animals, requires the vehicle to idle, including instances where the temperature is below 32 degrees F or above 80 degrees F. This exception also includes, idling for the time needed to operate window defrosters and other equipment necessary to allow safe driving conditions. This exception does not allow for vehicles to be used in lieu of cooling or warming stations for training or other

events. Vehicle occupants and service animals will vacate the vehicle and seek shelter from the cold or heat, if the mission allows.

(6) Vehicle idling is necessary for efficient operation of a turbo-charged heavy duty vehicle (for example, buses) or to operate a vehicle within manufacturer's operating requirements. This includes building air pressure in air brake systems, among other requirements.

*b.* Vehicle idling exceptions. Vehicle idling under the above exceptions may not be used as a justification to idle an unattended vehicle.

## **Chapter 5**

### **Transportation between Domicile and Place of Employment**

#### **5-1. General**

This chapter outlines Army policy and procedures for providing transportation to personnel between their home and places of employment or duty hereafter referred to as DTD transportation.

#### **5-2. Domicile-to-duty transportation**

*a.* The use of Army NTVs will be for official purposes only.

*b.* Statutory restrictions on DTD transportation are contained in 31 USC 1344 and the FMR.

*c.* DTD transportation is prohibited by 31 USC 1344, except as specifically provided therein. In the United States, only the SECARMY and the CSA are authorized DTD under 31 USC 1344. DTD for these individuals is considered an employer-provided fringe benefit and taxable income under current law and regulations (see 26 USC 61 and 26 USC 132). A person in an 'acting' capacity waiting for Congressional approval of their appointment is authorized DTD. A person in an 'acting' capacity, due to the death or illness or temporary absence of the principal, is not authorized DTD transportation.

*d.* The comfort and convenience of an official will not be considered justification for the approval of DTD transportation.

*e.* DTD transportation will only be authorized within the usual commuting area for the locale of the official's place of employment.

*f.* DTD transportation, provided pursuant to the authority in DODM 4500.36, Enclosure 5, Paragraph 2c(5)(a) is considered an employer-provided fringe benefit for any individual approved by-name to receive DTD, under current law and regulations (26 USC 61 and 26 USC 132).

#### **5-3. Authorized exceptions**

*a. Clear and present danger.* The SECARMY may authorize, in writing, DTD transportation for other personnel under conditions that are considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used; an emergency exists; or other compelling operational considerations make such transportation essential to the conduct of business.

(1) DTD approval resides with the SECARMY and cannot be delegated. Initial approval will not exceed 15 consecutive days. If the circumstances warrant, approval may be extended in additional 90 consecutive day increments.

(2) DTD approved for these individuals is reported to Congress within 60 days of initial approval. Subsequent approvals may be consolidated and reported quarterly. Notification is provided to the Chairman and Ranking Member of the Committee on Oversight and Government Reform, U.S. House of Representatives, Washington, DC 20515; and the Chairman and Ranking Member of the Committee on Homeland Security and Governmental Affairs, United States Senate, Washington, DC 20510.

(3) DTD for these individuals is considered an employer-provided fringe benefit and taxable income under current law and regulations (see 26 USC 61 and 26 USC 132).

*b. Field work.* Approved DTD is not ordinarily a taxable benefit for individuals approved based on field work, as this use of NTVs meets the requirements of the Internal Revenue Code and Treasury Regulations. Restrictions exist as to the personal use of the NTV.

(1) DTD transportation may be granted to employees whose jobs require their presence at various locations that are a significant distance from their place of employment or at a remote location that is accessible only by Government provided transportation. This authorization does not apply to anyone whose workday begins at an official duty station, or to anyone who normally commutes to a fixed location, however distant from the official duty station. Examples of field work include:

*(a)* Medical officers performing outpatient medical service away from a hospital.

(b) Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be impractical for the recruiter to first proceed to an office location where the Government motor vehicle is normally garaged.

(c) Quality assurance representatives, auditors, subsistence procurement agents, and inspectors who perform field work involving itinerant travel.

(2) The designation of a work site as a “field office” does not, of itself, permit the use of a Government vehicle for DTD transportation.

(3) Positions authorized for field work will be approved in writing by the SECARMY. This authority may not be delegated. Once granted, such determinations may cover periods of up to 2 years from the date of approval and must be recertified biannually.

(4) The request for exception to policy based on field work determination should contain sufficient information such as the position, title, and number of employees, and general justification that includes description of duties to satisfy an audit, if necessary.

(5) The assignment of an individual to such a position does not, of itself, entitle that individual to receive daily DTD transportation. When authorized, such transportation should be provided only on days when the individual actually performs field work.

*c. Intelligence, counterintelligence, protective services, and criminal law enforcement duties.* Agencies involved in intelligence and/or counterintelligence, protective services, and/or criminal LE duties may submit requests for DTD transportation when it is deemed essential for the safe and efficient performance of those missions. Approval authority is the SECARMY. This authority may not be delegated. Once granted, such authorizations must be recertified annually. Approved DTD is not ordinarily a taxable benefit for individuals approved based on these work duties, as this use of NTVs meets the requirements of the Internal Revenue Code and Treasury Regulations. Restrictions exist as to the personal use of the NTV.

*d. Temporary duty.* Personnel in receipt of TDY orders, who are authorized to travel by Government-owned or Government-controlled vehicles to/from the TDY location, may be authorized overnight retention of a Government vehicle at their residence under certain circumstances. Overnight retention and next day departure from an individual’s residence may be authorized where it has been determined that it is more cost effective to the Government to provide an employee a vehicle from home to work. The basic consideration will be that the employee would have to travel a long distance to pick up the vehicle and then turn around and drive back in the same direction to proceed to the TDY site (see United States Government Accountability Office, B-210555.18, 10 March 1987). This thought process also applies regarding the return from TDY. If the employee is returning from the TDY trip after the normal duty hours of the organization retention of the vehicle overnight would be appropriate, if the vehicle can be returned to the official place of duty the following day. Vehicles will not be retained over weekends or holidays. Authorization will be in writing and approved by order issuing authorities or unit commander. An audit trail will be established to document the specific circumstances of each request and strict administrative control will be maintained for overnight assignment of Government vehicles.

*e. Combatant Commanders.* Combatant Commanders, under 10 USC 2637, may make a written determination to allow DTD if operationally necessary. Determinations will contain the following information:

(1) The name (or other identification, if confidential) and title of the individual.

(2) The reason for the determination.

(3) The anticipated duration of the authorization.

(a) The initial DTD authorization may not exceed 1 year.

(b) The Combatant Commander will assess the circumstances justifying the DTD at least every 6 months and if the condition remains the Combatant Commander may extend the authorization for an additional specified period not to exceed 1 year.

(4) Under this determination no report to Congress is required.

(5) Records will be maintained on transportation provided under this authority for a period of 3 years.

*f. Nontactical vehicles support to Warrior Transition Units.* The use of Army-owned or Army-leased NTVs to support WTUs is official travel in accordance with both the Dignified Treatment of Wounded Warriors Act and 31 USC 1344 and is not considered DTD. This includes transportation provided to the Wounded Warrior to go from their lodging to medical appointments, rehabilitation activities, health and welfare locations, dining locations and other activities the Soldier’s medical support team deems as necessary for the rehabilitation of the Soldier.

#### **5-4. Domicile-to-duty requesting procedures**

Responsibility to request DTD approval resides with the ACOMs, ASCCs, DRUs, or FOAs. All requests to commence or continue DTD transportation or to change or reclassify previously approved DTD determinations, will be

submitted through the ACOM, ASCC, DRU, or FOA to DCS, G-9 (DAIM-ISL), 600 Army Pentagon, Washington D.C. 20310-0600. Submissions will be by signed memorandum a minimum of 45 days prior to the beginning date of the DTD. Prior planning is required by the requesting office to ensure adequate processing time through channels to the SECARMY. Review by the local CC/SJA/CJA is mandatory. Approval must be received prior to initiation of DTD transportation. The following data will be included in each request:

- a. Name, title, and DA position of the person.
- b. Description of the locale, routes, distances, and places served.
- c. Detailed conditions that make the service necessary such as a description of imminent threat to a specific individual.
- d. Copy of the threat assessment conducted by USACIDC. Threat assessments will be accomplished on a bi-annual basis.
- e. Statement as to why POVs or public transportation cannot be used.
- f. If applicable, number and type of NTVs required for DTD transportation.
- g. Brief summary of local policies that apply to other Government persons in the area operating under similar conditions.
- h. For all renewal requests, a summary of original findings and any changes which will require attention during DCS, G-9 review.
- i. Anticipated duration of authorization.
- j. In jurisdictions of ambassadors or chiefs of diplomatic missions, activities will ensure that requests for DTD transportation:
  - (1) Conform to the ambassador's or chief's finding.
  - (2) State that the ambassador or chief concurs that the proposed service is essential.

#### **5-5. Recordkeeping**

Usage logs and other records are required to be kept to indicate each use of a vehicle in a DTD capacity. Accordingly, daily dispatch records (DD Form 1970 or other appropriate dispatch records) for each DTD trip will be maintained and retained for 3 years in the local files. The logs or records must contain the following information:

- a. Name and title of employee (or other identification, if confidential) operating the vehicle.
- b. Name and title of person authorizing use.
- c. Passenger carrier identification.
- d. Date(s) DTD transportation is authorized.
- e. Location of residence.
- f. Duration.
- g. Circumstances requiring DTD transportation.

#### **5-6. Penalty for unauthorized domicile-to-duty transportation**

Unauthorized or willful misuse of an Army-owned or Army-controlled vehicle may be basis for action as described in Enclosure 5 of DODM 4500.36.

## **Chapter 6**

### **Bus Transportation Services**

#### **6-1. General**

This chapter outlines Army policy and procedures for providing bus transportation to authorized personnel. Support may be provided with either Army buses (whether owned or leased) or by contracted assets. Chapter 7 contains specific information about transporting military dependent school children. Army provided bus transportation will be categorized as:

- a. Shuttle bus service, established solely to meet local Army requirements and will operate only in duty areas.
- b. Group transportation service, normally limited to those situations where there is a need to move personnel from off-post domiciles to on-post places of employment, when considered necessary for the effective conduct of the affairs of the installation and/or activity.
- c. Mass transit service, designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other nonduty types of transportation within a military installation or between sub-installations on a fare basis.

## **6–2. Shuttle bus service**

*a.* The capability to transport groups of individuals on official business between offices on installations or between nearby installations is a recognized requirement and is essential to mission support. The use of an effective shuttle bus system reduces the requirements for the recurring dispatch of multiple individual vehicles to support transportation requirements. Shuttle bus service will be established solely to meet local Army requirements and will operate only in duty areas. Shuttle bus service is provided fare-free (no fare is charged). Costs for this category of transportation are paid from APF.

*b.* Vehicles may not be used to provide DTD transportation over the entire or any portion of the route between riders' domicile and place of employment except as authorized in paragraph 6–3, below and in chapter 5.

*c.* Community shuttles will include adaptive vehicles to accommodate people with physical disabilities and to comply with the Americans with Disabilities Act.

*d.* Shuttle bus service may be provided to transport:

(1) Military personnel and DOD employees between offices and work areas of the installation or activity during designated hours of operation.

(2) Enlisted Soldiers traveling between troop billets, places of duty, and dining facilities, if the commander determines that the travel is incident to the performance of duty. There is an exception, approved by the Office of the Secretary of Defense, for officers and senior enlisted personnel stationed in Korea to use a fare-free shuttle bus service from bachelor officer quarters (BOQ)/bachelor enlisted quarters to their work site and return.

(3) Military personnel, DOD Civilians, and DOD contractors between satellite parking lots and work sites.

(4) DOD contractor personnel conducting official defense business.

(5) Employees of non-DOD Federal agencies on official business. Such transportation will only be provided over routes established for primary support of the defense mission.

(6) The passenger categories listed below when space is available on existing, scheduled shuttle buses. Shuttle bus service will not be established solely to accommodate the passenger categories below. Service provided to the passenger categories cannot serve as justification to acquire additional buses.

(*a*) Off-duty DOD Civilian employees.

(*b*) Family members of active duty personnel.

(*c*) Retirees.

(*d*) Visitors to the installation (intra-installation only).

*e.* Shuttle bus service may be provided in isolated areas with limited support facilities, where DOD personnel and Family members need additional life support (medical, commissary, and religious) which directly affects health, safety, morale, and welfare of the Family. Such an isolated area must not be adequately served by regularly scheduled, timely, commercial mass transportation services.

*f.* Under appropriate authority and in accordance with Federal law and DOD policy, transportation support is authorized for certain specified non-Federal entities. DOD 5500.7–R applies unless statutory authority exists for greater support. Some examples of statutory authority are:

(1) One annual conference and/or convention of a national military association approved by the Office of the Assistant Secretary of Defense for Public Affairs (10 USC 2558).

(2) Overseas Support for Boy/Girl Scouts (see 10 USC 2606).

(3) World and National Boy Scout Jamboree Support (see 10 USC 2554).

(4) International Transportation Support for Girl Scout Events (see 10 USC 2555).

(5) Financial institutions on DOD installations (see 12 USC 1770).

(6) American National Red Cross (see AR 930–5, 10 USC 2602).

(7) United Service Organizations, Inc. (see AR 930–1, 36 USC 2107).

(8) United Seaman's Service (AR 930–1, 10 USC 2604).

*g.* Shuttle bus service will not be provided from home to work areas for:

(1) Officers residing in Government quarters (bachelor officer or Family quarters) or in private quarters. An exception exists for officers residing in Government BOQs in Korea, see paragraph 6–2*d* (2).

(2) Enlisted Soldiers residing with their Families in Family quarters, Government quarters converted for this purpose, or private quarters.

*h.* A modified shuttle bus service may be established to meet DOD requirements. The Secretary of Defense has determined that the effective conduct of the affairs of the military departments and DOD agencies/activities may warrant a modified shuttle bus transportation support for military personnel, DOD Civilians, and contractors between their office and commercial transportation terminals pursuant to 31 USC 1344. A small bus or van may be used to provide modified bus service based on the anticipated number of passengers.

*i.* Establishment of shuttle bus routes and schedules requires careful planning. The number of personnel using this service, work schedules, traffic studies, and potential for saving energy and reducing air pollution must be considered. The NTV (van or bus) used must be no larger than the most economical available to accommodate duty passengers. Scheduled activity bus service routes will not specifically include housing, recreational, or shopping areas unless such areas cannot be reasonably avoided in serving authorized duty locations.

*j.* Approved schedules will be reviewed annually to decide if adjustments to vehicle size, routes, or schedules should be made or if conditions do not warrant their continued operation.

### **6-3. Group bus service**

*a.* Group bus service involves movement of personnel from home to places of duty or employment. Personnel transported via this category of bus service must pay a fare. Group bus service to place of duty may be provided to--

- (1) Soldiers and DA Civilian employees.
- (2) Military personnel and Civilian employees of other DOD elements where Joint service is provided by the Army.
- (3) Personnel, during execution of a crisis action plan, mobilization, contingency, disaster, national emergency or operations other than war, who are engaged in support of the DOD/Army mission.

*b.* Approval authority for group bus service is delegated to ACOM, ASCC, DRU, or FOA commanders and can be subdelegated to a head of a staff element or office. Approval authorities and commanders who operate and administer group bus service will, prior to implementing such service, determine that—

- (1) Contracting with private sources to provide the necessary transportation has been unsuccessful.
- (2) The service furnished will make the most proper and efficient use of transportation facilities.

*c.* Conditions where group transportation may be authorized include the following:

(1) In CONUS, where military installations or DOD activities are located such that Government assistance is necessary to ensure personnel arrive at their place of duty or employment.

(2) Overseas, when such transportation is considered essential to the effective conduct of business due to:

- (a)* Absence or lack of adequate public or private transportation.
- (b)* Local political conditions.
- (c)* Security considerations.
- (d)* Concerns for personal safety.
- (e)* Geographic remoteness of duty stations.

*d.* Requests to establish group bus service will include the following data:

- (1) Name, mission, and location of the installation requiring support.
- (2) Current military and civilian strengths.
- (3) Authorized changes that will affect transportation needs (show breakdown of work shifts, if applicable).
- (4) Description of existing transportation methods, to include use of POV car pools, and group riding arrangements.

(5) Points to which service is required and the distance between the installation and each point.

(6) Number of people requiring recurring transportation between the installation and each point. (Indicate by shift, if applicable.)

(7) Summary of efforts made to make existing public or private service adequate or efforts to induce private operators to provide the necessary transportation.

(8) Type of service proposed and the cost to rent or charter the equipment, and seating capacity of equipment to be used. The fare to be charged will be stated, and a map or sketch of the area, attached. If Army-owned or Army-controlled NTVs are to be used, requests will show that local commercial carriers have been contacted and have no desire or capacity to provide the service.

(9) Statement as to estimated cost and availability of APF to operate service.

(10) Date service is needed or will be started.

*e.* A reasonable fare will be charged for this type of transportation. Private and public carrier rates may be used as guidance. All fares and proceeds received from group transportation will be accounted for and deposited in the U.S. Treasury as miscellaneous receipts using procedures contained in DFAS-IN Regulation 37-1:

(1) In CONUS, the fare will be structured to recover all costs of providing this service, including capital investment, salaries, operations, and maintenance costs. If the bus is used for both operational missions and group bus service, only the costs directly related to group service must be recovered. Acquisition costs will not be recovered through the fare system.



(2) In overseas areas, the approving authority will establish the fare. At a minimum, the fare will equal the fare which would be charged by an indigenous local transportation system, if such service was available.

*f.* In making plans for operating service of this type, the following guidelines apply—

- (1) Cost and operation records will be maintained and monitored by the LRC.
  - (2) Handling of revenues will be safeguarded by the LRC (actual cash will be locked in an approved security container) and a daily record of receipts maintained and reviewed by the LRC.
  - (3) Once a week transit revenues will be turned-in to the local finance office.
- g.* Once implemented, group bus service will be annually reviewed to confirm its continuing need.

#### **6-4. Mass transportation support**

*a.* The SECARMY has determined that the effective conduct of the affairs of the Army may warrant mass transportation support for military personnel, DOD Civilians, contractors, and their Family members, which are assigned, employed, or residing at isolated installations if all of the following conditions apply—

(1) There is no regularly scheduled mass transportation twice a day, 5 days a week between the sending and receiving installations that:

- (a)* Picks up and drops off passengers within 1/2 mile of the installation.
  - (b)* Provides pick-up from the sending installation not later than 0800 hours and provides last departure from the receiving location not later than 1900 hours.
  - (c)* Is licensed.
  - (d)* Operates in accordance with reasonable maintenance and safety standards.
- (2) Other mass transportation providers are unable or have declined to provide adequate transportation service after a reasonable effort has been made to induce them to do so.
- (3) The service will save unproductive person-hours.
- (4) The service will enhance the rider's quality of life.

*b.* The SECARMY, in accordance with 10 USC 2632 and in the exercise of his discretionary authority, has authorized ACOM, ASCC, DRU, and FOA commanders to establish fare-free mass transportation bus service if certain specific, objective criteria are met—

(1) The sending location does not have adequate medical, dental, commissary, or Post Exchange facilities; and/or the rider's place of work is located on the receiving installation; and/or the use of POVs is restricted in the area served.

- (2) The receiving installation is more than one mile from the sending installation.
- (3) Fare charged by other mass transportation providers exceeds \$1.00 per passenger per round trip.
- (4) Mass transportation service provided under this authority will be for the primary purpose of providing access to life support facilities for Soldiers and their Family members.
- (5) Vehicles used will hold 12 or more riders and operate at 50 percent of capacity or greater on a monthly basis (for example, service scheduled for 3 times a week using a 16 passenger bus would require a minimum monthly ridership of 96 passengers to justify use).

(6) The service will pick up and drop off at centralized collection points and otherwise make proper use of transportation facilities to supply the most efficient transportation to eligible passengers.

*c.* Unless waived in paragraph 6-4g, a reasonable fare must be charged for mass transportation provided under this authority. The intent is to cover the costs of the service while keeping fares low enough to encourage ridership. All fares and proceeds must be accounted for and deposited into the U.S Treasury as miscellaneous receipts, using procedures contained in DFAS-IN 37-1:

(1) The fare will be a pro rata share of all costs of providing the mass transportation service, including capital investment, salaries, operations, and maintenance, without overhead or indirect costs. If a vehicle is used for both operational missions and mass transportation, only the cost directly related to mass transportation will be recovered. Since these NTVs are acquired in direct support of the Army mission, acquisition costs will not be recovered through the fare system.

(2) For overseas locations, a reasonable fare will be charged, which is not more than what would be charged if such service were available through local commercial or municipal transportation services.

*d.* All the above criteria for both fare-charged and fare-free mass transportation must be met, documented, and retained on file by the ACFM or transportation coordinator at the ACOM, ASCC, DRU, or FOA. As a minimum, the following will be retained as a permanent record for as long as the service is in force and for 3 years after the end of operations—

- (1) Description of the mass transit services.
- (2) Synopsis of schedules and routes of the mass transit services.

- (3) Factual synopsis to support each of the objective criteria set out in paragraphs 6-4a, 6-4b, and 6-4c.
- (4) Garrison commander (GC)'s evaluation/statement that mass transportation support meets the criteria established above and is still required.
  - e. This program will receive close scrutiny by inspecting agencies. Therefore, granted approval must comply strictly with these provisions.
  - f. Requests that require an exception to the above criteria must be submitted through the ACOM, ASCC, or DRU, or FOA to DCS, G-9 (DAIM-ISL) and approved by the SECARMY, as required by law.
  - g. There will be no additional funds provided by DA to defray costs of this service. Funds freed through TMP Fleet efficiencies by right-sizing the rest of the NTV fleet can be used to fund this service.
  - h. This service must be reviewed locally by the SC on installations and the senior officer or DA Civilian for organizations not on Army installations at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is provided.

#### **6-5. Support of Army community service, Family, morale, welfare, and recreation programs**

- a. ACOM, ASCC, DRU, and FOA commanders, or their delegates have discretion to provide bus service for ACS, Family and MWR missions, consistent with available resources and other mission requirements, when failure to provide the service would have an adverse effect on morale or welfare of Soldiers and their Families. The approving authority must consider the potential of competition with commercial transportation sources in the decision process. Transportation may be provided on a reimbursable or nonreimbursable basis per AR 215-1.
  - b. Bus service on a nonreimbursable basis may be provided to support the following activities:
    - (1) MWR functional staffs engaged in ECECS functions or routine direct administrative support of Categories A, B, and C MWR activities, per AR 215-1.
    - (2) Teams comprised of personnel who are officially representing the installation in scheduled competitive MWR events.
    - (3) DOD personnel or Family member spectators attending local events in which an installation MWR-sponsored team is participating.
    - (4) Entertainers, guests, supplies, and/or equipment in support of Category A and B MWR, ACS, and Family programs.
    - (5) Categories A, B, and C MWR, ACS and Family program-sponsored activities, including recreational tours and trips when fees are not levied upon the passengers (except fees made to cover the cost of the driver when required) and when approved by the GC in coordination with the ACS LRC. Assets may be used in support of recreational tours and trips only after other mission requirements have been met.
    - (6) Civilian groups transported to Army installations in the interest of community relations, when invited by the SC or other competent authority.
  - c. Bus service on a reimbursable basis, paid for by the command, organization, or activity sponsoring the event, and may be provided to support the following activities:
    - (1) Teams composed of personnel who are participating in recreational league sports activities.
    - (2) Entertainers, guests, supplies, and/or equipment in support of MWR golf, bowling, rod and gun, club and conference center programs.

#### **6-6. Support of chaplain programs**

Bus service on a nonreimbursable basis may be provided to support the chaplain programs and activities. Per AR 165-1, APF are authorized to support religious activities, including, but not limited to, retreats, camps, conferences, meetings, workshops, religious support programs, and unit spiritual fitness programs. Army-owned or Army-leased busses may be used to provide group travel for command-sponsored personnel participating in religious activities approved in the Command Master Religious Plan. Under applicable regulations, group travel by Government vehicle may be authorized when available.

#### **6-7. Emergency bus service**

- a. Transportation between domicile and place of employment may be provided for military personnel and Civilian employees during public transportation strikes and transportation stoppages. A fare that recovers the operational costs will be charged for such service.
- b. Emergency bus service will be provided only to Soldiers and Civilian employees actively engaged or supporting projects that, if delayed, would be detrimental to national security.
- c. Routine work such as construction, repair, or overhaul of aircraft, ships, or materiel peculiar to the Army does not qualify for emergency bus service.

- d.* Approval authority for emergency bus service is the same as for group bus service (see para 6–3).
- e.* When public transit strikes or other work stoppages are imminent, or in progress, local commanders will decide whether emergency bus service between domicile and place of employment is needed. Requests for emergency bus service will be submitted to the proper ACOM, ASCC, DRU, or FOA in the following format:
  - (1) Name, mission, and location of the installation or activity.
  - (2) General nature of needs and efforts made to obtain private carriers.
  - (3) Titles of critical projects.
  - (4) Number of vehicles (by type) required.
  - (5) Availability of vehicles to satisfy requirement.
  - (6) Number of persons, by project, to be transported.
  - (7) Proposed fares.

## **Chapter 7**

### **School Bus Transportation**

This chapter outlines Army policy and procedures for providing transportation to Family member school children of Army personnel, as defined in the glossary, and other children eligible to attend both DOD and public schools in both the CONUS (see chap 7, sec I) and outside the continental United States (OCONUS) areas (see chap 7, sec II).

#### **Section I**

#### **Operations in the United States**

##### **7–1. Scope**

This section governs school transportation services for all Army dependent students attending schools located in the United States, which includes the 50 States, District of Columbia, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island.

##### **7–2. Authority**

*a.* 10 USC 2164, as amended, provides the authority and eligibility criteria to extend Federal assistance to eligible local education agencies (LEAs) providing education to Family members of Army personnel residing on a military installation in the US including its territories, commonwealths, and possessions.

*b.* In consideration for this assistance, LEAs providing transportation to school children in their districts, must also provide transportation to school children residing on military installations that are located within their school districts.

*c.* Should a LEA lack the necessary facilities to provide transportation for children residing on military installations, the DA may provide transportation. The cost for such transportation may be reimbursed by the LEA under current Department of Education policies.

*d.* 10 USC 2639 authorizes the use of APF to provide transportation for minor age Family members to and from primary and secondary schools when the schools are not accessible by regular means of transportation. The SC will determine if APF funded transportation requirements exist for the installation. Transportation requirements, if met by contractual means with local school bus providers, will be contracted through the installation LRC and funded using MDEP QTRN funds. SCs will ensure that the cost of the contract (s) is submitted as part of the transportation POM development.

##### **7–3. Policy**

*a.* Army transportation will be used for transportation of Family member school children only when specifically provided for in this regulation.

*b.* Transportation may be provided to:

- (1) Local public schools which are not accessible or serviced by local school bus transportation.
- (2) Nearby public schools, other than the local public schools, when the nearby public schools are not accessible or serviced by regular transportation or the SECARMY determines that—

*(a)* Local public schools, in which the children would normally be enrolled, are unable to provide adequately for their education.

*(b)* Attendance at other public schools (to include public schools for the physically or mentally challenged) in the LEA district of residence can be arranged.

*(c)* Transportation by LEAs or localities is not available.

c. Funds may be expended for transportation to public schools (local or nearby) only when an appropriate official of the LEA advises that school transportation will not be provided by the LEA.

d. The walking distance between residence and school or between residence and designated bus stop will not normally exceed 1 mile for students in kindergarten through grade 6, and 1 1/2 miles for students in grades 7 through 12.

e. When more than one DOD installation is involved, transportation arrangements will be coordinated by the dominant user to minimize required transportation resources.

f. When transportation is provided by the Army, written agreements with local schools will contain at least the following—

(1) Statement that the LEA is unable to provide the necessary transportation.

(2) Description of the service to be provided.

(3) Applicable clauses contained in the FAR.

(4) Date service is to end. Commanders will approve any change in prescribed dates.

(5) Statement that the Army is not liable for any inadequacy in the service provided.

(6) Rate and method of reimbursement:

(a) Compensation costs of Civilian drivers will be computed on the basis of their gross payroll compensation, plus fringe benefits per DFAS-IN 37-1.

(b) Compensation costs of military drivers will be computed on the basis of the reimbursement rates contained in DFAS-IN 37-1.

g. Only one round trip per day to and from school is authorized for any one child. In addition, while in school, students are authorized one round trip from the school each day for field trips.

h. Family member school children may use available regularly scheduled DOD or DA bus transportation within and between installations when traveling to and from school to make connections with regular transportation. Additionally, special transportation may be provided within an installation if this would serve to make schools accessible by regular means of transportation.

i. Transportation may be provided to adequate private schools within a reasonable distance when the following conditions are complied with:

(1) The private school is not accessible and private school transportation, either with or without cost to the child, is not available.

(2) The parent of the child submits a written request for transportation to the head of the installation.

(3) The head of the installation determines that:

(a) The public schools available in the locality are unable to provide an adequate education for the child or children concerned. An adequate education is considered one that meets the State certification and regional accreditation requirements.

(b) The NTVs authorized for transporting Family member school children to public schools have extra space and can convey those attending private schools without materially deviating from the established route to the public schools.

(c) The installation is so remotely located that the private school is not accessible by regular means of transportation.

(d) The local public school authority provides transportation to private schools without charge, and Army transportation is being used to transport children to public schools. In this instance, transportation will be provided to those private schools to which the public school buses would have transported students.

(e) DOD motor vehicle transportation will not be provided to students when adequate transportation is provided by the public school system.

(f) Transportation services for physically and mentally challenged students are authorized in paragraph 7-15.

#### **7-4. Safety and security in the United States**

a. School officials are responsible for the development and enforcement of standards of student behavior aboard school buses. Riding a school bus is a privilege. If a student is reported for misconduct, corrective action may be taken, to include loss of their riding privilege.

b. GCs and appropriate school officials are required to conduct periodic safety reviews of their school buses and the loading and unloading areas. Contracts for school bus services should contain a provision for similar routine safety reviews of contractor NTVs and services.

c. GCs will work with appropriate school officials to develop and publish contingency plans for transporting students.

*d.* Policy for safety attendants, school bus monitors, and security personnel is at the discretion of the local installation or school district authority.

*e.* National Transportation Safety Board does not require school buses to have seat belts. School buses are designed with an occupant protection system that fits both a kindergarten student and a high school senior, without the need for seat belts. This occupant protection system is called compartmentalization: the seats are strong, closely spaced together, high backed, well padded, and are designed to absorb energy during a crash.

### **7-5. Scope**

The policies of this section apply to DOD and non-DOD schools located OCONUS. It also applies to such services for DOD Family members authorized to attend non-DOD schools overseas. In areas that have or will transition school bus management to Department of Defense Dependent Schools (DODDS), the provisions of this chapter will be modified as necessary to meet local procedures and will be incorporated into a mutually agreeable memorandum of understanding (MOU) between the Army activity and DODDS. The MOU will ensure the spirit and intent of this regulation are maintained to provide for the safe transportation of Army Family member school children.

## **Section II**

### **Operations in Overseas Areas**

#### **7-6. Authority**

20 USC 921 authorizes the establishment of free public education, through secondary school, for Family members of DOD personnel stationed in overseas areas, including the provision of incidental services such as transportation.

#### **7-7. Duties and responsibilities in overseas areas**

*a.* The DODDS Regional Director, or designee, after consultation with the GC or SC, will establish a commuting area for each primary school. The commuting area for a secondary school will consist of the commuting area for all primary schools included in the secondary school feeder plan.

*b.* The commuting area will be based on the availability of adequate housing within the proximity of the school.

*c.* Elapsed travel time via designated modes of transportation from the farthest point within the area should not normally exceed one hour, except as authorized in paragraph 7-15. The area need not be equal in distance from the school, nor need it be as far as one hour travel time. If sufficient adequate housing is available within closer distance (for example, 20 minutes, then that area should be designated as the commuting area). If a locality or section otherwise within the commuting area has difficult or unsafe access (for example, during winter, it may be excluded from the commuting area).

*d.* The GC will give widespread publicity to the school commuting area. The community “Welcome Packet” and sponsor’s information package will include pertinent information on the area and a copy of the area map. The significance of the school commuting area will be addressed during the in-processing of all personnel and again in the initial visit to the Housing Services Office (HSO) so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes should be clearly marked on larger scale wall maps in the HSO.

*e.* Each incoming sponsor will certify in writing, during in-processing, that they have been advised by the GC regarding the commuting area and understands that, if Family housing is obtained outside this area, transportation of any Family member student between residence and an existing school bus stop within the commuting area is the sponsor’s responsibility. The certification will be filed in the HSO for the length of the sponsor’s tour and any extensions.

*f.* In some locations, DODDS may authorize students to attend a non-DOD school.

(1) When school bus service is included as part of the tuition services, the commuting area used by the non-DOD school will apply.

(2) When a non-DOD school does not provide transportation as part of the tuition services, a school commuting area will be established and administered as described in paragraph 7-9.

*g.* Walking distance—

(1) The walking distance is the distance between a student’s primary residence and the school or designated bus stop. Normally the walking distance will not exceed 1 mile (or equivalency in kilometers) for students in kindergarten through grade 6, and 1 1/2 miles (or equivalency in kilometers) for students in grades 7 through 12.

(2) Except for physically and mentally challenged students as described in paragraph 7–14, school bus services will not be provided within the designated walking area around the school. To the degree possible, areas may be expanded or contracted to conform to natural boundaries (such as, Government housing areas and neighborhoods).

*h.* Authorized services for DOD-operated schools—

(1) One round-trip to and from school may be provided each school day to Family member students enrolled in DODDS schools who:

(a) Reside outside of the walking area of the school, but within the designated commuting area of the school, or

(b) Reside outside of the walking area and the commuting area, but are transported at their own expense to/from an existing school bus stop within the commuting area.

(c) Transportation to and/or from home for lunch will not be provided.

(2) Transportation normally will be provided to/from centrally located bus stops in the area of the student's primary residence. When requested by the sponsor, parent, or guardian; transportation may be provided to and/or from an alternate care provider such as a child development center located within the commuting area. Changes in transportation service will be held to a minimum. They may not be authorized on a day-by-day basis.

(3) Curb-to-curb transportation will not be provided except as outlined for physically or mentally challenged students.

(4) Students who are enrolled in a non-Federal-connected category may be transported on existing routes provided space is available on the routes to be used. The students will not be provided with commuter passes or bus tickets instead of transportation in kind.

(5) Transportation may be provided to all students participating in school-sponsored educational activities, such as field trips.

(6) Subject to availability of funds, transportation may be provided to all students participating in co-curricular activities under the conditions established by school authorities. These activities are as follows:

(a) School-sponsored activities designed to provide students the opportunity to participate on an individual or group basis in public events in environments other than the school for enjoyment, motivation, and improvement of skills.

(b) To encourage participation in these voluntary activities, which normally take place after the normal school day has ended and regular school-to-home transportation has terminated, transportation from the school to a limited number of central locations, such as bus or rail terminals or principal housing areas, is authorized as approved by school authorities and subject to the availability of funds.

*i.* Authorized services for non-DOD Schools—

(1) Students who reside beyond the walking distance of a non-DOD school and who attend at DOD expense will use transportation provided or arranged by non-DOD schools when it is included as part of the tuition paid.

(2) When a non-DOD school does not provide transportation or the cost of transportation is charged separately, the DODDS Regional Director, or designee in conjunction with the GC will determine the appropriate means of transportation.

(3) Transportation will be provided for Family member students who are attending non-DOD schools in overseas areas only when such attendance has been approved by the DODDS Regional Director.

(4) Policy for safety attendants, school bus monitors, and security personnel are found at paragraph 7–13.

## **7–8. Commuting area**

The school commuting area is defined as a specific geographic area formally designated for determining eligibility for transportation of Family member students to a DOD-operated school. School bus services will be provided to all authorized students residing outside the walking area and within the commuting area in accordance with this regulation. A map and/or a narrative description will be used to identify the commuting area.

## **7–9. Resource management**

*a.* Students will be transported at the lowest practical cost. Transportation must be based on a thorough analysis and periodic review of student demand, routes, and schedules by the SC, in coordination with appropriate DODDS representatives. Full consideration will be given to the following:

(1) Staggering school operating hours to permit NTVs to operate multiple trips per day to and from a given school or group of schools.

(2) Altering school organization plans and establishing flexible school boundaries or walking distances to maximize use of transportation resources.

(3) Consolidating school closures for administrative activities (for example, meetings, training, and conferences) to avoid half-day sessions and scheduling these activities to coincide with host nation holidays, whenever possible.

(4) Developing routes and schedules to optimize use of equipment and seating capacity, and to reduce total mileage and driving time. Routes and schedules will be developed based on the actual or projected number of space-required and tuition-paying students. Larger capacity NTVs will not be assigned in order to transport space-available students who do not pay tuition or those otherwise ineligible to be transported, such as students living within the designated walking area;

(5) Seating students in kindergarten through grade 6 on a three-to-a-seat basis, except for the front seats, providing the trip does not take more than 30 minutes.

(6) Utilizing consolidated pickup points.

(7) Maximizing use of part-time employees where possible.

b. Students in grades 7–12 will be required to use regular public or DOD transportation at DODDS expense where feasible, available, and cost effective.

c. Use of a particular means of transportation for normal daily commuting service does not prevent the use of an alternative means for field trips or other activities, when the latter is cost effective, including extra costs such as overtime, mileage, or holidays.

d. Transportation resources will not be used solely to achieve a balance within DOD schools based upon ranks of sponsors.

e. When, because of location, more than one school uses the same vehicle service, the dominant user will be responsible for consolidating and coordinating requirements and arranging for transportation services to all schools involved.

f. When more than one installation and/or community provides students to the same school, the dominant military supporting activity will be required to coordinate all student transportation for the school.

#### **7–10. Commercial contracted bus service**

a. Commercial contract vendors will be used to provide transportation support to DODDS when it is determined to be more economical or is the only source available. Otherwise, Army NTVs, using part-time drivers, will be used. An analysis will be conducted to consider overall cost to the Government of providing school bus transportation with Army NTVs. School busing will be integrated with other installation passenger transportation functions whenever reasonable to do so.

b. DODDS will not be required to reimburse the Army for Government-owned equipment, acquisition costs, or amortization of these equipment costs, or for the lease, rental, or other equipment usage costs when the cost analysis has indicated that the leased equipment is less costly than Government-owned equipment.

c. Cost comparisons will be performed when—

(1) Arranging for initial transportation services to a new school, or before any change from existing Army transportation to contract transportation is made.

(2) When the number of contractors is insufficient to ensure competitive bids for transportation services to schools currently serviced by contract transportation.

(3) When contract costs reflect a significant increase in costs over the contract for the previous year.

(4) When requested by the director or regional director of DODDS.

#### **7–11. Changes in service**

SCs will coordinate with the appropriate DODDS official any significant change proposed to school bus services. The concurrence of the DODDS Regional Director, or designee, will be obtained before implementing changes. All documentation associated with the proposed changes of school bus services (for example, cost studies, solicitation packages and amendments thereto), will be provided to DODDS upon request.

#### **7–12. Additional use of assets**

When not being used to transport students NTVs may and should be used for other legitimate transportation needs.

#### **7–13. Overseas safety and security**

a. SCs, in coordination with the LRC, will work with local school officials to develop and publish contingency plans for student transportation.

b. SCs are required to conduct periodic safety reviews of their school buses and the school bus loading and unloading areas.

c. SCs are responsible for the development and enforcement of standards of student behavior while aboard school buses. Riding a school bus is a privilege. If any child is reported for misconduct, corrective action may be taken, to include the loss of the student's riding privilege.

*d.* Safety attendants, school bus monitors, and security—

(1) Safety attendants are authorized for vehicles transporting mentally and physically challenged students, those enrolled in a DODDS preschool program, or in kindergarten through grade 2. The primary function of a safety attendant is to ensure that children enter and exit the school bus safely and conduct themselves in a safe manner while on the bus. Normally, only one adult other than the driver will be assigned to one vehicle. In addition, when English-speaking drivers are assigned to school bus services, a safety attendant will not be considered necessary. The DODDS Regional Director will provide funds for safety attendants within available resources.

(2) School bus monitors, whose primary function is to maintain good order on the school buses, may not be employed by the Army except where required by host nation law. Similarly, school bus monitor services will not be procured by contract.

(3) When the SC, in coordination with the LRC, deems that local conditions jeopardize the security of some or all school bus services, the commander may place appropriately trained security personnel aboard those buses. Such personnel will not concern themselves with passenger conduct. DODDS funds will not be used for this purpose.

### **Section III**

#### **Operations in and outside the United States**

##### **7-14. Students with disabilities**

*a.* Special emphasis will be placed on meeting the transportation needs of students with disabilities. Special transportation services that are prescribed in a student's Individual Education Plan by the Case Study Committee of the receiving school or by a Special Education Hearing Officer, or by a court must be provided. Examples of special services which may be required include, but are not limited to: curb-to-curb transportation between the student's residence and the school, establishment of a special bus stop within a designated distance of the student's residence, use of a special safety harness, transportation of a seeing eye or hearing dog, or assignment of a one-on-one attendant, or aide, for physically-aggressive students.

*b.* NTVs used solely to transport students with disabilities will be equipped with a seat belt for each passenger.

*c.* NTVs transporting more than two students with disabilities or any student for whom a special four point harness is required must also transport a safety aide who is trained to assist students with disabilities.

*d.* NTVs used to transport students who normally use wheelchairs will be equipped with a lifting device or a ramp which will be secured to the vehicle. Approved wheelchair restraining devices will be installed and used.

##### **7-15. Exceptions to policy**

*a.* In special situations, exceptions to both the commuting area and the walking area may be granted after careful evaluation of the circumstances and evaluation of alternatives. Requests for exception will be initiated by the SC or GC, endorsed by the local principal and the DODDS District Superintendent, and forwarded to the DODDS Regional Director. As a minimum, requests will contain—

(1) Identity of school.

(2) Specific reason for waiver request, with supplemental maps, charts, and photographs. If the request is based on safety considerations, include a statement from a duly designated safety officer.

(3) Statement of alternatives which may eliminate or alleviate the conditions prompting the waiver request.

(4) Number of students involved.

(5) Impact if waiver is denied.

(6) Budgetary impact if waiver is approved.

(7) Recommendations from forwarding officials.

(8) Statement concerning any forecasted long-range solution to the problem that prompts the waiver, such as construction of sidewalks, overpasses, and crossing guards.

*b.* Once approved, waivers will be reviewed annually by the GC to determine if they warrant termination or extension. If conditions have not changed, a statement to that effect should be signed by the safety officer.



## **Chapter 8**

### **Inter-Service and Interagency Support**

#### **8–1. Inter-Service support**

*a.* Inter-Service support among DOD components will be provided as set forth in DODI 4000.19. When cost effective and there is no impairment to military effectiveness, tenant activities will maximize use of inter-Service support agreements (ISSAs) to obtain NTV support from host installations and/or activities.

*b.* When NTV support is agreed on by tenant and host, the host will provide support for the tenant except when it is determined that such support would impair mission effectiveness of either the tenant or host, or would not be cost-effective.

*c.* When more than one DOD element is located in the same area, the major user of transportation will coordinate and approve all administrative use NTV support to include group and shuttle bus service. The SC will make periodic analyses for further pooling of NTVs to support all tenant activities. The Office of the Deputy Director, Washington Headquarters Services, Office of the Secretary of Defense, Director of Administration and Management coordinates and approves DOD scheduled bus service in the National Capital Region.

*d.* Analysis of DOD scheduled bus service will include findings as to whether it should be operated by DOD or local commercial charter.

*e.* A decision by DA to operate DOD scheduled bus service will be made to maintain unified use, eliminate duplication, and provide adequate, timely, and economical service.

*f.* Specific procedures—

(1) The DOD component furnishing the service or equipment assumes no liability for personal injury or property damage caused by a vehicle while in the custody of the user.

(2) Users of NTVs will—

*(a)* Assume cost for pickup and delivery.

*(b)* Be responsible for proper maintenance and use.

*(c)* Take appropriate action for damage or theft of NTVs in their custody.

#### **8–2. Interagency support**

*a.* Army NTVs may be furnished for short periods (less than 2 months) to other Government agencies only when the Army mission will not be impaired and the use is for one of the following missions:

(1) An emergency, lifesaving nature.

(2) In direct support of a DOD mission.

(3) In the national interest, as certified by the head of an executive department or independent Government office or agency. Justification for providing Army NTVs will include a statement that commercial sources are either not available or cannot satisfy the requirement.

*b.* Reimbursement will be required unless waived by the SECARMY or the Assistant Secretary of the Army (Financial Management and Comptroller). The amount will cover total costs incurred. Unfunded costs for military personnel and equipment depreciation allowances are excluded.

*c.* NTVs will not be provided under the provisions of this chapter without prior coordination with DCS, G–9 except when the SC determines time is of the essence and acts in coordination with the LRC. DCS, G–9, DAIM–ISL will be notified on the next regular duty day.

## **Chapter 9**

### **Use of Nontactical Vehicles by Contractor Personnel**

#### **9–1. General**

*a.* Army NTVs may be provided to DOD contractors in accordance with contract stipulations and the FAR. When NTVs are provided to contractors or subcontractors, contracts and agreements will require that such vehicles be used for official use only and operated and maintained in accordance with the provisions of the contract, the FAR, DODM 4500.36, and this regulation.

*b.* NTVs furnished to contractors may be Army-owned or Army-leased depending on whichever is in the best interest of the Government.

*c.* Contracts requiring contractor transport to complete contractual requirements but not authorizing GFE must include a statement requiring the contractor to provide the transportation assets.

## **9–2. Policy**

*a.* The policy and procedures in this regulation apply to all Army-owned or leased NTVs furnished to DA contractors, including petroleum consumption reduction goals and GHG emission standards.

*b.* Where these provisions unduly inhibit contractors in the performance of their contract, or unnecessarily increase costs, the procedures may be modified by the Commanding Officer or Senior Civilian of the ACOM, ASCC, DRU, or FOAs to the extent required by contractors to meet exigencies or special needs, if on an economical basis and in compliance with the FAR. ACOMs, ASCCs, DRUs, or FOAs will notify DCS, G–9 (DAIM–ISL) within 10 days of all modified procedures.

*c.* The authorization and condition of NTVs provided as GFE must be specified in the contract. The contract will specify-

(1) NTVs will be returned in the same condition as accepted and the contractor will be financially responsible for repairs not attributed to fair wear and tear.

(2) NTVs will only be used in the performance of the duties described in the contract.

(3) Disposal instructions for when the NTV is no longer required for the intended purpose or at the end of the contract.

(4) Whether contractors can purchase vehicles for their use in the performance of the contractual requirements, and if so, the resulting disposition instructions.

## **9–3. Procedures**

*a.* Army NTVs furnished to contractors in accordance this chapter will be licensed in accordance with chapter 10, below.

*b.* All Army-furnished, contractor-operated NTVs will count as part of the Army vehicle inventory and must be authorized and accounted for, in accordance with AR 71–32 and AR 710–2.

*c.* Procedures for managing the allocation, use, operation, maintenance, and recordkeeping of all Army-owned or Army-controlled NTVs are applicable to vehicles furnished to contractors, except GFE NTVs are exempt from VAM reporting, since the number and type of NTVs provided as GFE are specified in the contract.

## **Chapter 10**

### **Painting, Identification, License Plates, Marking, and Registration**

#### **10–1. General**

This chapter describes authorized license plates for Army-owned and long term commercial lease NTVs located in the 50 States and its territories. Army-owned vehicles and long term commercially leased NTVs operating outside the 50 States and its territories will have license plates as mandated by the SOFA for that country. Generally, Army-owned NTVs are exempt from local, State, and/or host nation registration, insurance, and licensing requirements.

#### **10–2. License plates**

*a.* All Army-owned and long-term commercially leased NTVs will be identified, issued license plates, and registered in strict compliance with the criteria contained in this chapter, except for those NTVs identified in paragraph 10–9. Permanently leased vehicles from GSA will use GSA plates. Vehicles leased from commercial sources for more than 120 days will display the NTV license plates that are to be acquired from the license plate store (GSA website) operated by UNICOR and appropriate markings described in paragraph 10–7 and paragraph 10–8, unless exempt under the provisions of paragraph 10–9. Army NTVs will have UNICOR produced license plates beginning with a ‘W’. Trailers will have a ‘W’ plate with a ‘T’ at the end of the plate number, and motorcycles will be plated with a single license plate. LSEVs and all NTVs not ‘legally street worthy’ will be issued “On-Post Only” license plates.

*b.* NTVs that were marked in compliance with previous military standards, and have not changed to the new Army license plates, will change to the new license plates not later than 90 days from effective date of this regulation.

*c.* Owners of newly procured Army-owned NTVs will order new license plates from UNICOR and affix to the vehicle within 5 days of receipt of the NTV.

*d.* When vehicles are subsequently provided state license plates, the GSA-issued or the Army license plates, will be stored in a secure facility, under double lock and inventoried quarterly. A listing of all stored license plates will be maintained for inventory purposes. The listing should not be filed with the stored license plates.

*e.* All Army markings and data plates must be removed from vehicles prior to disposal or turn-in to the DLA, Disposition Services, formerly Defense Reutilization and Marketing Office.

### 10-3. Painting

The colors prescribed for the initial acquisition of Army vehicles will be manufacturer's standard gloss colors (one color per vehicle).

### 10-4. Registration of Army-owned nontactical vehicles

All commercially procured, non-deployable Army-owned NTVs, and long-term commercially leased NTVs, will be registered and tracked in FMVRS. FMVRS is a federally mandated vehicle registration program that replaces the Army's previous NTV registration system. Registering NTVs in FMVRS also negates the requirement to register NTVs in The Army Maintenance Management System (TAMMS) Equipment Database. Each ACOM, ASCC, DRU, and FOA will be responsible for ensuring command-managed NTVs are registered in FMVRS and may manage the program centrally or non-centrally. GSA is the proponent for the program (see FMR 102-34). This policy also applies to NAF vehicles.

### 10-5. Licensing of Army-owned nontactical vehicles

*a.* Effective 1 October 2011, all Army-owned, commercially long-term leased, and GSA Fleet NTVs will display expiration dates on license plates. License plates will expire every 8 years. Army NTV license plates are assigned to one vehicle identification number and cannot be reused on another vehicle or piece of equipment.

*b.* License plates manufactured by the UNICOR, are the only license plates normally authorized for use on Army-owned NTVs in the United States. Army license plates are distinguished by the letter "W" at the beginning of the tag number, the word "ARMY" located in the bottom left corner of the license plate, and an expiration date (see fig 10-1). License plates will not be locally manufactured.



Figure 10-1. Sample license plate

- c.* Overseas activities will follow local SOFA agreements.
- d.* ACOMs, ASCCs, DRUs, and FOAs will—
- (1) Centrally or noncentrally manage their license plate program.
  - (2) Purchase license plates using internal funds.
  - (3) Order Army license plates from the UNICOR License Plate Store website, if in the United States. License plate requestors must be authorized to order Army license plates by their ACFMs.
  - (4) Return obsolete license plates to UNICOR for destruction and recycling of materials. UNICOR pays for the return of all obsolete license plates. Refer to UNICOR SOP, Recycling of Obsolete License Plates, for return procedures. Certificates of Destruction are returned to the user and should be filed for 3 years for proof of destruction.
- e.* Government license plates are affixed to license plate brackets in the front and rear of NTVs.

### 10-6. License plates in hostile fire and high risk areas

- a.* When U.S. Government license plates are inappropriate or not authorized due to local SOFAs, custom designed license plates may be ordered from UNICOR.
- b.* The GSA Office of Government-wide Policy granted approval to DCS, G-9 to design and manufacture special order tags for use on multinational vehicles located in hostile fire or high risk areas. Special order tags must be coordinated with DCS, G-9 prior to placing the order with UNICOR.
- c.* Special order tags are not tracked in FMVRS.

## 10-7. Special markings

*a. Military police vehicles.* In addition to the above requirements, MP vehicles will be marked as follows:

(1) *Sedans, carryalls, pickup trucks, and panel trucks.*

(a) All markings must be reflective in nature using micro-prismatic reflective material. The only authorized marking is "MILITARY POLICE" and will be constructed of reflective print. The word "POLICE" will be no smaller than 6" on both sides of the vehicle to maximize perception-reaction time of the motoring public. All patrol vehicles will be white in color. Markings will also contain the Military Police Motto, "ASSIST PROTECT DEFEND." Police graphics will maximize reflective content for safety. The Military Police Motto will be 1.75" by 36.5" and the installation lettering will be a minimum of 1.75" high regardless of the type of vehicle. Vehicles will have a black, green, and gold (traditional MP) color striping on both sides of the vehicle maximizing the reflective content of the vehicle. No other colors are authorized for striping. The Office of the Provost Marshal General will publish an example graphic as vehicle makes and models change. Marked vehicles will also utilize bumper mounted, rear-facing retro-reflective markings in a 45-degree down-and-away "chevron" pattern in an alternating yellow and green color pattern.

(b) Rear safety (orange) bumper band should be constructed of reflective print no smaller than 6 inches.

(2) *Motorcycles.* A 3-inch reflective background band with "MILITARY POLICE" in gloss black 17038, 2-inch high letters, placed across the front windshield above the horizontal support. When not obstructed by lights or sirens, this band may be placed below the horizontal support.

(3) *Security guard vehicles.* Security guard vehicles will be marked "SECURITY," in the same manner as MP vehicles ((1) (a)). Commanders will prescribe use of removable markings to assure rotation and availability of vehicles.

*b. Ambulances.* In addition to the general NTV requirements, ambulances will be marked in accordance with Federal Specification (Star-of-Life Ambulance KKK-A-1822).

*c. United States Army Recruiting Command nontactical vehicles.*

(1) In addition to the general NTV requirements prescribed above, NTVs used by the U.S. Army Recruiting Command (USAREC) for recruiting purposes may display distinct, pressure sensitive, removable markings prescribed by USAREC. All patterns, colors, and slogans will be standard for uniform appearance. These markings are not authorized for other NTVs used in routine administrative support of such activities.

(2) Markings will be placed as follows—

(a) For sedans, centered on rear door panels on each side of the vehicles.

(b) For buses and carryalls, centered on sides and rear of body.

(c) For pickup trucks, centered on sides, in area forward of rear fenders.

*d. United States Army Reserve nontactical vehicles.* In addition to the general NTV requirements prescribed above, NTVs used by USAR elements may carry markings of USAR-approved size and design.

*e. United States Army South nontactical vehicles.* In addition to the general NTV requirements prescribed above, NTVs used by USARSO may display 'Diplomatic' license plates in accordance with the SOFA with the host country.

*f. Rifle and pistol team nontactical vehicles.* In addition to the general NTV requirements prescribed above, NTV assigned to the U.S. Army Advanced Marksmanship Unit and ACOM, ASCC, DRU, or FOA rifle and pistol teams may be marked with pressure sensitive markings of approved size and design, affixed as follows:

(1) For station wagons and carryall trucks, centered between agency marking and window on front door panels, on both sides.

(2) For trucks and pickup trucks, centered between agency marking and the window on the cab door panel, on both sides.

(3) For trucks, van 1-1/2 ton, centered on both sides of body.

*g. Exhibit vehicles.* When NTVs are used for publicity, service insignia will be applied. "U.S. ARMY" will be the predominant marking on each side of the vehicle.

*h. General officer nontactical vehicles.* AR 840-10 prescribes policy for authorized identification plates for use by GOs.

*i. School buses.* NTVs used solely to transport school children will be painted as prescribed in Federal Highway Safety Program Guideline (HSPG) 17 and 49 CFR, Part 571. School vehicles used for general administrative transportation will comply with paragraph B2, HSPG 17. The Army is not obliged to observe State regulations or State implementation of Federal safety standards regarding markings and painting of school buses.

## **10–8. Safety markings**

*a.* NTVs used to transport bulk gasoline, fuel oil, or other flammable liquids, will be marked on white background, sides, and rear, as follows:

- (1) “FLAMMABLE” red letters no less than 6 inches high, top line.
- (2) “NO SMOKING WITHIN 50 FEET” 3-inch red letters and numbers, second line.

*b.* Reflector decals (LS–300) on white background or removable placard may be used. The white background will be at least 1-inch larger than the lettering required thereon. Flammable liquid carriers, when transporting non-flammable liquids, will bear the word “NONFLAMMABLE” in the same manner as outlined in paragraph 10–8*a* (1).

*c.* Vehicles used to transport explosives or other hazardous items will be marked as set forth in DA Pam 385–64.

*d.* Emergency exits will be distinctly marked on the vehicle interiors. The words “EMERGENCY EXIT” will be applied directly over the exit or other adjacent space.

*e.* Warning devices (that is placards), will be mounted on vehicles to show danger and caution people of hazardous conditions.

## **10–9. Exceptions**

*a.* Vehicles may be exempted from painting, identification, U.S. Government license plates, or marking requirements specified in this chapter if they are—

- (1) On lease of less than 180 days.
- (2) Leased from GSA.
- (3) Used for intelligence, investigative, or security purposes. Requests to display State license plates will be processed through command channels to DCS, G–9, DAIM–ISL for approval.
- (4) Required to have license plates in accordance with a SOFA.
- (5) Provided to the SECARMY and CSA (such NTVs may display U.S. Government license plates).
- (6) Located Overseas when conspicuous identification would endanger the security of individuals or the U.S. Government.
- (7) DCS, G–9 (DAIM–ISL) may authorize additional exemptions for NTVs located in their areas of responsibility when local circumstances so dictate.

*b.* Vehicles exempt from the requirement to display Government license plates may display license plates of the appropriate State, territory, possession, or foreign country where they are operating.

*c.* The District of Columbia (DC) motor vehicle code requires all NTVs acquired for official purposes and regularly based or garaged in Washington, DC be registered with the DC Transportation Systems Administration. The Washington Headquarters Service establishes a liaison representative with the DC Department of Public Works, Transportation Systems Administration, on an annual basis. ACOMs, ASCCs, DRUs, and FOAs will submit requirements for registration annually to MDW (ANLOG–T), Washington, DC 20319. Vehicles will be re-registered in February each year.

(1) Applications for registration and title will be accompanied by a certificate of origin, bill of sale, or other document showing Government ownership, to include shipping documents.

(2) NTVs regularly based or garaged in Washington, DC that are not eligible for regular DC license plates will instead display U.S. Government license plates.

(3) ACOMs, ASCCs, DRUs, and FOAs will advise MDW when NTVs regularly based or housed in DC are as follows:

- (a)* Transferred out of District of Columbia or to another agency.
- (b)* Removed from Government service.

*d.* Vehicles which are exempt from the requirement to display Federal Government license plates will be registered and licensed as set forth in State, territory, or host nation laws.

*e.* Vehicles that are exempt from displaying Army license plates, or have not been issued regular license plates of the appropriate State, territory, or host nation, may use Government license plates. Government license plates can be obtained and used on commercially leased vehicles to save costs of State licensing.

*f.* Records of NTVs exempt from registration, marking, and licensing requirements will be maintained by the using organization.

*g.* Army-owned or Army-leased NTVs lacking exterior markings identifying them as Army-owned or Army-controlled vehicles will be closely monitored to ensure they are used for official purposes only.

## Chapter 11 Maintenance Management

### 11-1. General

This chapter outlines Army policies and procedures for the maintenance management of Army-owned or Army-controlled NTVs.

*a.* Army-owned or Army-controlled NTVs will always be maintained in a safe and serviceable condition. Commanders and supervisors at all levels will strictly comply with the maintenance management program set forth in this regulation, AR 750-1, DA Pam 750-8, and vehicle manufacturers' owners/maintenance manuals. Vehicles leased from GSA will be maintained in accordance with GSA directives. Vehicles leased from commercial sources or obtained from other Governmental agencies will be maintained in accordance with the provisions of the lease or loan agreements and this chapter as appropriate.

*b.* The serviceability standards for Army-owned NTVs contained below provide for the inspection, servicing, and replacement of components and assemblies only.

*c.* The Army life expectancy policy establishes maintenance and repair expenditure limitations during the normal life expectancy of the NTV allowing for systematic replacement planning. Replacing Army-owned NTVs prior to the period when extensive repairs are needed promotes more dependable operations at the lowest cost per mile and reduces maintenance workloads and maintenance support expenditures.

### 11-2. Maintenance policy

*a. General.* Operator inspection and service includes the recurring inspecting and servicing of Army-owned or Army-controlled vehicles by operator personnel to detect and correct vehicle malfunctions which would otherwise make the vehicle unsafe or unserviceable. All Army activities authorized and assigned Army-owned or Army-controlled NTVs will establish specific pre/during/post-operation procedures for operator inspections and services which must be performed by the operator each day the vehicle is dispatched. Local PMCS checklists should be developed (see table 11-1 as an example). Included are minor or simple parts replacements and servicing (for example adding engine coolant or water, refueling, replacing light bulbs, fuses, windshield wiper blades, inflating tires to proper pressure, and changing defective tires). Additionally, operator service includes cleaning windows and washing vehicle exterior, when required. When a NTV is serviced by someone other than the operator, the operator will ensure that all required services are performed and the NTV is in a safe and serviceable operating condition. Operators are also responsible for reporting in writing to designated personnel responsible for taking corrective action any noted deficiencies. Scheduled inspections and services include the inspection and maintenance of NTVs by qualified automotive inspectors and maintenance personnel. Type and frequency of such inspections include:

(1) *Safety.* Each Army-owned or Army-commercially leased NTV will undergo an annual safety inspection, using the criteria listed in AR 750-1, State and Federal regulations, and host-nation requirements at locations OCONUS where not expressly exempted by local law of a SOFA. Safety inspections will comply with State and local inspection intervals. However, when these inspection intervals do not coincide, the required annual safety inspection will be made in conjunction with the annual vehicle serviceability inspection. Deficiencies noted during the annual safety inspection which impair driving safety will be corrected before the vehicle is returned to use.

(2) *Serviceability.* Each Army-owned NTV will undergo a serviceability inspection every 6,000 miles or 6 months, whichever comes first. Engine tune-ups will be as prescribed in manufacturers service manuals. Adjustments and repairs will be limited in scope to only those items prescribed in Army maintenance policies or by the manufacturer to restore the vehicle to a safe and serviceable condition. GSA vehicles will be maintained in accordance with GSA directives.

*b. Emissions inspection and maintenance.*

(1) Under the Clean Air Act, 42 USC 7401, as amended, the Army must comply with State and local plans to improve air quality. All Army activities authorized and assigned NTVs will establish programs to conform to the State and local standards to monitor and analyze emissions from NTVs and will use State and local guidelines in conducting such analyses. GSA will be responsible for ensuring GSA-leased vehicles comply with Federal standards.

(2) 42 USC 7522 prohibits DOD personnel or contractors from removing or rendering inoperative any emissions control device or element of design. Civil penalty for violation of this provision is up to \$2,500 per vehicle. Violations of the fuels regulations may result in penalties up to \$10,000 per violation. Engine settings should not be set outside the manufacturer's recommended specifications.

(3) An exception to policy is made for the removal of the catalytic converter to prevent vehicle damage overseas where only leaded gasoline is available. Compliance with host-nation emission control laws will be governed by terms of the SOFA, stationing agreement, or any other agreement between the U.S. and the country concerned.

c. *Unscheduled maintenance service.* This service involves the correction of deficiencies which occur between scheduled inspections and services. Unscheduled maintenance will be limited to items reported deficient and confirmed by diagnosis of qualified inspectors. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, will be corrected.

d. *Preventive Maintenance.* In addition to scheduled inspection and services, special attention will be given to the following steps to ensure vehicles are maintained in a fuel efficient manner:

- (1) Maintain clean fuel and air filters.
- (2) Maintain clean fuel injection system.
- (3) Use of a multi-grade, energy conserving engine oil of the lowest viscosity recommended by the vehicle manufacturer and based on the lowest temperature for the period the oil is in the engine.
- (4) Maintain wheel alignment to vehicle manufacturer's specifications.
- (5) Maintain the maximum tire pressure recommended by the vehicle manufacturer.

**Table 11-1  
Motor Vehicle Safety Inspection Checklist**

Component	Procedure
Brakes	a. Test to determine if brakes are functioning properly. b. Check brake pedal free travel as required. c. Check all hydraulic brake lines for leaks and condition. Fill system with fluid. d. On airbrake systems inspect airbrake diaphragms and all airlines and air tanks for leaks and deterioration; check airbrake instrument controls air valves. e. For disc brakes, inspect disc and pads with manufacturer's recommendations.
Lights	a. Check all lights, signals, and reflectors. b. Check condition of trailer jumper cable. c. Check headlights for proper alignment.
Instruments, controls, and warning devices	Check all instruments, gauges, mirrors, switches, controls, horns, and warning devices for proper functioning and damage.
Exhaust system	Check muffler, exhaust, and tailpipes connections for leaks.
Steering system	Check all steering devices and linkage for wear, alignment, and damage.
Safety belts	Check all safety belts for wear and proper mounting.
Fifth wheel and trailer kingpin	Check fifth wheel operation and safety lock. Check trailer kingpin for wear damage.
Tires	Check all tires for damage and excess wear. Check wheel lug nuts for tightness.
Windshield wipers and washers, glass, and defrosters	Check for proper operation, wear damage, and deterioration.
License plates	Check for valid license plates.

### 11-3. Methods to accomplish maintenance

a. The following alternative methods or combination of methods of accomplishing maintenance actions may be used:

- (1) Organic facilities (to include in-house contract maintenance).
- (2) Other Government facilities, including the GSA.
- (3) Commercial facilities.

b. All Army-owned NTVs will be work ordered to the installation level maintenance activity (LRC or equivalent AMC, ARNG, USAR maintenance activity) before consideration is given to commercial or other-than-Army repair facilities. The installation maintenance activity will determine whether they are capable of performing the repair or whether it is best accomplished by a commercial or special repair activity.

c. Regardless of the maintenance method selected, inspections will be performed by qualified automotive inspectors. In host-tenant cases, maintenance support will be performed as specified in the ISSAs.

d. Where maintenance of both tactical vehicles and NTVs is performed, a specified area of the facility will be assigned to solely support NTVs.

#### **11-4. Emergency response vehicles (maintenance reporting and certification requirements)**

a. This category of vehicles includes fire trucks, ambulances, and LE vehicles. These vehicles are critical to maintaining and sustaining life, health, and safety on Army installations and can be either Army-owned or GSA-leased.

b. Users of the above vehicles are required to report out of service conditions immediately upon discovery, regardless of time of day or day of the week. For fire trucks the National Fire Protection Association (NFPA) Standard 1911, Chapter 6, to determine all out of service conditions.

c. Fire trucks will not be returned to the user as in-service until they are fully mission capable in accordance with NFPA Standard 1911, Chapter 6. This may involve recertification tests on the firefighting systems and all required components of the firefighting systems to validate the systems are fully functional.

d. Regardless of the source of maintenance or repairs, only Emergency Vehicle Technicians, trained and certified in accordance with NFPA Standard 1071, may perform maintenance and repairs on fire trucks that perform firefighting functions.

e. Annual and return to service certification testing costs are maintenance costs and are borne by the maintenance organization. This includes pump testing, quint, and aerial mounted ladder testing (not ground ladders). Ground ladder tests are the responsibility of the fire department owning the ground ladders.

#### **11-5. Repair parts**

a. Repair parts support of Army-owned NTVs is normally obtained by local purchase from commercial vendors. In the United States, local purchase procedures will be used and repair parts inventories maintained at a minimum level consistent with local requirements.

b. Repair parts supply for Army-owned NTVs used overseas will be established in separate supply accounts in accordance with AR 710-2.

c. Within the provisions of the FAR, Blanket Purchase Agreements may be established for purchase of items when there is a repetitive need. Use of Government issued credit cards by authorized personnel is encouraged as a more efficient means of payment.

#### **11-6. Performance standards**

a. Strict maintenance controls will provide for—

(1) Minimized Army-owned NTV downtime, as authorization documents do not include maintenance float vehicles.

(2) Balanced scheduling of workloads.

(3) Effective quality control program.

(4) Compilation of a current technical library of maintenance data for Army-owned NTVs.

(5) Posting of records.

b. To the maximum extent possible, the scheduling of NTV maintenance workload will be carefully managed to minimize the disruption of mission requirements. One management tool is the prioritization by vehicle types and required completion dates.

#### **11-7. Warranty provisions**

a. *Army activities.* All Army activities will ensure vehicle managers familiarize themselves with the general provisions of the vehicle warranty and of the significance of such provisions in reducing maintenance costs. All personnel connected with the acceptance, operation, and maintenance of Army-owned NTVs will make maximum use of the manufacturer's warranty during the warranty period. Warranty repairs for GSA-leased vehicles or vehicles leased from commercial sources will be in accordance with GSA policies or as specified in the commercial lease agreements.

b. *Warranty correction procedures.* When it is determined that a deficiency exists on an Army-owned NTV, activities located in the 50 States and District of Columbia will attempt to obtain corrective action by the local franchised dealer. Activities will not take action to correct deficiencies and expect to be reimbursed by the contractor, unless such corrective action has been authorized in writing by either the contractor or the contract administration officer. Warranty problems that are not resolved by the local franchised dealer will be documented and forwarded to



the Warranty Control Offices listed in DA Pam 750–8 for resolution. Installations and/or activities using U.S. manufactured vehicles overseas, where warranty provisions cover only the replacement by the manufacturer of defective parts, will return such parts to the manufacturer only when economical to do so. Correction of warranted deficiencies on foreign vehicles, procured for use by U.S. Forces overseas, will be prescribed by the overseas manufacturer's warranty.

*c. In-house Service warranties.* As an option to having the local franchised dealers perform warranty corrective action, Army activities may choose to negotiate an in-house warranty with the local dealer. This arrangement would permit the maintenance manager to choose either the local dealer or installation maintenance to perform a particular warranty repair without violating the warranty or incurring costs. The provisions that delineate the details of the in house warranty including billing information should be specified in the contract between the Government and the local dealer.

#### **11–8. Other defects**

*a.* The contractor's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or an unusually high incidence of parts failures detected at some point beyond the warranty period, which can be attributed to latent defects and not normal wear and tear, will be reported to the DOD Component concerned, together with a full description of the problem and accompanying data.

*b.* Reports will completely document the condition and provide, where a solution is known, specific recommendations for corrections, such as improvement in design, ease of maintenance, safety and efficiency of operation, suitability of fuel, lubricants, and preservatives.

*c.* In recent years, manufacturers have recalled motor vehicles of various makes and models for inspection, repair, or replacement of components suspected to be unsafe because of latent manufacturing or design defects. In many instances, such recalls have been delayed beyond reasonable periods of time due to the lack of formalized, positive, and timely reporting of vehicle location. The Department of Transportation, National Highway Traffic Safety Administration, has been given the responsibility to ensure that prompt notifications of suspected safety defects are issued, and that manufacturers take timely actions as required by the National Traffic Motor Vehicle Safety Act of 1966. The Army has agreed to participate in this important matter as follows---

(1) Army policy requires expeditious reporting of safety defects found in NTVs. Such defects will be fully documented and conspicuously annotated with the phrase, "DEFECT WHICH MAY AFFECT SAFETY."

(2) Army activities will report vehicle defects in accordance with the provisions established in DA Pam 750–8.

(3) DCS, G–9 will notify ACFMs of all announced vehicle recalls. ACOM, ASCC, DRUs, or FOAs will ensure procedures have been established for dissemination of manufacturer-announced defects and for reporting of corrections.

#### **11–9. Motor vehicle modification**

*a.* Commanders and supervisors will strictly limit vehicle modifications to those required for safety, security, or mission accomplishment. Approval will not be granted for a modification which will permanently alter the interior or exterior of the vehicle, nor one that prevents the vehicle from being restored to its original configuration when no longer required to meet mission requirements.

*b.* In accordance with Section 303 of the Energy Policy Act of 1992 and EO 13031, DOD-owned sedans, station wagons and light duty trucks, under 8,500 gross vehicle weight rating (GVWR), may be converted to use AFs, including natural gas, liquefied petroleum gas, alcohols, and electricity, to meet the AFV acquisition goals, if such vehicles are not available from original equipment manufacturer (OEM) and, after conversion, the OEM warranty continues to apply to such vehicles, pursuant to an agreement between OEM and the person performing the conversion. All converted vehicles will comply with all applicable Federal and State emissions and safety standards, consistent with those requirements placed on original automotive equipment, including years and mileage.

*c.* Installations and/or activities with GSA-leased vehicles will obtain written approval from the appropriate GSA regional office before modifying GSA vehicles. All costs associated with modifications and returning vehicles to previous condition will be borne by the requesting unit and will be done at no cost to GSA.

*d.* Installations and/or activities with leased vehicles from commercial sources will request written approval, through the managing contracting office, from the appropriate vendor before modifying commercially leased vehicles.

## **11–10. Restrictions on privately-owned vehicles**

POVs, vehicle components, parts, accessories, and/or equipment will not be repaired, serviced, washed, or manufactured in any Army shop, garage, or other building. Army-owned or Army-controlled vehicles, tools, equipment, or supplies will not be used to service or repair private property except when life threatening or emergency conditions occur, calling for humanitarian response. POVs will not be parked, garaged, or stored in any Army motor pool, shop, or in any building or fenced area where Army property is stored, except Soldier's vehicles during periods of deployment, pursuant to AR 190–51. The above restrictions do not apply to authorized hobby shops.

## **Chapter 12**

### **Replacement/Repair Determinations, Life Expectancies, and Disposal Procedures for Army-Owned Nontactical Vehicles**

#### **12–1. General**

This chapter outlines Army policy and procedures for determining replacement/repair criteria, life expectancy, and disposal actions for Army-owned NTVs. The specific replacement goals set by the Army must meet or exceed the minimum goals as established in 41 CFR 102–34.280, and table 12–1, below.

#### **12–2. Vehicle retain or retire decision**

*a.* The determination to retain or retire NTVs is based on age, mileage, cost of repairs, and demonstrated need. The prescribed age and mileage criteria are in table 12–1. These criteria will be used as a basis for determining whether commercial design vehicles will be repaired and retained or retired.

*b.* Consistent with mission requirements and the availability of replacements, NTVs normally will be retired and removed from service when:

- (1) The prescribed age or mileage criteria is reached or exceeded for passenger vehicles, general purpose vehicles, or special purpose vehicles, or
- (2) Determined uneconomically repairable in accordance paragraph 12–2*d*.
- (3) Vehicle does not and is not projected to meet annual utilization goals as defined in table 2–1.

*c.* ACOM, ASCC, DRU, or FOA commanders may authorize exceptions to the retirement/replacement criteria when replacement vehicles are not readily available and the continued use of an uneconomically repairable vehicle is determined essential to the mission. Requests for retention of over age, over mileage, and/or uneconomically repairable vehicles will be submitted to ACOMs, ASCCs, DRUs, or FOAs in writing and accompanied by a technical inspection DA Form 461–5 (Vehicle Classification Inspection) indicating vehicle condition and estimated costs of repair, excluding cosmetic repairs.

*d.* Determinations as to whether a NTV may be economically repaired and returned to service or retired will be developed as follows:

(1) Determine from table 12–1, whether the replacement criteria has been reached or exceeded. When the prescribed replacement criteria has been reached or exceeded, a replacement requirement will be identified to the ACOM, ASCC, DRU, or FOA and the NTV will normally be retired. The NTV may remain in service until a replacement is received if essential required for the mission and economically justifiable.

(2) For a NTV which has not exceeded the age or mileage criteria but requires other than minor repairs, determinations as to whether such repair is economically feasible will be made as follows:

*(a)* A technical inspection of the NTV will be made to determine the total estimated cost of repair. DA Form 461–5 will be used for this purpose.

*(b)* In computing cost estimates, local wage rates will be used as prescribed in AR 750–1. The price of parts required or the exchange charges for complete assemblies and sub-assemblies will be included in the estimate. Repair cost estimates will not include charges for complete repainting, replacement of tires, batteries, tools, chains, seat covers, antifreeze, winches, or repairs performed on any special equipment mounted on a NTV chassis.

*(c)* When the estimated cost of repair is less than 15 percent of the current acquisition cost of a like vehicle, repair is authorized. Current acquisition cost is determined from the data available from GSA or through local market research.

*(d)* When the estimated cost of repair is more than 15 percent of the current acquisition cost, but less than 50 percent of the current wholesale value, the repairs constitute an extensive repair and require a waiver approved by the ACOM, ASCC, DRU, or FOA commander (see fig 12–1 for computation factors for use in determining current and projected wholesale values). The commander will determine and certify that extensive repair is necessary to meet mission requirements. Extensive repair items are subject to Army Audit Agency and Inspector General reviews.

(e) ACOMs, ASCCs, DRUs, or FOAs commanders will not authorize repairs when the estimated cost of repairs is more than 50 percent of the replacement cost, unless a crisis exists that warrants repair and retention of the vehicle to support the mission.

(f) Vehicles that have had extensive repairs made to them will be retained in service for a minimum of 1 year.

**Table 12-1**  
**Nontactical vehicles life expectancy, in years and miles**

Item	Years	Miles
Ambulances, All	10	90,000
Sedan, All (Includes Kit Ready Sedans)	10	90,000
Sedan, Modified	12	100,000
Station Wagon, All	10	90,000
Bus, Body on Chassis, to 37 adult pax	10	90,000
Bus, Body on Chassis, over 37 adult pax	12	150,000
Bus, Integral	15	300,000
Fire Truck (Aerial & Quint)	20	N/A
Fire Truck (Pumper, ARFF, MWS, Type III)	15	N/A
Fire Truck (Rescue & Hazardous Material)	12	N/A
Truck, 1/4-3/4 Ton, under 7,000 (Carrivals, minivans, pickups, for example.)	10	90,000
Motorcycle	6	30,000
Scooter, (Miles N/A for electric scooter)*	5	12,000
Truck and Truck Tractor, 1 and 2 Ton, 7000 to 18,999 lb. GVW	10	96,000
Truck and Truck Tractor, 2 1/2 to 4 Ton, 19,000 to 23,999 GVW	10	108,000
Truck and Truck Tractor, 5 to 10 Ton, 24,000 to 39,999 GVW	12	150,000
Truck and Truck Tractor, 11 Ton and over, 40,000 and up GVW	12	300,000
Trailers and Semi-Trailers: General Use	20	N/A
Trailers and Semi-Trailers: Tank (all types)	15	N/A
Trailers and Semi-Trailers: Mechanical Elevating or Lifting Type Bodies	10	N/A

Note: Scooter is a two-wheeled, three-wheeled, or four-wheeled motorized vehicle similar to a motorcycle, but does not have the speed or range of a motorcycle. Scooters are not classified as LSEVs or vehicles similar to Gators.

### 12-3. Redistribution

a. Serviceable or economically repairable NTVs determined to be excess to local authorizations constitute redistributable NTVs, and will be reported to the appropriate ACOM, ASCC, DRU, or FOA ACFM for redistribution. Reports will include a DA Form 461-5 (Vehicle Classification Inspection) for each NTV identified as excess.

b. ACOM, ASCC, DRU, and FOA ACFMs will apply redistributable NTVs against shortages of approved authorizations or as replacements for NTVs eligible for retirement. Consideration will be given to vehicle condition, remaining life expectancy, and the transportation costs involved prior to affecting redistribution.

c. Serviceable Army-owned vehicles (condition code B) that cannot be redistributed within the ACOM, ASCC, DRU, or FOA will be reported to TACOM LCMC for further disposition instructions (GSA excesses will be reported to DCS, G-9 prior to turn-in to GSA). ACOMs, ASCCs, DRUs, and FOAs are authorized to issue disposition instructions for disposal of vehicles reported for redistribution to TACOM LCMC after 30 days if redistribution instructions have not been received from TACOM LCMC.

#### **12-4. Disposition**

a. Disposal and disposal reporting of Army-owned NTVs will be in accordance AR 710-2, AR 735-5, DODM 4160.21, and this chapter.

b. ACOM, ASCC, DRU, and FOA ACFMs are the approval authority for the disposal of Army-owned NTVs. Under no circumstances are vehicles to be disposed of without the ACOM, ASCC, DRU, or FOA ACFM approval.

c. Prior to requesting disposal instructions for Army-owned vehicles that have reached or exceeded the replacement criteria or are determined to be uneconomically repairable, Army activities will thoroughly screen the vehicle records to:

- (1) Preclude unwarranted disposal of Army-owned NTVs which—
    - (a) Merit further service, even though they exceed mileage and age criteria.
    - (b) Are economically repairable under prescribed criteria.
  - (2) Ensure uniform procedures have been applied in making technical inspections, and provide guidance as required.
  - (3) Ensure requests for replacement NTVs are not generated when there may be excess economically repairable vehicles on hand to perform the mission.
- d. Army-owned NTVs reported for disposal and for which replacements have been identified, scheduled, or provided will not be returned to command use without obtaining prior ACOM, ASCC, DRU, or FOA ACFM approval.
- e. See figure 12-1 for computation factors for use in determining current and projected wholesale values.

*Note:* All figures in columns under age in years are percentage factors to be applied against the vehicle acquisition cost in determining the current and projected wholesale value. A factor of 50 percent will be applied against the current wholesale value in determining maximum extensive repair expenditures for all vehicle types. Example: The current wholesale value of a light sedan, 5 years old, with a current acquisition cost of \$15,000 would be \$9,000, computed in accordance with the above table. The maximum extensive repair expenditure is 50 percent of \$9,000 or \$4,500. Any one-time repair costing more than \$4,500 would be considered uneconomical and a replacement vehicle should be requested.

Maintenance Expenditure Limit Chart																				
Vehicle Type	Age in years							Percent of Current Acquisition Cost												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Ambulance, all	92	84	76	68	60	52	44	36	28	20										
Sedan, all	92	84	76	68	60	52	44	36	28	20										
Sedan Mod	93	87	80	73	67	60	53	47	40	33	27	20								
Station Wagon	92	84	76	68	60	52	44	36	28	20										
Bus, Boc (up to 37 pax)	92	84	76	68	60	52	44	36	28	20										
Bus, Boc (over 37 pax)	93	87	80	73	67	60	53	47	40	33		27	20							
Bus, Integral	93	87	80	73	67	60	50	47	40	33	27	20								
Fire Truck (Aerial & Qunit)	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20
Tire Truck (Pumper, ARFF, MWS, Type III)	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Truck (Rescue & HAZMAT)	93	87	80	73	67	60	53	47	40	33	27	20								
Truck, under 7,000 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 7,000 - 18,999 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 19,000 - 23,999 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 24,000 - 39,999 GVW	93	87	80	73	67	60	50	47	40	33	27	20								
Truck & Truck Tractor 40,000 GVW & over	93	87	80	73	67	60	50	47	40	33	27	20								
Trailer & Semitrailors, General Use	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20
Trailer & Semitrailors, Tank (all types)	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Trailer & Semitrailors, W/Mechanical Elevating or Lifting Type Bodies	92	84	76	68	60	52	44	36	28	20										
Motorcycles	87	73	60	49	33	20														
Scooter, 3 or 4 Wheel Gasoline or Electric	84	68	52	36	20															

Figure 12-1. Computation factors for use in determining current and projected wholesale values

## Chapter 13 Cost Accounting and Management Reporting

### 13-1. General

a. The Army cost accounting and management reporting requirements apply to all activities (all components) that operate Army-owned or Army-leased NTVs and will provide the uniform data necessary for the efficient and effective management of NTV assets, to include operation and maintenance data. Report data is used to justify and validate future funding requirements, and the Army's progress in meeting environmental sustainability and petroleum consumption reduction mandates.

b. The record-keeping system for NTVs, maintained at each installation or activity, services the transportation manager's needs; provides higher headquarters with cost summaries that are reliable and meaningful to all concerned; and supports the reporting requirements of FMR issued by GSA. The record-keeping system will include operation and maintenance data, including cost data.

c. ACFMs will meet reporting requirements of the Office of Management and Budget (OMB), the DOE and GSA.

d. Economic analyses as set forth in DODI 7041.3 will be used, where applicable, to ensure that the costs and the benefits of all alternatives are considered in arriving at investment and operating decisions.

### 13-2. Reporting commands and agencies

The following activities, from all components (Regular Army, USAR, and ARNG), authorized NTVs are responsible for collecting and consolidating cost and performance data from subordinate elements for submission:

- a. ACOMs.
- b. ASCCs.
- c. DRUs.
- d. Army Staff elements managing FOAs/field attaché offices or other unspecified activities authorized NTV vehicles.
- e. Other Army activities authorized NTVs, to include Government-Owned/Contractor-Operated activities, which have NTVs as GFE.

- f. ARNG by State and Territory having Army-owned, GSA-leased, or federally funded NTVs.
- g. USAR installations, commands, and activities having Army-owned or GSA-leased NTVs that are not reported by ASC LRC.

### **13–3. Reporting requirements Federal automotive statistical tool**

a. The FAST is a web-based system developed by DOE and GSA to assist Federal fleet managers in meeting the data reporting requirements of 18 USC 641, the USC, EOs, 10 USC 2302, and EPACT 2005.

b. OMB annually requires NTV fleet data for the prior fiscal year be submitted using FAST. ACFMs for all Army components will ensure that their respective data is input during the month of October of each year. All Federal agencies, to include the Army, must report conventional and AFV acquisition and inventory, AF consumption, petroleum consumption, and vehicle operations FAST data annually into the FAST System.

c. The FAST report accuracy is paramount since the data in FAST is used to plan for fiscal expenditures over the next 3 years. Once the Army's FAST reporting period has closed and access for corrections is locked, the VAM/VURB report will be available for review by the same user hierarchy listed in FAST.

d. It is imperative the FAST report be approved by the ACOM, ASCC, DRU, and FOA ACFMs not later than 1 November of each year.

e. The following website will be used by all Army Components (to include individual ARNG States and Territories) to update FAST: <https://fastweb.inel.gov/>. The FAST reporting system requires a user identification and a password. To request a password or for other FAST assistance, use the FAST Help Desk Listing, located on the FAST login screen page (<https://fastweb.inel.gov/>), to email or contact the Army FAST administrator.

(1) All motorized NTVs licensed to be driven on public highways will be reported in FAST. More definitive guidance is identified at the FAST website.

(2) Tactical vehicles are exempt from FAST reporting. If a tactical vehicle is permanently converted to nontactical use, and property identification and accountability corrections made to the property record, the vehicle data must be reported in FAST.

### **13–4. Vehicle allocation methodology**

In accordance with EO 13834 and FMR B–43, all activities in paragraph 13–2, above (all components of the Army) are required to annually utilize the VAM process to justify and validate each NTV in the activity's fleet (Army-owned, commercially-leased and GSA-leased), determine the optimum fleet composition (size of vehicle and type), prioritize the justified and validated NTVs and complete the 5 year plan to attain the optimum fleet composition. Guidance for the conduct of the VAM is contained in FMR B–43 and the FEMP Comprehensive Federal Fleet Management Handbook.

### **13–5. Annual priority requirements review for nontactical vehicle firefighting apparatus**

a. All activities in paragraph 13–2, above are required to update and submit their Army-owned NTV FFA requirements in priority sequence to DCS, G–9 not later than 2nd Wednesday in August annually. DCS, G–9 is responsible for disseminating the data requirements and format to the appropriate activities not later than 90 days prior to the due date.

b. The priority report must contain all Army-owned FFA that are on-hand and any TDA shortages for the activity.

c. The report must be reviewed and approved by the ACOM, ASCC, DRU, or FOA ACFM for consolidation and submission to DCS, G–9.

d. FFA requirements on the centrally-managed NTV list and NTVs costing \$250,000 or more are centrally fund using other procurement, Army 1 (OPA1) funding.

### **13–6. Annual priority requirements review for passenger, general purpose and special purpose nontactical vehicles**

a. All activities in paragraph 13–2, are required to update and submit their other Army-owned NTV requirements in priority sequence to DCS, G–9 not later than 2nd Wednesday in August annually. DCS, G–9 is responsible for disseminating the data requirements and format to the appropriate activities not later than 90 days prior to the due date.

b. The priority report must contain the entire OPA1 funded passenger, general purpose and special purpose Army-owned vehicles that are on-hand and any TDA shortages for the activity.

c. The report will be reviewed and approved by the ACOM, ASCC, DRU, or FOA ACFM for consolidation and submission to DCS, G–9.

### **13–7. Annual priority requirements review for nontactical vehicle heavy and light armored vehicles**

*a.* All activities in paragraph 13–2, are required to update and submit their HAV and LAV Army-owned requirements in priority sequence to DCS, G–9 not later than 2nd Wednesday in August annually. DCS, G–9 is responsible for disseminating the data requirements and format to the appropriate activities not later than 90 days prior to the due date.

*b.* The priority report must contain all OPA1 funded HAVs and LAVs that are on-hand and any TDA or approved Operational Needs Statement shortages for the activity.

*c.* The report will be reviewed and approved by the ACOM, ASCC, DRU, or FOA ACFM for consolidation and submission to DCS, G–9.

### **13–8. Annual priority requirements review for base level commercial equipment**

Although not classified as NTVs, the BCE annual requirement review is conducted jointly with the NTV data calls and is included here for planning purposes.

*a.* All activities in paragraph 13–2, are required to update and submit their BCE requirements in priority sequence to DCS, G–9 not later than 2nd Wednesday in August annually. DCS, G–9 is responsible for disseminating the data requirements and format to the appropriate activities not later than 90 days prior to the due date.

*b.* The priority report must contain all OPA3 funded BCE that are on-hand and any TDA shortages for the activity.

*c.* The report will be reviewed and approved by the ACFM for consolidation and submission to DCS, G–9.

### **13–9. General Services Administration annual vehicle replacement review – customer acquisition module**

*a.* All activities in paragraph 13–2, are required to evaluate their existing NTV fleet annually.

*b.* A list of GSA-leased vehicles eligible for replacement will be available from the local GSA field service representative (FSR). During the annual replacement review, activities will right-size and downsize their NTV fleet. Right-sizing is defined as maintaining the minimum number of vehicles required to meet mission requirements (VAM/VURB process). Downsizing is defined as utilizing the smallest vehicle to meet mission requirements. Activities will ensure all vehicles on-hand or requested are on the appropriate TDA and submit requests for approval for Class III SUVs and all Class IV vehicles with supporting justification each time the vehicle is submitted for replacement. Replacement vehicles will be AF vehicles, selected based on GHG ratings, to reduce reliance on petroleum fuel as much as possible. Replacement lists will be approved by the chain of command.

*c.* The DCS, G–9 provides guidance to the Army and GSA annually on replacement vehicle restrictions to comply with DODM 4500.36 and this AR on vehicle size and authorized user level (including approval requirements for vehicle upgrades).

*d.* GSA provides guidance to their FSRs to ensure user vehicle selections are within the parameters of Army guidance.

*e.* After GSA consolidates all Army replacement vehicle requests, the consolidated list is provided to DCS, G–9 for final review and approval.

*f.* After the NTV replacement list is validated, it is submitted to GSA for vehicle procurement. Once the list is returned to GSA, no changes will be made without approval of DCS, G–9.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 71–32**

Force Development and Documentation (Cited in para 1–4*e*(3).)

**AR 165–1**

Army Chaplain Corps Activities (Cited in para 6–6.)

**AR 210–22**

Private Organizations on Department of the Army Installations (Cited in para 2–3*m*.)

**AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 2–3*e*.)

**AR 385–10**

The Army Safety Program (Cited in 2–1*g*.)

**AR 600–8–3**

Postal Operations (Cited in para 4–4*a*.)

**AR 600–55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) (Cited in para 2–1*e*.)

**AR 608–1**

Army Community Services. (Cited in para 2–3*f*.)

**AR 608–18**

The Army Family Advocacy Program (Cited in para 2–3*f*.)

**AR 608–75**

Exceptional Family Member Program (Cited in para 2–3*f*.)

**AR 710–2**

Supply Policy Below the National Level (Cited in para 2–10.)

**AR 735–5**

Property Accountability Policies (Cited in para 2–1*h*.)

**AR 750–1**

Army Materiel Maintenance Policy (Cited in para 11–1*a*.)

**DA Pam 385–40**

Army Accident Investigations and Reporting (Cited in para E–5*e*.)

**DA Pam 385–64**

Ammunition and Explosives Safety Standards (Cited in para 10–8*c*.)

**DA Pam 750–8**

The Army Maintenance Management System (TAMMS) User Manual (Cited in para 2–6.)

**DFAS–IN Regulation 37–1**

Army Accounting and Fund Control (Cited in para 6–3*e*.)

**DODAI 109**

Use of Motor Transportation and Scheduled DOD Shuttle Service in the Pentagon Area (Cited in para 2–3*i*(1)(*e*).)

**DODI 4500.36**

Acquisition, Management, and Use of Non-tactical Vehicles (Cited in the title page.)



**DODM 4500.36**

Acquisition, Management, Acquisition, and Use of DOD Non-tactical Vehicles (Cited in the title page.)

**EISA 2007**

Energy Independence and Security Act of 2007, Section 141 (42 USC 17001) (Cited in para 3–7c.)

**EO 13031**

Federal Alternative Fueled Vehicle Leadership (Cited in para 11–9b.)

**EO 13834**

Executive Order Regarding Efficient Federal Operations, Energy & Environment (Cited in para 1–4b(4).)

**EPACT 2005**

Energy Policy Act of 2005 (42 USC 13211) (Cited in para 3–13m(2).)

**GSA Fleet Customer Leasing Guide**

GSA fleet leasing program's process and policies (Cited in para 3–13a(4).)

**Joint Travel Regulations**

Uniformed Service Members and DOD Civilian Employees (Cited in para 2–3k(2).)

**United States Government Accountability Office, B–210555.18, 10 March 1987**

Opinion on temporary garaging of government vehicles at private residence prior to and upon return from temporary duty (Cited in para 5–3d.) (Available at <https://www.gao.gov/products/461390#mt=e-report>.)

**18 USC 641**

Public money, property or records (Cited in para 2–5d.)

**31 USC 1344**

Passenger Carrier Use (Cited in para 2–3l.)

**31 USC 1349**

Adverse Personnel Actions (Cited in para 2–5a.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD publications are available at ESD website at (<http://www.esd.whs.mil/>). USC and CFR publications are available at (<http://www.gpo.gov/fdsys>). FMR publications are available at (<https://www.gsa.gov>). DFAS publications are available at (<https://www.asafm.army.mil/>).

**AR 1–75**

Administrative and Logistical Support of Overseas Security Assistance Organizations (SAO)

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

The Army Publishing Program

**AR 190–51**

Security of Unclassified Army Property (Sensitive and Nonsensitive)

**AR 385–63**

Range Safety

**AR 710–3**

Inventory Management Asset and Transaction Reporting System

**AR 725–50**

Requisition, Receipt, and Issue System

**AR 840–10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**AR 930-1**

Service Organization Army Use of United Service Organization Inc., Services

**AR 930-5**

American National Red Cross Service Program and Army Utilization

**DA Pam 25-403**

Guide to Recordkeeping in the Army

**DFAS-IN 37-1**

Finance and Accounting Policy Implementation

**DODI O-2000.22**

Designation and Physical Protection of DOD High-Risk Personnel

**DODI 1000.15**

Procedures and Support for Non-Federal Entities Authorized to Operate on DOD Installations

**DODI 4000.19**

Support Agreements

**DODI 7041.03**

Economic Analysis for Decision-Making

**DODM 4160.21**

Defense Materiel Disposition

**FMR, Part 102-5 (41 CFR 102-5) (GSA Bulletin FMR B-35)**

Home-to-Work Transportation (Available at [https://www.gsa.gov/cdnstatic/fmr\\_bulletin\\_b35.pdf](https://www.gsa.gov/cdnstatic/fmr_bulletin_b35.pdf).)

**FMR 102-34 (GSA Bulletin FMR B-43)**

Motor Vehicle Management (Available at [https://www.gsa.gov/cdnstatic/fmr\\_bulletin\\_b-43.pdf](https://www.gsa.gov/cdnstatic/fmr_bulletin_b-43.pdf) and <https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation-fmr?asset=102166#i466536>.)

**MIL-STD-1223**

Nontactical Wheeled Vehicles Treatment, Painting, Identification Marking and Data Plate Standards

**PL 81-874**

Federal Motor Vehicle Expenditure Control

**PL 99-272 Sec 15301**

Federal Motor Vehicle Expenditure Control

**TC 3-21.60**

Visual Signals

**TC 21-305-20**

Manual for the Wheeled Vehicle Operator

**41 CFR 101-6.4**

Official Use of Government Passenger Carriers Between Residence and Place of Employment

**41 CFR 101-26.501-1**

General

**41 CFR 102-34.280**

What State Inspections Must We Have for Government Motor Vehicles

**49 CFR Part 571**

Federal Motor Vehicle Safety Standards

**49 CR 571.500, Section 500**

Low-speed vehicles

**10 USC 2164**

Department of Defense Domestic Dependent Elementary and Secondary Schools

**10 USC 2302**

Definitions

**10 USC 2554**

Equipment and Other Services: Boy Scout Jamborees

**10 USC 2555**

Transportation Services: International Girl Scout Events

**10 USC 2558**

National Military Associations: Assistance at National Conventions

**10 USC 2602**

American National Red Cross: Cooperation and Assistance

**10 USC 2604**

United Seamen's Service: Cooperation and Assistance

**10 USC 2606**

Scouting: Cooperation and Assistance in Foreign Areas

**10 USC 2632**

Transportation to and from Certain Places of Employment and on Military Installations

**10 USC 2637**

Transportation in Certain Areas Outside the United States

**10 USC 2639**

Transportation to and from School for Certain Minor Dependents

**12 USC 1770**

Allotment of Space in Federal Buildings or Federal Land

**20 USC 921**

Defense Dependents' Education System

**26 USC 61**

Gross Income Defined

**26 USC 132**

Certain Fringe Benefits

**36 USC 2107**

National Memorial Cemetery of the Pacific

**36 USC 200101**

Organization

**42 USC 7401**

The Clean Air Act

**42 USC 7522**

Prohibited Acts

**42 USC 13211**

Energy Policy Act

**42 USC 17001**

Energy Independence and Security Act of 2007

**Section III**

**Prescribed Forms**

DD forms are available on the Executive Services Directorate website <http://www.esd.whs.mil/>.

**DD Form 1970**

Motor Equipment Utilization Record (Prescribed in para 2–6.)

## **Section IV**

### **Referenced Forms**

Except where otherwise indicated below, the following DA Forms are available on the APD website (<http://armypubs.army.mil>). Optional Forms are available at (<http://www.gsa.gov/portal/forms>).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 461-5**

Vehicle Classification Inspection

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 4610-R-E**

Equipment Changes in MTOE/TDA (EGA)

#### **DA Form 5984-E**

Operator's Permit Record Card

#### **OF 346**

U.S. Government Motor Vehicle Operator's Identification Card

## Appendix B

### Website Listings for Fleet Management

#### B–1. Management of nontactical vehicles website links

The website listings in table B–1 are required for the management of nontactical vehicles within the Army.

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**Table B–1**

**Management of nontactical vehicle website listings**

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- a. Alternative Fuel Station Locator (available at <http://www.afdc.energy.gov/stations/>)
  - b. Department of Energy Alternative Fuels Data Center (available at <http://www.eere.energy.gov/afdc/index.html>)
  - c. DODM 4500.36 Management, Acquisition, and Use of Non-tactical vehicles (available at <https://dod.defense.gov/Resources/Forms-Directives/>)
  - d. Domicile-to-Duty (Home-to-Work) 31 USC 1344 (available at <https://www.govinfo.gov/app/details/USCODE-2011-title31/USCODE-2011-title31-subtitleII-chap13-subchapIIsec1344>)
  - e. FAST (Requires User ID) (available at <https://fastweb.inel.gov/>)
  - f. FMR 102–34 Motor Vehicle Management (available at <https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation-fmr?asset=102090>)
  - g. FMR 102–5, Home-to-Work (Domicile-to-Duty) (available at <https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation-fmr?asset=102140#i471944>)
  - h. FMVRS (Requires User ID) (available at <http://fmvrs.fas.gsa.gov/>)
  - i. Green Vehicle Guide (available at <http://www.epa.gov/greenvehicle/>)
  - j. GSA Fleet Drive-Thru (Reports Carryout, Crash, Defensive Driving Course) (Requires User ID) (available at <https://www.gsa.gov/acquisition/products-services/transportation-logistics-services/vehicle-leasing/gsa-fleet-drivethru>)
  - k. Listing of noncentrally-managed NTVs (available at <https://army.deps.mil/army/cmds/oacsim/is/lcd/ntv/forms/allitems.aspx?initialtabid=ribbon%2edocument&visibilitycontext=wsstapbersistence>)
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#### B–2. Additional information websites

The website listings in table B–2 provide additional information for the proper management of NTVs.

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**Table B–2**

**Nontactical vehicle proper management websites**

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- a. DENIX (available at <https://www.denix.osd.mil>)
  - b. DODI 6055.4 DOD-Traffic Safety Program (available at <https://dod.defense.gov/Resources/Forms-Directives/>)
  - c. Federal Asset Sales (Sales Site) (available at <http://www.govsales.gov/>)
  - d. Geographic Locator Codes Overview (available at <http://www.gsa.gov/portal/content/104507>)
  - e. Government Publishing Office Access (Electronic CFR's) (available at <http://www.ecfr.gov/>)
  - f. Law finder (available at <http://www4.law.cornell.edu/>)
  - g. Legislative information from the Library of Congress (available at <https://www.congress.gov/legislation>)
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## Appendix C

### Army Command Fleet Manager Roles and Responsibilities

#### C-1. Primary role of the Army Command Fleet Manager

The ACFM in each ACOM is the command's subject matter expert for the management, acquisition, and use of NTVs (Army-owned, long-term commercially-leased, and GSA-leased vehicles). The ACFM is also the liaison between the Command and the DCS, G-9.

#### C-2. Required policy and regulation knowledge

The ACFM is required to know the following regulations: DODM 4500.36, AR 58-1, AR 600-55, and AR 385-10. The ACFM must also be thoroughly familiar with Federal, State, local municipal and installation policies concerning NTV use and applications. The overarching ACFM responsibility is to ensure the effective, economical, and legitimate utilization of NTVs in compliance with DOD and Army NTV regulations.

#### C-3. Army command fleet manager duties

The ACFM's duties are vital to the success of the NTV program within the Army. To emphasize the importance, the ACFMs:

- a. Will be appointed on orders for military personnel and by a Memorandum for Record for Civilian Personnel signed by the Commander of the ACOM, ASCC, DRU, or FOA.
- b. Will provide a copy of the appointing order or memo to DCS, G-9 and verify contact information with DCS, G-9 (DAIM-ISL) annually thereafter.
- c. Will oversee the conduct and implantation of the VAM process. The VAM is a standard way to document the optimal vehicle allocation of a vehicle fleet and uses objective criteria such as user/vehicle ratios, per vehicle mileage, trips per vehicle, mission, terrain, climate, fleet condition, and down-time to justify and validate the vehicle requirement. Follow the VAM/VURB EO and SOP to conduct the processes.
- d. Verify that at least 50 percent of the command's fleet is pooled to increase utilization and meet the maximum number of transportation requests.
- e. Brief and educate the command or activity staff on safe motor vehicle operations, licensing, and official use policies and procedures.
- f. Ensure a Serious Incident Report is submitted to higher headquarters pertaining to accidents involving NTVs as prescribed in AR 385-10.
- g. Ensure the command's NTV fleet is right-sized in terms of smallest size and fewest vehicles during the fleet review before the annual GSA replacement cycle.
- h. Disapprove NTV requests that conflict with statute and regulations. Forward appropriate requests to DCS, G-9 for processing.
- i. Verify that preventive maintenance is formalized and tracked throughout the command or activity NTV fleet.
- j. Task appropriate installations/units/activities to investigate misuse reports and respond with results within 30 days.
- k. Track DTD approvals and submit renewal requests with updated information not less than 30 days prior to expiration.
- l. Submit new requests for DTD not less than 30 days prior to effective date of DTD service.
- m. Manage FMVRS in accordance with GSA procedures to ensure all command-managed NTVs are registered in FMVRS. Management may be accomplished either centrally or de-centrally.
- n. For national security reasons, ACFMs will centrally approve all UNICOR accounts for procurement of license plates.
- o. Conduct periodic visits or inspections, both announced and unannounced, to ascertain that NTVs are being properly managed; that vehicles are receiving maximum utilization; and that installations/units/activities are complying with current statues, EOs, directives, and regulations. Comply with EO 13834 to reduce petroleum consumption and lower GHG emissions by incorporating Hybrids, Plug-in Hybrids and Zero Emission NTVs.
- p. Ensure the command is in compliance with policies governing the procurement of NTVs, including GHG emissions vehicles.
- q. Authorize short-term leasing of NTVs where economical, practical, and a GSA-leased vehicle is not available. (Use of GSA Short-Term Lease Program is mandatory.)
- r. Obtain DCS, G-9 approval prior to obtaining long-term (over 12 months) commercial leases.
- s. Assist commanders to ensure back-to-back leases are not executed to circumvent regulatory guidance.

- t.* Coordinate all NTV purchases through DCS, G-9 to prevent potential Anti-Deficiency Act violations.
- u.* Provide a primary and alternate point of contact for the ACFM and for each installation/unit/activity to DCS, G-9 annually.
- v.* Participate in monthly ACFM teleconferences hosted by Army NTV Fleet Program Manager.
- w.* Participate in the Army NTV Managers meeting conducted annually in conjunction with the FedForum Conference. Facilitate attendance of installation/unit/activity fleet managers.
- x.* Review, consolidate, and prioritize (when required) NTV data call requirements and submit through command channels to DCS, G-9.
- y.* Manage the NTV fleet to comply with applicable ARs, DOD guidance, EOs, and Federal laws.
- z.* Review and approve data submissions for all annual reports.

## Appendix D

### Recurring Reports

#### D-1. Recurring reports list

Following is a list of recurring reports required by DCS, G-9. This regulation contains the tasking required for these reports with the stated due dates. Further taskers are not considered necessary but reminder notices will be provided.

- a.* Alternative Fueled Vehicle Surcharge Review: Annual – last working day in March.
- b.* Annual Priority Requirements Review for Nontactical Vehicle Fire Fighting Apparatus (OPA1 funded): Annual – 2nd Wednesday in August.
- c.* Annual Priority Requirements Review for Nontactical Vehicle Passenger, General Purpose and Special Purpose (OPA1 funded): Annual – 2nd Wednesday in August.
- d.* Annual Priority Requirements Review for Nontactical Vehicle Heavy and Light Armored Vehicles (OPA1 funded): Annual–2nd Wednesday in August.
- e.* Annual Priority Requirements Review for Base Level Commercial Equipment (OPA3 funded): Annual–2nd Wednesday in August.
- f.* Annual Vehicle Allocation Methodology/Vehicle Utilization Review Board Report: Annual–last Wednesday in April.
- g.* Congressional language for NDAA: Annual–last working day in May.
- h.* Domicile-to-duty: 90 day renewals–2nd Tuesday in October, January, April, and July; Investigative /Protective Services–Annually 2nd Tuesday in January; Field Work–Biannually 2nd Tuesday in February.
- i.* EISA Section 246 Fuel Consumption Report: Annual–last working day in June.
- j.* EPACT Report: Annual–last working day in February.
- k.* EPACT Section 701 Waiver: Annual–last working day in June.
- l.* Federal Automotive Statistical Tool Reporting: Annual–last working day in October.
- m.* Funding Requirements for Budget and Program Objective Memorandum Planning: Initial meeting with ACFMs, the 3rd Thursday in June of each year, is to develop a broad understanding of requirements and a justification to support requirements submission.
- n.* GSA Annual Leased Vehicle Replacements: Annual–last working day in August.

#### D-2. Situational report requirements

Following are reports that will be submitted based on the situational requirement:

- a.* Installation status report. As required.
- b.* Long-term lease report. As required.



## Appendix E

### Internal Control Evaluation

#### E-1. Function

This evaluation provides a transportation management and control assessment framework.

#### E-2. Purpose

The purpose of this evaluation is to assist in evaluating the key management controls listed below. It is not intended to cover all controls.

#### E-3. Intended users

The checklist is targeted toward functional officials (for example, those individuals responsible for operating programs within the Army (all components) as well as individuals at higher headquarters who are responsible for program oversight and management).

#### E-4. Instructions

Responses must be based on the actual testing of key management controls (for example, document analysis, direct observation, and sampling). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification). Functional officials have a responsibility to and are accountable for completing all required tasks and functions of Army NTV Management. Any failure in performance jeopardizes the attainment of mission support goals, directly influences future funding of the NTV fleet, can shift the fiscal burden of official vehicular travel from the Army to the Army workforce (military and Civilian), and increases the risk of mission failure.

#### E-5. Test questions

*a.* Is at least 65 percent of the command's fleet pooled to increase utilization and meet the maximum number of transportation requests? Yes / No.

*b.* Is the ACFM briefing and educating the command/installation staff on safe motor vehicle operations, licensing, and official use policies and procedures? Yes / No.

*c.* Is the ACFM conducting periodic visits or inspections, both announced and unannounced, to ascertain that NTVs are being properly managed; that vehicles are receiving maximum utilization; and that installations/units are complying with current statutes, EOs, directives, and regulations? Yes / No.

*d.* Is EO 13834, mandating reductions in GHG emissions by incorporating Hybrids, Plug-in Hybrids, and Zero Emission vehicles, being complied with? Yes / No.

*e.* Is a Serious Incident Report submitted to the appropriate headquarters for accidents involving NTVs in accordance with AR 385-10 and DA Pam 385-40? Yes / No.

*f.* Does the ACFM ensure the command's NTV fleet is right-sized in terms of smallest size and fewest vehicles during the fleet review before the annual GSA replacement cycle? Yes / No.

*g.* Does the ACFM disapprove NTV requests that conflict with statute and regulations? Yes / No.

*h.* Was a waiver approval received from DCS, G-9 prior to commercially leasing NTVs whenever the lease period exceeded 120 days or an individual vehicle lease cost was over \$5,000, or the lease was for 25 or more vehicles, or the total lease cost exceeded \$150,000? Yes / No.

*i.* Does the ACFM participate or have representation in monthly ACFM teleconferences hosted by the Army NTV Fleet Program Manager? Yes / No.

*j.* Are all command-managed, Army-owned NTVs registered in FMVRS? Yes / No.

*k.* Do all Army-owned NTVs and trailers have license plates with an expiration date embossed in the plate? Yes / No.

*l.* Are requests for centrally-managed NTVs sent to DCS, G-9 for approval? Yes / No.

*m.* Are requests for noncentrally-managed NTVs costing over \$250,000 sent to DCS, G-9 for approval? Yes / No.

#### E-6. Supersession

This evaluation replaces the evaluation previously published in AR 58-1, dated 3 April 2019.

**E-7. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to DCS, G-9 (DAIM-ISE), 600 Army Pentagon, Washington, DC 20310-0600.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACFM**

Army command fleet manager

**ACOM**

Army command

**ACS**

Army Community Service

**AF**

alternative fuel

**AFC**

U.S. Army Futures Command

**AFV**

alternative fuel vehicle

**AI**

administrative instruction

**AMC**

U.S. Army Materiel Command

**ANC**

Arlington National Cemetery

**APF**

appropriated funds

**AR**

Army regulation

**ARCENT**

U.S. Army Central Command

**ARCYBER**

U.S. Army Cyber Command

**ARNG**

Army National Guard

**ASC**

Army Sustainment Command

**ASCC**

Army service component command

**ASD (EI& E)**

Assistant Secretary of Defense, (Energy, Installations, and Environment)

**ATEC**

Army Test and Evaluation Command

**AWCF**

Army Working Capital Fund

**BCE**

base-level commercial equipment

**BEV**

battery electric vehicle

**BOAC**

billed office address code

**BOQ**

bachelor officer quarters

**BOS**

base operations support

**CC**

command counsel

**CDL**

commercial driver license

**CFR**

Code of Federal Regulations

**CJA**

command judge advocate

**CNG**

compressed natural gas

**CONUS**

continental United States

**CSA**

Chief of Staff, Army

**DA**

Department of the Army

**DA Form**

Department of the Army form

**DA Pam**

Department of the Army pamphlet

**DAC**

Department of the Army Civilian

**DCS, G-9**

Deputy Chief of Staff, G-9

**DD**

Department of Defense

**DENIX**

Defense Environmental Information Exchange

**DES**

Directorate of Emergency Services

**DLA**

Defense Logistics Agency

**DOD**

Department of Defense

**DODAI**

Department of Defense administrative instruction

**DODDS**

Department of Defense Dependent Schools

**DODI**

Department of Defense instruction

**DODM**

Department of Defense manual

**DOE**

Department of Energy

**DRMO**

Defense Reutilization and Marketing Office

**DRU**

direct reporting unit

**DTD**

domicile-to-duty

**ECECS**

Executive control and essential command supervision

**EISA**

Energy Independence and Security Act 2007

**EO**

Executive Order

**EPA**

Environmental Protection Agency

**EPACT**

Energy Policy Act

**ETBE**

ethyl tertiary butyl ether

**EV**

electric vehicle

**F&ES**

Fire and Emergency Services

**FAR**

Federal Acquisition Regulation

**FAST**

Federal Automotive Statistical Tool

**FAX**

facsimile

**FFA**

firefighting apparatus

**FMIS**

Fleet Management Information System

**FMR**

Federal Management Regulation

**FMVRS**

Federal Motor Vehicle Registration System

**FOA**

field operating agency

**FORSCOM**

U.S Army Forces Command

**FSR**

field service representative

**GC**  
garrison commander

**GFE**  
Government-furnished equipment

**GHG**  
Greenhouse gas

**GO**  
general officer

**GSA**  
General Services Administration

**GVW**  
gross vehicle weight

**GVWR**  
gross vehicle weight rating

**HAV**  
heavy armored vehicle

**HEV**  
hybrid electric vehicle

**HRP**  
high risk personnel

**HSO**  
Housing Services Office

**HSPG**  
Highway Safety Program Guideline

**IMCOM**  
U.S. Army Installation Management Command

**INSCOM**  
U.S. Army Intelligence and Security Command

**ISL**  
Installation Logistics and Services Management

**ISSA**  
Inter-Service support agreement

**JB**  
Joint base

**JTA**  
Joint tables of allowances

**JTR**  
Joint Travel Regulations

**LAV**  
light armored vehicle

**LCMC**  
Life Cycle Management Command

**LE**  
law enforcement

**LEA**  
local education agencies

**LEVAM**  
law enforcement vehicle allocation methodology

**LIN**  
line item number

**LRC**  
Logistics Readiness Center

**LSEV**  
low speed electric vehicle

**MATCAT**  
materiel category

**MDEP**  
Management Decision Package

**MDW**  
Military District of Washington

**MEDCOM**  
U.S. Army Medical Command

**MOU**  
memorandum of understanding

**MP**  
military police

**MPH**  
miles per hour

**MTBE**  
methyl tertiary butyl ether

**MWD**  
military working dog

**MWR**  
morale, welfare, and recreation

**NAF**  
nonappropriated fund

**NCR**  
National Capitol Region

**NDAA**  
National Defense Authorization Act

**NDR**  
National Driver Register

**NFPA**  
National Fire Protection Association

**NMA**  
non-medical attendant

**NSN**  
national stock number

**NTV**  
nontactical vehicle

**OCONUS**  
outside the continental United States

**ODCS, G-9**

Office of the Deputy Chief of Staff, G-9

**OEM**

original equipment manufacturer

**OF**

optional form

**OMA**

operations and maintenance, Army

**OMAR**

operations and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OMNG**

operations and maintenance, National Guard

**OPA**

other procurement, Army

**ORF**

operational readiness float

**PHEV**

plug-in hybrid electric vehicle

**PL**

public law

**PMCS**

preventive maintenance checks and service

**POD**

permissible operating distance

**POI**

program of instruction

**POM**

program objective memorandum

**POV**

privately-owned vehicle

**PSVA**

Personnel Security Vulnerability Assessment

**RDT&E**

research, development, test, and evaluation

**SB**

supply bulletin

**SC**

senior commander

**SECARMY**

Secretary of the Army

**SJA**

staff judge advocate

**SOFA**

status of forces agreement



**SOP**  
standard operating procedure

**STR**  
short-term rental

**SUV**  
sport utility vehicle

**TACOM**  
U.S. Army Tank-Automotive and Armament Command

**TAMMS**  
The Army Maintenance Management System

**TCS**  
temporary change of station

**TDA**  
table of distribution and allowances

**TDY**  
temporary duty

**TJAG**  
The Judge Advocate General

**TMP**  
transportation motor pool

**TOE**  
table of organization and equipment

**TRADOC**  
U.S. Army Training and Doctrine Command

**UDI**  
U-Drive-It

**UNICOR**  
Federal Prison Industries, Inc.

**USAASB**  
U.S. Army Accessions Support Brigade

**USACE**  
U.S. Army Corps of Engineers

**USACIDC**  
U.S. Army Criminal Investigations Command

**USAFMSA**  
U.S. Army Force Management Support Agency

**USAJFKSWCS**  
U.S. Army John F. Kennedy Special Warfare Center and School

**USAR**  
U.S. Army Reserve

**USARAF**  
U.S. Army Africa

**USAREC**  
U.S. Army Recruiting Command

**USARNORTH**  
U.S. Army North

**USARSO**

U.S. Army South

**USASMDC**

U.S. Army Space and Missile Defense Command

**USASOC**

U.S. Army Special Operations Command

**USC**

United States Code

**UTC**

Unit Transportation Coordinator

**VAM**

Vehicle Allocation Methodology

**VURB**

Vehicle Utilization Review Board

**WT**

warriors in transition

**WTU**

Warrior Transition Unit

**Section II****Terms****Accessibility (U.S. Only)**

For transportation purposes, a school will be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way.

**Administrative support vehicles**

Common support of installation activities and personnel using commercial design vehicles such as transportation used to move personnel to meetings, mail pick-up, for example. Most Army sedans, passenger/cargo vans and station wagons are included in the administrative support category (see also tactical and nontactical vehicle).

**Administrative use of motor vehicles**

Motor vehicles, normally of commercial design, assigned to an organization based on authorization documents and used to provide transportation support on an installation. They may also support a site or activity not classified as an installation. Motor vehicles of military design may also be used for administrative purposes and in this case, they are also classified as administrative vehicles.

**Agency**

A department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned Government corporation, in the 50 States, District of Columbia, Commonwealth of Puerto Rico, and territories and possessions of the United States.

**Alternative fuel**

Alternative fuels for transportation applications include the following:

- a. Methanol.
- b. Denatured ethanol, and other alcohols.
- c. Fuel mixtures containing 85 percent or more by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels—natural gas.
- d. Liquefied petroleum gas (propane).
- e. Hydrogen.
- f. Coal-derived liquid fuels.
- g. Fuels (other than alcohol) derived from biological materials (biofuels such as soy diesel fuel).
- h. Electricity (including electricity from solar energy).
- i. Any other fuel the Secretary of Energy determines is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

j. The term "AF" does not include alcohol or other blended portions of primarily petroleum-based fuels used as oxygenates or extenders, that is, MTBE, ETBE, other ethers, and the 10-percent ethanol portion of gasohol.

**Alternative fuel vehicles**

A motor vehicle capable of operating on AFs such as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

**Auxiliary parking areas**

Areas located away from a main motor pool parking areas that are designated by the installation/activity commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

**Battery electric vehicle**

A vehicle having an electric motor and on-board battery storage capability for the operation of the vehicle for a limited distance. BEVs must be recharged from electricity producing or dispensing infrastructure (for example, solar arrays, electrical wall outlets, or 240 volt or 480 volt charging stations).

**Centrally-managed nontactical vehicles**

All passenger designed vehicles and any other type vehicle having an individual vehicle acquisition cost of \$250K or greater.

**Commercial design vehicle**

A vehicle designed to meet Civilian requirements and used without major modifications by DOD activities for routine transportation of supplies, personnel, or equipment.

**Commercial facilities**

Facilities used to provide services by private or commercial firms. This does not include in-house contractors.

**Commercial transportation terminals**

A station, at the end of a transportation line or at a major junction of multiple transportation lines, for land, air, or water embarkation and debarkation of passengers or loading/unloading of freight and cargo.

**Compressed natural gas**

Natural gas, comprised primarily of methane, compressed to a pressure at or above 2,400 pounds per square inch and stored in special high-pressure containers. It is used as a fuel for natural gas-powered vehicles.

**Crossover vehicle**

A "crossover vehicle" is a vehicle that has attributes of more than one vehicle type category.

**Department of Defense components**

The Services [Army, Marine Corps, Navy, and Air Force (in protocol order – by date of establishment by Congress)] and Agencies like the Defense Logistics Agency. Coast Guard is under the Department of Homeland Security, not DOD.

**Department of Defense dependent schools**

Schools established by the DOD in overseas areas to provide primary and secondary education for minor dependents of DOD sponsors.

**Department of Defense dependent student (overseas areas only)**

A minor dependent who—

- a. Is the child, stepchild, adopted child, ward, or spouse of a DOD sponsor, or who is a resident in the household of a DOD sponsor who stands in loco parentis to such individual and who receives one-half or more of their support from such a sponsor.
- b. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DOD sponsor is military.
- c. Is an authorized member of the household of a DOD sponsor entitled to a living quarter's allowance, as authorized by the Department of State Standardized Regulations and DOD 1400.75 if the DOD sponsor is Civilian.
- d. Has not completed secondary school and who will reach their 5th but not 21st birthday by December 31 of the current school year.

e. Is physically or mentally challenged and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DODDS, or designee, in their sole discretion, determines that adequate staff and facilities are available to serve such a challenged child.

f. Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DODDS, or designee, in their sole discretion, determines that adequate staff and facilities are available to serve such a child?

**Department of Defense sponsor**

An individual who is either—

- a. A member of the Armed Forces serving on active duty.
- b. A Civilian officer or employee of DOD paid from APF.

**Department of Defense sponsor (overseas areas only)**

A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a Civilian employee of the Department of Defense who is employed on a full time basis, paid from APF, and stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the U.S. Immigration Laws.

**Direct labor**

All work, performed by DOD personnel, charged to the transportation function that can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. This excludes the cost for drivers.

**Direct maintenance man-hour input standards**

A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanic's performance and normal climatic, road, and other operating conditions generally experienced at most installations within CONUS.

**Direct material**

All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

**Domicile**

A place of residence, regardless of where located including government quarters, excluding TDY residences. Includes a home, trailer, or apartment (for example) used as the residence, immaterial of structure type or size. TCS and TDY residences are not considered an individual's domicile.

**E-85**

E85 fuel is a fuel mixture of 85 percent ethanol and 15 percent gasoline.

**Electric vehicle**

A motor vehicle powered by an electric motor that draws current from rechargeable storage batteries, fuel cells, photovoltaic arrays, or other sources of electric current. For this regulation, EVs are those vehicles with a range and speed higher than for LSEVs, normally significantly much higher.

**Employee**

An employee of an agency in either the competitive or excepted service provider or an enrollee of the Job Corps.

**Executive sedan**

A large sedan classified in Federal Standards issued by the GSA as Class IV.

**Family member school children (U.S. Only)**

Those minor age Family members of DOD personnel (and of members of other Federal agencies when specifically indicated) attending primary or secondary schools, including kindergarten (for example, "pre-primary" or "junior primary") where this group or class is—

- a. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

b. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

**Field work**

Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a Government passenger carrier for transportation.

**General purpose vehicles**

Vehicles used or designed for cargo or general functions.

**Greenhouse gas**

GHG are gases in the atmosphere that absorb and emit radiation within the thermal infrared range.

**Group transportation**

A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

**Heads of executive departments**

Are the principal officials of executive departments, appointed by the President, with the advice, and consent of the Senate?

**Heavy duty vehicle**

NTVs with a GVWR of 16,001 lbs. or greater.

**Highway-warning device**

For sedans, two warning triangles per vehicle is the minimum equipment required. A reflective vest is mandatory in some locations and is strongly encouraged for all.

**Hybrid**

A vehicle that can operate using multiple fuel sources.

**Hybrid electric vehicle**

HEVs use both battery-powered motors and gasoline-powered engines to get high fuel efficiency. The battery is charged by the vehicle's gasoline engine. Gas and diesel HEVs are not classified as AFVs, but do support petroleum reduction initiatives.

**Indigenous vehicle**

Vehicles available from local vendors located outside of the 50 United States.

**Indirect labor**

All work performed by Civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.

**Installation**

Real property owned or leased by the United States, and under the jurisdiction of one of the DOD components, including Family housing designed for rent for residential use by Civilian or military personnel of the Army, Navy, Marine Corps, or Air Force.

**Intelligence, investigative, or security purposes**

Terms used in connection with vehicles exempt from identification provisions; the term, "security purposes," does not include internal security functions performed by DOD component installation and activities.

**Lead agent**

Authorized to represent and take actions within set boundaries for a command or staff activity.

**Light duty nontactical vehicle**

NTVs with GVWR up to 8,500 pounds.

**Local education agency (U.S. Only)**

A board of education or other legally constituted local school authority having administrative control and direction of public education in a city, county, township, independent, or other local school district. The term includes any agency that directly operates and maintains facilities for providing public education.

**Local public school (U.S. Only)**

That division of the State school system that provides free public education to any span of grades 1 through 12 plus kindergarten, and which is under the supervision and/or control of, and is designated by a legally constituted board of education (or other legally constituted local school authority) to serve the geographic attendance area in which a family member's child resides.

**Lodging**

Temporary sleeping place or quarters.

**Low speed electric vehicle**

A vehicle with a maximum speed of 25 MPH. Federal Motor Vehicle Safety Standard No. 500 (49 CFR Section 571.500) requires low-speed vehicles to be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, seat belts, and vehicle identification numbers.

**Maintenance**

All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, and classification as to serviceability, repair, rebuilding, and reclamation.

**Mass transit**

Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "non-duty" types of transportation within a DOD installation.

**Medium duty vehicle**

NTVs with GVWR between 8,501 – 16,000 lbs.

**Military terminal**

An air terminal under the control of any U.S. military service for the embarkation and debarkation of passengers or loading/unloading of freight and cargo.

**Motor vehicle**

A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

**Motor vehicle accident**

An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other acts of nature. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

**National Capital Region**

The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of Government within the geographic areas of such district, counties, and city.

**Noncentrally-managed nontactical vehicles**

All non-passenger vehicles having an individual procurement cost of less than \$250K.

**Non-Department of Defense schools**

Schools including dormitory facilities, other than DOD dependent schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DOD schools to provide room and board for eligible handicapped Family members when DOD dependent schools cannot provide an appropriate education.

**Nonproductive time utilization**

All work performed by DOD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours will be the difference between the hours for the normal work week less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

**Nontactical vehicle**

A motor vehicle or trailer of commercial design acquired and assigned on the basis of authorization documents and used for providing administrative, direct mission, or operational transportation support of military functions. All DOD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

- a. Administrative Support. Commercial design vehicles used for common support of installations and personnel. Most Army sedans and station wagons are included.
- b. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.
- c. Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

**Official purposes**

Any application of a motor vehicle in support of authorized DOD functions, activities, or operations.

**Operations**

Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

**Operator**

An employee who operates DOD motor vehicles in the performance of their official duties.

**Operator inspection and service**

Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

**Other procurement, Army other procurement, Army-1**

Funds used to purchase all centrally managed NTVs. Use of OMA funds for these vehicles can result in an Anti-Deficiency Act violation.

**Other procurement, Army other procurement, Army-3**

Funds used to purchase all BCE with an individual cost of \$250,000 or greater. Use of OMA funds for these vehicles can result in an Anti-Deficiency Act violation.

**Parent**

A legal guardian or other person in loco parentis status.

**Permissible operating distance**

The POD is the maximum distance, in a given direction, to which an activity normally will dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

**Physically or mentally challenged children**

Children who have been evaluated and classified by competent authority as being mentally challenged, hard of hearing, deaf, speech impaired, visually impaired, seriously emotionally disturbed, orthopedically impaired, other health impaired, or having specific learning disabilities and who, because of those impairments, need special education and related services.

**Place of employment**

Any place within the accepted commuting area where the person performs their business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

**Plug-in hybrid electric vehicle**

PHEVs use battery-powered motors and gasoline-powered engines to displace fuel usage with off-board electrical energy charged at home. A PHEV has a large battery that is charged both by the vehicle's gasoline engine and from plugging into a standard 110 volt electrical outlet for a few hours each day.

**Pooling**

A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

**Private school (U.S. Only)**

An elementary or secondary school that provides education within a span of grades 1 through 12, plus kindergarten, established by an agency other than the State or its subdivisions, but legally permitted under the laws of the State, or foreign Government, and which includes within its curriculum all subjects that are usually taught under the laws of

the States. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

**Productive time utilization**

All work performed by DOD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other overhead functions. Productive labor hour time utilization will be used for manpower and management related purposes.

**Program objective memorandum**

The POM is the primary document used by the DOD, Army, and Navy to submit programming proposals. The POM includes an analysis of missions, objectives, alternative methods to accomplish the objectives, and the personnel and obligation authority required over a 5 year period to build, operate, and maintain the proposed program.

**Public education (U.S. Only)**

Education that is provided at public expense, under supervision and direction of the local education agency, without tuition charge, and that is provided as primary or secondary school education in the applicable State or territory.

**Public transportation**

Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

**Reasonable distance**

A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

**Regular means of transportation**

Includes regular public school transportation, regular private school transportation, regular inter and/or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

**Road test**

OPM Test No. 544 or similar road tests developed by Federal agencies to evaluate the competency of prospective operators.

**Safety and security**

This refers to certain assignments in DA having inherent functions critically involving the safety or internal security of the activity or installation.

**Scheduled activity bus services**

That service provided to military and civilian persons on a prescribed time schedule between points for official duties during normal working hours.

**Scheduled Department of Department bus services**

Scheduled bus services provided by DOD Components, to include bus services contracted by DOD Components.

**Scheduled inspection and service**

Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

**Shuttle service**

This fare-free service is established to meet DOD requirements and operates only in duty areas.

**Special purposes vehicles**

Vehicles used or designed for a specialized function (for example, airfield runway sweeper).

**Sport utility vehicle**

A vehicle that is available with four-wheel or all-wheel-drive and raised ground clearance in combination with a two- or four-door passenger cabin or convertible body.

**Standard study number**

An alpha-numeric, four character code which links the costs of a total system to include hardware, software, and personnel costs.



**State license**

A valid driver's license that would be required for the operation of similar vehicles for other than official Government business by the states, District of Columbia, Puerto Rico, or territory or possession of the U.S., in which the employee is domiciled or principally employed.

**Sub-pools**

An element of the central TMP that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

**Tactical vehicle**

A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The U.S. Air Force uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines.

**Taxi service**

Taxi service is a transportation service provided by vehicles dispatched with drivers, on an 'on-call' basis, without appreciable delay or the need for prior arrangements for service. Taxi service vehicles may or may not be radio-equipped.

**Transportation coordinator**

The installation TMP manager, unit fleet manager, or any person designated with the responsibility for managing an activity's NTV fleet.

**U-drive-it**

Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using agency.

**United States**

Includes the 50 States, the District of Columbia, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island.

**Unscheduled maintenance service**

Maintenance required between scheduled inspection and service intervals.

**Vehicle downtime standard**

The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

**Walking distance**

In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1-1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries (such as a housing area, a neighborhood and so forth). For the U.S., walking distances will be established by local school authorities.



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